



TOWN OF

Westford

SELECTBOARD MEETING
WESTFORD TOWN OFFICE & ZOOM
OCTOBER 23, 2025, 6:15 P.M.

<https://us02web.zoom.us/j/84881048260?pwd=C6vlfWLMpfSQhrQhYWSmajQeijR4m.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) – October 9th
4. BUDGET REQUESTS
 - a. (6:40) – Cemetery
 - b. (6:45) – Brick Meeting House
 - c. (6:50) – Historical Society
 - d. (6:55) – DRB
 - e. (7:00) – Planning Commission
 - f. (7:05) – Essex Rescue
 - g. (7:10) – CUSI
 - h. (7:15) – Listers
5. (7:20) – CCRPC UPDATE (Ben Bornstein)
6. HIGHWAY DEPARTMENT
 - a. (7:25) – Review Road Schedule
 - b. (7:30) – Review FY'25 highway budget status report
7. DISCUSSION
 - a. (7:35) – Municipal Planning Grant Review/Signature
 - b. (7:45) – Banner Policy Discussion
 - c. (7:55) – Public Indecency Discussion
 - d. (8:05) – Traffic Control Study – Covey Rd/Old Number 11
 - e. (8:15) – School Redistricting Task Force Conversation
 - f. (8:35) – November/December SB Meeting Dates
8. TREASURER
 - a. (8:40) – Review FY'25 General Fund budget status report
 - b. (8:50) – Review and approve accounts payable & payroll warrants
9. (9:00) – CORRESPONDENCE
 - a. Beaver Deceiver
 - b.
10. (9:15) – COMMUNICATION
11. ANTICIPATED EXECUTIVE SESSION: Personnel & Contract Questions
12. ADJOURN

The next regular Selectboard Meeting will be held on November TBD, 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
OCTOBER 9, 2025
Draft Minutes**

Present:	Pat Haller Julia Andrews Deb Jorschick Casey Mathieu Nick Nichols	Greg Barrows Tommy O'Connor Callie Hamdy Sean Cushing
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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

Added Municipal Planning Grant under discussion.

PUBLIC COMMENT

There were no public comments.

MINUTES

J. Andrews motioned to accept the September 25, 2025 minutes as amended. **D. Jorschick** seconded. Motion passed 5-0.

CCRPC UPDATE

Ben Bornstein, CCRPC Representative, was present. On October 15th there will be a board meeting, and it will also be an open forum for the public where they will discuss the regional plan and transportation. It is a chance to ask any and all questions the public may have.

ROAD SCHEDULE

S. Cushing, Road Foreman, was present and went over the Road Schedule from September 26, 2025 to October 9, 2025.

REVIEW FY'26 HIGHWAY BUDGET STATUS REPORT

G. Barrows, Treasurer, went over the FY'26 Highway Budget Status Report.

COMMON HALL BUDGET REQUEST

Kim Phinney from the Westford Common Hall (WCH) was present to present their budget request. She described some of the challenges the WCH has in funding their services. They do not have an ADA compliant bathroom. When there is a large event in warm weather they balance this by putting an accessible portalet on the back deck, but that is not possible most of the year. They are asking for \$4,500, which is an increase from their request last year.

Kim Guidry was present. She asked what fundraising opportunities the WCH has in mind to offset their increased monetary need. **K. Phinney** explained the town used to fund the WCH to \$4,500, but Covid and other restraints decreased the amount the town gives the WCH. They continue to look for foundation dollars. Some events are by donation only because they do not want to put most events for the community under a high pay ceiling. They often make \$200 per evening for movie showings and concerts.

Lori Johnson was present. She thought the allocation for the WCH had been decreased because the town had given the WCH a significant chunk of the ARPA money in the hopes they would become self-sufficient. **K. Phinney** noted that the ARPA money was infrastructure based, and it is a really different type of money than self-sufficiency. The funding did however allow them to weatherize the building, put in heat pumps, and replace the furnace. These are all different than long range stability.

Carol Winfield was present. She wondered if any grants had been pursued for the ADA bathroom. **K. Phinney** explained they have looked and had hoped to do it with the ARPA money, but with inflation that was not possible. Federal money is also gone. **Barb Peck** was present and asked how much money was left of what they were afforded in the past. **K. Phinney** responded their annual budget is around \$20,000. They have no paid staff. The distinction she wanted to make around the ARPA money is that it was restricted money for a specific use that needed to be spent in a specific time frame. The town is not aware of any organizations that were afforded ARPA money that still have any left. Many could not do all of their work because of cost increases.

CONSERVATION COMMISSION BUDGET REQUEST

The Westford Conservation Commission (WCC) was level funded.

HARDWARE LIFECYCLE (VTC TECH)

T. O'Connor noted that VTC Tech sent over the current hardware life cycle. The town usually extends their tech use by some time, which is a good thing. There are a few computers overdue for lifecycle services. They are going to go through and see what ones can continue to be used. **D. Jorschick** discussed replacing all the desktops with laptops to increase usability for town staff away from their desks and alleviate the use of staff using their personal laptops. **C. Hamdy** agreed with the spirit of what **D. Jorschick** was saying, but brought up that current space constraint, such as desk space, would be made more difficult through use of a laptop for some staff members, such as wanting an ergonomic keyboard and a larger monitor than a laptop could provide.

FALL TRAIL CLOSURES

Jim Anderson had communicated with the Selectboard that after the last Selectboard meeting he noticed that there was an increase of users on Schultz Trail after it was discussed. The Andersons are requesting that the board potentially, once the trail maintenance document is finalized, close it during hunting season to limit the traffic so the landowners can use the land for what they acquired it for. **C. Mathieu** does not think it is an issues for the landowners outside of the hunting season since it is a public trail and people are expected to be walking it.

The Andersons are asking for a one time closure for this year to alleviate any potential strain on the landowners. **J. Andrews** asked for clarification on what hunting season it would cover. Rifle and Muzzleloader. **P. Haller** thinks this would be a good gesture for the town to make. He thinks we should be careful about who the trails are closed to and if a motion is made the motion should include due access for all that have legal right of way through the trail. It should be closed to the public except for those who have legal right of way on the trail. **J. Andrews** recognized Ben Bornstein's right to use the trails. If the residents of the properties are out

hunting, the intersection of his use while they are closed to the public and the landowner hunting could be a dangerous. Would there be any way to mitigate this? **B. Bornstein** responded he wears bright yellow reflectors etc. and knows the first rule of hunting is that you identify what something is before you shoot. He also feels his neighbors are responsible.

Dick Lavallee was present. He does not know why we should be restricting the use hunting or not because the Andersons knew the trail was present when they bought the property. **P. Haller** suggested amending the closure dates to include archery season which started on October 1. **C. Winfield** asked if they were talking about closing all town trails, just ones through private property, or just one specific trail? **C. Mathieu** noted the request was just for the private property trails. **C. Winfield** asked if this meant all private property trails? Yes. **C. Mathieu** reminded all in attendance that this would just be a one off instance until the document is complete.

P. Haller motioned to close the trails for public access to the public but not to those who have legal right of way on all trails except for the trails at Misty Meadows and Maple Shade from the time of October 9, 2025 to December 14, 2025. **T. O'Connor** noted that from running trail networks the difference is that if you are stopped by a warden for hunting and you are on a closed trail if you can provide the written agreement from the landowner you do not get a charge of trespassing from the game warden. One of the things he had to deal with when he worked for VASA is written landowner permission on their person. **J. Andrews** though this made sense because it puts it on the landowners who are requesting this in the first place. **P. Haller** thought that goes too far in the context policing if somebody can use their land as they like. **J. Andrews** does not know jurisdictionally if we have any enforcement right, the enforcement of this would be on the property owner. **N. Nichols** seconded.

Dick Lavallee asked how this would affect Covey Road since there are multiple homeowners who access Stoney Ridge from there. Those that have land on that trail would have access to the whole trail. **B. Peck** asked how this would be enforced. **P. Haller** thinks if the town agrees to the motion they will ask the Conservation Commission to put up signage saying Trail Closed. **B. Peck** understands that but how is it going to be enforced if people go on the trail anyways? **J. Andrews** thought if somebody goes on the trail it is up to the landowners to call a game warden or a sheriff. Westford has no law enforcement. **B. Bornstein** thought we should emphasized anybody that has a legal right to the using the trail on the signage because there is a right of way, a public right of way. **N. Nichols** is comfortable with the motion because it is what the landowners are asking us to do, they are not asking us to enforce it. Motion passed 5-0.

BEAVER DECEIVER AGREEMENT

The town had asked for **C. Winfield** to go back to Protect Our Wildlife (POW), who are giving us the grant, asking them to tailor the agreement more to the town's needs. They have included the things we have asked. **P. Haller** motioned to accept the memo of understanding with POW for \$4,000. He also motioned that we shift from the volunteer work Carol has done to spearhead the project to the Town Administrator. **N. Nichols** seconded. **K. Guidry** asked if it was a 3 year commitment.? That was true. How long do the deceivers last? **P. Haller** has heard they last indefinitely. With discussions with the town of Monkton they have seen ones

operated for 10+ years. **K. Guidry** asked if it lasts for 2.5 years, is the MOU still that we cannot trap the beavers there? That was correct but only limited to the location of the deceiver.

S. Cushing, Road Foreman, understood that the installation was partially out of the Right of Way. If that is the case we would need permission from the landowners because water will get dammed up on their side of the property and if volunteers are cleaning it they need permission to do that. He thinks that needs to be looked at before it goes forward. He asked how long the resident led maintenance was occurring for? **P. Haller** thinks we should find out from Beaver Deceiver if this goes off the right of way and by how much. He would like to see the board accept the MOU given we can install it. Motion passed 5-0. **P. Haller** motioned to ask Tommy with figuring out the logistics of the project including access, possibly on private land for both installation and continued maintenance. Continued maintenance would be volunteers of the town. **J. Andrews** seconded. Motion passed 5-0.

SAFETY/LIABILITY OF 1705 PROPERTY

We had received a few emails as well as in person requests asking for permission to go on the 1705 property. What are we allowing/not allowing on the property in the current space? In past events people have used the property for parking and seating. The safety near the building is mostly in question. **Maria Barden**, Assistant Town Clerk and Administrative Assistant, wanted language the office staff could use if asked.

P. Haller noted 1705 is a contaminated site and we still do not have a corrective action plan. It is mostly between the existing garage and what's known locally as the Hotel (1695 VT Route 128). It has not been remediated. He thinks the town should not want people on the property as there are potential health exposures. Regarding the request in Correspondence asking for permission to use a metal detector on the site he thinks we should refrain. It could bring people into contact with the contamination, and the town has yet to do the archaeological study required for the site. Metal detecting could put that in jeopardy. He does not think the town should let anybody on the property but does not think parking and seating roadside for 4th of July is a problem. **Dave Gauthier** has been maintaining around the house with permission, but the other uses are risky for the town. **J. Andrews** thinks if somebody got curious and poked around in the house it is unsafe. **D. Jorschick** wondered if we should post a no trespassing at the house and potentially the property. **P. Haller** thinks once we post it we should have the people we allowed on the site recorded somewhere for posterity.

MUNICIPAL PLANNING GRANT

Max Tyler, Planning Commission (PC), was present. As a result of ACT 181, he had followed up with CCRPC regarding municipal planning and what we would need to do to be prepared for the next land use map update, updating the town plan, public outreach, etc. A municipal planning grant (MPG) came up to fund those activities. We can get one municipal planning grant per year, and it would have to be for a specific project. The land use and town plan update are both far out, however. CCRPC cautioned that we would be early, but that we could apply, nonetheless. We have a month to get the application in.

In those discussions, 1705 came up as well as a potential municipal office update. Max has not done anything related to those topics, but it came up as a valid use for a MPG. The timing of that might be more compelling than the original public outreach use. The PC would like

direction from the Selectboard. The max grant amount is \$30,000 and requires the town to have matching funds of 10% for any grant given. CCRPC gave an example for the MPG of cost estimations for preservation of the house on 1705 vs building a new office or public outreach for those projects. Do we want to do the application and what do we want to apply for?

N. Nichols asked if those are the only two options or is there something in between. The conceptual plan of retrofitting the 1705 house is a very specific choice. Is there an option to do something more general? **M. Tyler** did not have a specific answer. He thinks the more specific the request the more likely it will be accepted. **N. Nichols** is very interested in helping the town figure out what they want to do with that property. **Harmony Cism**, Zoning Administrator and Planning Coordinator, had sent a document that describes the details of MPGs and what they require. It is a point based system. **P. Haller** noted they do have a plan, they have talked about and hired someone a wetland delineation has been done. The step to hold a public forum was to assess the existing conditions of the 1705 building and potential cost for it to be used as an office on the first floor. Once they had that information they felt they would be able to plan outreach to residents. He thought we would hire an architect to do the plan and then another group to assist with outreach. **H. Cism** noted that CCRPC wanted an answer tomorrow morning so they could start writing the grant.

B. Peck is in agreement with Max. Why don't we have some sort of a procedure to do this? Where is the process to carry out what Max is saying? Is it the Planning Commission? Is it the Selectboard? She looks at it like the PC's duties. **H. Cism** noted that this sort of process is usually done by the Town Planner, of which Westford has not had for two years. **B. Bornstein** appreciated Max coordinating this with him, he volunteered to assist. **N. Nichols** was reminded of the earlier question about hiring a Town Planner. We had previously looked at sharing a town planner with another town. **M. Tyler** noted this subject was the initial purpose of his, Harmony, and Holly's meeting with CCRPC some time ago. In CCRPC's opinion if it was zoning administrator sharing that is something that seems doable, however with town planners that is not the case. If we can find a sister town that with or without the CCRPC's help they should try that. **H Cism** suggested reaching out to the planning and zoning listservs.

T. O'Connor had met with the architecture firm. No estimate yet, however they understood the last structural report. Their main concern is that in its current state the house would be fairly large investment to make it a commercial or office space based on the HVAC and the required insulation requirements. It would come with a very large price tag.

P. Haller motioned to empower Harmony Cism to spearhead the MPG with CCRPC focused on 1705 with creating a plan that includes the assessment and cost estimate from an architect to bring the building to an ability to use it as a commercial office space on the first floor. Further as an outreach component in 2026 we are looking for assistance on hiring somebody to do outreach in 2026 to facilitate the public engagement with this information. **M. Tyler** thinks we need at least some gross estimate of what it would be to replace the building so it can be compared against the renovation cost. It was **H. Cism's** understand if we receive the full amount of the grant it would only cover part of the estimate so she does not know if it will cover both items. **M. Tyler** asked cannot we organize the project as we are getting \$30,000 and within that we have three deliverables. Whoever we hire would have to work within those

numbers. **L. Johnson** brought up the Town Office Feasibility Study done in 2023 and wondered if the town even needed a new design.

J. Andrews moved to empower Harmony Cism and the PC to develop a MPG application to continue an assessment of cost to convert the 1705 property to municipal usage and solicit input from the town. **C. Mathieu** seconded. Motion passed 5-0.

REVIEW FY'26 GENERAL FUND BUDGET STATUS REPORT

G. Barrows, Treasurer, went over the FY'26 General Fund Budget Status Report.

J. Andrews moved to authorize the treasurer to access the contingency fund to pay town expenses as needed during FY'26. **C. Mathieu** seconded. Motion passed 5-0.

REVIEW & APPROVE ACCOUNTS PAYABLE & PAYROLL WARRANTS

The Selectboard reviewed and approved the accounts payable and payroll warrants.

CORRESPONDENCE

The Covey Road/Old #11 Road 3 Way Stop Survey was now available. We had also gotten correspondence regarding using a metal detector on 1705 which had already been addressed.

New Library Director

The Library had hired the new Library Director. Bree has already started onboarding her and will continue next week.

Naked Individual at Milton Town Forest

From what **P. Haller** understands the person that does the streaking avoids towns that have ordinances that would bear them a fine. We do not have an ordinance regarding being naked publicly in Westford, but other towns do. This person strategically finds the communities that would provide the least amount of consequence. **J. Andrews** does not think this needed to be addressed urgently but could be a good thing for Tommy to do when he is not busy.

Brookside Pigs

This was an ongoing issue where pigs, goats, and fowl all owned by Brittany Sweet occupy Brookside Road and create safety issues for drivers and pedestrians. Last time we had spoken to Brittany we did not have the livestock ordinance. Now we do. The enforcement individual of that is Sheriff. **J. Andrews** noted that the enforcement officer can give a civil penalty. If it were her she would interpret that as the enforcement officer. **J. Andrews** moved to make one of the office employees an enforcement officer and ask them to send a letter to Brittany sweet for a first-time offense. **D. Jorschick** seconded. Motion passed 5-0.

COMMUNICATION

Communicate about closed trails. FPF, ask the Conservation Commission closure signs, newsletter.

EXECUTIVE SESSION

C. Mathieu moved that premature public knowledge that we are about to discuss will put the town at a significant disadvantage. **J. Andrews** seconded. Motion passed 5-0. C. Mathieu

motioned to go into executive session and to invite Tommy and Callie to the meeting. **P. Haller** seconded. Motion passed 5-0.

ADJOURN

The meeting adjourned at 9:30 p.m.

Respectfully Submitted,

Casey Mathieu
Selectboard Chair

Callie Hamdy
Minute Clerk

GUEST LIST

Dave Gauthier
Max Tyler
Carol Winfield
Lynn Gauthier
Dick Lavallee
Harmony Cism
Kim Guidry
Ira Allen
Lori Johnson
Ben Bornstein
Barb Peck
Kim Phinney
Kati Anderson
Jim Anderson

2026-27 Westford Cemetery Commission Budget Request

Dear Selectboard Members,

The Westford Cemetery Commission would like to thank you for the continued support you have shown us over the past several years. The Commission oversees 7 cemeteries and they continue to be maintained as the result of hired/mowing contracts and efforts by the Commission members and a volunteer. Cookyard Cemetery (Covey Rd North) is still maintained by a volunteer/adjacent landowner keeping it clear of brush and small trees.

Over the previous decade the town Cemetery Commission has made a very conscious effort to develop a long-range restoration and gravestone repair program for the cemeteries. To do this, the commission set a plan into motion to clean, repair, replace monuments, and have a competent and competitive bid mowing contract.

In that long-range restoration/repair program we also need to budget for removal of damaged / vulnerable trees on an "as needed" basis. For example, in July 2024, we incurred a significant expenditure of \$ 6,000 for the removal of dying and diseased trees at Cloverdale Cemetery. In January 2025, an additional \$8,100 was spent for similar tree removal work at Brookside Cemetery. These costs reflect the specialized nature of cemetery tree removal, which requires the use of cranes to safely extract trees without damaging monuments or surrounding grounds. As a result, tree removal in these settings is considerably more expensive than standard tree work.

However, by proactively removing hazardous trees, the Commission has reduced the risk of future damage to cemetery grounds and gravestones. This preventative maintenance helps minimize the need for costly monument repairs, decreases the frequency of spring cleanup, and protects valuable cemetery assets. Investing in these measures now saves the town substantial expenses in the long term and ensures the continued preservation of our cemeteries.

Our long-range plan for cleaning and repairing gravestones was begun abt. 2003 and is on-going. We have completely cleaned all of the cemeteries, but it is time to start the cleaning process over again. In addition to the cleaning, we have also replaced and repaired several gravestones over the years. This will continue on an as needed basis each year. Examples of this can be found in past Town report submissions.

We have completed the 3rd year of our 3-year mowing contract and we will need to request RFPs for the upcoming 2026 summer mowing season. As a result, the cost of future mowing is unknown at this time.

While the Cemetery Commission has perpetual Care funds, we cannot “touch the principal” of those funds. Thus, to increase efficiency and effectiveness of the perpetual care funds, we have consolidated bank accounts and moved accounts to higher interest-bearing accounts. To increase net operating income, we continue to review lot prices, and interment fees and reduce costs by utilizing waste gravestones to replace broken monuments and looking at other options. We also recognize the need to minimize town allocations.

FY26-27 Plan of work includes:

Continue with scheduled cleanings of sections of the cemeteries. Repair/restore gravestones as needed

RFP’s for mowing – The current contract ends June 30, 2026.

Flags for Memorial Day

Continue to evaluate tree status in all of the cemeteries

Unexpected expenses – TBD- ie. in the past we have had windstorm and tree damage

We also want to revisit our plan to establish a Veteran’s memorial monument in the Town Center (near the Civil War Statute). This will require a great deal of vision, planning, money and time to accomplish in addition to Community Support

As a result, we are requesting that we be level-funded at the 2025-26 allocation of \$9,000 for the upcoming fiscal year 2026-27.

Respectfully submitted,

Lynn J. Gauthier – Chair – Westford Cemetery Commission

Glenn Rogers – Secretary

Steven Minor – Member

October 15, 2025

TO: Westford Selectboard
Subject: Cemetery Stipend

I would like to formally ask the Selectboard to again add a stipend as part of the Westford Town Budget. The amount I am requesting is \$ 450.00 (levelfunded) in the 2026-2027 budget.

Thank you for your consideration,
Lynn J. Gauthier, Chair
Westford Cemetery Commission

Tommy O'Connor

From: Carol B. <carolinebrown5327@gmail.com>
Sent: Friday, October 17, 2025 4:00 PM
To: TownAdmin
Subject: Westford Historical Society budget 2027

The Westford Historical Society would like to request \$3,500. be included in the 2027 budget, to be used towards electric, fuel and insurance costs.

We have the building open to the public on Saturday mornings, twice a month or by appointment.

In December 2024, the Selectboard asked if the Historical Society would be interested in planning something for Westford to celebrate Vermont's 250th Anniversary. Included in this budget request is money for an event to be held in July/August 2026. We are still coordinating the event. An estimated cost for this is \$800.

Thank you for your consideration.

Respectfully submitted,
Caroline Brown, President
Westford Historical Society

TOWN OF WESTFORD

1713 Vermont Route 128 • Westford, Vermont 05494
Town Office (802)878-4587 • Fax (802)879-6503

To: Selectboard
From: Development Review Board
Date: October 14, 2025
Re: FY '27 (July 1, 2026 - June 30, 2027) Development Review Board Budget Request

DEVELOPMENT REVIEW BOARD BUDGET

Source of Expenses	FY '24 Budget	Actual Expenditure FY '24	FY '25 Budget	Actual Expenditure FY '25	FY '26 Budget	FY '27 Budget (Proposed & % Change)
DRB - Stipend	\$2,800	\$1,200	\$2,800	\$2800	\$2,800	\$2,800 (0%)
DRB - Legal Notices	\$500	\$408	\$500	\$505	\$500	\$500 (0%)
DRB - Minute Clerk	\$1,000	\$195	\$500	\$220	\$500	\$500 (0%)
DRB - Legal & Professional Fees	\$2,350	\$360	\$1,325	\$3,284	\$1,325	\$2,000 (+51%)
DRB - Education	\$100	\$0	\$100	\$0	\$100	\$100 (0%)
DRB - Miscellaneous	\$75	\$39	\$50	\$0	\$50	\$50 (0%)
Total	\$6,825	\$2,202	\$5,275	\$6,809	\$5,275	\$5,950 (+13%)

Request:
The DRB requests *increased funding* for FY '27.

To: Selectboard
From: Planning Commission
Date: September 24, 2025
Re: FY '27 (July 1, 2026 - June 30, 2027) Planning Commission Budget Request

PLANNING COMMISSION BUDGET:

Source of Expenses	FY 23-24 Budget	Actual Expenditure FY 23-24	FY 24-25 Budget	Actual Expenditure FY 24-25	FY 2025-2026 Budget	FY 2026-2027 (Proposed & % Change)
Planning Commission - Stipend	\$2,000	\$1,100	\$2,000	\$700	\$2,000	\$2,000 (0%)
Planning Commission - Legal Notices	\$750	\$259	\$750	\$118	\$750	\$750 (0%)
Planning Commission - Education	\$300	\$0	\$300	\$0	\$300	\$300 (0%)
Planning Commission - Legal & Professional Fees	\$1,000	\$1,100	\$1,000	\$0	\$1,000	\$1000 (0%)
Planning Commission - Maps & Miscellaneous	\$500	\$0	\$500	\$179	\$500	\$500 (0%)
Planning Commission - Special Projects	\$4,000	\$4,000	\$4,000	\$0	\$4,000	\$5,000 (+25%)
Planning Commission - Minute Clerk	\$2,000	\$2,178	\$2,000	\$558	\$1,700	\$1,800 (+5.88%)
Total	\$10,550	\$8,637	\$10,550	\$1,555	\$10,250	\$11,350 (+10.73%)

Request: The PC requests *increased funding* for FY '27.
 Increased Special Projects funds to allow for funding of anticipated costs associated with Town Plan Updates and 1705 Public Outreach.
 Increased Minute Clerk funds to allow for a reasonable Cost of Living adjustment for the Minute Clerk.



ESSEX RESCUE, INC.

1 Educational Drive

Essex Junction, VT 05452 Phone (802) 878-4859

September 9, 2025

Town of Westford
1713 Vermont 128
Westford, VT 05494

Dear Selectboard,

Essex Rescue is proud to provide 24/7 emergency medical services to the Westford community, responding in all weather conditions. Our dedicated team, made up of both paid and volunteer clinicians, delivers prompt, compassionate care, offering both basic and advanced life support to those in need. We are committed to ensuring that every member of the community receives safe, efficient, and appropriate pre-hospital care.

We recognize that the contribution requests made in previous years were significant, and we are sincerely grateful that the Town chose to invest in the future of Essex Rescue. That support came at a critical time — and without it, we would not be in the strong position we are today. Thanks to your commitment, we've been able to stabilize our finances and build the flexibility needed to grow and meet the increasing demands of the community.

Essex Rescue has made meaningful progress toward long-term financial sustainability, and we remain committed to serving the Westford community with the highest standard of care. After a thorough review of our most recent budgets, year-end financial data, and corresponding call volume trends, we are confident that our projections are reasonable and well-founded. This insight has guided our strategic planning and operations.

This year, we're pleased to share that we will not be requesting an increase in funding. It's a small way for us to give back—offering some relief in recognition of the trust and support you've shown us.

We do want to acknowledge, however, that our ability to level-fund our request in FY27 is based on the information and conditions available to us today. While we are optimistic, we cannot predict or guarantee that the same will be possible in future years. That said, we remain a committed partner to the Town of Westford and give our word to continue operating with transparency, accountability, and forward-thinking financial planning. Our goal is to prevent future shortfalls and ensure that Essex Rescue remains a strong, reliable resource for the community for years to come.

For FY27, the per capita funding rate remains \$19.56. According to the 2020 U.S. Census Bureau, the Town of Westford has a population of 2,062. Of that, Essex Rescue serves a population of 647. Based on these figures, the total request from the Town of Westford for FY27 remains **\$12,655.32.**

We anticipate that continued growth in call volume will help offset many of the costs associated with reliably staffing and deploying additional ambulances. With this momentum, Essex Rescue is better positioned than ever to meet the evolving needs of the community while maintaining strong financial stewardship.

Thank you,


Colleen M. Ballard, NRP
Executive Director



CUSI

Chittenden Unit for Special Investigations

50 Cherry Street, Suite 102

Burlington, VT 05401

Phone: (802) 652-6800

Fax: (802) 652-4167

Town of Westford
1713 VT Route 128
Westford, VT 05494

Attn: Tommy O'Connor and the Westford Selectboard

FY 27 Contribution Payment Due: \$4,428.00

The above amount was calculated based on the participating towns paying 100% of their share of the operating cost for CUSI, based on the town's percentage of population.

We appreciate all your continued support.

Payments should be made payable to CUSI and mailed to:

**Chittenden Unit for Special Investigations
50 Cherry Street Suite 102
Burlington, VT 05401**

Attn: Daniel Boyer

Thank you very much!

	A	B	C
1			
2			
3			
4		LISTER'S BUDGET	
5			
6		ITEM	BUDGET
7			
8		SALARIES	\$22,800.00
9		TAX MAPPING	\$1,250.00
10		SUPPLIES/EQUIPMENT	\$200.00
11		SOFTWARE	\$865.00
12		TRAVEL	\$200.00
13			
14			\$25,315

WESTFORD, VERMONT VETERAN BANNER POLICY

Section 1. Purpose and Intent

The purpose of this policy is to establish clear and safe guidelines for the display of veteran banners within the Town of Westford ("Town") in exercising the Town's license to hang banners on electric power poles within the Town granted by Green Mountain Power ("Utility Company") (said agreement between Town and Utility Company is hereinafter referred to as "License Agreement"). The policy is designed to recognize the sacrifices made by veterans that are/were residents or former residents of the Town of Westford while maintaining the Town's aesthetic quality and complying with all applicable state laws. Any banner installed on the electric power poles pursuant to the Town's exclusive license represents the expression solely of the Town government, and the Selectboard has the sole discretion to determine the design and message of any banner installed on the power poles pursuant to the Town's exclusive license.

Section 2. Definition of Veteran and Resident/Former Resident

A "Veteran" is any person that served as a member of the armed services in the United States of America and was discharged under other than dishonorable conditions. The recognized branches constituting the armed services are to include:

- U.S. Air Force
- U.S. Army
- U.S. Coast Guard
- U.S. Marine Corps
- U.S. Navy
- U.S. Space Force

"Resident" shall be defined as a person who currently has their primary domicile in the Town of Westford.

"Former Resident" is a person who at one time occupied a domicile in the Town of Westford.

Section 3. Approved Banner Locations

Banners are permitted only on approved utility poles identified in the License Agreement. All banners must be hung on "approved utility poles" as that term is defined in the License Agreement and hung in accordance with the conditions and requirements set forth in the License Agreement.

Section 4. Application Process

1. Any Resident or Former Resident who is also a Veteran or a deceased Veteran is eligible to have a banner hung in their honor.
2. **Application:** The application will be publicly available via the Town website, at the office of the Town Clerk, or upon request.

- An eligible Veteran can apply for a banner for themselves
or
 - A sponsor can apply on behalf of or in honor of an eligible Veteran.
3. **Application Information:** The applicant shall provide the name, rank, military branch, any military awards or honors, and dates of service of the Veteran to be honored by a banner and shall provide government records verifying this information. The application may be accompanied by a photograph of the Veteran to be honored in the style of a portrait (depicting the Veteran from the shoulders up) with portrait photographs of the Veteran in military uniform being preferred.
 4. **Fees:** Applicants are ultimately responsible for the costs of the banner and its installment. The banner and all associated hardware will be the property of the Town. The Town will collect all fees for the banner and shall directly work with the selected vendor for ordering, shipping, and handling. Should additional fees apply, the Town shall notify the applicant or the sponsor prior to the banner application being complete.
 5. **Approval:** The Town Administrator, or a committee appointed by the Town Selectboard, will review applications. Decisions will be based on the criteria outlined in this policy. In the event that there are not enough “approved utility poles” to hang a banner to honor each eligible Veteran that is applied for, the applications will be approved for banners based on the following merits in order of priority:
 - a. Veterans with Military Honors [e.g., Medal of Honor, Purple Heart, etc.];
 - b. Veterans with the higher military rank during their service;
 - c. Deceased Veterans
 - d. Veterans with longest periods of service.
 - e. Veterans who have been discharged from military service the longest.

Section 6. Banner Specifications and Installation

1. **Banner Design:** Banners must conform to Town specifications regarding size, material, and weight to fit the Town-owned hardware. Banners must not exceed the square footage in size that is set forth in the License Agreement. Banners may consist of a photograph of the Veteran to be honored by the Banner, and shall contain the name, rank, honors, military branch and period of service of the Veteran, arranged against a background approved by the Selectboard. If a portrait photograph of the Veteran to be honored is not provided with the application, the name of the Veteran shall be made larger and placed in the spot the photograph would have gone on the Banner.

2. **Hardware:** The only acceptable hardware for affixing banners shall come from the company that creates the banners. Any change in hardware or components of the hardware necessitates approval from the utility company prior to it being hung.
3. **Installation and Removal:** All banner installation and removal must be performed by a licensed contractor approved by the Town or by Town staff. This requirement is for public safety and liability purposes. All installers shall follow all safety guidelines as laid out by the Town Administrator or Town Selectboard. Failure to comply with safety guidelines will result in suspension of banners being hung, until it is determined by the Town Selectboard that banner raising activity can resume.
4. **Duration:** Banners may be displayed year-round at the discretion of the Selectboard or until the Utility Company needs them removed. In the event a pole is removed, replaced, or otherwise no longer able to host a banner, a new location will be sought in accordance with the License Agreement.

Section 7. Enforcement

- This policy shall be enforced by the Town Administrator or Town Selectboard.

Temporary Attachments (Flags, Banners, etc)

LICENSE AGREEMENT
BETWEEN
GREEN MOUNTAIN POWER
AND
TOWN/CITY OF Westford, VERMONT

This agreement, made by and between Green Mountain Power (or "GMP") a Vermont corporation with its principal place of business at 163 Acorn Lane, Colchester, Vermont and the Town/City of Westford, ("the Town/City"), a Vermont municipal corporation,

Witnesseth that, in consideration of the Town/City's promises herein, GMP hereby gives permission, revocable and terminable as hereinafter provided, to the Town/City to enter on the property of GMP more particularly described in the **Attached Schedule A** and made a part hereof ("Property"), and to use same for the purposes described in **Schedule A** hereto, all on the terms and conditions hereinafter set forth, which the Town/City promises to comply with and abide by.

1. This permission is given contingent upon the Town/City obtaining similar permission from the other joint users/owners of the poles described in Schedule A.
2. This permission is given to the Town/City as an accommodation to the Town/City and shall be rent free.
3. The Town/City hereby acknowledges the title of GMP to said premises and agrees never to assail or resist said title.
4. This permission is not exclusive to the Town/City.
5. GMP does not warrant or represent that the premises are safe, healthful, or suitable for the purposes for which they are permitted to be used under the terms of this license.
6. The Town/City agrees to make the improvements listed on Schedule A, attached hereto and made a part hereof and shall be responsible for all costs and expenses associated with same.
7. The Town/City shall not erect any permanent structures hereunder, or erect, or having erected or installed, permit to remain on said premises, any temporary structure, fixture, attachment, or other thing attached to or being on said premises and placed thereon by the Town/City or the guests, invitees which GMP's representative shall direct the Town/City to remove.
8. The Town/City shall not use the premises for commercial purposes, and shall not perform or permit any of the Town/City's guests, invitees, agents or employees to perform any disorderly conduct or commit any nuisance on said premises or to use said premises in any

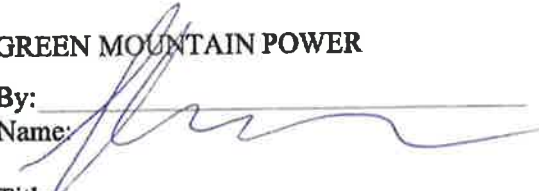
way as to interfere with GMPs use of the property.

9. The Town/City shall comply with all rules and regulations whether federal, state county or municipal relating to the use of the premises.
10. The Town/City shall, at its sole expense, maintain the Property and replace any and all improvements thereon to ensure that the use of the premises does not endanger health, create a nuisance, nor interfere with the operation of GMP's facilities.
11. The Town/City shall exercise the Town/City's privileges hereunder at the Town/City's own sole risk, and, irrespective of any negligence of GMP, and the Town/City shall hold harmless, defend and indemnify GMP, its directors, officers, employees, agents, invitees, affiliates, subsidiaries, successors and assigns of, from and against any and all claims, liabilities, penalties, forfeitures, suits, settlements, judgments, awards, and the costs and expenses incident thereto (including the cost of defense, investigation, appeal and reasonable attorney's fees) for any and all loss, violation, damages, or injury to person or property of whatever type or nature which all be caused by, arise out of, or result in any manner from, or in any way connected with, the purposes or uses of said premises by the Town/City, or the Town/City's invitees, guests, employees, or agents.
12. GMP shall not be liable to the Town/City if for any reason whatever the Town/City's occupation or use of the said premises hereunder shall be hindered or disturbed.
13. The Town/City's privileges hereunder shall not be assignable by the Town/City in whole or in part.
14. GMP reserves the right to terminate the permission hereby given at any time by giving the Town/City at least thirty (30) days written notice of termination, except that GMP may, at its election terminate said permission at any time if the Town/City shall fail to comply with or abide by each and all of the provisions hereof. Waiver GMP of any breach of any term or provision hereof shall not be deemed a waiver of any subsequent breach of the same or any other term or provision hereof.
15. Notice to the Town/City hereunder shall be sufficient to the Town/City at the address shown below.
16. On revocation, surrender or other termination of the permission hereby given, the Town/City shall quietly and peaceably surrender the portion of said premises occupied by the Town/City. The Town/City shall repair all damage due to the Town/City's use of the property and shall be responsible for all costs or expenses incident thereto.

IN WITNESS WHEREOF the parties hereto have executed these presents in duplicate this

15 day of October, 2020

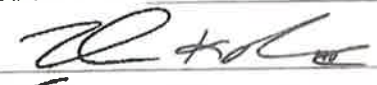
GREEN MOUNTAIN POWER

By: 

Name:

Title:

TOWN/CITY OF Westford (Its duly authorized Agent)

By: 

Name: Tommy O'Lennox

Title: Town Administrator

Address: 1713 Vermont Rt 128

Westford, VT 05494

SCHEDULE A

THE TOWN/CITY REPRESENTS THAT ALL ATTACHMENTS SHALL BE PLACED BY QUALIFIED PERSONNEL WORKING IN ACCORDANCE WITH THE NATIONAL ELECTRIC CODE, THE NATIONAL ELECTRIC SAFETY CODE AND OSHA REQUIREMENTS.

Please include:

1. Describe the attachment: Veteran Banners - Local Westford residents or former residents - recognition of service

2. Describe the material of the attachment and its components: Commercial grade vinyl for banners (heavy weight black cut vinyl) deluxe aluminum brackets for poles

3. Date the attachments be installed? ongoing

4. Date the attachments be removed? ongoing

5. Include a list of poles: poles around town common as starting point then extend as needed

6. Provide a sketch of locations on the poles where the attachments will be located in the space provided below, include a height on the pole and angle of bracket, etc.:

Sec. 13-38. Parents and custodians; penalty for permitting violation of article.

A parent or proper custodian of a child under sixteen (16) years of age, which child has been found guilty of a violation of this article, or who permits said child to become delinquent and dependent as hereinbefore defined, shall be fined one hundred dollars (\$100.00) and the waiver fee shall be fifty dollars (\$50.00).

Secs. 13-39 - 13-84 Reserved.**ARTICLE III. PARADES AND OPEN AIR MEETINGS**

Repealed 06/2010 Now Found in Chapter 11

ARTICLE IV. STREET MUSICIANS AND ENTERTAINERS

Repealed 06/2010 Now Found in Chapter 11

ARTICLE V. PUBLIC NUDITY**Sec. 13-85. Authority.**

This ordinance is enacted pursuant to the authority granted the town to promote the public health, safety, welfare and convenience contained in 24 V.S.A. §2291, and Article IV, Sections 27 - 29 of the Charter of the Town of Brattleboro. This ordinance shall be a civil ordinance within the meaning of 24 V.S.A. Chapter 59.

Sec. 13-86. Definitions.

As used in this article, the following term shall have the meaning here assigned:

"Nudity" shall mean the showing of the human male or female genitals, pubic area or buttocks with less than a full opaque covering, or the showing of the female breast with less than a fully opaque covering of any portion of the areola. A woman breastfeeding her child, irrespective of whether her breast is covered, shall not be considered in a state of nudity.

"Prohibited Public Location" shall mean any location likely to be observed by members of the public and where the public is present or likely to be present, including streets, sidewalks, parks, parking lots, and business and commercial establishments (both for profit and not-for profit and whether open to the public at large or where entrance is limited by a cover charge or membership requirement) bottle clubs, hotels, motels, restaurants, night clubs, country clubs, cabarets, and meeting facilities utilized by any religious, social, fraternal, or similar

organizations.

"Prohibited Public Location" shall not include doctor's offices, hospitals, enclosed single sex public restrooms or functional showers, locker and/or dressing room facilities; nor shall it include those places in which nudity or exposure is necessarily and customarily expected outside of the home and the sphere of privacy constitutionally protected therein; nor shall it include a person appearing in a state of nudity in a modeling class operated by: (1) a proprietary school licensed by the state; a college, junior college, or university supported entirely or partially by taxation; (2) a private college or university which maintains and operates educational programs in which credits are transferable to college, junior college, or university supported entirely or partly by taxation or an accredited private college; or (3) or any school of art operated for profit or not for profit within the Town of Brattleboro.

Sec. 13-87. Public Nudity Prohibited.

1. **In Public Areas.** Nudity is not acceptable in Prohibited Public Locations. The officer observing any person in a state of nudity or receiving the complaint should order the person to dress. The penalty for failure to stay clothed shall be as outlined in Nos. 3, 4 & 5, below.
2. **On private land out of view of the public.** The town has no legitimate interest and citizens in various stages of dress or undress should be left alone.
3. **Civil Penalty.** An issuing municipal official is authorized to recover civil penalties in the amount of \$100.00 for each violation.
4. **Waiver Fee.** An issuing municipal official is authorized to recover a waiver fee, in lieu of civil penalty, in the amount of \$50.00, for any person who declines to contest a municipal complaint and pays the waiver fee.
5. **Other Relief.** In addition to the enforcement procedures available before the traffic and municipal ordinance bureau, the Town of Brattleboro is authorized to commence a civil action to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law.

ARTICLE VI. OBJECTIONABLE NOISE

Sec. 13-100. Authority. This ordinance is adopted under authority granted in 24 V.S.A. §2291(14), and 24 V.S.A. Chapter 59.

Sec. 13-101. Purpose. The purpose of this ordinance is to protect, preserve and promote the health, safety, welfare, peace and quiet for the citizens of Brattleboro through the reduction, control and prevention of objectionable noise.

Chapter 7 Public Indecency Ordinance¹

§ 3701. Authority.

This ordinance is enacted pursuant to the authority granted the city to promote the public health, safety, welfare and convenience contained in 24 V.S.A. § 2291, and 3-1 of the revised charter of the City of Rutland. This ordinance shall be a civil ordinance within the meaning of 24 V.S.A. chapter 59.

§ 3702. Purpose.

It is the purpose of this ordinance to regulate public indecency, including public nudity, which is deemed to be a public nuisance.

§ 3703. Definitions.

- (a) "Nudity" shall mean the showing of the human male or female genitals, pubic area or buttocks with less than a full opaque covering, or the showing of the female breast with less than a fully opaque covering of any portion of the nipple, or the depiction of covered male genitals in a discernibly turgid state. A woman breastfeeding her child, irrespective of whether her breast is covered, shall not be considered in a state of nudity.
- (b) "Public Place" means any location frequented by the public, or where the public is present or likely to be present, or where a person may reasonably be expected to be observed by members of the public. Public places include, but are not limited to streets, sidewalks, parks, beaches, business and commercial establishments (whether for profit or not-for-profit and whether open to the public at large or where entrance is limited by a cover charge or membership requirement), bottle clubs, hotels, motels, restaurants, night clubs, country clubs, cabarets and meeting facilities utilized by any religious, social, fraternal or similar organizations. Premises used solely as a private residence whether permanent or temporary in nature shall not be deemed a public place. Public place shall not include enclosed single sex public restrooms, enclosed single sex functional showers, locker and/or dressing room facilities, enclosed motel rooms and hotel rooms designed and intended for sleeping accommodations, doctor's offices, portions of hospitals and similar places in which nudity or exposure is necessarily and customarily expected outside of the home and the sphere of privacy constitutionally protected therein; nor shall it include a person appearing in a state of nudity, in a modeling class operated by: (1) a proprietary school, licensed by the state; a college, junior college, or university supported entirely or partly by taxation; or (2) a private college or university which maintains and operates educational programs in which credits are transferable to a college, junior college, or university supported entirely or partly by taxation or an accredited private college.

§ 3704. Public Indecency.

1. Editor's Note: This Chapter Was Previously Included As Chapter 6 Of This Title But Was Renumbered To Accommodate The Movement Of The Above Sections Into Chapter 6.

- (a) No person shall knowingly or intentionally in a public place:
- (1) Engage in sexual intercourse;
 - (2) Appear in a state of nudity;
 - (3) Fondle his/her genitals; or
 - (4) Fondle the genitals of another person.
- (b) No person who owns, leases or controls property shall knowingly allow any person to engage in the conduct described in subparagraph (a) above at any time such property is open to the public.

§ 3705. Enforcement.

Any person who violates a provision of this civil ordinance shall be subject to a civil penalty of up to \$500 per day for each day that such violation continues. Police officers of the City of Rutland shall be authorized to act as issuing municipal officials to issue and pursue before the traffic and municipal ordinance bureau a municipal complaint.

§ 3706. Waiver Fee.

- (a) An issuing municipal official is authorized to recover a waiver fee, in lieu of a civil penalty, in the following amount, for any person who declines to contest a municipal complaint and pays the waiver fee:

Offense	Waiver Fee
First offense	\$50
Second offense	\$125
Third offense	\$200
Fourth offense	\$275
Fifth and subsequent offenses	\$350

- (b) Offenses shall be counted on a calendar year basis.

§ 3707. Civil Penalties.

- (a) An issuing municipal official is authorized to recover civil penalties in the following amounts for each violation:

Offense	Civil Penalty
First offense	\$100
Second offense	\$200
Third offense	\$300

Offense	Civil Penalty
Fourth offense	\$400
Fifth and subsequent offenses	\$500

(b) Offenses shall be calculated on a calendar year basis.

§ 3708. Other Relief.

In addition to the enforcement procedures available before the traffic and municipal ordinance bureau, the City of Rutland is authorized to commence a civil action to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law.



TECHNICAL MEMORANDUM

TO: Holly Delisle, Town Administrator, Westford
FROM: Sai Kumar Sarepalli, P.E.; CCRPC
DATE: 10/01/2025
RE: Covey Road and Old #11 Intersection STOP Control Analysis

Introduction

The Town of Westford requested the Chittenden County Regional Planning Commission (CCRPC) staff to evaluate the existing traffic control and sight distance concerns at the Covey Road and Old #11 intersection and provide improvement recommendations. The CCRPC staff evaluated safety concerns at the study intersection and provided immediate short-term recommendations to improve safety in a previous intersection safety analysis study. This is a supplemental study that evaluates and provides recommendations for safer intersection control for all road users at the study intersection.

Existing Conditions

The intersection of Covey Road and Old #11 Road is a four-leg intersection with STOP control on northbound and southbound approaches (Covey Road). Both Covey Road and Old # 11 Road are gravel roads classified by the state as Class III Town Highways and functionally classified as local roads. The posted speed limit on these roads is 35 mph. Figure 1 shows the study area.



Figure 1: Study Area

Turning Movement Count

The CCRPC staff collected a 12-hour vehicle turning movement count from 6:00 am to 6:00 pm on 07/15/2025 using a video camera. No pedestrian or bike traffic was observed at the intersection. Speed data were not collected at the study area. Table 1 below shows the 12-hour vehicle turning movement count.

Table 1: 12-Hour Turning Movement Count

	Southbound			Westbound			Northbound			Eastbound		
	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns
6:00 am to 6:00 PM	7	1	19	1	51	7	14	2	2	13	43	14

Stopping Sight Distance

Stopping sight distance is the distance required based on a roadway's speed limit or design speed that enables drivers to perceive the presence of potential conflicting vehicles or roadway hazards. This distance is required for motorists to stop or adjust their speed, as appropriate, to avoid collision with roadway obstructions or entering traffic.

Intersection Sight Distance

Intersection sight distance is a clear sight distance provided for a stopped driver on a minor road, controlled by a STOP sign, to depart from the intersection safely and enter or cross the major road. Adequate intersection sight distance should be provided on all quadrants of an intersection for safety of all drivers traveling on major and minor roads.

A motorist approaching an intersection should be provided with a safe stopping sight distance to be able to see vehicles entering the intersection in sufficient time to react and come to a safe stop before reaching the intersection. A Policy on Geometric Design of Highways and Streets, commonly known as the Green Book, published by the American Association of State Highway and Transportation Officials (AASHTO), provides recommended intersection sight distance for STOP controlled intersections based on design speeds, perception reaction time and braking distance. Tables 2 and 3 show recommended intersection sight distance for motorists turning left and right from a STOP-controlled intersection, respectively.

Table 2: Intersection Sight Distance – Left Turn from STOP

		Intersection Sight Distance for Passenger Cards	
Design Speed (mph)	Stopping Sight Distance (ft)	Calculated (ft)	Design (ft)
15	80	165.4	170
20	115	220.5	225
25	155	275.6	280
30	200	330.8	335
35	250	385.9	390
40	305	441.0	445

Table 3: Intersection Sight Distance – Right Turn from STOP

		Intersection Sight Distance for Passenger Cards	
Design Speed (mph)	Stopping Sight Distance (ft)	Calculated (ft)	Design (ft)
15	80	143.3	145
20	115	191.1	195
25	155	238.9	240
30	200	286.7	290
35	250	334.4	335
40	305	382.2	385

Source: A Policy on Geometric Design of Highways and Streets, Exhibits 9-6 through 9-8

Field Observation

The existing conditions at the study intersection were reported in the previous study memo. The CCRPC staff and interns conducted a reconnaissance field survey and measured intersection sight distance from all four approaches at the intersection. The vertical and horizontal alignment of Old #11 Road in both eastbound and westbound directions provide limited sight distance for motorists entering the intersection from the northbound and southbound approaches.

According to the AASHTO's Green Book design guidelines, the departure sight distance for a left-turn maneuver from a STOP sign should be at least 390 ft, and for a right-turn maneuver the distance should be at least 335 ft for a 35-mph design speed. Figures 2 and 3 below show intersection sight distance triangles for the northbound and southbound approaches at the study intersection, respectively.

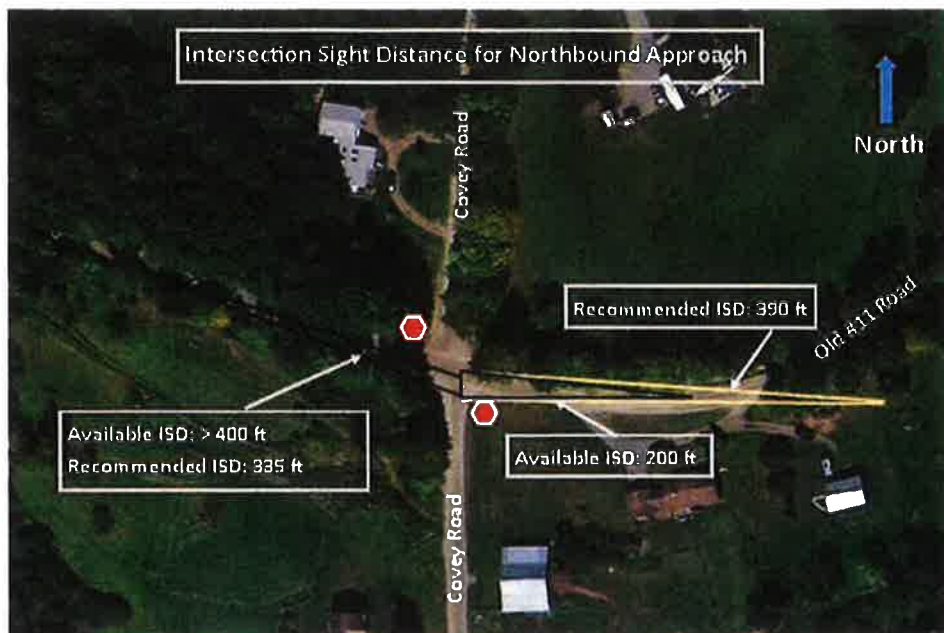


Figure 2: Intersection Sight Distance Triangle for Northbound Approach



Figure 3: Intersection Sight Distance Triangle for Southbound Approach

It was observed from the field survey that the available sight distance of cross-street traffic from the right is 200 ft for the northbound approach and 150 ft for the southbound approach which is less than the recommended intersection sight distance of 390 ft for turning left from the STOP sign. A sight distance of at least 335 ft is required for drivers turning right from the STOP sign. The northbound traffic at the STOP sign has adequate sight distance of oncoming traffic from the left to make a safe right-turn. However, the southbound traffic at the STOP sign do not have adequate sight distance to make a safe right-turn due to the vertical grade and horizontal curvature on the westbound approach. It was observed in the field that drivers at the northbound and southbound approaches (Covey Road) are slowly proceeding to the edge of the pavement for a better view of cross-street (Old #11 Road) traffic from the right and left before entering the intersection.

Safety and Crash History

No crashes were reported in the last five years (August 2020 – August 2025) at the study intersection.

MUTCD Guidance for All-Way STOP Control

The Manual on Uniform Traffic Control Devices (MUTCD) defines standards used by local governments and highway agencies nationwide to install and maintain appropriate traffic control devices on public highways, streets, pathways, bikeways and private streets open to public travel. The MUTCD provides guidance on traffic control devices application and installation standards. Section 2B.12 of the MUTCD provides guidance for when to consider implementing an All-Way stop control at an intersection.

"The decision to establish an all-way stop control at an unsignalized intersection should be based on an engineering study. The engineering study for all-way stop control should include an analysis of factors related to the existing operation and safety at the intersection, the potential to improve these conditions, and the applicable factors contained in the following all-way stop control warrants:"

Warrant A: Crash Experience

For a four-leg intersection, there are five or more reported crashes in a 12-month period or six or more reported crashes in a 36-month period that were of a type susceptible to correction by the installation of all-way stop control.

- As mentioned earlier, there are no crashes reported in the last five years.

Criterion NOT met.

Warrant B: Sight Distance

All-way stop control may be installed at an intersection where an engineering study indicates that sight distance on the minor-road approaches controlled by a STOP sign is not adequate for a vehicle to turn onto or cross the major (uncontrolled) road.

At such a location, a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop.

- From the intersection sight distance triangles, Figures 2 and 3, drivers from the northbound and southbound approaches do not have adequate sight distance to make a safer left-turning maneuver and enter the intersection safely. It was observed in the field that motorists cautiously proceeding to the edge of the roadway after stopping at the STOP sign for a better view of westbound traveling vehicles before making a safer turning movement maneuver. In addition, the safe stopping sight distance available for the westbound drivers is 200ft which is less than the recommended 250 ft for a 35 mph design speed.

Criterion met.

Warrant C: Transition to Signal Control or Yield Control at a Circular Intersection

All-way stop control may be installed at locations where all-way stop control is an interim measure that can be installed to control traffic while arrangements are being made for the installation of a traffic control signal

- The traffic volumes on all approaches are low as seen in Table 1, hence no traffic control signal is anticipated in the near future at this intersection.

Criterion NOT met.

Warrant D: 8-Hour Volume (vehicles, pedestrians, bicycles)

A. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the major-street approaches is at least 300 units per hour for each of any 8 hours of a typical day; and

B. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the minor-street approaches is at least 200 units per hour for each of any of the same 8 hours.

- As shown in Table 1, the combined traffic volume including pedestrian and bicycles for 12 hours from the major-street approaches was observed as 129 vehicles and the minor-street approaches was observed as 45. **Criterion NOT Met.**

Other factors that may be considered in the study include;

- A. The need to control left-turn conflicts,
 - As observed in Table 1, the observed turning movement data do not support the necessity to control left-turning movements. **Criterion NOT met.**
- B. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where all-way stop control would improve traffic operational characteristics of the intersection, or
- C. Where pedestrian and/or bicyclist movements support the installation of all-way stop control.
 - Old #11 Road and Covey Road are located in a non-residential neighborhood and exhibits different operating characteristics. Old #11 Road is a local through road, whereas Covey Road is a dead end road in the south and connects to Cambridge Road in the north. There were no pedestrians or bicyclists at the study intersection during the data collection. **Criterion NOT met.**

Findings and Recommendations

Based on the field survey, traffic operation, and intersection sight distance evaluation, the following are the recommendations to improve sight distance and safety of motorists in all travel directions at the intersection.

1. It is evident from the field survey and Figures 2 and 3 that the minimum recommended intersection sight distance to make a left-turn movement is not available for the northbound and southbound drivers after stopping at the STOP sign. Although the intersection meets the sight distance warrant for an All-way STOP control, it is recommended to consider other means such as grading the westbound approach supplemented with clearing and trimming the vegetation and brushes along the edge of pavement to improve the intersection sight distance.
2. In case other sight distance improvement measures do not provide the recommended intersection sight distance, the Town should consider installing an All-way STOP control at

the study intersection. An advanced warning STOP Ahead sign  should be installed at least 250 ft upstream of the intersection on Old #11 road in both westbound and eastbound directions.

3. Consider implementing the recommended short-term improvements from the previous intersection analysis study.

Appendix

12-Hour Vehicle Turning Movement Data

**Covey Road and Old #11 Intersection
12-Hour Turning Movement Count**

Time	Southbound			Westbound			Northbound			Eastbound		
	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns
6:00	0	0	0	0	0	0	0	0	0	0	1	0
6:15	0	0	0	0	1	0	0	0	0	0	0	0
6:30	0	0	1	0	2	0	1	0	0	2	0	0
6:45	0	0	3	0	0	0	0	0	0	0	1	0
7:00	0	0	5	0	5	0	2	0	0	0	1	1
7:15	1	0	1	0	4	0	0	0	0	1	0	0
7:30	0	0	1	0	0	0	0	0	0	0	0	0
7:45	0	0	0	0	2	1	1	0	0	0	1	0
8:00	0	0	0	0	1	0	0	0	0	0	2	0
8:15	0	0	0	0	1	1	2	0	0	1	1	0
8:30	0	0	0	0	2	0	0	0	0	0	0	0
8:45	0	0	0	0	0	0	0	0	0	0	0	1
9:00	0	0	1	0	1	0	0	0	0	0	0	0
9:15	0	0	0	0	2	0	1	1	0	0	0	0
9:30	0	0	0	0	1	0	0	0	0	0	0	0
9:45	0	0	0	0	1	0	0	0	0	0	0	0
10:00	0	0	0	0	3	0	0	0	0	0	2	0
10:15	0	0	0	0	0	1	0	0	0	0	1	0
10:30	1	0	0	0	1	0	0	0	0	0	1	0
10:45	0	0	0	0	0	0	0	0	0	1	0	0
11:00	0	0	0	0	1	0	0	1	0	0	1	2
11:15	0	1	0	0	0	0	0	0	1	0	0	0
11:30	1	0	0	0	1	0	1	0	0	0	0	0
11:45	0	0	0	0	0	0	0	0	0	0	1	1
12:00	0	0	0	0	1	1	0	0	0	0	2	0
12:15	0	0	1	0	1	0	0	0	0	0	0	0
12:30	0	0	0	0	2	0	0	0	0	1	1	0
12:45	1	0	1	0	1	0	0	0	0	0	0	0
13:00	0	0	0	0	0	0	0	0	0	0	1	0
13:15	0	0	0	0	0	0	0	0	0	0	2	0
13:30	0	0	1	0	4	0	0	0	0	0	1	0
13:45	0	0	0	0	0	1	0	0	0	0	2	0
14:00	1	0	0	0	0	0	0	0	0	0	1	1
14:15	0	0	1	0	2	0	1	0	0	0	0	0
14:30	0	0	0	0	1	0	0	0	0	0	1	0
14:45	0	0	0	0	2	0	0	0	0	1	0	0
15:00	1	0	0	0	0	0	0	0	0	1	1	0
15:15	0	0	0	0	0	0	0	0	0	1	1	0
15:30	1	0	1	0	1	0	3	0	0	0	1	0
15:45	0	0	0	0	0	0	1	0	0	0	2	0
16:00	0	0	0	0	0	0	0	0	0	0	1	3
16:15	0	0	0	0	1	0	0	0	0	2	0	1
16:30	0	0	1	0	0	2	0	0	0	0	2	1
16:45	0	0	0	1	0	0	0	0	0	0	1	0
17:00	0	0	1	0	1	0	0	0	0	0	4	1
17:15	0	0	0	0	1	0	1	0	0	0	1	1
17:30	0	0	0	0	0	0	0	0	0	0	3	0
17:45	0	0	0	0	4	0	0	0	1	2	2	1
Total	7	1	19	1	51	7	14	2	2	13	43	14

Tommy O'Connor

From: Skip Lisle <skip@beaverdeceivers.com>
Sent: Wednesday, October 15, 2025 9:05 AM
To: Tommy O'Connor
Subject: Re: Intro (again) and a few questions

Hi Tommy,

I haven't seen the site so I can't tell you the device's exact length. However, they are generally fairly long and extend beyond the right-of-way. It's never been a problem to get permission from landowners, which has always just been done verbally.

No machinery is needed unless, perhaps, the culvert is completely plugged, and cannot be cleared by hand.

I think the town need only consider what a great investment the Beaver Deceiver, which is by far the best flow device in the world, will be. Over its long lifespan, it will eliminate the need for a vast amount of maintenance and culvert cleaning inherent in a naked, unprotected culvert, and will thus save the town a great deal of money. As a bonus, because beavers won't need to be eliminated, nearby, non-threatening wetlands may develop that have tremendous ecological (wildlife habitat) and hydrological value for society.

All the best,
Skip

From: Tommy O'Connor <toconnor@westfordvt.us>
Sent: Friday, October 10, 2025 10:25 AM
To: Skip Lisle <skip@beaverdeceivers.com>
Subject: Intro (again) and a few questions

Hi Skip,

Hope all is well. We met virtually a few weeks ago at the Town of Westford SB meeting.

The beaver deceiver item was on the agenda and a few questions came up again and I was unclear.

What is the size of the device once installed, or best guess on dimensions?

What equipment is needed for installation (particularly heavy machinery needs)

Historically have you worked with landowners and written permission? This comes from concern that the town right of way does not cover the whole area and folks would like to have landowner documents. Curious your thoughts.

Lastly, any specifics we haven't thought of that the town should be considering for installation and maintenance of the device?

Tommy O'Connor
Town Administrator
1713 VT Route 128
Westford, VT 05494



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