



SELECTBOARD MEETING  
TOWN OFFICE & ZOOM  
January 8th, 2026, 6:15 P.M.

<https://us02web.zoom.us/j/83574000385?pwd=Tvh8XBCUWOHkXDGPOG1111KB3JB9Ba.1>

Meeting ID: 835 7400 0385 - Passcode: 8YYyvE

OR dial +1 646 931 3860 – Meeting ID: 835 7400 0385 – Passcode: 853935

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: December 18<sup>th</sup> SB Meeting (Review and Approve)
4. (6:40) – CCRPC UPDATE (Ben Bornstein)
5. HIGHWAY DEPARTMENT
  - a. (6:50) – Review Road Schedule
  - b. (6:55) – Review FY'25 Highway budget status report
6. DISCUSSION
  - a. (7:05) – Town Administrator Report
  - b. (7:10) – USPS Postmark Procedure Change
  - c. (7:15) – Set Budget Workshop Dates
  - d. (7:20) – Board, Committee, Commission Open Seat Status
  - e. (7:25) – Mailing Ballots Discussion
  - f. (7:30) – UPWP Discussion (Planning Commission)
  - g. (7:50) – Update on VAST Trail
7. TREASURER
  - a. (8:00) – Review FY'25 General Fund budget status report
  - b. (8:05) – Review and approve accounts payable and payroll warrants
8. (8:10) – CORRESPONDENCE
9. COMMUNICATION
10. ANTICIPATED EXECUTIVE SESSION – Personnel & Legal
11. ADJOURN

***The next regular Selectboard Meeting will be held on January 22nd, 2026.***

Disclaimer: If a quorum of the Board is attending in-person, the meeting will continue notwithstanding a disruption or disconnection in electronic participation. Therefore, in person attendance is recommended. 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.



### **Vermont Covered Bridge Society**

The Covered Bridge Society is asking for a \$100 donation and part of the request is that we list our covered bridge on their website.

### **Summer Concert Series**

The previous request was an older request by accident and did not accurately reflect the Concert series request. They are asking for level funding.

### **UPWP MEETING UPDATE**

**Max Tyler, Harmony Cism, and J. Andrews** had attended the Unified Planning Work Program (UPWP) meeting with CCRPC. **H. Cism** explained municipalities can apply to be on the work plan either with transportation related projects with a 20% match by the town and CCRPC would act as the project manager. There are also non-transportation projects where the town would pay CCRPC \$70 per hour to be a project manager for things such as community outreach or grant writing. These are all town planner jobs so if the town were to hiring a town planner we would not need CCRPC for the non-transportation items. Everything we apply for needs to be a separate application. The Planning Commission (PC) will be talking about this on January 5.

**M. Tyler** added that the two things that they had discussed with CCRPC that come under transportation is the pedestrian path from the Westford School to the town center. He had asked for planning for a riverside path and that would not qualify for transportation funding as that would likely be deemed as a recreational project. Harmony had mentioned they project that to be a \$35,000 project. Max also mentioned storm water would be somehow funded, and he is not sure what the grant match would be, likely the same 20% so if the town common stormwater project is still something we want to pursue that also qualifies.

**B. Bornstein** was present. He thought it would be helpful for the board to look at what needed to be put together because there was a deadline of 23<sup>rd</sup> of January for the UPWP. **M. Tyler** added we are talking about a town plan update for 2028 which is a year ahead of schedule which is because of the land use review board schedule for updating the regional land use maps etc. During their meeting with CCRPC another thing they might consider is public outreach related to future land use in the town of Westford for this cycle which starts in July of 2026 and runs to June 30<sup>th</sup> 2027. This would be at the \$70 per hour rate. **J. Andrews** reminded everyone that in the event we choose to add a Town Planner position we would not need the \$70 per hour planning from CCRPC.

**N. Nichols** asked if it was okay to open up the question about the town planner. It feels like this is a variable in this decision. **J. Andrews** noted that having the discussion without Casey present made her uncomfortable, but she agreed the conversation was needed. **H. Cism** noted if we apply for one of the fee for service and then hire a town planner we can withdraw our request from CCRPC at no cost. **N. Nichols** asked when the funding would kick in from CCRPC. It would be FY'27. Could we also use some of the funds to support some of the cost of having a public forum or other costs? **H. Cism** was not sure but will look into it. She believes the non-transportation grant is a staff member from CCRPC.

One of the things **J. Andrews** raised with CCRPC in the meeting is even cost aside, how much more can we reasonably expect Harmony and the PC to be able to execute in the next year? It feels like outreach around 1705 feels like a pretty big project that is necessary and upcoming. She personally feels like the outreach around the town plan stuff is also necessary. Things beyond that feel like they would be great but not necessary. She is trying to gage how many of these projects can be realistically do in a 12 month period. **M. Tyler** shares Julia's concerns. He does not believe there is a lot of extra time being put in there at the moment, but some of that can be agenda driven while it could also be bandwidth drive. He thinks 2 projects maybe, 3 if we stretched it. There are several strategies here: we apply for only what we think we can do or we apply for everything we think we might qualify for and then decide how to proceed. He was also convinced we needed a town planner. We need the expertise and bandwidth to take advantage of opportunities for us at the state and federal level and not having one holds us back.

**P. Haller** agreed, but 10 applications from now to January 23<sup>rd</sup> would be difficult so we should probably make it more reasonable at the moment. The board will need to have ideas on what projects they would like the PC to apply for or how many hours they would want a consultant for, etc.

**B. Bornstein** mentioned a lot of the municipalities apply for a lot of different projects before deciding what their priorities are, but they apply to get things in the works. **M. Tyler** noted there's things like what could be funded, that is a different priority than what might we really want to put first, meaning we did not get the municipal planning grant, but 1705 outreach is something we might apply the UPWP for. It is \$70 an hour, but it would be staff that would actually help us in how to move that project forward in lieu of the municipal planning grant. Something that has been weighing on **J. Andrews** with the pedestrian path is her recollection is that it was intended to be more recreational in nature. It is not clear to her there is an actual want or need for something that is more transportation oriented. **B. Bornstein** noted there is a part of the policy both by the state and CCRPC themselves as part of their transportation plan for Chittenden County is to increase accessibility of town centers. Having a walking path between the school and town center is very much what they are looking for. The idea would be to encourage activity in the town center and for back and forth accessibility.

In **M. Tyler's** opinion the future of the Westford School was in doubt and the Brookside area has public land. He thinks in light of Act 181 that connecting the school area to the town center makes a more vibrant and accessible village center. He thinks the connection would be useful and increase the usage of the town center potential from people and children coming from the school area to the town center.

**Barb Peck** was present. She does not see a problem with if we want to put a path in from the green to the school. She thinks Max is correct in the Westford School's future being at risk. She thinks we should move the town center from where it has been historically.

**Kim Guidry** commented that in terms of having a path between the Town Center and the School sounds delightful. She does think the implications of such a path need to be thought about such as maintenance and regular expenses.

**H. Cism** clarified that in 2003 they had talked about a pedestrian path along Brookside and/or Cambridge Road and then in 2006 there was talk of a trail between the town trails on Misty Meadows and the Common, but one landowner did not give easement so that has stalled the project.

**P. Haller** noted that regarding the Brookside Road trail there is interest. Now that the road is at the proper width it is tight with cars and current pedestrians. In terms of UPWP he thinks we have to do public outreach for 1705. **N. Nichols** agreed. For one of the applications that would be his preference. **J. Andrews** thinks second priority would be outreach for the town plan itself. She appreciated Max's comments on what we apply for vs what we accept. It might also make sense to add in the transportation path into our applications. **M. Tyler** does not think having a path from the school to the village center precludes us from pursuing a recreation path along the river but seeking alternate funding for that. He does not view these as competing. If we could get funding for both we should go for it.

#### **MATCHING GRANT FUNDS LINE ITEM**

**T. O'Connor** explained there was a request looking at budget season to have a line item that would have essentially a bookkeeping notation of money we can hold aside for any grant that may have a matching component. The most common match % is 20%.

#### **HISTORICAL LEGAL FEE RATES**

They are still working on getting this to us, but it is very expensive. Our attorney's rates have changed and then there was ask on what we had paid historically.

#### **VAST ACCESS ON THE COMMON**

**P. Haller** explained that when Andy Doe from VAST came to the last Selectboard meeting to gain permission to cross Westford Road with the VAST trail, P. Haller had noted there was perhaps the desire to use the Common to go up to Westford Provisions as there had been in the past so snowmobile riders could patron the store. The Selectboard asked the Common Committee if they would consider the option. **Lori Johnson** from the Common Committee was present with 5 reasons why they do not want the snowmobiles crossing the common. The primary concern being safety of other people on the common. They also had safety concerns about the Cambridge Road/Route 128 junction due to its visibility issues. They also had concerns about damage to the Common and how that was fair to the public who did not have snowmobiles. They also had concerns about Winterfest.

**D. Jorschick** asked Andy if there was a possibility for VAST to set a curfew time. That was correct, they have trails in residential areas where curfews are set. He did not think that would be an issue here because the store closes at 8pm. Andy has been snowmobiling for 58 years and has been grooming trails since 1997. Since that time, they have had consistent high quality trails throughout. Most of the trails that come and go are 20 ft wide and very flat which provides good visibility and safety. The grooming equipment is large. The pressure it has on the ground however is very low, a person standing on two feet is 8 pounds per square inch and when they walk they double that, but the ground pressure for a snow cat is 1 pound per square inch due to how large it is and how much that spreads the weight out. They have never once had a landowner come to them and say they have damaged their land. They do not groom until there is a foot of snow. He had talked to the previous store owners (Westford

Country Store and Café), and they noted that winter is a difficult time for a business like this. He thinks the store is missing out on a revenue opportunity because the snowmobiles are a quarter mile down the road and would like food. The groomers are very slow and very safe, maybe 2-3 mph and 5 mph maximum. Andy proposed a way to maneuver the groomer so it would decrease how much of the Common would be used. He thinks anything we can do to make the store a successful venture is a good thing.

**D. Jorschick** asked if Andy could speak to the liability the VAST club carries? They have been self-insured for four years now and have several million dollars of liability per landowner. In his time snowmobiling in Vermont, they have never had a collision between a vehicle and a snowmobile, and in Chittenden county they have never have a collision between snowmobiles. The Town of Westford is already covered by liability insurance for VAST. At the last meeting Pat had mentioned the snowmobiles park at 1705 space, has Andy looked at that? It is an alternative, but not a good one. They are not going to want to deal with crossing the road on foot. **D. Jorschick** had talked to some snowmobilers about that and they said the same. They want to ride right up to the store, get their food, eat it sitting on their sled and enjoy what is going on around them.

**K. Guidry** supported the snowmobilers going on the Common. She believes they will honor pedestrians, go slow, and be respectful, but perhaps we put signs up along the trail to remind people and pedestrians? **Carol Winfield** has never had an issue with snowmobilers in the past and she used to horseback ride on the same trails. Her concern on the Common is that motor vehicles are not allowed on the Common and it is a place for pedestrians and community. **Dave Gauthier** was in favor of snowmobiles. It is not hurting the grounds. He believes each sled has to be insured anyway and registered so if there is a problem you take down their number.

**D. Jorschick** commented that Westford Provisions is one of the only revenue generating things in town. We all talk about loving that store and wanting that store and then when we have the opportunity to support it even more we are not looking at the full spectrum. She thinks we should do everything we can to support the store and VAST and what they are trying to do for us. **P. Haller** is in favor of approving snowmobiles to have access and asking VAST to groom. He suggested we try it for a year and see how it goes.

**D. Jorschick** motioned to allow VAST to use the Common this season and that the board discuss further how the groomer will groom the trail to be as least invasive as possible and that if necessary discuss a curfew. **J. Andrews** seconded. Motion passed 3-1.

**J. Andrews** motioned to close the VAST access to the trail on the date of Winterfest, which is January 31<sup>st</sup>. **D. Jorschick** seconded. Jim asked if set up is going to proceed the day before is there an issue with that? What about take-down? Pat asked Carol about take-down. **P. Haller** motioned that from January 31<sup>st</sup> and February 1<sup>st</sup> the spur trail is closed for Winterfest. **J. Andrews** seconded. Motion passed 4-0.

#### **COVERED BRIDGE UPDATE**

We have made contact with Miles, and we are still waiting for a large beam piece from MA. **Dave Gauthier** asked if we paid via deposit. That was correct.

### **JANUARY BUDGET DISCUSSIONS**

The board discussed meeting days to have their budget workshop. **C. Hamdy** will provide a town meeting timeline to the board.

### **SPEED FEEDBACK SIGNS**

There is a new person at the Chittenden County Sheriff's Department. There is \$4200 to go towards two speed feedback signs.

**T. O'Connor** had a few quotes. One of them comes with free data collection because they had met Tommy, Callie, and Maria at VLCT town fair. The data collection would last for the length of the device. **T. O'Connor** and **S. Cushing** discussed the preferred location for the device on Woods Hollow at Phelps Road and one Woods Hollow at Maple Tree Ln .

**N. Nichols** asked if we were budgetary okay to cover the matching requirement. It comes from the Highway expense and was covered.

**J. Andrews** motion to accept the grant for the traffic calming signs. **N. Nichols** seconded. **Dave Lavallee** was present. He was worried about the surveillance aspect of any that take photos. Motion passed 4-0. **P. Haller** motioned to accept the quote from radar signs for their two signs. **D. Jorschick** seconded. Motion passed 4-0.

### **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.

### **UPDATE ON MAINTENANCE REPAIR & DELINQUENT TAX REVENUE LINE ITEM**

The Colchester money had gone into the Maintenance Repair line item when it should have gone into electricity. That had been mitigated.

### **CORRESPONDENCE**

#### **Municipal Planning Grant Update**

This had been talked about previously. The municipal planning grant was denied.

### **COMMUNICATION**

There was no communication.

### **EXECUTIVE SESSION**

**P. Haller** moved to find that premature public knowledge of matters relating to personnel would place the town at a significant disadvantage. **J. Andrews** seconded. Motion passed 4-0. **P. Haller** motioned to enter executive session at 9:00pm for remediation update and invited Tommy O'Connor and Maggie Kabbeko and Devin Porter. **J. Andrews** seconded. Motion passed 4-0.

### **ADJOURN**

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The meeting adjourned at 10:00 p.m.

Respectfully Submitted,  
Pat Haller  
Selectboard Vice-Chair

Callie Hamdy  
Minute Clerk

#### GUEST LIST

Dave Gauthier  
Lynn Gauthier  
Dick Lavallee  
Ben Bornstein  
Lori Johnson  
Dave Lavallee  
Kim Guidry  
Ira Allen  
Harmony Cism  
Andy Doe  
Barb Peck  
Max Tyler  
Carol Winfield  
Kim Harris  
Jim S (Westford Provisions)  
Maggie Kabbeko



Town Administrator Report  
Selectboard Meeting January 8<sup>th</sup>, 2026

During the past few weeks I have been working on several projects and updates. The first is that the Veteran Banner program has started to see applications come in. The office is logging those applications and will be working this spring with the printer to get the banners ordered and printed. I have created an excel document that is logging all applications for tracking and contact purposes.

I participated in Vermont League of Cities and Town's Legislative Session prep webinar. The webinar focused primarily on upcoming legislative actions that will likely take center stage in the Statehouse this session. The top four areas discussed were:

- Lower Property Taxes
- Housing Infrastructure
- Promotion of Public Safety
- Transportation Infrastructure/Funding

I also participate in weekly zoom calls with the Policy and Advocacy Committee of Vermont Trails and Greenways. I am chair of that committee and was allowed to remain in the chair role until the next voting cycle. The focus in this group is relevant as the two priorities we have identified are the implementation of the language related to Municipal oversight of Legal Trails and the ACT 250 and Tier 3 rulemaking.

A group of Town Administrators from smaller towns also launched a monthly zoom call to stay in touch, bounce ideas off one another and are working at creating any collaborative efforts going forward.

Looking forward, I will be focused on budget and supporting Town Meeting Day preparation over the next few weeks.

Respectfully submitted,

Tommy O'Connor  
Town Administrator

Planning Commission			
Name	Term Length	Term Start	Term End
Max Tyler	5 Years	2022	2027
Ian Gelbach	5 Years	2024	2029
Will Dunkley	5 Years	2025	2030
Mo Reilly	5 Years	2023	2028
George Lamphere	5 Years	2021	2026

Dev. Review Board			
Name	Term Length	Term Start	Term End
Max Tyler (for Dennis)	3 Years	2023	2026
Matt Wamsganz	3 Years	2024	2027
Jesse Labrecque	3 Years	2023	2026
William Cleary	3 Years	2023	2026
Francois Ross	3 Years	2024	2027
Peter Armata	3 Years	2025	2028
Andrew Collier	3 Years	2025	2028
Dennis Angioio	1 Year	2025	2026
Alternate Seat 2	1 Year	2025	2026

Cemetery Commission			
Name	Term Length	Term Start	Term End
Lynn Gauthier	3 Years	2023	2026
Steven Minor	3 Years	2025	2028
Glenn Rogers	3 Years	2024	2027

Selectboard			
Name	Term Length	Term Start	Term End
Casey Mathieu	3 Years	2023	2026
Pat Haller	3 Years	2024	2027
Nick Nichols	3 Years	2025	2028
Julia Andrews	2 Years	2025	2027
Deb Jorschick	2 Years	2024	2026

Conservation Commission			
Name	Term Length	Term Start	Term End
Sarah Pinto	4 Years	2025	2029
Kristen Tyler	4 Years	2024	2028
Elias Rosenblatt	4 Years	2024	2028
Christopher Cunningham	4 Years	2023	2027
Joel Fay	4 Years	2022	2026

Recreation Committee			
Name	Term Length	Term Start	Term End
Ben McElvany	3 Years		
George Elliott	3 Years	2024	2027
Grieg Arendt	3 Years		
Lori Miller	3 Years		
Bayley Greer	3 Years		

Common Committee			
Name	Term Length	Term Start	Term End
Lori Johnson	3 Years	2024	2027
Suzanne Kearns	3 Years	2023	2026
Susan Schmidt	3 Years	2025	2028

Board/Committee/Commission	Term Length	Number of Open Seats
Dev. Review Board	3 Years	3
Dev. Review Board (ALTERNATE)	1 Year	2
Planning Commission	5 Years	1
	3 Years (of a 5 Year Term)	1
Selectboard	3 Years	1
	2 Years	1
Conservation Committee	4 Years	1
Common Committee	3 Years	1
Cemetery Commission	3 Years	1
Recreation Committee	3 Years	

## Tommy O'Connor

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**From:** Andrew  
**Sent:** Sunday, January 4, 2026 9:12 AM  
**To:** selectboard  
**Subject:** VAST Trail on the Westford  
Common

To the honorable members of the Westford Selectboard-

Thank you for your authorization to maintain contiguous VAST Trails in Westford. Westford has always been a snowmobiling community for as long as I can remember.

This has been the second year that the Selectboard has requested a VAST Trail to the Common. The first was in the Winter of 2023/24, and now this season 2025/2026. The Winter of 2023/2024 was a brown-out year. Although we staked signed, and fully marked the trail, we did not get enough snow to open the trail system. We removed the stakes on the Common in early March 2024.

This season, we staked and marked the VAST Trail on the Common in mid-December 2025, as directed by the Selectboard. This season, the VAST Trail stakes and the State mandated regulatory signage, safety and control signage, and wayfinding signage was removed from the Common... a criminal offense.

With the Common trail in this condition, VAST is exposed to serious liability as the trail does not meet the minimum safety standard for snowmobiling in the State of Vermont. Moreover, it would create chaos, as snowmobilers would not be aware of the location of the trail, and would operate outside the planned trail corridor.

In the last week of 2025, VAST removed the remaining trail stakes and signage on the Westford Common, and the associated feeder trail from the VAST Rt15 trail to the Common Rt 15F1, and the VAST Intersection CN25.

At stake here is the image that VAST wants to maintain as an organization. We do not want to get drawn into a confrontation with uncontrollable residents on the Common. Bottom line, we felt that the Common is not a safe place to send a family of snowmobilers.

The VAST office has removed the Westford Common trail and CN25 Intersection from the Statewide Interactive Snowmobile Trail Map to completely eliminate that possibility.

The VAST trails in Westford will appear exactly as they were in the 2024/2025 snowmobile season without any changes.

In closing, I regret not being able to fulfill your request, but it is apparent that the situation is not something that we can control.

Andy Doe  
Trailmaster  
Saxon Hill Riders, Inc.

**From:** [Barb Bates Peck](#)  
**To:** [selectboard](#)  
**Subject:** Vast/The Common  
**Date:** Monday, January 5, 2026 8:17:36 AM

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Hello All:

Before rumors abound around Westford:

May I please have an explanation of the timeline of the communication events that occurred after the SB /Vast motion to mark the Vast Trail thru the Common;

Which has resulted in a break-down of relations between the interested parties ( i.e. SB/Vast/Westford Provisions) and appears to be unresolved.

Barb Peck  
Rte 128  
802-310-2743 (Cell)

**From:** [Kim Guidry](#)  
**To:** [selectboard](#); [TownAdmin](#)  
**Subject:** Suggested edits and questions for 12/18/25 minutes  
**Date:** Monday, January 5, 2026 12:35:52 PM

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Hello all, and happy new year,

1. In the UPWP discussion, it's said that Pat refers to "t0 applications from now to January 23rd". What does that mean?
2. Section "Historical Legal Fee Rates" - could the second sentence be reworded? If this is a legitimate question, was there a response?
3. In the discussion about the speed feedback signs, the 4th paragraph likely refers to a company providing the radar signs; Radar Signs. If this is in fact the name of the company, it should be capitalized for clarity.
4. Also in the above discussion is conversation about driver data being collected by the signs. What data is collected? What will this data be used for? Is personally identifiable information going to be collected?

Thank you for everything,

Kim Allen Guidry