

**SELECTBOARD MEETING  
DECEMBER 4, 2025  
Draft Minutes**

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

Greg Barrows  
Maria Barden  
Callie Hamdy

Guests: see attached.

The meeting was called to order at 6:25 p.m. The meeting was held in person and via Zoom.

**CHANGES TO THE AGENDA**

Added VAST permission, Union Bank account closure to discussion, added Town Trail Update to correspondence.

**PUBLIC COMMENT**

**Max Tyler** was present. He wanted to raise awareness that the Land Use Review Board is currently in the process of finalizing their rule making for ACT 250 Tier 3 Designations. Westford has a number of locations that potentially will fall into the Tier 3 rulemaking. He encouraged residents to look at the board website and map.

**Carol Winfield** asked if there was any update on the 1705 property, especially when and how there will be public feedback. The board has submitted for a CCRPC planning grant and we do not yet know when we will learn about the outcome of that. The grant will help us begin outreach.

**MINUTES**

**P. Haller** moved to approve October 9, 2025, minutes as written. **D. Jorschick** seconded. Motion passed 5-0.

**J. Andrews** moved to approve November 13, 2025, minutes as written. **P. Haller** seconded. Motion passed 5-0.

**CCRPC UPDATE**

**Ben Bornstein**, CCRPC Representative, was present. He reiterated there is a deadline of January 23, 2026, for projects or requests/applications for assistance from the CCRPC for the UPWP. There had also been talked about plans to revive the idea of a trail from the school to the town center. The legislative breakfast is December 10, 2025. He would also like to donate a tree for the Holiday Tree if the Conservation Commission did not already have one for their tree lighting.

**C. Mathieu** asked **M. Tyler** if he had sent an email to the board with options for the UPWP, that was true. We had two options, the pedestrian path from the school to the town center and public outreach for town plan revision and/or 1705. Ben also noted the Fire Department's quandary with gear cleaning; there is a grant out there for firefighters he recommended. **P.**

**Haller** noted that in 2006 there had been a trail proposed from the Common to the School. At this time the trail was proposed on the West side of the road. **P. Haller**, as the landowner on the East side, suggested he would be amenable to the trail being on the east side now that the trees have been cleared and visibility is not a problem.

#### **ROAD SCHEDULE**

Sean Cushing, Road Foreman, was not present. **C. Mathieu** went over the Road Schedule from November 14, 2025, to December 4, 2025.

#### **REVIEW FY'26 HIGHWAY BUDGET STATUS REPORT**

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

#### **SUMMER CONCERT SERIES BUDGET REQUEST**

**C. Mathieu** thought we had previously budgeted extra money last year for more concerts/bigger bands. **P. Haller** wonders if this was put in the packet for historical reasons instead of being current. He thought the letter was more relevant to three years ago.

#### **VAST PERMISSION**

**Andy Doe** from VAST was present. He gave a shoutout to the road crew because the road conditions on his way to the meeting after today's storm were perfect. He gave a presentation to the board about VAST and the local snowmobile club, the Saxon Hill Riders. VAST has to get permission from the towns to operate in their towns every year. Unfortunately, they have lost a trail in Westford this year because of residential construction on Chapin Road in Essex. There are 26 snowmobiles registered in Westford.

**C. Mathieu** asked if the Saxon Hill Riders would want to have trail access to the store (Westford Provisions) this year. They should have no problems with that. Andy thinks the store is wonderful, however they do lack indoor dining. **Lori Johnson**, from the Common Committee, wanted the Common Committee to talk about this if they were to go forward. They have a meeting next week. **C. Winfield** asked if this did go forward, that they would not use that portion of the trail during Winterfest. **C. Mathieu** doesn't want to limit the snowmobiles from the store, but if the Common Committee is going to talk about it at their next meeting, he doesn't want to give them zero ability to reach the store. The board overall thought VAST has been great to work with and they do not want to limit their store access. **P. Haller** pointed out it is not a road, it is a path, no different than the temporary snowmobile paths around town that people walk on all the time. He also suggested that the 1705 property could be used to allow snowmobiles to park. It is off the Common and on town property. **A. Doe** noted that Chittenden County is not the snowmobile capital of the state, you're only going to see a few machines out at a time. They groom at night; the trails freeze and can be used by other members of the public like cross-country skiers and dog mushers. **C. Mathieu** moved to approve VAST use of Westford trail. **P. Haller** seconded. Motion passed 5-0.

#### **CHANGE TO LEGAL FEES - BUDGET**

There was an increase to the legal fees charged by the town lawyer. It was not a significant increase. **C. Mathieu** did not think it was a bad rate. The board did not think we would get the same service for the same money.

### **COVERED BRIDGE UPDATE/GRANT AGREEMENT COVER LETTER**

There was a question about a date on the grant agreement cover letter which was clarified. The bridge needed to be done in the coming summer for us to keep the grant.

### **COMMON REQUEST UPDATE - WEDDING**

The town had conversed with the individuals requesting use of the Common for a wedding after the last time this was discussed as there had been a number of things the board had questions on. They accepted all the conditions the board had laid out. **L. Johnson** felt they had done everything we asked them to and seemed responsible. She was okay with going ahead. **P. Haller** read out some stipulations regarding parking and asked that they did not park on the 1705 lot due to the lot's contamination. **P. Haller** motioned to approve the Common Use Permit. **D. Jorschick** seconded. Motion passed 5-0.

### **AUTHORIZE TOWN ADMINISTRATOR TO MANAGE BEAVER DECEIVER INSTALLATION**

**P. Haller** motioned to allow Tommy O'Conner, Town Administrator, to work with Skip Delisle to work on the Beaver Deceiver Project on behalf of the Selectboard. **J. Andrews** 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.

### **REVIEW & APPROVE ACCOUNTS PAYABLE & PAYROLL WARRANTS**

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

### **CLOSEOUT OF UNION BANK ACCOUNT**

When we were starting 1705 and Maple Shade Community Wastewater, we were told we needed a noninterest bearing account, but we just paid the expenses as we went. That \$100 just sat there doing nothing. **D. Jorschick** made a motion to close the Union Bank Account. **J. Andrews** seconded. Motion passed 5-0.

### **CORRESPONDENCE**

#### **Redistricting Task Force Response**

The Redistricting Task Force has received our communication and responded.

#### **Fire Department Gear Cleaning Process**

The cleaning company claimed they would take the PFAS. They are removing the PFAS therefore we will not be kicking our PFAS problem to another town.

### **Other**

The residents on Town Trails had thanked the town for everything. They were asking for the trail maintenance document to be approved. The board needed to review the current draft and see if the changes they made are in congress with what they think we should be doing. The draft is available, and they'd not put a timeline on that. The state law that says the town has maintenance authority of the town trails begins April 1<sup>st</sup> so he feels it would be appropriate to have something ready by April 1, so it is congruent with State Law. **C. Mathieu** wanted to put it on an upcoming agenda early on in the new year.

### **COMMUNICATION**

There was no communication.

### **EXECUTIVE SESSION**

At 8:03p.m. Casey made a motion premature public knowledge letter from a lawyer town at significant disadvantage. Pat seconded. Motion passed 5-0. Casey moved to executive session, inviting Helen Sterling, Maggie Kabbeko and Maria Barden. Pat seconded. Motion passed 5-0.

At 8:51p.m. the Selectboard motioned to exit executive session, no decisions were made.

### **ADJOURN**

The meeting adjourned at 8:51p.m.

Respectfully Submitted,  
Casey Mathieu  
Selectboard Chair

Callie Hamdy  
Minute Clerk

### **GUEST LIST**

Andy Doe  
Dave Gauthier  
Ben Bornstein  
Lynn Gauthier  
Dick Lavallee  
Lori Johnson  
Dave Lavallee  
Max Tyler  
Carol Winfield  
Kim Guidry  
Ira Allen  
Helen Sterling  
Zander Goodwin  
Maggie Kabbeko