

**SELECTBOARD MEETING
AUGUST 14, 2025
Draft Minutes**

| | | |
|----------|---------------|---------------|
| Present: | Pat Haller | Greg Barrows |
| | Julia Andrews | Holly Delisle |
| | Casey Mathieu | Callie Hamdy |
| | Nick Nichols | Sean Cushing |

Guests: See page 3.

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 DRB Appointment to Discussion.

PUBLIC COMMENT

Fidium was running lines for a fiber network in Westford. **Barb Peck** had talked to Fidium and was told they were not going to cover her property, that there is no infrastructure along 128 by her house and the other houses there. She is requesting somebody help her and the houses that are being left out to try and get something to happen. **J. Andrews** explained she is on the Chittenden County Communications Union District (CCCUD) as the Westford representative. CCCUD is the body that has funded the VCBF Fidium being strung to people in Westford. She will consult with the CCCUD chair tomorrow to understand what the best path forward is. There are a couple of different ways.

MINUTES

P. Haller motioned to approve July 24, 2025, minutes as amended. **N. Nichols** Seconded. Motion passed 4-0.

ROAD SCHEDULE

S. Cushing, Road Foreman, was not present. **C. Mathieu** went over the Road Schedule from July 25, 2025, to August 14, 2025.

FY'25 HIGHWAY BUDGET STATUS REPORT

G. Barrows, Treasurer, was present and went over the FY'25 Budget Status Report.

ERRORS & OMISSIONS

This was an annual item from the assessors to correct errors and omissions from the Grand List. **J. Andrews** motioned to approve the Grand List Errors & Omissions. **N. Nicols** Seconded. Motion passed 4-0.

TOWN ADMINISTRATOR TIMELINE

C. Mathieu gave a quick update on the timeline for the new town administrator. They made a motion for Tommy to join the team. They are still working with the hiring agency and are looking at a start date of 8/25.

SCHOOL ADVOCACY PUBLIC FORUM

P. Haller wanted to talk about scheduling and the format of the School Advocacy Public Forum. They had talked at the last meeting about trying to meet sometime in the first two weeks of September. The board discussed having the meeting on September 11th in lieu of having a normal Selectboard meeting. **J. Andrews** suggested warning the meeting so that the first 30 minutes of the meeting is general quick business such as approving warrants and

accounts payable and then having the forum be the rest of the meeting. The board finalized the 11th with an alternate date of the 17th or 18th of September.

P. Haller discussed the purpose of the meeting, which is to gain understanding from Westford residents. The board should inform them on what Act 73 is, note that it is a separate issue to the middle school consolidation, and ask whether or not the residents want to leave the redistricting to the task force, to choose which schools to partner with in a larger district, or do we want to suggest/recommend to align with a district other than potentially Essex. If that were the case, which districts would we want to align with? Secondly, do we want to join the Rural School Community Alliance (RSCA)? Who is presenting and how will that discussion be shaped? **N. Nichols** did not think we needed to use the forum to decide on joining the RSCA. **J. Andrews** agreed, in her view whether we are part of the alliance or not, it is not going to change our trajectory as a community. If we join RSCA, we will not be advocating any specific position for Westford, they advocate for their members as a whole.

Kirsten Tyler was present. She added that a benefit of joining the RSCA is that Westford would have access to consultation services, advice, and any questions they have about Act 73 could be answered by skilled long-term educators. **P. Haller** wondered if we joined, could we invite one of them to present what Act 73 is? **K. Tyler** thought that it would be okay to ask, but many of the leadership positions are from Addison County so it would be harder for them to join physically. **P. Haller** Motioned that Westford join the RSCA. **N. Nichols** seconded. Motion passed 4-0.

N. Nichols asked Kirsten if she had any information on the expectations of the point person we would appoint to the RSCA. **J. Andrews** added that she thinks Kirsten has shown herself in several community leadership roles to be a measured person who is aware she might have a specific bias, and, in that context, she would be representing the whole community. The board asked Kirsten if they were to make a nomination would she be willing to serve. She was. **N. Nichols** motioned to nominate Kirsten Tyler to be the Westford representative of the RSCA. **C. Mathieu** seconded. Motion passed 4-0.

For the meeting, **P. Haller** thought that they should describe Act 73 in a basic, easy to understand way. There would be no PowerPoint presentation. **Lee McClenny**, Moderator, was present. Does the board foresee a role in the meeting for the School Board representatives? Pat noted they wanted to come, but Julia disagreed. EWSD demands its members stay in step with what the board's direction is and she does not think they would be able to speak from any other perspective, but they are members of the community, and they can come and speak. **L. McClenny**, and **Callie Hamdy**, Town Clerk, discussed the logistics of the meeting with the board.

P. Haller noted they should have childcare available, they did that during the March Town Meeting, for which his own children volunteered. They will need additional volunteers for that during the meeting. The board suggested the meeting begin at 6:15pm, 7:00pm for the forum.

DRB APPOINTMENT

The DRB was recommending Max Tyler for appointment to the DRB. Max was already the DRB alternate. **P. Haller** motioned to appoint Max Tyler to the DRB and Dennis Angiono as the alternate. **C. Mathieu** seconded. Motion passed 4-0.

REVIEW FY'25 GENERAL FUND BUDGET STATUS REPORT

G. Barrows, Treasurer, was present and went over the FY'25 General Fund Budget Status Report.

REVIEW AND APPROVE ACCOUNTS PAYABLE AND PAYROLL WARRANTS

G. Barrows, Treasurer, was present and went over the Accounts Payable & Payroll Warrants.

CORRESPONDENCE

The board received emails regarding the Rural Schools Community Alliance, email from Carol Winfield on Beaver Deceivers, cross culvert emails, Town Administrator emails, and emails regarding the new fencing on the Common. They also acknowledged the Rec Coordinator email.

COMMUNICATION

There was no communication.

EXECUTIVE SESSION

At 7:48 p.m. Pat motioned to move to find that premature public knowledge of matters relating to personnel would place the town at a significant disadvantage. Julia seconded; Motion passed 4-0.

Pat motioned to enter executive session and invited Maria to attend. Julia seconded; Motion passed 4-0.

Selectboard exited executive session at 8:05 p.m. No action taken.

Julia motioned to approve the employment contract between Thomas O'Connor and the Town of Westford. Casey seconded; Motion passed 4-0.

Pat motioned to approve Casey to sign any document to finalize employment of the new Town Administrator. Nick seconded; Motion carried 4-0.

ADJOURN

The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Casey Mathieu
Selectboard Chair

Callie Hamdy
Minute Clerk

GUEST LIST

Dave Gauthier
Lee McClenny
Max Tyler
Kim Guidry
Ira Allen
Ben Bornstein

Barb Peck
Lori Johnson
Harmony Cism
Carol Winfield
Kirsten Tyler
Wendy Doane

TOWN OF WESTFORD HIGHWAY DEPT.
ROAD SCHEDULE
August 14, 2025 – August 28, 2025

Work to be done.

- Haul in winter sand.
- Grade roads.
- Road ditching, stone lining and hydroseeding.
- Haul in Staymat.
- Change a cross culvert on Plains Road.
- Add Gravel to some roads.
- Cold patching on Westford Rd.

Work completed.

- Graded Cambridge Rd., Huntley Rd., Lower Covey Rd., Manley Rd., South end of Woods Hollow Rd. and some spot grading on Brookside Rd.
- Finished cleaning ditches, cutting road shoulders and hydroseeding on Brookside Rd.
- Hauled in Winter sand.
- Had to cut a few trees.
- Picked up a seed and mulch order from Oliver Seed Company.
- Had to purchase and pick up a new front tire to replace worn out tire on 2020 International.
- Had the State inspection done on the 2020 International.

Approved at the _____ Selectboard Meeting.

Maria Barden

From: TownAdmin
Sent: Monday, August 25, 2025 11:38 AM
To: Maria Barden
Subject: FW: HTH

Follow Up Flag: Follow up
Flag Status: Flagged

From: Casey Mathieu <Casey.Mathieu@westfordvt.us>
Date: Thursday, August 14, 2025 at 8:10 AM
To: lenny couture <thewildmeadowfarm@gmail.com>, selectboard <selectboard@westfordvt.us>
Subject: Re: HTH

Thanks Lenny

If we were to add this to the 28th meeting would you attend and give a quick outline on this and the steps we would need to take?

Thanks Casey

From: lenny couture <thewildmeadowfarm@gmail.com>
Sent: Wednesday, August 13, 2025 12:09 PM
To: selectboard <selectboard@westfordvt.us>
Subject: Fwd: HTH

Im asking westford to adopt this process where our local veterans can purchase these banners to be displayed under the flags in our town.
Again these are purchased by individuals with no cost to the town.
If agreeable I will pass on the contact info for ordering these, one of our own national guard members... I believe the process is anyone wanting one will present payment to the town and the town orders them.
Im sure if youve traveled anywhere you have seen these...thank you
Lenny Couture
802 233 3053

----- Forwarded message -----

From: Charles Magnant <charlie581954@gmail.com>
Date: Wed, Aug 6, 2025 at 7:40 PM
Subject: HTH
To: <thewildmeadowfarm@gmail.com>

Maria Barden

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Tuesday, August 26, 2025 7:48 AM
To: selectboard; Carol Winfield
Cc: Conservation Commission
Subject: Beaver Deceiver

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Members of the Selectboard,

The Conservation Commission would like to offer \$500 of WCC funds towards the purchase and installation of a Beaver Deceiver for the Town of Westford, if you decide to install one. I'm cc'ing Carol Winfield here, as she made the initial request of the WCC.

Thanks,
Kirsten for WCC

Jan Lewandoski

Restoration and Traditional Building

92 Old Pasture Rd.

Greensboro Bend, Vermont 05842

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

janlewandowski@gmail.com

August 22, 2025

The Pigeon House, Westford, Vermont

A Preservation Trust of Vermont

Technical Assistance Survey

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

height basement entry leading to an original plastered and finished space that appears to have been a below grade kitchen since it contains the remains of a brick bake oven and a brick wood stove with an iron cooking surface, attached to it. The fire door under the cooking surface is marked G.W. Iron Co. Brandon, Vermont.

The main house and wing are both 1 1/2 stories tall with a knee wall. The exterior is covered with white painted clapboards with a 3 1/2 inch exposure. There are pilasters about 10 inches wide at the corners and a double frieze and cornice. The Main House door and its sidelights are original while the wing door is a replacement but in its correct location. The roofing is nailed and screwed down galvanized, and green coated, metal, newer on the wing than the main house. The windows are almost all 6/6, and probably original, protected by wood and aluminum storms. There is one broken window pane on the wing and one sash changed to 2/2 on the rear.

The wing has a front porch in good condition. A newer deck on the back is in catastrophic condition due to its drainage being reversed by the sinking of the rear wall of the house. An open sided garage on the south is constructed with as little

material as you would ever dare build anything.

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

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

chimney at the rear for the basement kitchen rose through the house, but has been mostly removed.

The interior retains its original beautiful stairway and balustrade, but the hallway wall has been removed making the front parlor larger. The interior windows in this parlor have paneled pediments over them and molded trim. The parlor has a refinished pine floor with cut nails and may be original. Other rooms have later hardwood strip flooring in maple, but mostly red oak. All the flooring is in good condition except whatever is under the kitchen vinyl by the sliding rear door. The second floor of the main house has been divided into several small rooms over time, also oak floored.

At certain points fiberglass insulation can be seen in the basement ceiling and house walls, but the completeness is unknown and perhaps can be discovered by asking the former occupants.

Other than along the rear wall, the house appears relatively square, plumb and well maintained. The kitchen, now in the wing, is new with new appliances but suffering from the sinking back wall and deck. There is one recent bathroom with a shower. Heat is by hot water running to

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

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

The Pigeon House, Westford, Vermont: Maintenance Needs

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

The most pressing problem in making the house habitable is the need to jack the rear of the house level for numerous feet around the junction of the main house and wing, including an area of the rear kitchen floor. This is centered on the declivity produced at the rear of the house to provide direct access to the basement door and kitchen. This ground feature dates from the earliest days of the house and undoubtedly once had better grading around it directing run off to the river valley right behind the house. Once this is done the foundation there can be rebuilt in stone or concrete, and either full height or with a timber sill and wooden wall as originally constructed. Either way you will want a door to enter the basement directly from outside, such as exists now. This foundation problem extends around the NE corner as well where even the newer concrete facing has broken and pushed inward, displacing the brick lining in the basement as well.

When you uncover the entire rear basement wall, some of which is concealed with styrofoam insulation, you may find the entire rear wall needs some jacking. This is suggested not only by the kitchen floor but also the

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

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

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

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

splash up and infiltration by the deck and sliding glass doorway. In all cases, once jacked level, repair any sills and walls with solid softwood timber, which may involve supporting some kitchen floor joists on jacks temporarily. Once everything is straight and re-graded the deck can be rebuilt if desired along with outdoor stairs.

Out of plumbness in the lower part of the main house walls around the front door strikes me as an old and hopefully stable problem. If you lift with a jack on the main house SW corner post (first removing some of the pilaster boarding), you will be able to dismantle the falling brick at the bottom of the basement stairs and hopefully see the condition of the sill joint at that corner.

3. Basement Support Columns:

This doesn't appear to be an emergency, but you would be wise to replace the 3 steel lally columns in the basement with wood 6x6 timbers. The steel columns tend to have small bearing areas and eventually punch into the wooden beams they are supporting. There is some mildew on the carrying beams overhead in the basement but appears very superficial and may come from

the house not being occupied in recent times.

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

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

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

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

corner pilaster base), including the rebuilt portion if done in wood.

The basement kitchen area probably had a window in the pre-electric age, though the need is not so pressing now.

7. Windows: The windows are old but appear well preserved due to the storm sash. There is at least one broken pane in a wing gable sash. If any window replacements are contemplated, the 6/6 pattern should be maintained.

August 19, 2025

Pigeon House, Westford, Vt.

Cost Estimates:

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

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

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

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

Cost: \$80-90000

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

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

Cost: \$35-50000

3. Basement support columns: Replace the steel lally columns with timber on stone or concrete block and lift or cut any other wood framing out of and above the dirt floor.

Cost: \$4-5000

4. Brick Front Steps: Rebuild two sets of brick front steps.

Cost: \$2-3000

5. Roofing: New standing seam metal on the entire house: approx. 2000 sq.ft. Not an emergency.

Cost: \$30,000

6. Exterior Trim and Finish: Trim and clapboard replacement on the rear upper and lower walls.

Cost: \$7-9000

7. Windows: Repair a broken pane. Replacement of historic sash with custom made 6/6 sash of the same size might cost \$2000 per opening , installed and trimmed authentically.



Pigeon House, Westford, Vt.: front



Pigeon House, Westford, Vt. Rear wall with failing deck and failed basement wall.



Pigeon House, NW corner with front wall slightly bowed



Pigeon House: failed rear wooden basement wall



Pigeon House: original staircase and balustrade



Pigeon House: Parlor window trim



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



Pigeon House: Newer kitchen in Wing



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



Pigeon House: Remains of bake oven in the basement



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



Pigeon House: Fire door of basement stove



Pigeon House: Basement utilities.



Pigeon House : timber framing and insulation as seen the attic of the Wing



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



Pigeon House, Westford, Vt. NE corner at rear with deteriorating trim and siding

Maria Barden

From: Pat Haller
Sent: Tuesday, August 26, 2025 9:51 AM
To: selectboard; Town Clerk; Maria Barden; Kirsten Tyler; TownAdmin; Lee McClenny
Cc: Andre Roy; Anne Sharp
Subject: School is Confirmed for the 11th

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi all,

Terri Martin has been super helpful in securing the School for the 11th in the absence of an EWSD facilities request replacement for Jassaca Lawrence. We're now confirmed including the space outside the Pre-k class rooms for child care.

6:15-6:45 (or so) Selectboard meeting
7:00-9:00, public meeting

Sincerely, Pat

Maria Barden

From: TownAdmin
Sent: Monday, August 25, 2025 11:39 AM
To: Maria Barden
Subject: FW: Browns River Covered Bridge - Historic Listing

Follow Up Flag: Follow up
Flag Status: Flagged

From: Brown, Elisabeth <Elisabeth.Brown@partner.vermont.gov>
Sent: Wednesday, August 20, 2025 11:28 AM
To: TownAdmin <townadmin@westfordvt.us>
Subject: Re: Browns River Covered Bridge - Historic Listing

Hi Holly,

I am following up to see if you've had a chance to consider my proposal to draft a State Register nomination for the Browns River Covered Bridge. I'd love to pursue this project and am happy to answer any questions you may have!

Best,

Elisabeth Brown | Architectural History Intern
Vermont Division for Historic Preservation
Department of Housing and Community Development
1 National Life Drive, Davis Building, 6th Floor | Montpelier, VT 05620
elisabeth.brown@partner.vermont.gov
accd.vermont.gov/historic-preservation

From: Corkins, Caitlin <Caitlin.Corkins@vermont.gov>
Sent: Tuesday, August 12, 2025 11:41 AM
To: TownAdmin <townadmin@westfordvt.us>
Cc: Brown, Elisabeth <Elisabeth.Brown@partner.vermont.gov>
Subject: Browns River Covered Bridge - Historic Listing

Hi Holly,

With this email, I'm introducing you to our summer intern, Elisabeth Brown. She is working on several projects for us this summer, including preparing a formal State Register listing for a historic property in Vermont that has not already been listed. See her message below:

My name is Elisabeth Brown and I am an intern with the Vermont Division for Historic Preservation. I'm working on a handful of projects documenting historic buildings this summer and am reaching out because I'm interested in drafting a State Register of Historic Places nomination for the Browns River Covered Bridge in Westford. The Browns River Covered Bridge stood out to me as a recent recipient of a

Historic Preservation Grant, and I wanted to check to see if you are open to and interested in the property being nominated to the State Register. Please feel free to reach out with any questions. I look forward to hearing from you!

Caitlin

Caitlin Corkins | Tax Credits and Grants Coordinator

Vermont Agency of Commerce and Community Development

1 National Life Dr, Davis Bldg, 6th Floor | Montpelier, VT 05620-0501

802-828-3047

accd.vermont.gov

Maria Barden

From: TownAdmin
Sent: Monday, August 25, 2025 11:39 AM
To: Maria Barden
Subject: FW: [WestfordCC] 8/20 Meeting?

Follow Up Flag: Follow up
Flag Status: Flagged

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Wednesday, August 20, 2025 7:14 PM
To: westfordcc@googlegroups.com; kandersonvt@gmail.com; Callie Hamdy <chamdy@westfordvt.us>; selectboard <selectboard@westfordvt.us>
Subject: Re: [WestfordCC] 8/20 Meeting?

Hi Katie,

Ugh - So sorry about that. Due to illness, we did not have a quorum, so could not hold the meeting. It was last minute and I emailed Callie about it.

Callie, perhaps you could let us know what to do (how to notify residents) then next time this happens? It's rare, but it does happen once or twice a year.

Again, sorry Katie. I know how frustrating it is to spend the time driving back and forth.

Hope to see you at our September meeting.

Thanks,
Kirsten

On Aug 20, 2025, at 7:09 PM, kandersonvt@gmail.com wrote:

I arrived at the Town Office at 6.25 on 8/20 to find the doors locked and no meeting in progress. Was I too late and the meeting was over by that time? Was the meeting rescheduled for a different time? I did check the posted agenda which indicated a 6pm start time in the offices.

Thank you,
Kati

--

You received this message because you are subscribed to the Google Groups "WestfordCC" group.

To unsubscribe from this group and stop receiving emails from it, send an email to

Maria Barden

From: TownAdmin
Sent: Monday, August 25, 2025 11:38 AM
To: Maria Barden
Subject: FW: Request for waiver of a repeat filing fee

Follow Up Flag: Follow up
Flag Status: Flagged

From: Lee Hendler <lee@magnajm.com>
Date: Tuesday, August 19, 2025 at 3:24 PM
To: selectboard <selectboard@westfordvt.us>
Cc: Harmony Cism <zoning_admin@westfordvt.us>, Jacques Larose (jlarose@cea-vt.com) <jlarose@cea-vt.com>, jstebbins@vtlawoffices.com <jstebbins@vtlawoffices.com>
Subject: Request for waiver of a repeat filing fee

To the members of the select board:

I am writing to request a fee waiver for a repeat DRB hearing for the Swansong Take Two sub-division final plot plan at 2105 VT Rt 128 in Westford.

The plot plan was approved last fall (the final hearing was on October 28, 2024). The mylar plan was completed and submitted earlier this summer. However, we missed our final filing deadline of August 18, 2025 for the other required documents. Although, the documents were submitted on August 18 and reflect all of the changes required by the town lawyer, our submission still requires his final sign-off. Thus, we are not in compliance with the deadline.

After meeting with Harmony, it is my understanding that while the select board cannot waive the state requirement to resubmit the plan for a final hearing, the board does have discretion to consider a fee waiver for that process. All of the necessary documents are in order and a repeat hearing on the final plan will be brief since the DRB has already approved the plan for final recording.

We paid \$1290 in fees in September 2024 (\$800 major subdivision, \$450 lot fee, \$25 mylar recording fee, \$15 recording fee).

Given the above information, I hope that the select board will agree to waive a second filing fee for the repeat hearing.

Thank you for your careful consideration,
Lee

Lee M. Hendler

Agent for Swansong Take Two LLC
Mobile 410.458.9338