

TOWN OF  
**WESTFORD**  
VERMONT



**2025**  
ANNUAL REPORT  
July 1, 2024 – June 30, 2025

# NOTICE

In 2020, Act 60, which made several changes to Vermont's Election Laws, was passed by the Legislature. One of the changes allows governing bodies (selectboards, city councils, etc.) to decide whether to mail ballots to all active, registered voters.

On January 8, 2026, the Selectboard voted to mail ballots to all active, registered voters. Articles NOT being voted by Australian Ballot will be voted on from the floor at the in-person Annual Town Meeting.

**Westford Annual Town Meeting  
&  
Public Hearing for Australian Ballot Articles  
Monday, March 2, 2026  
7:00 pm  
Westford Elementary School**

To access the hearing remotely:

**By Computer**

To join the Zoom Meeting:

<https://us02web.zoom.us/j/84157505767?pwd=9KEogX2sLSBuS6J9R03IXu0rRQtTSW.1>

Meeting ID: 841 5750 5767- Passcode: kgsy92

**By Telephone**

Dial +1 646 931 3860

Meeting ID: 841 5750 5767 - Passcode: 905482

*If you decide to join the meeting remotely using one of the above options, you will not be able to vote on any floor articles. The remote option is for listening only.*

**Australian Ballot Voting  
Tuesday, March 3, 2026  
Westford Elementary School  
Polls Open 7:00 am to 7:00 pm**

*If you decide to vote in-person at the polls, please bring the ballot that was mailed to you. If you do not bring the ballot, you will be required to complete an affidavit before receiving another ballot.*

Please note: the Essex Westford School District Annual Meeting is held in April.

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On the cover: Bree Drapa – Resident and former Library Director  
 Photo Credit- Kathleen Porter of North Photography

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## DEDICATION

### Ira Allen

Ira Allen is a 7<sup>th</sup> generation Vermonter who moved to Westford with his family in 1967. Ira's deep dedication to Westford and its townspeople is evident in his decades-long civic involvement in town matters. His influence and desire to see Westford operate in an efficient and economical manner are visible when you look at any of the Town's municipal buildings, and in other services that all Westford residents enjoy today.

Soon after moving to town, Ira ran for and was elected to Westford's Selectboard in 1970. He was reelected for several cycles until he chose not to run again, and his term expired in 1985. Ira ran for a three-year Selectboard term and was elected again in 2013. During all of Ira's terms on the Selectboard, he was committed to supporting economically sound and practical decisions during times of great change in town. One example of this dedication was the relocation of the Town Garage. For many years, the Town Garage had been located near the Browns River Bridge on route 128. This was not an ideal spot, and it did not offer enough space for the Road Crew to do their work efficiently. After several ballot initiatives, the new garage was completed in 1979 at its current location on Cambridge Road. This new building added much needed storage capacity for equipment and materials, and indoor space for the crew to work and do maintenance. In 1973 Ira was part of the team that conceptualized and managed the construction of the current Town Office, including the renovation of the old Town Hall, which is now the Westford Public Library. Also in 1973, Ira and the rest of the Selectboard decided to purchase an old military truck with the goal of beginning Westford's own fire department, which now operates as the Westford Volunteer Fire Department. In 1972 an out-of-town development firm proposed building 1,135 housing units on a Westford parcel. This proposal created great concern about what such rapid development would mean for Westford's municipal infrastructure and the school system. The Selectboard brought this all the way to the Vermont Supreme Court and a much slower pace of growth was agreed upon. Ira was part of the Selectboard in the late 70's that devised the single-contractor town-wide trash and recycling pick-up system, the first model of its kind in the state, which continues in Westford to this day.

As a civil engineer Ira's interest in and ability to navigate matters involving the Town's paved and dirt roads was very useful, especially when deciding which of the roads it made sense to invest resources in to maintain. Ira recalls many evening and weekend phone calls as well as kitchen-table talks with Town Road Crew members to discuss and strategize plans for maintenance and upkeep of town roads, materials use, and/or machinery maintenance. He has a rich understanding of Westford's history, and his civil engineering background has contributed to a deep knowledge of roads and bridges. Ira enjoys researching old buildings and learns the history of old structures by looking at their base elements.

Finally, Ira's love of antique John Deere tractors is on display each year during Westford's 4<sup>th</sup> of July parade where you'll see him and his family members driving multiple green machines. Look for Ira leading the green procession in the John Deere Gator. Ira remains devoted to Westford, and he continues to enjoy being involved in town matters, these days as a regular and beloved attendee of Selectboard meetings alongside his daughter, Kim. Ira greatly enjoys all the friendships he has made during his life here in Westford.



1989: Ira & Livona Allen on a deck at the Montshire Museum. Ira was building supervisor with Bread Loaf Construction for this project.



Ira Allen at the Burlington Waterfront in front of the bench (not pictured) dedicated to his beloved late wife, Livona.

**TOWN OFFICE INFORMATION****Westford Town Office**

1713 Vermont Route 128 • Westford, Vermont 05494

Phone (802)878-4587 • Fax (802)879-6503

<https://westfordvt.us/>**EMERGENCY NUMBER:** 911 (Fire, Rescue and Police)

Non-Emergency Numbers:

State Police: 802-878-7111

**MEETINGS**

Brick Meeting House Society	3 <sup>rd</sup> Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 <sup>rd</sup> Wednesday	Town Office
Development Review Board	2 <sup>nd</sup> & 4 <sup>th</sup> Monday (as needed)	Town Office
Fire Department (volunteer)	Every Monday	Fire Station
Historical Society	3 <sup>rd</sup> Monday	WHS Building
Library Trustees	2 <sup>nd</sup> Wednesday	Town Library
Planning Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Monday (as needed)	Town Office
Recreation Committee	1 <sup>st</sup> Tuesday	Town Office
Selectboard	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday	Town Office
EWSD School Board	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday	Essex High School
Senior Luncheon	2 <sup>nd</sup> Monday*	Brick Meeting House

\*January-June &amp; Sept.-Dec.

**HOURS**

Town Clerk's Office	Monday – Thursday	8:30 a.m. - 4:00 p.m.
	Friday	8:30 a.m. - 1:00 p.m.
Town Administrator	Monday – Thursday	9:00 a.m. - 4:00 p.m.
	Friday	9:00 a.m. - 1:00 p.m.
Zoning Administrator	Monday – Friday	8:30 a.m. - 4:00 p.m.
Library	Tuesday 10:00 a.m. - 7:00 p.m.	Wednesday 1:00 p.m. - 7:00 p.m.
	Thursday 10:00 a.m. - 7:00 p.m.	Friday 1:00 p.m. - 7:00 p.m.
	Saturday 10:00 a.m. - 2:00 p.m.	

**TRASH & RECYCLING SCHEDULE**

Trash and recycling are picked up weekly as follows:

Tuesday: Route 128 and all roads west of Route 128  
(This includes the following private dead-end roads off Route 128: Stygles Lane, Castle Hill Lane, Maple Ridge Lane, Pearwood Lane, Post Road, Bixby Hill Lane, Twin Hill Road, Bouffard Lane, Phillips Lane, Mathieu Road, River Bend Lane and Talcott Road.)

Wednesday: All roads east of Route 128

More information can be found at <https://westfordvt.us/about/trash-recycling/>.

**ELECTED TOWN OFFICES**

Town Moderator (1 year, term expires 2026)

Lee McClenny

Town Clerk (3 years, term expires 2028)

Callie Hamdy

**Selectboard**

Term expires 2026 (2 years)

Deb Sawyer Jorschick

Term expires 2026 (3 years)

Casey Mathieu

Term expires 2027 (3 years)

Patrick Haller

Term expires 2027 (2 years)

Julia Andrews

Term expires 2028 (3 years)

William "Nick" Nichols

**School Board** (election takes place in April)

Term expires 2027 (3 years)

Ann Marie Sharp

Term expires 2026 (3 years)

Andre Roy

**Library Trustees**

Term expires 2026 (5 years)

Patricia Hechmer

Term expires 2027 (5 years)

Vicky Ross (Resigned)

Term expires 2028 (5 years)

Kelsi Cross (Appointed)

Term expires 2029 (5 years)

Marianne Bassford

Term expires 2030 (5 years)

Helen Sterling

Becky Roy

**Justice of the Peace** (2-year term following general election)

Dennis Angiono

Martha Bennett

Lynn Bursell

Andrea Letorney

Christian Frenette

Suzanne Blanchard

Martha Heath

Martha Bennett

**APPOINTED TOWN OFFICES**

Town Administrator

Holly Delisle (Resigned)

Assistant Town Clerk &amp; Administrative Assistant

TBD (Appointed)

Town Treasurer

Maria Barden

Bookkeeper

Gregory Barrows

Delinquent Tax Collector

Mary Jane Featherstone

Dog Warden

Marjorie McIntosh

Lister

Matt Bartholomew

Assessor

Caroline Brown (Resigned)

Zoning Officer &amp; Planning Coord. (3-year term, expires 2026)

Terri Sabens

Library Director

Harmony Cism

Library Technical Assistant

Bree Drapa

Recreation Coordinator

Niquette Bergeron

Road Foreman

Amanda Gifford

Road Crew

Sean Cushing

CCCUD Delegate

Reggie Smith, Matthew Coon

CCRPC Representative

Julia Andrews

CSWD Representative

Benjamin Bornstein

Katie Frederick

Emergency Management Director  
Fence Viewers

Francois Ross  
Scot Phillips, Barb Peck

**APPOINTED TOWN OFFICES (CONTINUED)**

Fire Chief  
Fire Warden

Garrett Bartlett  
Dennis Angiono (Resigned)  
Garrett Bartlett (Appointed)

Health Officer  
Inspector of Wood & Lumber/Weigher of Coal  
Land Agent  
Town Agent  
Town Grand Juror  
Tree Warden

Devin Porter  
Kyle Hobart  
SP&F Attorneys  
SP&F Attorneys  
SP&F Attorneys  
Owen Jacobs

**Development Review Board**

Term expires 2026 (3 years)  
Term expires 2026 (3 years)  
Term expires 2026 (3 years)  
Term expires 2027 (3 years)  
Term expires 2027 (3 years)  
Term expires 2028 (3 years)  
Term expires 2028 (3 years)  
Alternate - Term expires 2026 (1 year)  
Alternate - Term expires 2026 (1 year)

Bill Cleary  
Jesse Lebreque  
Dennis Angiono  
Matthew Wamsganz  
Francois Ross  
Peter Armata  
Andrew Collier  
Max Tyler  
Vacant

**Planning Commission**

Term expires 2026 (5 years)  
Term expires 2027 (5 years)  
Term expires 2028 (5 years)  
Term expires 2029 (5 years)  
Term expires 2030 (5 Years)

George Lamphere  
Max Tyler  
Maureen Reilly  
Ian Gehlbach  
TBD

**Cemetery Commissioners**

Term expires 2026 (3 years)  
Term expires 2027 (3 years)  
Term expires 2028 (3 years)

Lynn Gauthier  
Glenn Rogers  
Steve Minor

**Conservation Commission**

Term expires 2026 (4 years)  
Term expires 2027 (4 years)  
Term expires 2028 (4 years)  
Term expires 2028 (4 years)  
Term expires 2029 (4 years)

Joel Fay  
Christopher Cunningham  
Kirsten Tyler  
Elias Rosenblatt  
Sarah Pinto

**Recreation Committee**

Term expires 2026 (3 years)

Lori Miller

Term expires 2027 (3 years)

Term expires 2027 (3 years)

Term expires 2028 (3 years)

Term expires 2028 (3 years)

**APPOINTED TOWN OFFICES (CONTINUED)**

**Common Commission**

Term expires 2028 (3 years)

Term expires 2026 (3 years)

Term expires 2027 (3 years)

**Notary Public**

**State Representative – Chittenden-25**

Brenda Steady (R)

138 McMullen Rd Milton, VT 05468

Phone: (802) 828-2228

Email: [bsteady@leg.state.vt.us](mailto:bsteady@leg.state.vt.us)

Assigned committee: TBD

**Senator - Chittenden North**

Chris Mattos (R)

37 Smith Rd Milton, VT 05468

Phone: (802)922-2059

Email: [cmattos@leg.state.vt.us](mailto:cmattos@leg.state.vt.us)

Assigned committees: TBD

George Elliott

Andrew Katz (Resigned)

Vacant

Greig Arendt

Benjamin McElvany

Susan Schmidt

Suzanne Kearns

Lori Johnson

Callie Hamdy (with seal)

Maria Barden (with seal)

Niquette Bergeron (with seal)



2024 Solar Eclipse  
Photo Credit: Orah Moore

### ABSTRACT OF 2024 ANNUAL TOWN MEETING

The Selectboard held an in-person Town Meeting on Monday, March 4, 2024, at Westford Elementary School, at 7:00pm. At the same place and time, the Selectboard held a public hearing to present the articles that were presented for vote on Tuesday, March 5, 2024.

#### Results of Floor Vote Articles - Voted on March 4, 2024

Article 1 Shall the Town of Westford collect its real estate and personal property taxes in four equal installments, with the due dates being August 15<sup>th</sup>, November 15<sup>th</sup>, March 15<sup>th</sup>, and May 15<sup>th</sup>, commencing with the fiscal year that begins on July 1, 2024, with postmarks being acceptable?

**Result: Yes**

Article 2 Shall the Town of Westford vote on all public questions by Australian ballot pursuant to 17 V.S.A §2680(d)?

**Result: No**

Article 3 Discussion of other nonbinding business that may come before the meeting.

#### Results of Australian Ballot Articles - Voted on March 5, 2024

Article 4 Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,223,929 to defray the expenses for the ensuing year?

Total ballots cast: 827

657 Yes

170 No

0 Over votes

15 Blanks

Article 5 Shall general obligation bonds or notes of the Town of Westford in an amount not to exceed Six Hundred Thirty Thousand and 00/100 Dollars (\$630,000.00), subject to reduction by funds from the Fire Department Equipment Reserve Fund, and having a maximum term of ten (10) years, be issued to fund the purchase and equipping of a fire tanker truck for the Westford Fire Department?

Total ballots cast: 828

641 Yes

187 No

0 Over votes

14 Blanks

Article 6 To elect all officers required by law.

- Town Moderator for a term of 1 year – Lee McClenny
- Selectboard for a term of 3 years – Patrick Haller
- Selectboard for a term of 3 years, 2 years remaining – Casey Mathieu
- Selectboard for a term of 2 years – Deb Sawyer Jorschick
- Selectboard for a term of 1 year – Wendy Doane
- Library Trustee for a term of 5 years – Helen Sterling
- Library Trustee for a term of 5 years, 4 years remaining – Marianne Bassford
- Library Trustee for a term of 5 years, 1 year remaining – Becky Roy



**OFFICIAL WARNING 2025 ANNUAL TOWN MEETING  
TOWN OF WESTFORD**

The legal voters of the Town of Westford are hereby notified and warned to meet at the Westford Elementary School, 146 Brookside Road in said Town of Westford, on Monday, March 3, 2025, at 7:00 p.m. at which time the Town's Annual Meeting will commence to act on the following articles from the floor and not being voted by Australian ballot (Articles 1-2). The legal voters of the Town of Westford are further notified and warned to meet at the Westford Elementary School, 146 Brookside Road in said Town of Westford on Tuesday, March 4, 2025, to vote on the articles set forth below by Australian ballot (Articles 3-4) beginning at 7:00 a.m., at which time the polls will open, until 7:00 p.m., at which time the polls will close.

The legal voters of the Town of Westford are further warned that the Selectboard will hold a public informational hearing on the following articles to be voted by Australian ballot (Articles 3-4) at the Westford Elementary School, 146 Brookside Road in said Town of Westford on Monday, March 3, 2025, following the vote and discussion on the articles being voted from the floor (Articles 1-2) at 7:00 p.m.

**ARTICLES TO BE VOTED FROM THE FLOOR ON MARCH 3, 2025**

- ARTICLE 1** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments, with the due dates being August 15<sup>th</sup>, November 15<sup>th</sup>, March 15<sup>th</sup>, and May 15<sup>th</sup>, commencing with the fiscal year that begins on July 1, 2025, with postmarks being acceptable?
- ARTICLE 2** Discussion of other nonbinding business that may come before the meeting.

**ARTICLES TO BE VOTED BY AUSTRALIAN BALLOT ON MARCH 4, 2025**

- ARTICLE 3** Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,307,234 to defray the expenses for the ensuing year?
- ARTICLE 4** To elect all officers required by law:
- Town Moderator for a term of one year
  - Selectboard for a term of three years
  - Selectboard for a term of two years
  - Town Clerk for a term of three years
  - Library Trustee for a term of five years

The legal voters of the Town of Westford are further notified that voter qualification, registration, and absentee voting relative to said Annual Meeting shall be provided in Chapters 43, 51, and 55 of Title 17, Vermont Statutes Annotated

Approved this 9th day of January 2025.

**WESTFORD SELECTBOARD**

William Cleary, Chair  
Patrick Haller  
Deborah Sawyer Jorschick  
Casey Mathieu  
Wendy Doane

Received for record January 13, 2025 at 8:30 a.m.  
Attest: Callie Hamdy, Town Clerk

Posted at: Westford Town Office, Westford Library,  
Westford Town Website, and Westford Post Office.

## GENERAL FUND EXPENSE BUDGET 2025-2026

		2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>100-30 Administration</b>					
3000-10.00	Selectboard Salaries	2,400	1,600.00	4,000	4,000
3000-10.01	Selectboard Minute Taker	1,200	1,684.05	1,350	1,700
3000-11.00	Town Admin & Asst. Town Admin Salaries	74,199	95,242.01	86,320	90,043
3000-12.00	Bookkeeper Salary	37,185	38,615.44	38,673	41,732
3000-13.00	Fire Warden Stipend	400	400.00	400	400
3000-13.01	Rec Coordinator Salary	15,599	10,840.00	16,224	17,197
3000-14.00	FICA & Medicare	24,035	22,020.14	23,759	23,828
3000-14.10	Childcare Tax	0	0.00	1,367	1,371
3000-15.00	Health Insurance	24,500	16,273.26	27,590	28,874
3000-15.01	Dental Insurance	885	539.70	900	930
3000-15.02	Disability Insurance	1,200	1,028.12	1,345	1,345
3000-15.03	Vision Insurance	220	144.96	220	220
3000-16.00	Employee Pension Plan	9,300	5,460.72	9,007	9,037
3000-19.00	Office Equipment	500	253.15	500	500
3000-20.00	Office Supplies & Repairs	5,500	4,989.43	5,000	5,000
TBD	Employee Appreciation	0	0.00	0	500
3000-30.00	Legal Notices	1,000	1,126.32	850	1,000
3000-34.00	Postage	6,000	6,746.75	8,000	7,000
3000-40.00	Education - Selectboard & Town Admin.	400	824.00	1,010	1,000
3000-42.00	Grant Writer	5,000	0.00	0	0
3000-48.00	Property & Casualty, W/C Insurance	17,900	17,912.72	18,037	19,000
3000-60.01	Legal & Professional Fees	20,000	16,223.71	21,000	18,000
3000-60.02	IT Professional Services	23,765	25,450.44	24,561	24,700
TBD	Payroll Services Contract	0	0.00	0	5,350
3000-60.04	Software	0	0.00	2,250	2,100
3000-60.05	Town Administrator Computer	0	0.00	1,800	1,800
3000-60.08	Admin, Library & Rec Capital Reserve	20,700	20,700.00	17,390	17,015
3000-60.10	Holiday Baskets	0	3,250.00	0	0
3000-62.00	Stationary & Printing	3,200	3,243.95	2,800	2,850
3000-63.00	Newsletter Printing	3,100	2,847.03	3,458	3,100
3000-74.00	Selectboard/Town Administrator Travel	700	123.26	700	500
3000-75.00	Emergency Generator	1,200	1,850.84	900	900
3000-76.00	Electricity - Flag, Street Lights	1,800	1,881.98	1,915	1,900
3000-92.00	Tax Abatements	0	1,087.47	0	0
<b>Administration Total</b>		<b>301,888</b>	<b>302,359.45</b>	<b>321,326</b>	<b>332,893</b>
<b>100-32 Clerk &amp; Treasurer</b>					
3200-10.00	Clerk & Assistant Clerk Salaries	43,675	46,922.12	45,422	47,687
3200-25.00	Treasurer Salary	13,243	13,243.10	13,773	14,326
3200-30.10	Membership Dues	300	35.00	350	300
3200-40.10	Education - Clerk's Office	600	0.00	300	200

		2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>100-32 Clerk &amp; Treasurer (continued)</b>					
3200-40.20	Education - Treasurer's Office	200	175.00	200	200
3200-60.03	Supplies - Town Clerk	300	257.80	300	300
3200-60.04	Supplies - Treasurer	1,000	853.64	1,100	500
3200-60.05	Treasurer/Bookkeeper Computer	1,800	0.00	0	0
3200-74.00	Travel	500	25.75	400	50
<b>Clerk &amp; Treasurer Total</b>		<b>61,618</b>	<b>61,512.41</b>	<b>61,845</b>	<b>63,563</b>
<b>100-33 BCA &amp; Elections</b>					
3300-10.00	BCA Salaries	700	1,890.00	850	850
3300-20.00	Election Workers	120	0.00	120	0
3300-30.00	Ballots, Supplies & Voting Machine	1,600	10,735.71	4,000	2,000
3300-99.00	Miscellaneous Expenses	100	0.00	100	50
<b>BCA &amp; Elections Total</b>		<b>2,520</b>	<b>12,625.71</b>	<b>5,070</b>	<b>2,900</b>
<b>100-34 Auditors &amp; Delinquent Tax Collector</b>					
3400-11-00	Independent Audit	25,000	19,000.00	19,400	20,000
3440-10.00	Delinquent Tax Penalty Payment	5,000	6,098.35	5,000	5,000
3440-34.01	Delinquent Tax Collector Expenses	100	134.00	150	150
3440-40.00	Education - DTC	50	10.00	50	50
<b>Auditors &amp; Delinquent Tax Collector Total</b>		<b>30,150</b>	<b>25,242.35</b>	<b>24,600</b>	<b>25,200</b>
<b>100-35 Listers</b>					
3500-09.00	Assessor	0	5,206.00	0	0
3500-10.00	Lister Salaries	19,499	1,699.40	16,382	22,880
3500-10.01	Reappraisal	0	203.98	0	0
3500-20.00	Tax Mapping	5,000	5,357.75	5,000	900
3500-50.00	Supplies& Equipment	500	0.00	200	200
3500-60.04	Software	500	613.27	500	650
3500-60.05	Computer	0	0.00	1,800	0
3500-74.00	Travel	50	392.09	50	50
<b>Listers Total</b>		<b>25,549</b>	<b>13,472.49</b>	<b>23,932</b>	<b>24,680</b>
<b>100-36 Planning, DRB &amp; Zoning</b>					
3600-10.01	Planning Commission Stipend	2,000	1,100.00	2,000	2,000
3600-10.02	PC Minute Clerk	2,000	2,177.84	2,000	1,700
3600-30.00	PC Legal Notices	750	258.96	750	750
3600-40.00	PC Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	1,000	1,632.50	1,000	1,000
3600-60.02	Planning Special Projects	4,000	4,000.00	4,000	4,000
3600-60.06	Wastewater Project	0	139,703.95	0	0
3600-60.07	VCDP Grant - 1705 Property	0	13,358.00	0	0
3600-99.00	Planning Maps & Miscellaneous	500	0.00	500	500

		<b>2023-24 Budget</b>	<b>2023-24 Actual</b>	<b>2024-25 Budget</b>	<b>2025-26 Proposed</b>
<b>100-36 Planning, DRB &amp; Zoning (continued)</b>					
3601-09.00	Planning Consultant	0	8,365.50	0	15,000
3601-10.00	Town Planner Salary	64,316	37,964.51	40,560	0
3601-40.00	Town Planner Education	150	0.00	150	0
3601-74.00	Town Planner Travel	200	69.43	200	0
3620-20.00	DRB Stipend	2,800	1,200.00	2,800	2,800
3620-30.00	DRB Legal Notices	500	408.20	500	500
3620-40.00	DRB Education	100	0.00	100	100
3620-41.00	DRB Minute Clerk	1,500	195.10	500	500
3620-60.01	DRB Legal & Professional Fees	2,350	360.00	1,325	1,325
3620-99.00	DRB Miscellaneous	75	38.69	50	50
3650-10.00	Zoning Officer & Planning Coord. Salary	32,348	32,004.72	33,642	63,467
3650-40.00	Zoning Education	500	243.42	500	650
3650-60.05	Zoning Administrator Computer	0	0.00	2,300	0
3650-74.00	Zoning Administrator Travel	700	229.79	400	400
<b>Planning, DRB &amp; Zoning Total</b>		<b>116,089</b>	<b>243,310.61</b>	<b>93,577</b>	<b>95,042</b>
<b>100-37 Town Office Building &amp; Property</b>					
3700-68.00	Building Maintenance & Repairs	3,000	3,303.72	2,900	3,000
3700-70.00	Custodial Services	2,600	2,687.50	2,600	3,120
3700-71.00	Mowing	6,000	4,620.00	4,665	7,000
3700-75.00	Fuel	2,500	1,089.24	1,545	1,500
3700-76.00	Electricity	3,000	3,518.04	3,000	3,500
3700-77.00	Telephone & Internet	2,800	2,498.86	2,420	2,500
3700-78.00	Water - Office & Library	450	801.74	500	600
3700-79.00	Common Port-o-let	945	1,315.00	1,230	1,300
3700-82.10	Maple Shade Town Forest	0	2,325.00	0	0
3700-83.00	Sports Field Maintenance	4,695	4,692.51	4,845	5,020
<b>Town Office Building &amp; Property Total</b>		<b>25,990</b>	<b>26,851.61</b>	<b>23,705</b>	<b>27,540</b>
<b>100-41 Dog Warden</b>					
4100-10.00	Salary	500	0.00	500	300
4100-40.00	Education	100	0.00	100	50
4100-74.00	Travel	100	0.00	75	50
4190-00.00	Miscellaneous	100	0.00	50	50
<b>Dog Warden Total</b>		<b>800</b>	<b>0.00</b>	<b>725</b>	<b>450</b>
<b>100-42 Law Enforcement</b>					
4200-00.00	Law Enforcement Contract	26,500	0.00	26,500	0
4200-20.00	Chittenden County Sheriff	0	27,755.00	0	26,500
4200-30.00	CUSI	2,000	0.00	1,698	1,000
<b>Law Enforcement Total</b>		<b>28,500</b>	<b>27,755.00</b>	<b>28,198</b>	<b>27,500</b>
<b>100-43 Emergency Services</b>					
4310-00.00	Essex Rescue	11,646	11,646.00	11,995	12,705

	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>100-43 Emergency Services (continued)</b>				
4320-00.00 Fairfax Rescue	12,064	12,064.00	14,000	14,000
4330-00.00 Emergency Dispatching Services	13,125	13,125.00	13,781	15,160
<b>Emergency Services Total</b>	<b>36,835</b>	<b>36,835.00</b>	<b>39,776</b>	<b>41,865</b>
<b>100-45 Fire Department</b>				
4500-00.00 Fire Department	49,000	49,000.00	67,586	69,086
4500-59.00 N/P 2018 710 Pumper Truck	28,260	28,210.91	27,480	28,852
4500-60.01 Capital Budget Reserve	60,443	60,443.00	56,070	39,730
<b>Total Fire Department</b>	<b>137,703</b>	<b>137,653.91</b>	<b>151,136</b>	<b>137,668</b>
<b>100-48 Conservation</b>				
3600-89.00 Conservation Commission	4,000	4,000.00	2,500	2,500
<b>Conservation Commission Total</b>	<b>4,000</b>	<b>4,000.00</b>	<b>2,500</b>	<b>2,500</b>
<b>100-61 Health Officer</b>				
6100-10.00 Salary	400	400.00	450	300
<b>Health Officer Total</b>	<b>400</b>	<b>400.00</b>	<b>450</b>	<b>300</b>
<b>100-63 Trash &amp; Recycling</b>				
6300-00.00 Solid Waste Disposal	243,000	242,955.31	247,500	255,192
<b>Trash &amp; Recycling Total</b>	<b>243,000</b>	<b>242,955.31</b>	<b>247,500</b>	<b>255,192</b>
<b>100-68 Cemeteries</b>				
6800-00.00 Cemetery Commission	8,000	8,000.00	8,000	9,000
6800-10.00 Cemetery Commissioner Stipend	425	425.00	425	450
<b>Cemeteries Total</b>	<b>8,425</b>	<b>8,425.00</b>	<b>8,425</b>	<b>9,450</b>
<b>100-78 Library</b>				
7800-00.00 Appropriation	85,828	85,828.00	93,849	98,441
<b>Library Total</b>	<b>85,828</b>	<b>85,828.00</b>	<b>93,849</b>	<b>98,441</b>
<b>100-93 Dues &amp; Assessments</b>				
9300-30.10 Chittenden County Tax	12,100	11,889.00	12,313	12,525
9300-30.12 CCRPC	2,978	2,978.00	2,931	2,976
9300-30.13 VLCT	3,817	3,817.00	3,934	4,021
<b>Dues &amp; Assessments Total</b>	<b>18,895</b>	<b>18,684.00</b>	<b>19,178</b>	<b>19,522</b>
<b>100-99 Donations &amp; Miscellaneous</b>				
9900-00.00 Miscellaneous	1,200	3,281.47	2,000	2,000
9900-01.01 Donations Other	0	0.00	0	500
9900-05.00 Brick Meeting House Society	2,000	2,000.00	2,000	2,500
9900-05.01 Westford Common Hall	2,000	2,000.00	2,000	2,500
9900-05.02 Summer Concert Series	2,000	1,500.00	1,500	2,700
9900-05.02 Westford Historical Society	1,000	1,000.00	1,000	1,500

	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>100-99 Donations &amp; Miscellaneous (continued)</b>				
9900-08.00 Recreation Committee	0	0.00	0	750
9905-00.00 UVM Home Health & Hospice	6,500	6,500.00	6,500	6,500
9910-00.00 Age Well	1,500	1,500.00	1,500	2,000
9920-00.00 Westford Fairfax Fletcher Band	100	100.00	100	100
9930-00.00 Front Porch Forum	250	250.00	270	270
9931-00.00 GBIC – Greater Burlington Industrial Corp.	200	200.00	200	200
9932-00.00 Winooski Nat Resource Conservation Dist.	300	300.00	300	0
TBD Essex High School Robotics	0	0.00	0	300
TBD Winterfest	0	0.00	0	750
TBD Westford Farmers Market	0	0.00	0	250
TBD Howard Center	0	0.00	0	750
9940-00.00 Steps to End Domestic Violence	300	300.00	300	350
9941-00.00 Hope Works	200	200.00	200	0
9942-00.00 VT Center for Independent Living	100	100.00	100	0
9943-00.00 VT Family Network	250	250.00	250	250
9944-00.00 COTS	250	250.00	250	350
9945-00.00 Essex CHIPS	250	250.00	250	0
<b>Donations &amp; Miscellaneous Total</b>	<b>18,400</b>	<b>19,981.47</b>	<b>18,720</b>	<b>24,520</b>
<b>Grand Total Expenditures - Admin</b>	<b>1,142,590</b>	<b>1,267,892.32</b>	<b>1,164,513</b>	<b>1,189,227</b>
Less Anticipated Non-Tax Revenue – General Fund	187,167	271,002.64	199,193	194,418
<b>Total Amount to be Raised by Taxes - Town</b>	<b>955,423</b>	<b>996,889.68</b>	<b>965,320</b>	<b>994,809</b>
<b>Actual Town Tax Rate</b>		<b>0.3555</b>	<b>0.3713</b>	
<b>Estimated Town Tax Rate</b>				<b>0.3788</b>
<b>Estimated Change in Town Tax Rate</b>				<b>0.0075</b>
<b>110-51 Highway Department - Roads</b>				
5100-10.00 Salaries	282,928	248,040.39	287,192	329,562
5100-14.00 FICA & Medicare	22,041	18,755.21	22,368	25,212
5100-14.10 Childcare Tax	0	0.00	1,264	1,450
5100-15.00 Health Insurance	48,910	27,744.46	51,785	43,311
5100-15.01 Dental Insurance	1,765	1,295.28	1,795	1,850
5100-15.02 Disability Insurance	1,200	853.08	1,170	1,170
5100-15.03 Vision Insurance	435	314.97	435	435
5100-16.00 Employee Pension Plan	8,643	6,044.20	8,772	9,887
5100-22.00 Gravel - Road Resurfacing	60,000	71,205.60	0	0
5100-23.00 Town Ditching	5,000	5,782.97	5,000	0
5100-24.00 Gravel	0	0.00	90,000	90,000
5100-24.01 Gravel - Rebuilding	20,000	16,263.53	0	0
5100-24.02 Chloride	45,000	54,716.16	45,000	45,000
5100-24.03 Culverts	7,500	6,683.40	7,500	7,500

		2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>110-51 Highway Department – Roads (continued)</b>					
5100-24.04	Road Fabric	5,000	0.00	0	0
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	2,500	1,680.41	2,000	3,000
5100-24.06	Guardrails & Fences	5,500	0.00	1,000	1,000
5100-24.07	Seed & Mulch	1,000	1,168.16	1,000	1,000
5100-24.08	Signs	2,500	1,441.24	2,500	2,500
5100-24.09	Stone for culverts/drains	1,000	541.20	1,000	6,000
5100-25.01	Sand	90,000	116,755.66	110,000	115,000
5100-25.02	Salt	25,000	28,816.88	25,000	25,000
5100-25.03	Chains	3,000	3,465.00	3,300	4,000
5100-26.01	Gravel - Mud Season	10,000	10,161.28	0	0
5100-27.00	Blades & Plows	5,000	3,695.74	5,000	5,000
5100-28.00	Tires	7,500	9,676.87	5,000	7,500
5100-58.00	Equipment Rental	4,000	3,389.71	2,000	3,000
5100-59.00	Contracted Svcs - Regular Maintenance	0	6,912.50	0	0
5100-59.02	Contracted Svcs - Miscellaneous	10,000	3,970.00	8,000	8,000
5100-59.04	Contracted Svcs - Tree Removal	5,000	6,300.00	5,000	5,000
5100-59.05	Contracted Svcs - Roadside Mowing	8,000	9,200.00	10,400	10,400
5100-59.06	Contracted Svcs - Unusual Events	0	13,509.68	0	0
5100-59.16	Equipment Reserve Fund	43,900	43,900.00	38,640	50,600
5100-65.08	N/P #522 2020 International HX620	32,543	32,542.20	32,543	0
5100-65.09	N/P #523 2019 JD 75G Excavator	16,413	0.00	0	0
5100-65.10	N/P #525 2021 K3500 Chevy	12,400	12,388.09	12,585	0
5100-65.12	N/P #526 2023 JD Grader	0	0.00	43,890	45,909
5100-65.13	N/P #527 2024 Western Star	0	0.00	41,022	32,312
5100-65.14	N/P NEW TRUCK 2025	0	0.00	0	32,000
5100-66.00	Loan Interest	1,659	12,566.07	13,556	13,248
5100-67.01	R/M #518 2014 Ford F-550	0	236.52	0	0
5100-67.02	R/M #515 2008 CAT Excavator	5,000	1,439.13	4,000	5,000
5100-67.03	R/M #516 2012 Volvo Grader	5,000	0.00	500	0
5100-67.04	R/M #523 2022 Chevy Silverado	0	261.39	500	0
5100-67.08	R/M #522 2020 International	0	28,706.15	0	0
5100-67.10	R/M #523 John Deere 75G Excavator	0	969.45	0	4,000
5100-67.11	R/M #517 2014 Western Star	500	4,810.25	0	0
5100-67.12	Brush Hog	2,000	0.00	1,000	1,000
5100-67.13	R/M #519 2015 John Deere Loader	0	281.58	1,500	5,000
5100-67.14	R/M #520 2017 Western Star	0	4,754.38	0	0
5100-67.15	Hydro seeder	0	0.00	1,000	1,000
5100-67.17	Woodchipper	500	0.00	500	500
5100-67.18	R/M #525 2021 K3500 Chevy	0	271.85	0	0
5100-67.19	R/M #526 2023 JD Grader	0	48,614.02	0	4,000
5100-67.20	John Deere Roller	0	9,032.16	0	500
5100-67.21	Power Washer	0	4,737.00	0	0
5100-67.00	R/M #527 2024 Western Star 47x	0	255,885.35	0	0

	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>110-51 Highway Department – Roads (continued)</b>				
5100-68.01 Repairs & Maintenance - Trucks	20,000	2,603.15	20,000	23,000
5100-68.05 Repairs & Maintenance - Sander	500	686.88	500	500
5100-68.06 Repairs & Maintenance - Sm Equipment	1,000	1,557.09	1,000	1,000
5100-74.00 Travel	800	0.00	400	0
5100-75.01 Diesel Fuel	65,000	64,001.18	65,000	65,000
5100-95.00 Chloride Tanks & Pumps	1,000	45.86	500	500
<b>Highway Department - Roads Total</b>	<b>896,637</b>	<b>1,208,673.33</b>	<b>982,116</b>	<b>1,036,847</b>
<b>110-52 Highway Department Permits</b>				
5200-20.00 MRPG Storm Water Permit	1,750	2,475.00	1,750	1,750
5200-30.00 Petroleum Cleanup Fund	50	50.00	50	50
<b>Highway Department Permits Total</b>	<b>1,800</b>	<b>2,525.00</b>	<b>1,800</b>	<b>1,800</b>
<b>110-53 Highway Department - Garage</b>				
5300-20.00 Supplies	6,500	6,783.92	5,000	5,000
5300-21.00 Oil & Grease	500	130.30	1,300	1,300
5300-22.00 Shop Tools and Equipment	0	0.00	1,000	1,000
5300-23.00 Equipment	3,000	10,402.92	2,000	2,000
5300-24.00 Communication Equipment	1,500	1,119.50	1,500	1,500
5300-25.00 Personal Protective Equipment	0	0.00	500	1,000
5300-40.00 Education & Workshops	1,500	30.00	500	500
5300-48.00 Property & Casualty, Auto, W/C Insurance	40,000	40,050.78	39,429	40,500
5300-50.00 Fire System	500	1,005.88	500	500
5300-68.00 Building Maintenance & Repairs	6,000	999.97	6,000	6,000
5300-71.00 Salt Shed Reserve	5,000	0.00	0	0
5300-76.00 Electricity	4,600	4,655.67	4,600	4,650
5300-77.00 Telephone	1,000	1,776.61	1,720	1,910
5300-78.00 Water	0	0.00	100	100
5300-81.00 Building Improvements	40,000	2,057.95	10,000	10,000
5300-83.00 Storage Shed	1,200	1,200.00	1,200	0
5300-85.00 Clothing Allowance	2,000	1,329.80	2,000	2,400
5300-99.00 Miscellaneous	1,000	1,003.85	1,000	1,000
<b>Highway Department - Garage Total</b>	<b>114,300</b>	<b>72,547.15</b>	<b>78,349</b>	<b>79,360</b>
<b>Grand Total Expenditures - Highway</b>	<b>1,012,737</b>	<b>1,283,745.48</b>	<b>1,062,265</b>	<b>1,118,007</b>
Less Anticipated Non-Tax Revenue - Highway	95,000	429,702.64	119,430	118,000
<b>Total Amount to be Raised by Taxes - Highway</b>	<b>917,737</b>	<b>854,043.00</b>	<b>942,835</b>	<b>1,000,007</b>
<b>Actual Highway Tax Rate</b>		<b>0.3395</b>	<b>0.3615</b>	
<b>Estimated Highway Tax Rate</b>				<b>0.3807</b>
<b>Estimated Change in Highway Tax Rate</b>				<b>0.0192</b>

	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Proposed
<b>Total Amount Budgeted (Admin &amp; Highway)</b>	<b>2,155,330</b>	<b>2,551,638</b>	<b>2,226,778</b>	<b>2,307,234</b>
Less Anticipated Revenue (Admin & Highway)	282,167	700,705	318,623	312,418
Less General Fund Balance	0	0	0	0
<b>Total Amount to be Raised by Taxes</b>	<b>1,873,163</b>	<b>1,850,933</b>	<b>1,908,155</b>	<b>1,994,816</b>
<b>Estimated Grand List</b>	<b>2,698,500</b>	<b>2,571,541</b>	<b>2,600,443</b>	<b>2,626,447</b>
<b>Estimated Exemptions (Veterans, Farm Stabilization)</b>	<b>-21,290</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Estimated Taxable Grand List</b>	<b>2,719,790</b>	<b>2,571,541</b>	<b>2,600,443</b>	<b>2,626,447</b>
<b>Actual Tax Rate</b>	<b>0.7049</b>		<b>0.7401</b>	
<b>Estimated Tax Rate</b>				<b>0.7595</b>
<b>Estimated Change in Tax Rate</b>				<b>0.0194</b>
<b>Percent Change in Tax Rate</b>				<b>2.62%</b>



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## GENERAL FUND REVENUE BUDGET 2025-2026

		2023-24 Anticipated	2023-24 Actual	2024-25 Anticipated	2025-26 Projected
<b>GENERAL FUND</b>					
<b>100-20 Property Taxes</b>					
2000-00.00	Property Taxes	955,423	996,890.00	965,320	994,809
2009-00.00	Late Tax Interest	2,000	3,387.16	2,000	2,000
2010-00.00	Delinquent Taxes	20,000	77,453.72	30,000	40,000
2011-00.00	Delinquent Tax Penalty	5,000	6,196.25	4,000	4,000
2012-00.00	Delinquent Tax Interest	3,000	3,222.44	3,000	3,000
<b>Total Property Taxes</b>		<b>985,423</b>	<b>1,087,149.57</b>	<b>995,320</b>	<b>1,043,809</b>
<b>100-21 Licenses &amp; Fees</b>					
2100-00.00	Liquor Licenses	70	185.00	185	185
2110-00.00	Recording Fees	22,000	13,801.00	18,000	17,000
2120-00.00	Dog Licenses	2,225	2,144.00	2,225	2,200
2131-00.00	Access Permits	100	85.00	100	100
2135-00.00	Excess Weight Permits	800	765.00	800	800
2140-00.00	Marriage Licenses	200	270.00	200	200
2145-00.00	Copier/Fax Fees	2,250	1,898.10	1,900	1,900
2146-00.00	Vault Time	200	408.70	200	200
2150-00.00	Auto Registration Fees	50	18.00	40	40
2155-00.00	Metal Dumpster	2,500	3,485.30	2,600	3,600
<b>Total Licenses &amp; Fees</b>		<b>30,395</b>	<b>23,060.10</b>	<b>26,250</b>	<b>26,225</b>
<b>100-22 Intergovernmental</b>					
2229-00.00	Current Use	80,000	85,145.00	85,145	85,145
2242-00.00	State Traffic Fines	4,000	5,802.95	4,500	4,500
2248-00.00	VT Act 68/Main Grand List	0	970.00	965	965
2260-60.06	Wastewater Project RF1-26	0	0	0	0
2260-60.07	VCDP Grant - 1705 Property	0	21,998.00	0	0
<b>Total Intergovernmental</b>		<b>84,000</b>	<b>113,915.95</b>	<b>90,610</b>	<b>90,610</b>
<b>100-23 Planning &amp; Zoning</b>					
2359-00.00	Building Permits	24,000	12,137.75	14,000	12,000
2360-00.00	DRB fees	2,500	850.00	1,800	800
2363-00.00	DRB Subdivision Amendment	0	0.00	0	800
2364-00.0	DRB Site Plan	0	650.00	0	325
2366-00.00	DRB Boundary Line Adjustment	0	325.00	0	0
2367-00.00	DRB Conditional Use	0	650.00	0	325
2370-00.00	Certificate of Compliance	1,000	585.00	750	500
2372-00.00	Certificate of Occupancy	500	975.00	700	700
2373-00.00	Home Occupation	0	130.00	0	0
<b>Total Planning &amp; Zoning</b>		<b>28,000</b>	<b>16,302.75</b>	<b>17,250</b>	<b>15,450</b>

	2023-24 Anticipated	2023-24 Actual	2024-25 Anticipated	2025-26 Projected
<b>GENERAL FUND (continued)</b>				
<b>100-24 Town Functions</b>				
2438-00.00 Holiday Basket Donations	0	3,850.00	0	0
<b>Total Town Functions</b>	<b>0</b>	<b>3,850.00</b>	<b>0</b>	<b>0</b>
<b>100-27 Transfer in From Reserve</b>				
2705-00.00 Transfer in From Reserve	0	0.00	0	0
<b>Total Transfer in From Reserve</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>
<b>100-28 Dogs</b>				
2820-00.00 Dog Fines	0	0.00	0	0
2821-00.00 Dog Shelter Fund	0	0.00	0	0
<b>Total Dogs</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>
<b>100-29 Miscellaneous</b>				
2900-00.00 School Expense Reimbursement	2,100	925.42	2,100	2,100
2930-00.00 Interest Income	5,500	18,873.20	18,000	10,000
2990-00.00 Miscellaneous Revenue	750	740.52	750	750
2990-00.03 National Opioids Settlement	222	362.43	233	233
2990-04.00 Cannabis VT Control Board	200	69.08	0	50
2990-11.00 Maple Shade Town Forest	6,000	2,643.62	5,000	0
<b>Total Miscellaneous</b>	<b>14,772</b>	<b>23,614.27</b>	<b>26,083</b>	<b>13,133</b>
<b>TOTAL GENERAL FUND</b>	<b>1,142,591</b>	<b>1,267,892.32</b>	<b>1,164,513</b>	<b>1,189,227</b>
<b>HIGHWAY DEPARTMENT</b>				
110 2000-00.00 Property Taxes	917,737	854,042.84	942,835	1,000,007
5000-19.00 State Grants	0	4,000.00	0	0
5000-20.00 Note Proceeds	0	161,562.00	0	0
5000-25.00 Sale of Equipment	0	50,200.00	0	0
5000-40.00 State Aid - Highway	95,000	101,429.32	101,430	100,000
5000-40.01 Better Roads Grant	0	6,000.00	0	0
5000-40.02 CCRPC Grant	0	27,000.00	18,000	18,000
5000-49.00 Highway Insurance Claim	0	18,440.12	0	0
5000-50.00 FEMA Oct 2019 Storm	0	60,494.00	0	0
5000-90.00 Miscellaneous Revenue	0	577.20	0	0
<b>TOTAL HIGHWAY DEPARTMENT</b>	<b>1,012,737</b>	<b>1,283,745.48</b>	<b>1,062,265</b>	<b>1,118,007</b>
<b>ADMIN &amp; HIGHWAY GRAND TOTAL</b>	<b>2,155,327</b>	<b>2,551,637.80</b>	<b>2,226,778</b>	<b>2,307,234</b>

**FIVE YEAR CAPITAL BUDGET  
FY2026 - FY2030**

	<b>Replace Fiscal Year</b>	<b>Anticipated Cost</b>	<b>FY'26</b>	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>	<b>FY'30</b>
<b>Highway</b>							
2014 Tandem Utility Trailer	2026	17,000	0	0	0	0	0
2017 Western Star	2026	270,000	10,600	0	0	0	0
2021 SURE Flatbed Trailer	2027	10,000	2,000	0	0	0	0
Paving, Westford-Milton Rd	2028	500,000	33,000	33,000	33,000	0	0
2020 International HX620	2029	300,000	0	11,340	11,340	11,340	0
2019 Talbert 20' Trailer	2029	41,000	5,000	5,000	5,000	0	0
2015 John Deere Loader	2030	240,000	0	0	5,300	5,300	0
2021 Chevy K3500 Silverado	2031	160,000	0	5,890	5,890	5,890	5,890
2022 Chevy Silverado Pickup	2032	100,000	0	0	0	5,000	5,000
Hydroseeder	2033	28,000	0	0	5,600	5,600	5,600
2024 Western Star 47X	2034	370,000	0	0	0	0	14,800
<b>Highway Total</b>			<b>\$50,600</b>	<b>\$55,230</b>	<b>\$66,130</b>	<b>\$33,130</b>	<b>\$31,290</b>
<b>Administration</b>							
Handicap Ramp	2025	30,000	0	0	0	0	0
Town Office Septic System	2026	60,000	0	0	0	0	0
WiFi Mesh Equipment	2028	8,250	2,065	2,065	2,065	0	0
Furnace	TBD	15,000	3,000	3,000	3,000	3,000	3,000
Vault Expansion	TBD	20,000	4,000	4,000	4,000	4,000	4,000
Roof Replacement	TBD	20,000	2,000	2,000	2,000	2,000	2,000
<b>Administration Total</b>			<b>\$11,065</b>	<b>\$11,065</b>	<b>\$11,065</b>	<b>\$9,000</b>	<b>\$9,000</b>
<b>Fire Department</b>							
Handheld Radio (8)	2026	12,000	0	0	0	0	0
Thermal Imaging Camera	2026	11,600	0	0	0	0	0
1995 712 Tanker	2026	675,000	0	0	0	0	0
2000 711 Pumper	2030	750,000	14,000	14,000	14,000	14,000	0
SCBA (12 Scott Air Packs)	2031	101,700	11,730	11,730	11,730	11,730	11,730
SCBA (12 Spare Bottles)	2031	15,600	0	0	3,370	3,370	3,370
Vehicle Extraction Tools	2033	54,660	0	0	0	5,800	5,800
Rescue Jacks	2033	9,375	0	0	0	804	804
2008 714 Utility/Rescue	2033	700,000	14,000	14,000	14,000	14,000	14,000
Turn-out Gear	2034	60,000	0	0	0	12,000	12,000
<b>Fire Department Total</b>			<b>\$39,730</b>	<b>\$39,730</b>	<b>\$43,100</b>	<b>\$61,704</b>	<b>\$47,704</b>
<b>Library</b>							
Furnace	2028	10,000	2,000	2,000	0	0	0
Painting	2030	15,000	2,850	2,850	2,850	2,850	0
Heat Pump	2031	5,500	1,100	1,100	1,100	1,100	0
<b>Library Total</b>			<b>\$5,950</b>	<b>\$5,950</b>	<b>\$3,950</b>	<b>\$3,950</b>	<b>\$0</b>

<b>Recreation</b>							
Snowmobile	2033	17,000	0	0	3,400	3,400	3,400
Soccer Goals	2034	8,000	0	0	0	0	1,600
<b>Recreation Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$3,400</b>	<b>\$3,400</b>	<b>\$5,000</b>
<b>Grand Total - All Departments</b>			<b><u>\$107,345</u></b>	<b><u>\$111,975</u></b>	<b><u>\$127,645</u></b>	<b><u>\$111,184</u></b>	<b><u>\$92,994</u></b>

The full Capital Budget & Program documents are available on the Town website  
[\(https://westfordvt.us/capital-budget-program/\)](https://westfordvt.us/capital-budget-program/)



Solar Eclipse in Progress  
 Photo Credit: Orah Moore

### TREASURER

Fiscal Year 2024 saw the town continue working on the Wastewater, the purchase of a new dump truck and staff changes in the Highway department. Activity in the Town showed steady building permits. The Town's American Recovery Plan Act (ARPA) funds were disbursed for a total of \$315,356.57 to date with an undisbursed balance of \$285,392.17.

The Town's General Fund finished FY 2024 with an operating decrease of \$170,474. The General Fund began the year with a positive fund balance of \$524,581, which was decreased to \$354,107 after all expenditures and transfers.

The Highway Fund finished FY 2024 with a budget surplus of \$62,996. The Highway Fund began the year with a Fund Balance of \$227,190 which was increased to \$290,186, after all expenditures and transfers.

The table below shows the past two years of history for the General, Highway and ARPA Funds and the combined total for the other Non-Major Funds (Capital, Common, Playground, Conservation, etc.).

Please feel free to contact me with any questions at 802-878-4587 or [treasurer@westfordvt.us](mailto:treasurer@westfordvt.us).

Respectfully submitted,  
Greg Barrows

	General Fund	Highway Fund	ARPA Fund	Non-Major Funds	Total
<b>Balance as of 06/30/2022</b>	<b>\$410,090</b>	<b>\$174,714</b>	<b>\$308,493</b>	<b>\$927,305</b>	<b>\$1,820,602</b>
<b>FY 2023 Activity</b>					
Operating	86,973	(151,924)	251,607	(41,405)	145,251
Loan Proceeds	109,555	230,000	0	0	339,555
Other Sources	0	0	0	0	0
Transfers from Other Funds	0	30,000		137,637	167,637
Transfers to Other Funds	(82,037)	(55,600)	(30,000)	0	(167,637)
Net Activity	<b>114,491</b>	<b>52,476</b>	<b>221,607</b>	<b>93,232</b>	<b>484,806</b>
<b>Balance as of 06/30/2023</b>	<b>\$524,581</b>	<b>\$227,190</b>	<b>\$530,100</b>	<b>\$1,023,537</b>	<b>\$2,305,408</b>
<b>FY 2024 Activity</b>					
Operating	(78,832)	(117,106)	0	(225,684)	(421,622)
Loan Proceeds	0	161,562	0	0	339,555
Other Sources	0	18,440	0	0	0
Transfers from Other Funds	0	44,000	0	135,542	167,637
Transfers to Other Funds	(91,642)	(43,900)	0	(44,000)	(167,637)
Net Activity	(170,474)	62,996	0	(134,142)	(241,620)
Change in financial reporting	0	0	(530,100)	530,100	0
<b>Balance as of 06/30/2024</b>	<b>\$354,107</b>	<b>\$290,186</b>	<b>\$0</b>	<b>\$1,419,495</b>	<b>\$2,063,788</b>

## Sullivan, Powers & Co., P.C.

Certified Public Accountants

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P.O. Box 947  
Montpelier, VT 05601  
802/223-2352  
[www.sullivanpowers.com](http://www.sullivanpowers.com)

Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Jordon M. Plummer, CPA  
VT Lic. #92-000180

January 14, 2025

Selectboard  
Town of Westford  
1713 Route 128  
Westford, VT 05494

We are in the process of auditing the financial statements of the Town of Westford, Vermont as of and for the year ended June 30, 2024.

The financial statements and our report thereon will be available for public inspection at the Town Office and on their website at [www.westfordvt.us](http://www.westfordvt.us).

*Sullivan, Powers & Co.*

**SCHEDULE OF TAXES BILLED & COLLECTED**  
**June 30, 2024**

**2023 Grand List** **\$270,653,200**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.6000	1.7065
Town Tax	0.3555	0.3555
Highway Tax	0.3395	0.3395
Local Agreement	<u>0.0099</u>	<u>0.0099</u>
<b>Total Tax Rates</b>	<b><u>2.3049</u></b>	<b><u>2.4114</u></b>

**Taxes assessed and billed:**

<u>Rate Name</u>	<u>Tax Rate</u>		<u>Grand List</u>	<u>Total Taxes Billed</u>
Non-Residential Education	1.7065	x	686,564.00	1,171,621.60
Homestead Education	1.6000	x	1,899,216.00	3,038,745.60
Town Tax	0.3555	x	2,571,541.00	914,168.35
Highway Tax	0.3395	x	2,571,541.00	873,038.46
Local Agreement	0.0099	x	2,571,541.00	25,458.36
Late Homestead Penalty				<u>\$403.39</u>
Taxes Billed (Town & School)				\$6,023,435.76
Net Adjustments				<u>\$0.00</u>
<b>Total Taxes Billed (Town &amp; School)</b>				<b><u>\$6,023,435.76</u></b>
Collections:				
Town & Education			\$5,997,574.01	
Adjustments			\$0.00	
Net Adjustments			\$-7,658.97	
Abatements			<u>\$0.00</u>	
Total collections				\$5,989,915.04
Delinquent Taxes				<u>\$33,520.72</u>
<b>Total Taxes</b>				<b><u>\$6,023,435.76</u></b>

**ARPA FUND**  
**Year Ending June 30, 2024**

<b>Beginning Balance - July 1, 2023</b>		<b>\$530,100.26</b>
<b>Receipts</b>		
Interest	<u>\$15,310.98</u>	
Total Receipts		\$15,310.98
<b>Expenses</b>		
VT0255-01 Salary - Administration	\$2,148.88	
VT0255-02 IT & HVAC Improvements	\$434.86	
VT5255-05 Town Website	\$5,150.00	
VT5255-07 Town Office Feasibility Study	\$10,391.64	
VT5255-08 Westford Common Hall – Various Projects	\$64,986.00	
VT5255-09 Westford Library – Gutters	\$6,070.75	
VT5255-12 Conservation Committee – Snowmobile	\$14,348.00	
VT5255-13 Westford Common Hall – ADA Upgrades	\$8,940.75	
VT5255-15 Westford Historical Society	\$14,367.95	
VT5255-17 Recreation Committee	\$31,453.09	
VT5255-18 Conservation Committee – Shed	\$5,301.33	
VT5255-19 Library - Maintenance & Repairs	\$3,907.88	
VT5255-20 Town Pandemic Response Expense-Roller	\$40,000.00	
Miscellaneous	<u>\$0.00</u>	
Total Expenses		\$207,501.13
<b>Ending Balance - June 30, 2024</b>		<b><u>\$337,910.11</u></b>

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**CONTINGENCY FUND**  
**Year Ending June 30, 2024**

<b>Beginning Balance - July 1, 2023</b>		<b>\$250,000.00</b>
<b>Receipts</b>		
Transfer In	\$0.00	
Interest*	<u>\$0.00</u>	
Total Receipts		\$0.00
*Interest accumulated is in the General Fund		
<b>Expenses</b>		
Miscellaneous	<u>\$23,552.50</u>	
Total Expenses		\$23,552.50
<b>Ending Balance – June 30, 2024</b>		<b><u>\$226,447.50</u></b>

**TOWN COMMON FUND**  
**Year Ending June 30, 2024**

<b>Beginning Balance – July 1, 2023</b>			<b>\$42,639.19</b>
<u>Receipts</u>			
Earned Interest	\$634.60		
	Total Receipts		<u>\$634.60</u>
<u>Expenses</u>			
Other	\$0.00		
	Total Expenses		<u>\$0.00</u>
<b>Ending Balance - June 30, 2024</b>			<b><u>\$43,273.79</u></b>

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**MUNICIPAL RECORDS RESERVE FUND**  
**Year Ending June 30, 2024**

<b>Beginning Balance - July 1, 2023</b>			<b>\$55,504.02</b>
<u>Revenue</u>			
Recording Fees	\$5,004.00		
Interest	<u>\$1,112.32</u>		
Total Revenue			\$6,116.32
<u>Expenses</u>			
Monthly Software Program Fee	\$3,410.00		
Image to film	\$308.31		
Supplies	<u>\$729.02</u>		
Total Expenses			\$4,447.33
<b>Ending Balance - June 30, 2024</b>			<b><u>\$57,173.01</u></b>

**STATEMENT OF OUTSTANDING DEBT**  
**Year Ending June 30, 2024**

<b>Lender</b>	<b>Capital Asset</b>	<b>2023</b>	<b>2024</b>	<b>Change</b>
Community National Bank	2017 Pumper Truck	121,814	97,448	(24,362)
Community National Bank	2020 International HX620	65,088	32,542	(32,542)
Union Bank	2021 Chevrolet K3500	24,896	12,404	(12,582)
Vermont Municipal Bond Bank	Wastewater Improvements	70,212	9,478	60,734 (1)
Union Bank	John Deere Grader	230,000	187,887	42,113
Community Bank, N.A.	2024 Western Star	0	161,562	0 (2)
<b>Totals</b>		<b>328,568</b>	<b>512,100</b>	<b>214,401</b>

**Notes:** (1) Note due August 1, 2029, with \$70,212 to be forgiven on August 1, 2025  
(2) 2024 Western Start Dump Truck purchased May 2024

**STATEMENT OF RESERVE ACCOUNTS**  
**Year Ending June 30, 2024**

<b>Reserves</b>	<b>Beginning</b>				<b>Ending</b>
	<b>Balance</b>	<b>Deposits</b>	<b>Debits</b>	<b>Interest</b>	<b>Balance</b>
	<b><u>7/1/2023</u></b>				<b><u>6/30/2024</u></b>
Admin Capital Budget	\$127,890.76	\$15,000.00	\$0.00	\$2,566.46	\$145,457.22
Equipment Reserve	\$244,193.80	\$43,900.00	\$44,000.00	\$4,798.54	\$248,892.34
Fire Dept. Capital Budget	\$296,625.07	\$60,443.00	\$0.00	\$5,993.20	\$363,061.27
Lister PVR Education	\$5,122.96	\$0.00	\$0.00	\$101.87	\$5,224.83
Office Expansion	\$8,386.10	\$0.00	\$0.00	\$166.73	\$8,552.83
Reappraisal	\$124,716.94	\$8,245.00	\$51,152.40	\$2,009.12	\$83,818.66
Salt Shed	<u>\$15,191.62</u>	\$0.00	\$0.00	\$302.04	<u>\$15,493.66</u>
<b>Total Reserve Accounts</b>	<b>\$732,459.85</b>				<b>\$822,127.25</b>

## SELECTBOARD

Every year seems to go by faster than the last, and this past year has been no different for the Town of Westford. At Town Meeting Day in March 2024, the Selectboard welcomed 4 new Selectboard members to join second-term member Bill Cleary, forming Westford's first 5-member Selectboard. Casey Mathieu, who served on the Selectboard from 2015 to 2018, returns to the board along with Pat Haller, Deb Sawyer Jorschick and Wendy Doane who are serving their first terms. Each member brings their own unique perspective and desire to serve Westford residents the best they can.

### TOWN STAFF

Planning & Zoning – With the departure of our former Town Planner, Melissa Manka, Harmony Cism has taken on an expanded role in the Planning & Zoning Office. We were pleased to have Harmony begin serving in a full-time capacity as the Town's Zoning Administrator & Planning Coordinator this year. The Selectboard has also chosen to continue contracting with Ron Rodjenski from Stone Shore Municipal Consulting as a support to both the Planning & Zoning and Administrative offices.

Road Crew – We continued to struggle filling long-term openings in our Road Crew over the last year. We appreciated the incredible teamwork of Sean and Reggie while the crew was shorthanded. We welcomed a third member, Matt Coon, to the team in October. The Road Crew continues to seek a fourth member. The Selectboard was extremely grateful to Dick Stygles who made himself available to work during the summer months. Dick served as a Westford Road Crew member for more than 40 years and as Road Foreman for 10 years from 1984 to 1994. Dick's dedication and willingness to fill in has been incredibly valuable to help the Road Crew meet their goals over the last several summers. Thank you, Dick!

Town Administrator – The duties and priorities of the Town Administrator continued to expand, and additional help was needed. The Town Administrator, Holly Delisle, is very pleased to welcome Maria Barden as a part-time Administrative Assistant. Maria will learn aspects of the Town Administrator role and begin taking on additional responsibilities over time. Maria has served as the Assistant Town Clerk since 2022 and continues to hold that role as well.

### FINANCIAL PRACTICES

Independent Professional Audit – Sullivan Powers & Co audited the FY'24 financial records. The Auditors Certification can be found in this Town Report on page 26, and the full audit report is available on the Town website <https://westfordvt.us/town-audits/>.

Proposed FY'26 Budget - The Town budget proposal for the next fiscal year (July 1, 2025 – June 30, 2026) is detailed in the tables contained on pages 13-22 of the Town Report. The goal while drafting the budget was to control costs in an inflationary environment, and one where we have seen large increases to the education tax rate set by the State, while striving to provide the same level of services. The Board was able to achieve this by working with department heads and by scrutinizing each line item. The Selectboard continues to invest reserve and general funds to earn interest income.

The \$2,307,234 proposed town budget reflects an overall increase of 3.61%. The Selectboard expects the amount to be raised by taxes will be \$1,994,816. As the Lister's office finishes up a townwide reappraisal in the Spring of 2025, the Selectboard will work to establish a final Grand List value. Since that information is not known at the time of this report, The Selectboard used a conservative estimate of 1% growth in the Grand List. An estimated tax rate is calculated at 0.7595, representing an increase from FY'25 of 0.0194, or a \$19.41 increase on a property valued at \$100,000. Please note that this is

an estimate only. It does not consider changes to the Grand List because of the townwide reappraisal and does not include the school tax rate.

Townwide reappraisal – The townwide reappraisal is set to wrap up in early 2025. The reappraisal process resets property values to their current market value. This equalizes the tax burden of all taxpayers. A reappraisal that results in a higher valuation of your property does not mean an automatic, proportionate increase in your property taxes. Even if your assessment doubles that does not mean your taxes would double. Remember that the total grand list has changed as well. The overall municipal tax rate will adjust because of the reappraisal. Learn more about the reappraisal and see FAQs on the Town Website at <https://westfordvt.us/town-wide-reappraisal-2023-2025/>.

### **ROAD PROJECTS**

Re-paving of the Westford section of Westford-Milton Road was delayed from 2025 to 2028 due to insufficient grant funds and capital reserves. Funds from the State's Grants-in-Aid were used to complete necessary ditching projects on Town roads to improve drainage. In December and again in July, Vermont cities and towns were inundated by severe flooding, causing many of our neighboring communities significant damage and loss of property. Our thoughts continue to be with those who are still rebuilding. Fortunately, Westford was spared most of the damage due, in part, to the preventative maintenance implemented by the Town and the Road Crew like ditching, crowning, and culvert improvement projects. As the changing climate causes severe weather to become more frequent, the Town will continue to implement measures to keep Westford residents safe.

The Road Crew performed more than usual maintenance of roads due to a wet, warm winter in 2023. Maintenance included grading roads, filling potholes and resurfacing. Approximately 225 loads of gravel were added to town roads over the last year. Benjamin Bornstein, Westford's representative to the Chittenden County Regional Planning Commission championed a Municipal Energy Resilience Program grant application that would have improved the energy efficiency of the Town Garage. Unfortunately, Westford was not selected as a recipient for that grant in this round.

### **TOWN PROJECTS**

Community Wastewater System – Over the last year, the Selectboard pivoted our attention to finding an alternative solution for septic needs in the Town Center after the bond vote for a community wastewater system failed in November 2023. To that end, the Selectboard entered into a purchase & sale agreement for the property next door to the Town Office, 1705 VT Route 128 (aka the "Pigeon Property"). An advisory article to use Unassigned General Fund Balance passed in a floor vote at a Special Town Meeting in October 2024. Residents can keep up with that project on the Town Website at <https://westfordvt.us/1705-project-3/>.

Respectfully submitted,

Bill Cleary, Chair  
Pat Haller  
Deb Sawyer Jorschick  
Casey Mathieu  
Wendy Doane

## TOWN CLERK

2024 was yet another busy year for the Town Clerk's office. We ran the most elections we've ever done in a single calendar year, recorded books worth of documents into the vault, and continued to serve the public in any way that we can.

**Elections** - For the 2024 Annual Town Meeting the town elected to, once again, send ballots to all active registered voters, although some voters preferred to vote in person at the polls. During this time, the Presidential Primary was also held.

The Essex Westford School District also elected to mail ballots to all active registered voters. This was their fifth year in a row doing so. The EWSD staff managed the mailing of the ballots.

The Essex Westford School District held a second vote in May to pass the budget article. There were no ballots mailed for this election, but voters could request them to be mailed.

In the latter half of the year, we ran the August State Primary and the 2024 General (Presidential) Election. Ballots were mailed by the state to all active voters for the 2024 General Election and many people also voted in person. These elections ran exceptionally smoothly for Westford thanks to the Board of Civil Authority's assistance. In the 2024 General Election we saw record voter turnout.

**Vermont Elections Management System** - The Vermont Elections Management System (VEMS) is an online program for qualified residents to register to vote or update their voter information. The online voter registration page can be found at <http://olvr.sec.state.vt.us> and the My Voter Page login can be found at <http://mvp.sec.state.vt.us>.

By using the My Voter Page, a registered voter can:

- Check registration status
- View information on upcoming elections
- Get voter specific elections information, including directions to a polling place and polling hours
- View a sample ballot
- Request and track an absentee ballot

**Land Records** - Providing online access to the Land Records continues to be a great benefit. This allows both researchers and residents to have access to the Public Land Records even when the Town Office is not open. It also expands access for those with limited ability to travel.

The online database contains records dating back to April of 1994. Maria continues to back scan records as time permits. This year we used ARPA funds to purchase a large document scanner so staff can more easily bring the Plat Map scans up to date in the online records. The scanner will also be of use for the Zoning Department.

During FY'24, 424 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This translates to 1,331 compared to 1,375 pages in FY'23.

**Dog Licenses** - The number of dog licenses issues in 2024 was up compared to previous years, however numbers have still not returned to pre-COVID levels. In 2024, 314 dog licenses were issued. Dog licenses are due by April 1st each year. A current rabies certificate and fee are required to license your dog.

**Vital Records** - Vital record statistics in the Town of Westford for January 2024 through December 31, 2024, are as follows: 18 births, 11 deaths, and 7 marriages.

A certified copy of a vital record can be requested by completing a form and submitting it with the proper fee. For more information on how to obtain a certified copy of a vital records, go to <https://westfordvt.us/administration/town-clerk/>.

**Newsletter & Town Website** - There are two resources to keep abreast of current events in town. The Town's website, <http://westfordvt.us>, which was updated to have a more modern look this year, is a valuable resource for general information, such as contact information for town officials, a calendar of events (meetings etc.), and agendas and minutes for meetings of various boards and commissions. The second resource is the Town Newsletter which is published monthly.

The newsletter contains announcements for general town information and events. The newsletter is distributed electronically and is available for viewing on the Town's website:

<http://westfordvt.us/documents/newsletters/>. Upon request, the Town will mail the newsletter to residents who do not have access to a computer and/or the internet

**Holiday Donations** – Thank you so much Westford! Your generous donations enabled the Town to help fourteen families! The gift cards to purchase food and necessities were greatly appreciated. This would not have been possible without your kindness.

Respectfully submitted,  
Callie Hamdy, Town Clerk

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#### **BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT**

The Board of Civil Authority (BCA) is comprised of the Justices of the Peace, Town Clerk, and members of the Selectboard. The BCA's primary responsibilities involve reviewing the voter checklist, serving as election officials, and hearing grievance appeals of property assessments.

During FY'24 BCA members worked the polls for the 2024 Annual Town Meeting, 2024 Annual School District Meeting, 2024 Presidential Primary, 2024 Annual School District Meeting Budget Article Re-Vote, 2024 State Primary, and the 2024 General Election/Presidential Election

The Board of Abatement (BOA) consists of the Town Treasurer, Town Clerk, Selectboard members, Listers, and Justices of the Peace. The Board of Abatement hears property tax abatement request. The Board of Abatement heard one request for tax abatement in 2024.

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#### **CEMETERY COMMISSION**

The Westford Cemetery Commission now oversees the care and maintenance of all 7 town cemeteries (Cookyard, Richardson, Cloverdale, Osgood Hill, Plains, Brookside, and Pleasant View).

We, with the help of a volunteer, have been able to keep the small previously "neglected" Cookyard clear of brush with the goal of maintaining its integrity. We also hired a contractor to maintain/mow our other 6 town cemeteries during the mowing season. We continue to monitor the tree status at our cemeteries and will act as needed to ensure the integrity and safety of the cemetery (both gravestones and landscape) and visitors. Flags were placed on all Veterans' graves in observance of Memorial Day.

There was a total of 3 interments (Plains: 2; Pleasant View: 1) and there was 1 lot sold at Pleasant View Cemetery during this fiscal year.

There continues to be much work to be done to keep our cemeteries a source of historic information as well as aesthetically maintained. The Town Office receives several requests regarding family history research and often this information can only be found on the gravestones themselves. As part of that effort and duty, we are continuing our long-range project of repairing and cleaning gravestones as funds allow.

Funds were allocated in the 2023-24 fiscal year to complete the gravestone cleaning at Cloverdale Cemetery. We also replaced several broken or missing gravestones in 3 of our cemeteries by reusing some of the original bases or irregular stones obtained from a local monument dealer. {See Before & After Photos below taken at Osgood Hill, Plains & Brookside Cemeteries} illustrating some of the gravestone repair and replacement work. We have budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2024-2025. The Cemetery Commission considers gravestone restoration/cleaning as part of the annual maintenance program much like the mowing contract since it is an ongoing project. We also continue to repair misc. gravestones on an as needed basis.

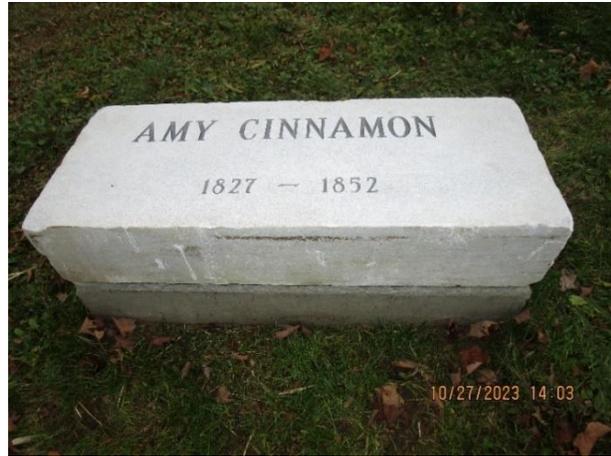
We continue to record all cemetery inscriptions/information for each of the cemeteries into a computerized database. All the gravestones have also been photographed. An updated map is available for the older section of Brookside Cemetery. In addition, updated maps for the newer section of the Brookside Cemetery, Pleasant View Cemetery and Plains Cemetery are in the process of being completed.

The cost of mowing continues to increase, and we need to adjust our yearly budget accordingly. The use of our cemetery funds in the various savings accounts and certificates of deposit are limited as we can only use the nominal interest earned on the CD accounts and not the principal. This is a problem faced by many communities. Therefore, we rely on the money allocated from the Town of Westford General Fund.

Each town is required to maintain their cemeteries as indicated in the Vermont State Statutes (Title 18, Ch.121). The Westford Cemetery Commission, with the support of the townspeople, the public, and the descendants of people buried in the cemeteries, would like to continue to keep the cemeteries aesthetically pleasing, a source of historic information and a place of respect.

The cemetery funds are all invested in local financial institutions, supervised, and audited yearly.

Respectfully submitted,  
Lynn Gauthier, Ronald Perry, Glenn Rogers



Amy Cinnamon-Plains Cemetery, before (broken in pieces) & After (replacement/repurposing of the original base with new foundation)

Osgood Hill: Before & after replacement stone for Oel & Bella Robinson, placed October 2023



Mary Rice (1805-1810) – Brookside Cemetery  
 2 views of broken stone – previously repaired with iron strapping many years ago  
 Far right photo – Simple replacement stone installed with foundation



**CEMETERY FUNDS**  
**Year Ending June 30, 2024**

**Beginning Balance - July 1, 2023** **\$24,511.94**

**Receipts**

Interment fees	\$150.00	
Town budget appropriation	\$8,000.00	
Lot Purchase	\$250.00	
Corner Stones	\$600.00	
Recording fees	\$15.00	
Perpetual care	\$0.00	
CD Redemption	\$4,752.23	
Interest	<u>\$1,226.08</u>	
<b>Total Receipts</b>		<b>\$13,777.19</b>

**Expenses**

Cornerstones	\$1,000.00	
Signage	\$0.00	
Supplies and flags	\$286.72	
Heritage Tree Service – tree removal	\$0.00	
Lettering	\$644.00	
Monument restoration	\$8,500.00	
Recording fees	\$30.00	
Mowing	<u>\$5,280.00</u>	
<b>Total Expenses</b>		<b>-\$15,741.37</b>

**Ending Balance - June 30, 2024** **\$22,547.76**

<u>Cemetery Savings</u>					<u>Balance</u>
<u>Accounts</u>	<u>7/1/23</u>	<u>Income</u>	<u>Interest</u>	<u>Withdrawal</u>	<u>6/30/24</u>
Alger	\$322.22	\$1,476.77	\$0.23	\$0.01	\$1,799.21
Perpetual Care	<u>\$1,664.10</u>	<u>\$23,014.11</u>	<u>\$1.26</u>	<u>\$1,000.04</u>	<u>\$23,679.43</u>
<b>Total</b>	<b>\$1,986.32</b>	<b>\$24,490.88</b>	<b>\$1.49</b>	<b>\$1,000.05</b>	<b>\$25,478.64</b>

<u>Cemetery CDs</u>					<u>Balance</u>
	<u>7/1/23</u>	<u>Deposit</u>	<u>Interest</u>	<u>Withdrawal</u>	<u>6/30/24</u>
James Grow	\$4,708.49	\$0.00	\$47.62	\$4,756.11	\$0.00
Osgood Hill	\$8,409.08	\$0.00	\$78.60	\$0.00	\$8,487.68
Phillips	\$690.58	\$0.00	\$7.56	\$698.14	\$0.00
Irish	\$775.09	\$0.00	\$4.16	\$779.25	\$0.00
Brookside Cemetery	\$18,972.14	\$0.00	\$848.58	\$0.00	\$19,820.72
Perpetual Care	<u>\$21,690.76</u>	<u>\$600.00</u>	<u>\$242.34</u>	<u>\$22,533.10</u>	<u>\$0.00</u>
<b>Total</b>	<b>\$55,246.14</b>	<b>\$600.00</b>	<b>\$1,228.86</b>	<b>\$28,776.60</b>	<b>\$28,308.40</b>

**Total Cemetery Funds**

Cemetery Checking	\$22,547.76
Savings	\$25,478.64
CDs	<u>\$28,308.40</u>
<b>Grand Total in Funds</b>	<b>\$76,334.80</b>

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**CONSERVATION COMMISSION**

The Westford Conservation Commission (WCC) works in partnership with the citizens of Westford to create a vibrant, sustainable environment where land uses, including agriculture, silviculture, recreation and development, coexist in harmony with natural resources. The Westford Conservation Commission continues to work to enhance community understanding of land conservation, expand public trail information, encourage trail use, and stimulate community involvement in conservation efforts.

The WCC once again partnered with Ethan Tapper (previous county forester) on management in the Maple Shade Town Forest (MSTF) again last winter. The MSTF is part of the Westford Town Lands (WTL), which is managed under a comprehensive Management Plan written in 2018 and approved by the Town in 2019. The work completed in the MSTF is in accordance with this plan. This work used a small-scale logger to apply low-impact logging techniques. Working under Tapper's supervision these techniques will improve the health, resilience, and wildlife habitat of the MSTF. Proceeds from this work were reinvested in the MSTF and benefited the Town general fund. Specifically, the MSTF trail system was significantly improved for recreation by installing water bars, improving drainage, seeding grass, and smoothing out previously existing rutted sections. This project was made transparent and inclusive, with public informational materials and forest walks with Ethan, both considered opportunities to learn more about responsible forest management.

Joel Fay, Dale Rodgers, and Tom Lane have been maintaining the school trails (AKA "Misty Meadows Town Forest", or MMTF) for walkers and Nordic skiers for several years. Nordic skiing was available again last winter, with a wide path of corduroy and ski tracks for users. Although the snow was light, there were many days of skiing on the trails. Some trails in the Town Forests required significant repair this year. Members of the WCC have added stone, shaped trails, and built and installed boardwalk sections in both MMTF and MSTF.

The WCC once again collaborated with the Westford Public Library and installed temporary story walks along trails in the MMTF. Story walks meandered along less-known trails this year, to encourage new users and young families to enjoy different sections of the trail network. In addition, the WCC hosted two nature walks in MSTF with the Library to teach young Westfordians how to use a compass, navigate the forest, and about the ecosystems in Westford. The WCC partnered with the Barn School this year to lead nature walks through the Town Forests. The students at the Barn School were thrilled to learn about landscape ecology and the importance of beavers as ecosystem engineers. We are very excited to continue these collaborations in future years.

The WCC continued the collaboration with Bee the Change, a non-profit organization dedicated to establishing pollinator-friendly environments across Vermont. Bee the Change started work in the

summer of 2023 to install an educational pollinator garden at Westford Elementary School. The site was prepped by tilling and planting a cover crop. In the spring and summer of 2024, the site was planted with native wildflowers and grasses to add biological diversity and vital habitat for pollinators. Educational signs were installed to teach students at Westford Elementary School and folks visiting the trails about pollinators. We look forward to continuous collaboration with Bee the Change as we maintain and build on this pollinator garden in future years.

The WCC held trail clean-up days in both the Fall of 2023 and Spring of 2024. Both events were not well attended, but we appreciate the folks that came to help clean up and clear deadwood in MSTF and MMTF. We will host trail clean-up days in 2025 and hope that more Westford residents attend to help. We encourage all residents to contact us with any comments or concerns, especially if a trail needs work due to blowdowns or washouts. We are also available if folks are interested in helping maintain trails. The WCC can be reached by emailing: [westfordcc@googlegroups.com](mailto:westfordcc@googlegroups.com).

The WCC greatly benefits from the generous contributions from community members to the Westford Conservation fund. The Westford Conservation Fund was established by the voters at the 2004 Town Meeting. The fund is to be used to help conserve land in Westford and to promote the town's farms and farm products. The fund does not receive money from the town budget but is completely funded by benefit sales and private donations. Tax deductible donations to the Westford Conservation Fund can be made by contacting the Town Office, 1713 VT Route 128, Westford, VT 05494. Those wishing to apply for money from this fund should contact the Conservation Commission.

**CONSERVATION FUND  
Year Ending June 30, 2024**

<b>Beginning Balance - July 1, 2023</b>		<b>\$17,866.03</b>
<u>Revenue</u>		
Donations	\$1,785.93	
Unexpended budget transfer	\$2,498.62	
Maple Shade Town Forest Fund	\$327.17	
Conservation Sale of Snow Machine	\$2,000.00	
Interest	<u>\$388.47</u>	
Total Revenue	\$7,000.19	
<u>Expenses</u>		
Conservation Fund Expenses	\$0.00	
Maple Shade Town Forest Expense	<u>\$0.00</u>	
Total Expenses	\$0.00	
<b>Ending Balance - June 30, 2024</b>		<b><u>\$24,866.22</u></b>

**DELINQUENT TAX COLLECTOR**

**Calendar Year Report: As of December 31, 2024**

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2022-23	\$6,704.05	\$6,704.05	\$0.00	\$0.00
2023-24	<u>\$89,424.58</u>	<u>\$84,955.53</u>	<u>\$0.00</u>	<u>\$4,469.05</u>
<b>Total</b>	<b>\$96,128.63</b>	<b>\$91,659.58</b>	<b>\$0.00</b>	<b>\$4,469.05</b>

**Comparison of Year End Delinquent Taxes**

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	<u>Uncollected</u>
12/31/20	\$83,318.51	\$69,823.67	-\$1,631.81	\$11,863.03
12/31/21	\$94,188.79	\$93,142.40	-\$217.75	\$828.64
12/31/22	\$41,165.57	\$34,090.50	-\$5,680.00	\$1,395.07
12/31/23	\$75,327.55	\$68,623.50	\$0.00	\$6,704.05

As of December 31, 2024, delinquent taxes in the amount of \$4,469.05 remain uncollected. During 2024, there were no abatements made by the Board of Civil Authority or corrections by the Town Treasurer.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY24 is included below.

**FY24: July 1, 2023 through June 30, 2024**

<u>Tax year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Abated or Corrected</u>	<u>Tax Uncollected as of June 30</u>
2021-22	\$727.79	\$727.79	\$0.00	\$0.00
2022-23	\$23,801.31	\$23,801.31	\$0.00	\$0.00
2023-24	<u>\$89,424.58</u>	<u>\$55,903.86</u>	<u>\$0.00</u>	<u>\$33,520.72</u>
<b>Total</b>	<b>\$113,953.68</b>	<b>\$80,432.96</b>	<b>\$0.00</b>	<b>\$33,520.72</b>

Respectfully submitted,  
Marge McIntosh, Delinquent Tax Collector

**DEVELOPMENT REVIEW BOARD**

The Development Review Board (DRB) reviews applications for subdivision, site plan, conditional use, waivers, variances, and appeals of administrative officer decisions. The Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month, as needed, at 7:00 pm at the Westford Library. All meetings are open to the public and are conducted in a hybrid format– in-person and via Zoom.

We had another relatively slow year for DRB activity compared to past years. The following is a summary of the applications the DRB reviewed for the reporting period:

Sketch Plan Review Applications	2	Waiver Applications	1
Preliminary Plat Applications	1	Variance Applications	0
Final Plat Applications	0	Appeals	0
Subdivision Amendments	1	New Development Lots Created	0
Conditional Use Applications	3	New Deferred Development Lots Created	0
Site Plan Applications	1	Acres of Open Space Created	0
		Miles of Pedestrian Path Created	0

The DRB reviews projects under the Westford Land Use and Development Regulations, which were most recently amended on June 14, 2024, based on public and Administrative Officer input. The DRB continues to work hard to appropriately implement the regulations. The public is encouraged to attend hearings to view the process and give input. Every decision made, every development approved, and every regulation - new or old - affects each of us. We welcome your thoughts!

As of October 2023, the DRB is now staffed by Harmony Cism, Administrative Officer and Planning Coordinator. Thank you to all the DRB members for their continued service to the Town of Westford.

Respectfully submitted,  
Matt Wamsganz, Chair

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### FIRE WARDEN

As we approach the spring and summer months many of you are looking forward to property cleanup. Please keep in mind that there is not much that can be legally burned in Vermont. I like to tell folks that if it grows on your lawn then it should be safe to burn. If you have any questions, please call me at 802-879-1231.

Permits are required by town ordinance and Vermont State Law. Unless you have a small campfire 48 inches around or less a burn permit is required. Items that are not allowed to be burned are any household garbage, painted or treated wood, magazines or newspapers, any plastics or rubber products etc.

Make sure your fire is at least 50 feet from any structures. Oil, gasoline, or other flammables are not permitted to start your fire. Your fire must never be left unattended or allowed to smolder overnight. Soaking your fire area with water is the only way to ensure that it is completely extinguished. Please make sure to have extinguishing tools such as a charged water hose and a shovel and rake nearby.

If your fire gets out of control call 911 immediately. Any damage as a result of your fire is your sole responsibility. Please be aware of the conditions on the permit and be wary of high winds and gusts. Lastly and importantly, please be considerate of your neighbors as some people have medical conditions or just do not want to inhale smoke from your fire. Your fire must be extinguished if it causes problems or discomfort for others.

As always thank you to the Westford Fire Department for all the wonderful work they do to keep our community safe and thank you to the Westford residents for their cooperation in assisting these outstanding people in all their efforts.

The following are the number of permits issued in Westford for this timeframe:

- 644 permits were issued electronically.
- 2 hard copy permits issued by the Fire Warden.

Respectfully submitted,  
Dennis L. Angiono, Westford Fire Warden

## HEALTH OFFICER

This year saw the retirement of Town Health Officer Tina Shoup. Thank you, Tina, for your help these last few years! Upon her departure in October, Deputy Health Officer Devin Porter was appointed to the lead role and assumed responsibility for all Health Officer duties. This year, those duties included: responding to animal bites and other rabies risks, consulting related to water quality in the town's public buildings and water resources, publicly sharing information related to disease outbreaks, and investigating miscellaneous public health concerns.

### Rabies-related Incidents:

The Health Officers took reports of two dog bite incidents occurring in or affecting residents of Westford. The incidents were investigated and appropriate action taken.

One Westford resident reached out with a question related to disposal of a deceased wild animal. The Health Officers directed him to rabies-related health and safety information from the Vermont Department of Health.

### Water Quality Issues:

Drinking water testing was conducted at the Westford Town Office on June 23, 2023. Water sampling was sought in response to town employee concerns regarding water quality at the site. Water sample test kits were obtained from the Vermont Dept. of Health and testing samples were collected per the test kit instructions.

Based on the sample results, the Health Officers issued recommendations including that the Town Office should 1) continue to restrict use of the sink to hand- and dish-washing only; 2) continue to provide bottled drinking water for patron and employee use; 3) investigate the possibility of remediating the water supply, and 4) implement routine water sampling on the schedule recommended by the Vermont Dept. of Health.

The full Water Sampling Report, including the appended laboratory results can be accessed at <https://westfordvt.us/administration/health-officer/>.

During the year, the Health Officers also assisted residents with access to public water quality records, responding to specific concerns related to the town hall and Country Store.

### General Public Health Concerns:

The THO worked with other town staff to evaluate complaints of human waste being disposed near shared surface water resources.

The Health Officers answered questions and shared resources related to safe viewing of the total solar eclipse.

The THO publicly communicated updates from the Vermont Department of Health related to an outbreak of Eastern Equine Encephalopathy (EEE). Following the public message, the THO responded to inquiries and concerns from residents related to the outbreak.

Respectfully submitted,  
Devin Porter, Health Officer

### WESTFORD HISTORICAL SOCIETY

The Historical Society had a busy year. The second floor of the building was finished, which enabled us to occupy the building. We then moved our collections over from the Brick Meeting House, with the help of four Essex Tech Center students and their teacher. Everything was moved in a matter of 4 hours. We ordered shelving and storage boxes for the second floor where we're in the process of sorting.

The final restoration phase of the town's Henry Curtain was completed, and the rolled curtain was walked from the Meeting House to the Historical Society building for permanent installation. (Photos below). Due to the fragility of the 1900's material, the curtain will only be unrolled a couple times a year. Chris Hadsel, restorer and author of "Curtains Without Borders" did a presentation on the Henry family, who painted the curtains, wrote, and acted in plays statewide.

During Winterfest, the Historical Society displayed examples of early maple sugaring in Westford and other winter activities.

Former Westford Historian and Librarian, Irene Allen, had a 120<sup>th</sup> birthday party held at the library. Research for the Irene Allen project was done by Trish Indoe and former resident Christine O'Donnell through a grant from the Westford Library. Their work resulted in a gleaning of Irene's life, taken from some 20 boxes of Irene's papers and belongings that are at the UVM Special Collections.

We had Howard Coffin do his lecture on "1800 and Nearly Froze to Death". Westford teacher, Kurt Sherman did an archaeological dig behind the Brick Meeting House with about 25 attending the dig.

We welcome you to attend our meetings held on the 3<sup>rd</sup> Monday evening at 6:30 at our building on the Common Rd. We are a 501C3 organization.

Respectfully submitted,  
Caroline Brown, President



Moving the Henry Curtain



Installing the Henry Curtain at the  
Historical Society

## LISTERS

For the past two years, NEMRC (New England Municipal Resource Center), contracted by Westford, have been viewing properties for the reappraisal that will be finished for the 2025 Grand List. Also included, NEMRC will be doing a sales analysis of the past 2 years of Westford property sales. They are also inspecting properties that have building permits.

At this writing, I will have been a Lister in Westford for 36+ years. It has been an interesting way to get to know Westford and its residents. When I started, the Listers would make property record changes on sheets and mail or drive them to Property Valuation & Review in Waterbury. The Lister job sure has evolved over the years. Today, with the State's software programs, they're able to access via the phone and into our records if technical help or information is needed.

I thank the State's District Advisors that have overseen the Lister duties & accountabilities. The staff at the Town Office have always been helpful. But I'll particularly remember the "on the job" interesting experiences I've had with other Lister's over the years. It's been a pleasure to serve Westford. See you around town!

As always, remember to file your HS-122 and HI-144 when filing your State and Federal Income Tax returns. **Form HS-122, Vermont Homestead Declaration (Section A) The Homestead Declaration and Property Tax Adjustment Claim (Section B)** must be filed when you purchase a property, and each year thereafter. For a new homeowner, you need to be living in the dwelling as of April 1st.

**Form HI-144 Household Income** is due April 15th (late filing penalties apply). For more information go to <http://tax.vermont.gov> and search for "HS-122".

Respectfully submitted,  
Caroline Brown, Lister

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## PLANNING COMMISSION

**Wastewater Bond Vote** – In November of 2023 the bond vote for a community wastewater system at Maple Shade Town Forest was defeated. The resulting decision means there currently is no long-term solution to addressing wastewater needs of the town center residents, civic buildings and town office. Town officials remain committed to addressing this issue and continue to work with residents on identifying alternative solutions that align with our rural character while also preserving our cherished natural resources.

A special thank you to; Amy Macrellis and Peter Lazorchak from Stone Environmental, Emily Hackett and Lynnette Claudon from the State of VT, all members of the Wastewater Outreach Committee, JB Hinds from Birchline Consultants along with many community members and project supporters.

**Zoning and Planning Changes** – Based on feedback from residents, the Planning Commission reviewed the Zoning and Development fee schedule last revised in 2019. The revised fee schedule was approved by the Planning Commission on April 15th and approved by the Selectboard on May 9<sup>th</sup>, 2024. The new fees took effect July 1<sup>st</sup>, 2024.

In the spring and summer of 2024, the Planning Commission worked with residents and businesses on zoning bylaw amendments related to internally illuminated signs. Throughout several meetings and administrative work outside of meetings, the new sign regulation was approved by the Planning

Commission on April 15, 2024, and adopted on May 13, 2024 by the Selectboard. The regulation amendments took effect on June 14, 2024.

The Mobile Food Vendor Ordinance amendment to allow for Food Trucks anywhere in town, not just the town center was approved by the Planning Commission on March 18, 2024, and adopted by the Selectboard on May 13, 2024.

In collaboration with the Development Review Board and community input, Section 244.C of the Land Use and Development Regulation was amended for clarity and the ease of applicants. The Planning Commission approved these amendments on July 15, 2024, and they were adopted by the Selectboard after a public hearing on October 10, 2024.

**What to Expect** – The Planning Commission holds ongoing discussions on The Town Plan and Land Use and Development Regulations. Near-term, 3-18 months, the Planning Commission will continue to look for ways to make incremental improvements and amendments to the land use and development regulations. Mid-term, 1-3 years, we will review and identify areas of land use and development regulations that will involve broad research and community discussions. In the long term, 3-5 years, the Planning Commission will begin a review of the Town Plan and map a transparent and collaborative process for revision.

**With Gratitude** – The Planning Commission thanks Seth Jensen and Mark Letorney for their service and long-standing commitment to the Westford community.

**Welcome Aboard** – The Planning Commission welcomes 2 new members, Ian Gehlbach and Max Tyler. The Planning Commission is pleased to announce that Harmony Cism has taken a full-time position as Administrative Officer & Planning Coordinator for Westford.

The Planning Commission meets on the 3<sup>rd</sup> Monday of the Month at 6:30 PM. When necessary, additional meetings may be held following Town policy.

Respectfully submitted,

Town of Westford Planning Commissioners

Gordon Gebauer, Ian Gehlbach, George Lamphere, Mo Reilly and Max Tyler

**PLANNING COMMISSION SPECIAL PROJECTS FUND**  
**Year Ending June 30, 2024**

<b>Beginning Balance - July 1, 2023</b>		<b>\$34,061.86</b>
<b>Revenue</b>		
Donations	\$0.00	
Transfer from General Fund	\$250.45	
Interest	<u>\$592.90</u>	
Total Revenue		\$843.35
<b>Expenses</b>		
Project Expenses	<u>\$4,855.67</u>	
Total Expenses		\$4,855.67
<b>Ending Balance - June 30, 2023</b>		<b><u>\$30,049.54</u></b>

## RECREATION COMMITTEE

The Westford Recreation Department's mission is to provide recreational, educational, cultural and community activities to all Westford residents and neighbors.

The Department has continued to offer free community events like the Easter Egg Hunt, the 4th of July celebration, the Halloween Walk, Santa Letters, and others. WRD also teamed up with 4-H to offer a babysitting course free to successful participants. The usual programs were offered this year: Adult and Kids Summer and Fall Soccer, Parent & Me Soccer, Adult and Youth Basketball, Women's Futsal, Middle School Girls Basketball, Yoga (in three different styles!), Lego and Slime workshops and more. The Westford Recreation Department also organizes the Turkey Trot annually. We are excited to continue that tradition. WRD also disbursed funds to help Westford families in need. Over \$1,500 was given to help community members.

A Memorandum of Understanding was put in place with the EWSD to allow WRD to use the school without use fees. That was an undertaking of massive proportions to accomplish.

Westford will be offering a \$500 stipend to a community member to organize the 4th of July celebration. Unfortunately, the weather has not been conducive to our outdoor skating rink, but WRD does have \$500 set aside to offer a stipend for a community member to organize the rink if we anticipate a successful weather season.

Please remember, the WRD Committee doesn't provide programming, we just facilitate. The Board is made up of volunteers, and the Coordinator is a 12 to 15 hour per week position. Other nearby towns have paid staff to run programs, WRD does not.

Find all things Recreation on Front Porch Forum and in the monthly town newsletter. Please contact the town clerk to be added to the newsletter distribution list. Visit the town website for registration, payment and information at [www.westfordvt.us/recreation](http://www.westfordvt.us/recreation). Our Facebook page, Westford Recreation Department, is also a great place to keep up to date with current recreation events, LIKE us today.

In the upcoming year we look forward to continuing to build on our successful programs and find new and exciting offerings for the community. We want to hear from you! Please attend our meetings, use the links on the website [www.westfordvt.us/recreation](http://www.westfordvt.us/recreation) or email [recreation@westford.us](mailto:recreation@westford.us) with any suggestions and feedback.

A special "THANKS!" to all the community volunteers who devote time, expertise, and enthusiasm. We could not offer these programs without you!

Respectfully Submitted:

George Elliott – President

Lori Miller – Secretary

Benjamin McElvany – Treasurer

Andrew Katz – Committee Member

Greig Arendt – Committee Member

Amanda Gifford – Recreation Coordinator

### RECREATION FUNDS Year Ending June 30, 2024

<b>Beginning Balance - July 1, 2023</b>	<b>\$26,153.07</b>
<b>Revenue</b>	
Transfer in	\$2,180.36
Basketball	\$699.00
Basketball Camp	\$50.00

**Revenue (continued)**

Summer Tball	25.00	
Kids Summer Soccer	\$1,085.00	
Summer Events	\$50.00	
Kids Fall Soccer	\$2,614.00	
Fall Event	\$35.00	
Turkey Trot	\$3,935.92	
Winter Events	\$0.00	
Adult Soccer	\$105.00	
Adult Paint & Sip	\$25.00	
Futsal	\$639.00	
Yoga	\$785.00	
Adult Pickup Basketball	\$540.00	
4 <sup>th</sup> of July Events	\$445.00	
Spring Events	\$0.00	
Kids Paint & Sip	\$0.00	
Winter Fund Raiser	\$0.00	
Donations	\$95.00	
Miscellaneous	<u>\$15.00</u>	
<b>Total Revenue</b>		<b>\$13,323.28</b>

**Expenses**

Transfer out	\$0.00	
Referees	\$280.00	
Baby Sitting & First Aid	\$44.35	
Summer Event	\$894.32	
Kids Fall Soccer	\$683.43	
Fall Event	\$100.78	
Pump Track	\$263.13	
Basketball	\$62.80	
Futsal	\$202.92	
Turkey Trot	\$1,488.75	
Turkey Trot WRC Donations	\$1,500.00	
4 <sup>th</sup> of July Expense	266.73	
Ice Rink Repairs	\$600.56	
Winterfest	\$36.05	
Yoga	\$1,035.00	
Easter	\$18.53	
Equipment	\$4,848.60	
Toilet Rentals	\$135.00	
Miscellaneous Expense	\$420.24	
Donation Expenses	<u>\$0.00</u>	
<b>Total Expenses</b>		<b>\$12,881.19</b>

**Ending Balance - June 30, 2024****\$26,595.16**



Westford Turkey Trot Start

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### WESTFORD PUBLIC LIBRARY

*Westford Public Library Mission Statement: Providing a community hub for everyone to explore, engage, and enjoy.*

Under the leadership of Library Director Bree Drapa, the Westford Public Library continues to embody its mission. This mission shines through in the library's diverse offerings and the strong appreciation from patrons of all ages. The library truly has something for everyone.

**A Community Hub for All** – As a central gathering place, the Westford Public Library offers a wide variety of resources, including books, DVDs, audiobooks, magazines, and passes for local parks and museums. In the Library of Things, patrons can borrow items such as knitting needles, LEGO robotics kits, HappyLights (for seasonal affective disorder), telescopes, and more. The library's digital collection is equally impressive, featuring free eBooks and audiobooks through the LIBBY app, Mango Languages app, and Biblio+ streaming services—thanks to trustee-funded pilots and continued support in our upcoming budget.

**Expanding Access Through Technology** – Embracing technology, the library has enhanced its website and used social media to engage a wider audience. It also plays a key role in providing free WIFI access throughout Westford. These upgrades were supported by a grant from the Association of Small and

Rural Libraries, which also funded battery backups for library computers. Further grants have allowed for improvements such as a new front walkway and a solar charger, as well as support for a collaborative Storytime experience with Four Winds Nature Institute and Westford School's kindergarten class and nature packs for young patrons in partnership with the local kindergarten class. The library has opened its doors as a meeting space, hosting everything from candidate forums to community engagement events.

**Honoring Our Staff and Volunteers** – The library's success is fueled by the dedication of its staff and volunteers. In a show of appreciation, Library Trustees organized a special event to celebrate the team, with community members sharing heartfelt letters and cards. Bree Drapa, supported by a dedicated group of part-time staff and volunteers, has led the library with passion and vision. Special thanks go to Pat Hechmer, the former Chair, for her years of service, while Helen Sterling steps in as the new Chair. Vicky Ross continues her role as Treasurer, ensuring fiscal responsibility, and Marianne Bassford serves as Secretary. Lifelong Westford resident Becky Roy offers valuable historical insight as a trustee.

**Programs for All Ages** – The library's programs are as diverse as its patrons. After-school activities remain incredibly popular, with high demand despite transportation challenges. Summer reading programs, after school events, and things like the puzzle and costume swap have drawn considerable participation. LEGO and crafting clubs are always at capacity, with waiting lists. For adults, offerings such as Travel Talk, Coffee and Cards, and other events are well attended. In anticipation of the April eclipse, the library distributed over 500 pairs of eclipse glasses and launched a Space Awareness Program. This included monthly activities, culminating in an eclipse event on The Common. One presentation, led by Molly Drapa, garnered particularly positive feedback. Other events, like the annual Baby Tea in June, which welcomed 25 new babies and their families, showcase the library's role in fostering a strong community.

**Supporting Arts, Education, and Local Culture** – The library is also a space for creativity and learning. Monthly book clubs, visits from local authors, and exhibits from local artists are just a few examples of the cultural offerings. Story Hikes, Poetry Walks, and the Passport Program provide even more opportunities for patrons to explore both literature and the outdoors. Bree Drapa herself is an advocate for continuous learning, having presented at several conferences, including the CLiF Conference and the Vermont Library Association. Bree's leadership extends beyond Westford, as she co-founded SOLO, a gathering for solo librarians throughout the country, and she mentors new librarians through Vermont's mentoring program.

**Collaborating for Greater Impact** – Through partnerships with library consortiums, the Westford Public Library can offer world-class materials and services. The HomeCard library network allows free reciprocal borrowing across Chittenden County, and the Green Mountain Library Consortium gives access to digital services like LIBBY app, providing free eBooks and audiobooks. The library's interlibrary loan service further supports patrons' wide-ranging interests.

**A Year of Achievements** – The past year has been a busy one for the greater Vermont library community. Legislative highlights include the release of the comprehensive report by the "Working Group on the Status of Libraries in Vermont" in September and the passage of Vermont House Bill 220 in June. Operating with efficiency, the library maximizes its resources through free or low-cost strategies. Volunteers contributed countless hours of service, and the Trustees, who serve without stipend, raised funds through annual appeals, book sales, and raffles. These efforts, combined with Bree Drapa's impressive 100% grant approval rate, have helped secure additional funding, ensuring the library can continue to meet the needs of the Westford community—doing more with less.

**Looking Ahead** – Thanks to the dedication of the library staff, volunteers, and community members, the Westford Public Library continues to thrive as a vibrant hub for learning, engagement, and connection. Whether you’re attending an event, borrowing a book, or participating in one of the many programs, there’s always something new to discover at the library.

Respectfully,

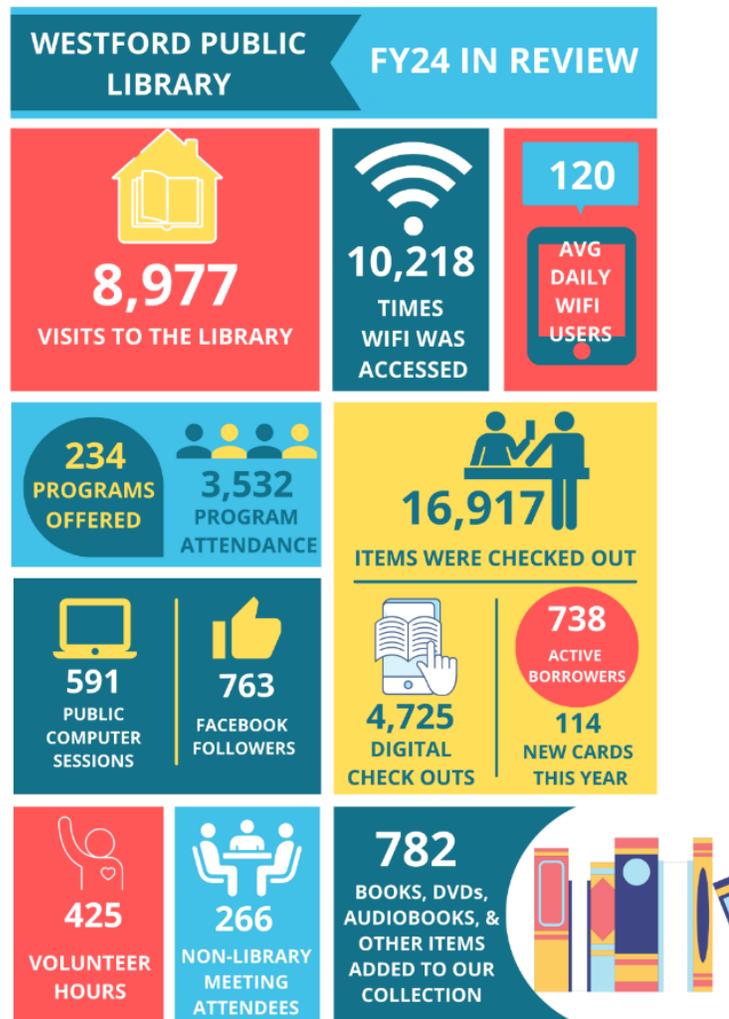
Helen Sterling, Chair

Vicky Ross, Treasurer

Marianne Bassford, Secretary

Patricia Hechmer, Trustee

Becky Roy, Trustee



**LIBRARY TRUSTEES FUND  
Year Ending June 30, 2024**

<b>Beginning Balance July 1, 2023</b>		<b>\$21,560.37</b>
Revenue	\$106,666.85	
Expenses	\$100,507.42	
Net Income/(loss)	\$6,159.43	
<b>Ending Balance June 30, 2024</b>		<b>\$27,719.80</b>

**LIBRARY TRUSTEES FUND (continued)****400-27 Revenue**

2705-00.00	Town Appropriation	\$85,828.00
2710-00.00	Trustee Fund	\$6,272.37
2711-00.00	Community Funds	\$0.00
2715-00.00	ARSL-PRH Grant	\$1,000.00
2720-00.00	ARSL New England Grant	\$0.00
2720-01.00	ARSL New England 2024 Grant	\$12,630.00
2725-00.00	Postage Grant	\$636.48
2727-00.00	Library Summer Performer	\$300.00
2729-00.00	VT Libraries ARPA Grant	\$0.00

**Revenue Total****\$106,666.85**

	<b>2023-24 Budget</b>	<b>2023-24 Actual</b>	<b>2024-25 Budget</b>	<b>2025-26 Proposed</b>	
<b>400-78 Expenses</b>					
7800-00.00	Expenses	\$14,750	\$13,343.53	\$14,476	\$14,886
7800-01.01	Trustee Fund Expense Account	0	\$7,789.39	0	0
7800-02.02	Community Expense	0	\$0.00	0	0
7800-02.03	Library Community Subs Exp.	0	\$0.00	0	0
7800-04.00	Library Summer Performer	0	\$300.00	0	0
7800-08.00	Postage Grant Exp.	0	\$636.48	0	0
7800-10.00	Library Director Salary	\$39,850	\$42,285.90	\$45,828	\$48,000
7800-10.01	Substitute Librarian Salaries	\$2,660	\$3,654.00	\$3,040	\$3,502
7800-10.02	Librarian Assistant	\$8,840	\$7,611.75	\$9,620	\$10,400
7800-14.00	FICA	\$4,326	\$4,421.74	\$4,732	\$5,008
7800-15.00	Health Insurance	\$5,200	\$3,400.00	\$2,500	\$2,500
7800-15.01	Dental Insurance	\$450	\$431.76	\$450	\$450
7800-15.02	Disability Insurance	\$250	\$260.04	\$250	\$250
7800-15.03	Vision Insurance	\$100	\$108.72	\$100	\$100
7800-16.00	Library Retirement	\$1,352	\$1,393.29	\$1,450	\$1,515
7800-20.01	ARSL New England 2023 Grant	0	\$7,145.04	0	0
7800-21.00	ARSL PRH Grant 2024	0	\$1,000.00	0	0
7800-48.00	Insurance (prop./liab./WC)	\$3,700	\$2,984.72	\$3,205	\$3,000
7800-68.00	Library Maint. & Repair	0	\$0.00	\$4,000	\$4,780
7800-74.00	Travel	0	\$324.14	0	0
7800-75.00	Fuel	\$1,500	\$1,100.40	\$1,400	\$1,200
7800-76.00	Electricity	\$1,400	\$1,311.36	\$1,400	\$1,400
7800-77.00	Telephone & Internet	\$650	\$733.29	\$700	\$750
7800-78.00	IT	\$800	\$271.87	\$700	\$700
<b>Expense Total</b>		<b>\$85,828</b>	<b>\$100,507.42</b>	<b>\$93,851</b>	<b>\$98,441</b>

### WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2023/2024, the Westford Volunteer Fire Department responded to 32 emergency calls as follows:

3 Structure fires	1 Smoke or gas in building
1 Brush fire	1 Power line interventions
1 Chimney fire	2 Fire alarm investigations
1 Fallen tree on the road	6 Carbon monoxide alarms
9 Motor vehicle accidents	2 EMS Rescue assists
4 Calls cancelled en route	1 Mutual aid calls

Department highlights of 2023-2024:

- **Joint Training Exercises:** Our department arranged vehicle extrication and tanker training in collaboration with the Fairfax Fire Department and Essex Town Fire Department. These joint training exercises focused on enhancing skills and safety, ensuring close coordination between mutual aid departments during vehicle accidents and structure fires. These efforts aim to improve our operational efficiency and preparedness for any emergency.
- **Firefighter Training:** Congratulations to Christopher Cunningham and Matrix Gwozdz for completing the Chittenden County Basic Firefighter Course, which involved hands-on experience in a training building. Their dedication enhances our team's capabilities.
- **Motor Vehicle Accident Responses:** Motor vehicle accidents continue to be the most frequent type of call we receive each year, accounting for 9 of our total calls in 2023/24. To better prepare for these incidents, we coordinated with Fairfax Rescue for a joint training session in vehicle extrication and rescue at Fairfax Salvage and Repair. We extend our heartfelt thanks to the folks at Fairfax Salvage for providing vehicles for our training exercises. Their support has been invaluable in enhancing our skills and ensuring we are ready to respond effectively to emergencies.
- **New Equipment:** This year, we received approval to purchase a new pumper tanker apparatus to replace our 29-year-old tanker, which has faithfully served the community. With its onboard pumping capability, the new truck will enable more effective water supply emergency responses, especially in situations with minimal manpower. The new fire truck is scheduled to be in service as soon as construction and assembly are completed.
- **Fire Prevention Week:** During Fire Prevention Week, department members Bob Schipper and Chuck Webster volunteered their time to give presentations on fire safety to students at Westford School and the Barn School. We also thank Steve Willard for his engaging presentation to preschoolers at the Westford library.
- **Community Engagement:** Our department has been an enthusiastic participant in Westford's Winter Fest. Members supplied wood and tended the bonfire near the sledding hill, contributing to a successful event. Additionally, we have supported the Recreation Committee by filling the ice rink on the Commons, ensuring a fun and safe recreational space for the community to enjoy during the winter months.
- **Planning for New Equipment:** Department officers have initiated plans to upgrade our brushfire equipment to better support our firefighters in effectively combating potential brush and wildfires. Given the challenges posed by limited accessibility to large plots of land, our firefighters must have the capability to rapidly maneuver water to areas that a fire engine cannot reach. We are currently in the process of consulting with local vendors to discuss

specifications and pricing for the necessary equipment. This initiative will significantly enhance our response capabilities and ensure the safety and efficiency of our firefighting efforts.

- **New Paid On-Call:** I would like to extend our heartfelt gratitude for your approval of the paid-on-call program for our volunteer firefighters. This decision represents a significant step forward in supporting our dedicated team and enhancing our ability to serve the community effectively. This benefit acknowledges the hard work, commitment, and sacrifices made by our volunteer firefighters. It also provides them with much-needed financial support, allowing them to continue their service with the assurance that their efforts are valued and recognized.
- **Volunteer Opportunities:** We are always in need of additional members interested in emergency response or who have other skills to contribute. If interested, please talk with one of our officers or come to a weekly meeting at the station. The Fire Department meets on Monday evenings at 7 PM. To learn more about volunteering, visit our website: [www.westfordfire.org](http://www.westfordfire.org).

**Acknowledgments:** We thank our department members and their families for their generous contribution of time and energy. Without the selfless commitment of the people listed above, Westford would not have a fire department. They are truly some of the most caring and compassionate folks Westford has to offer, and it is an honor and a privilege to serve the town of Westford and the surrounding communities alongside them. We extend our thanks to the fire and rescue departments from Essex, Fairfax, Underhill-Jericho, and Milton, who assist us with emergency responses when needed. We look forward to continuing our mutual aid cooperation.

**Thank you to the residents of Westford for 42 years of support!**

Current Department Roster (as of the end of 2024)

**Officers:**

Garrett Bartlett, Chief  
 Bill Fay, Asst. Chief  
 Steve Willard, Captain  
 John Quinn, Treasurer  
 Susan Schmidt, Secretary

**Firefighters:**

Dan Gwozdz  
 Bob Schipper  
 Peter Shepardson  
 Chris Cunningham  
 Jerry Duchaine  
 Max Gwozdz

**Probationary Firefighters:**

Sam Duwey  
 Trent Cooper  
 Chuck Webster

Garrett Bartlett, Chief  
 Westford Volunteer Fire Department

**FIRE DEPARTMENT DISBURSEMENTS & RECEIPTS FY 2024**

**RECEIPTS**

Reimbursements & Grants	1,156.08
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<b>TOTAL RECEIPTS</b>	<b>1,156.08</b>
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<b>Checking Account Balance on Hand 07/01/23</b>	<b>374.48</b>
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Operating Budget from Town General Fund	<u>49,000.00</u>
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<b>TOTAL RECEIPTS</b>	<b>50,530.56</b>
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**FIRE DEPT. DISBURSEMENTS & RECEIPTS (continued)****EXPENSES**

Administrative Equipment & Supplies	1,162.98	
Short term loan repayment	0.00	
Communications		
Telephone & Internet Service	2,314.47	
New Pager/Radio Purchase	0.00	
Radio Maintenance & Repair	64.50	
Awards/Donations/Scholarship	0.00	
Dues & Subscriptions	306.00	
Fire Prevention/Public Education Supplies	210.00	
Fund Raising	0.00	
Building Expense	164.31	
Fuel & Oil	28.74	
Insurance	17,415.36	
Dry Hydrant Materials	0.00	
Fire Fighting Supplies	188.61	
Personal Safety Equipment	6,453.69	
Small Equipment Maintenance	3,193.07	
Small Equipment Purchase	6,167.41	
Station Supplies	165.27	
Training	400.00	
Truck Maintenance/Repair	5,499.15	
Computer Hardware/Software/Maintenance	4,761.77	
Cascade Air System/Maintenance	968.08	
SCBA Equipment/Maintenance	<u>963.60</u>	
<b>TOTAL EXPENSES</b>		<b>50,427.01</b>
<b>Checking Account Balance on Hand 6/30/24</b>		<b><u>103.55</u></b>

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**ZONING ADMINISTRATOR**

The Administrative Officer (commonly referred to as Zoning Administrator or ZA) administers the Westford Land Use and Development Regulations. No land development of any kind may be started within the Town of Westford without a zoning permit. The ZA is required to literally administer the bylaws and may not permit any development that does not conform to the bylaws, in accordance with 24 V.S.A. § 4448 and 4449. Permits are required to amend a prior permit or approval. The Administrator also enforces violations of the bylaws.

View and print Zoning permit forms & applications at <https://westfordvt.us/documents/forms/>. Several permit forms are now available as online, fillable forms.

**Zoning Permits** are required for **land development**, defined as:

- (1) Constructing, reconstructing, converting, structurally altering, relocating, or enlarging any building or structure;
- (2) Mining, excavating, filling, or grading land;

(3) Commencing, changing, or extending the use of land or a structure.

**Boundary Line Adjustment Permits** are required to *move a property boundary*. Under certain conditions, the Zoning Administrator may approve the realignment, relocation, or elimination of a boundary line between adjoining parcels.

**Administrative Amendments:** Under certain conditions, the Zoning Administrator may *amend an existing zoning permit, site plan, or subdivision plan*. The proposed amendment must conform to the regulations and must not be “a material change”.

**Home Occupation Permits** allow a resident to operate a business or work from their home or residential property.

**Certificate of Occupancy** is required *prior to* the use or occupancy of any principal structure or accessory dwelling unit. This certifies that the work for which a permit was issued was completed in accordance with the approved plans & specifications and the requirements of Westford’s zoning regulations.

**Certificate of Compliance** is an official verification by the ZA that a property complies with all the Town’s Land Use Regulations and has no outstanding violations.

**SELLING OR REFINANCING?** Most real estate attorneys and lenders require that sellers provide a *Certificate of Zoning Compliance*. The Zoning Administrator processes these for a \$40 fee. Please allow sufficient time for the ZA to receive and process this paperwork in advance of your closing!

A major update to the Town’s regulations went into effect February 18, 2016. **The most recent update of the regulations went into effect June 14, 2024.** This update allows for internally illuminated signage on commercial properties with specific provisions including maximum square footage and quantity; prohibition of movement, flashing, blinking, etc.; prohibition of branded product advertisement; and illumination limited to business hours. Diagrams & details for how to calculate sign area were added.

**Protection of Water Resources continues to be a high priority in Westford and in the State of Vermont.** The Land Use and Development Regulations include a Water Resource Overlay (WRO) to protect the quality and character of Westford’s important water-related resources, including wetlands, rivers, streams, ponds and wellhead protection areas. Prior to any landscaping, vegetation removal, or construction project check with the ZA to ensure your project will comply with the regulations. Several parcels in town have at least some portions located within the WRO or contain State Designated Class 2 Wetlands. **Erosion Control and Stormwater Management Standards** apply to all development that will disturb the soil and is reflected in the Town’s standards for roads and driveways.

**Zoning Permits Issued July 1, 2023 – June 30, 2024**

Single-Unit Dwellings	3	Additions to Structures	9
Accessory Dwelling Units	2	Agricultural Structures	3
Garages	5	Administrative Amendments	4
Sheds/Barns	8	Boundary Line Adjustments	2
Home Occupations	2	Miscellaneous*	13

**51 Permits total**

\*Miscellaneous: swimming pools, play structures, change of use, signage, moving earthen material, etc.

Respectfully submitted,  
Harmony Cism, Administrative Officer

## BRICK MEETING HOUSE SOCIETY

The Brick Meeting House Society (BMHS) of Westford is a committee charged with the restoration and operation of the Brick Meeting House (BMHS) as a community center. Organizations represented on our board include Westford Historical Society (WHS), Westford Seniors, Westford Common Hall (WCH), Westford Recreation Committee, The Coffee House, and the Fairfax Community Theatre Company (FCTC). We meet as a board about 6 times a year.

Use of the building was consistent from 7/23 – 6/24. Activities included the usual sort of community gathering: Senior Lunch (9), WHS community presentations (3 and 9 days for the theater curtain restoration) , Yoga (86), Girl Scouts (5), FCTC (1 month), Coffee House music (7) 4 H club (2), Winterfest, Selectboard (2), and other various community gatherings (Piano concert, Covered bridge tour group, Westford Common Committee, etc.). We had 9 private rentals. All in all, the BMH was used over 140 times between July 2023 and June 2024. Thank you to all who participated.

### Notes from 2023-2024

Our efforts this past year have set in place the implementation of several projects funded by the recent ARPA process, which are scheduled to be completed by Spring of 2025. These projects include:

- Lead remediation and refinishing of the original wood floor. (Completed December 22, 2024. It looks beautiful!)
- Painting of the back wall (by 1/15/2025), to prepare for:
- Installation of acoustical panels (expected by the end of January 2025).
- Further study and preparation for:
  - Restoration and improvements to the back entry.
  - Investigation and repairs to the front vestibule.

Our operating budget is shared by member groups and supported within the town budget. Traditional fundraisers include broomball tournament, the Ice Cream Social, the monthly Coffee House, and perhaps a community supper or 2 or 3. We have a need for additional fundraising activities, and other thoughts and people to help implement them are always appreciated.

**We formed the BMHS in 1994. We need new talent and energy from the community to help with the tasks critical to fulfilling our mission. Please consider joining us in supporting our mission of a community center for Westford.**

The building is available for community use, and appropriate private functions. Scheduling is coordinated through a central calendar at the town office. We are open to anyone interested in joining our meetings and helping. Feel free to contact any of our members, or the BMHS, through the town office or by mail at P.O. Box 63. Thank You!

Respectfully submitted,

John Doane, President

Caroline Brown, Vice President & Scheduler (WHS)

Greg Barrows, Treasurer

Michael Kirick (Westford Coffee House)

Tom Townsend, Secretary (FCTC)

Dave & Lynn Gauthier (WHS)

Loreen Teer (Westford Seniors)

## BRICK MEETING HOUSE SOCIETY FUNDS

<b>Balance - July 1, 2023</b>		<b>\$8,251.35</b>
<b>Revenue</b>		
Community donations	200.00	
Fundraisers	1,305.60	
Town of Westford	2,000.00	
Member group donations	190.00	
Rentals	1,440.00	
Other	0.00	
Interest	<u>0.81</u>	
<b>Total Revenue</b>		<b>\$5,136.41</b>
<b>Expenses</b>		
Operations	6,894.42	
Major repairs	<u>0.00</u>	
<b>Total Expenses</b>		<b>\$6,894.42</b>
<b>Net Activity</b>		<b>- <u>\$1,758.01</u></b>
<b>Balance - June 30, 2024</b>		<b><u>\$6,493.34</u></b>

Note: ARPA Funds are not included



Photo Credit: Barb Peck

## SENIOR LUNCHEON

The Senior Luncheon for current and past Westford residents over 55 continues to be held at the Brick Meeting House on the 2<sup>nd</sup> Monday of the month from September through June. We generally have 30 plus in attendance. All are welcome. Our doors open at 11:30 for socialization and the nutritious meal is ready about noon. A basket is passed for a “free will offering”. The building is handicapped accessible.

Mary Fay and Cori Hill have stayed on as Co-Presidents, Loreen Teer as Treasurer and Beth Menut and Martha Heath sharing the Secretary's job. Cereta Lamphere continues to offer a Blessing prior to lunch and Caroline Brown continues as meal planner and organizer. A group of volunteers set up tables and chairs and the decoration committee (Cereta, Maureen Estus and Cathy Gwozdz) made centerpieces and made sure the tables were colorful and welcoming. We look forward to the newly refinished floors!

We continue to meet the needs of the community by donating to groups such as Meals on Wheels through Age Well and for the Town for Christmas baskets. We don't often have speakers but this year we were introduced to UVM Health Network's new “Home Interventions for Safety” program; got to meet and see a demonstration from some of the students on the Westford Robotics team before they headed to California for competition; listened to a talk from AARP on fraud and how to protect ourselves from scammers, and had a legislative “wrap up” from our Representative and Senator.

We sincerely hope Westford Seniors will mark their calendars and join us on the second Monday of the month. Reminders will be sent out on Front Porch Forum. We will cancel if the Westford School cancels due to bad weather.

Respectfully submitted,  
Beth Menut, Secretary

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## WESTFORD COMMON HALL

The vision for the **Westford Common Hall** “to become a landmark assembly space committed to growing community spirit”, is gradually coming to fruition. The non-profit organization was incorporated in 2019. The all-volunteer Board of Directors continues the transition from its former identity as a church to a mission of “offering a gathering space for diverse communities to connect, share and celebrate.”

The period from July 2023 through June 2024 was a busy year filled with many community-spirit-building events and significant building improvements. As we continued to move from the pandemic losses, long standing and newly created programs featuring music, the arts, community gatherings, and other joyful events were added to the roster. The Board also focused on budget development, building and grounds maintenance, and management of ARPA construction. Board members put a great deal of time and energy into writing and securing grants for the continued preservation of the building. This year we welcomed Tara Pereira as a new Board Member, and we are grateful for the services of our new Program Director Gail Deuso.

Examples of the civic events we have hosted or co-hosted:

- The Westford Music Series including: the TwangTown Paramours, Marsh Lights, Skip Gorman, the Holiday Concert with Fairfax Band, Paul Asbel concert, Will Patton, Dale and Darcy, Heliand, Howling Waters

- The first semi-Annual Garden Tour
- Special Ticketed Concerts: Natalie Padilla with special guest Quinn Bechand
- Halloween Music Show
- Turkey Trot Food Concession
- Stewards of the Land Photo Exhibit
- Westford Winter Festival festivities, including the Winterfest Raffle
- “Community Conversation” with our local Vermont State Representatives
- Friday & Saturday night community gatherings to celebrate building improvement progress and to toast Town Employees for their dedication and work
- Mother’s Day Bell Ring in solidarity with the mothers in Ukraine and Gaza
- Host to a June Select Board meeting
- 4th of July hot dog sale and festivities
- Weddings, birthday parties, private events, a graduation ceremony, memorial services
- Host for the local Girl Scout Troop meetings and projects
- Host for The Westford Food Shelf
- Host for The Whispering Pines 4-H Club
- Yogalates
- Kick off the United Way of NWVT and AmeriCorps Seniors sponsored Bone Builders Program

The Westford Common Hall is grateful to the Town of Westford for the ARPA Award for infrastructure to improve energy efficiency, safety and ADA compliance. This allowed the WCH to transition from a fossil fuel system to an energy efficient heat pump system. Improvements this year include:

- The existing insulation was removed, attic sealant applied to the floor and 14 inches of loose fill cellulose was added. The attic hatch opening was reconditioned. Installed a Heat Pump System
- Storm windows were replaced with a grant from the Preservation Trust of Vermont with matching funds from ARPA.
- Construction of an emergency exit with an outswing door on the southwest wall, a porch landing and ramp system to provide ADA access
- Rental of temporary portable ADA compliant bathroom for 2 years
- The remaining funds went towards asbestos abatement in the old furnace room.

The WCH appreciates the annual support of the Town of Westford for financial help with our operating expenses.

We gratefully acknowledge the Preservation Trust of VT for providing funds that allowed us to replace aging and broken storm windows.

We also thank and appreciate all the Westford community members for their support, engagement, and generous donations this past year.

See our website, <https://westfordcommonhall.org/> for updates, booking events, or to make donations to support our work; and see our Facebook page <https://www.facebook.com/westfordcommonhall>. For interest in becoming a Board Member or for use of the WCH building and grounds for your event, or for any other information, please contact us at [info@westfordcommonhall.org](mailto:info@westfordcommonhall.org).

Respectfully Submitted,

The Westford Common Hall Board of Directors



Eclipse Totality  
Photo Credit: Orah Moore

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## CHAPTER 155C: TOWN OF WESTFORD

### § 155C-1. General provisions

The Town of Westford shall have all the powers granted to towns and municipal corporations by the Constitution and laws of the State of Vermont and by this chapter, together with all the implied powers necessary to carry into execution all the powers granted. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

### § 155C-2. Elected officers

(a) Except as otherwise provided by this chapter, the elected officers of the Town of Westford shall be those required for towns by State law, and they shall be elected by Australian ballot.

(b) Elected officers shall perform all duties and responsibilities necessary or required to carry out the provisions of this chapter as well as those provided by State law generally.

(c) The Selectboard shall constitute the legislative body of the Town of Westford for all purposes required by statute except as otherwise herein specifically provided and shall have all the powers and authority given to, and perform all duties required of, town legislative bodies under the laws of the State of Vermont.

(1) Organization of the Selectboard shall be done in accordance with 24 V.S.A. § 871.

- (2) The Selectboard shall elect a Vice Chair at its organizational meeting.
- (3) The Chair of the Selectboard shall preside over all meetings of the Selectboard. If the Chair is not present, the Vice Chair of the Selectboard shall serve as acting chair.
- (4) If any member of the Selectboard fails to attend at least 70 percent of the meetings in any 12-month period or misses three consecutive meetings without the consent of the Selectboard, the Selectboard may declare the position vacant and fill it in accordance with State law.
- (5) The Selectboard shall determine its own rules and orders of business not addressed by this chapter and State statute.
- (6) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees created by it and under its purview as authorized by this chapter or State statute.  
(Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-3. Appointed officers**

(a) In addition to all other offices which may be filled by appointment by the Selectboard pursuant to State law, the Selectboard shall appoint the following officers:

- (1) Town Treasurer;
- (2) Listers or an assessor;
- (3) Delinquent Tax Collector;
- (4) Cemetery Commissioners;
- (5) Town Agent; and
- (6) Town Grand Juror.

(b) The number of persons appointed to the offices set forth in subsection (a) of this section shall be determined by the Selectboard.

(c) All appointments shall be made in accordance with the Town of Westford Personnel Rules.

(d) In appointing the Town Treasurer and Delinquent Tax Collector, the Selectboard shall use the following guidelines in addition to following the Town of Westford Personnel Rules:

(1) Nominating committee.

(A) When a vacancy exists in the office of Town Treasurer or Delinquent Tax Collector, the Selectboard shall call for the formation of a nominating committee comprising one Selectboard member, two Justices of the Peace, and two residents. The Selectboard and Justices of the Peace shall select which of their members will serve on the committee. These three officials shall select the two residents.

(B) Meetings of the committee shall be warned and conducted as public meetings in accordance with the requirements of Vermont statutes. Members of this committee shall serve until any vacancy is filled by the Selectboard.

(2) Search process. The committee shall have the authority to solicit candidates, to advertise notice of a vacancy, and to make an investigation of a candidate's credentials and background as the committee deems appropriate. Upon completion of the investigation and interviewing of candidates, the committee shall submit to the Selectboard up to three names of those candidates deemed qualified for the positions.

(3) Appointing a candidate. Within 45 days of its receipt of candidates' names from the committee, the Selectboard shall appoint from such candidates a person(s) to fill any vacancy or

notify the committee in writing that none of the candidates shall be appointed. If no appointment is made, the committee shall then reconvene and submit the names of additional qualified candidates to the Selectboard.

(4) Interim appointment. Until such a time as a vacancy is filled pursuant to this section, the Selectboard may appoint an official on an interim basis to fill the vacancy.

(e) All appointed Town officers shall be governed by the Town of Westford Personnel Rules.

(f) From time to time and whenever a job is open in an appointed Town office, the Selectboard shall adopt or revise a general statement of the qualifications necessary to perform the duties and responsibilities of the office and a job description of the office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

#### **§ 155C-4. Independent audit**

The Selectboard shall provide for an independent audit of all Town accounts as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the Town government or any of its officers. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

#### **§ 155C-5. Removal of elected town officers**

Any elected Town officer may be removed from office in the following manner:

(1) A petition must be filed with the Town Clerk seeking the removal of the elected Town officer or officers. The petition must be signed by at least 15 percent of registered voters.

(2) Within 15 days after receipt of the petition, the Selectboard shall warn a special Town meeting, or if the annual meeting is to occur within 90 days of the filing of the petition, the Selectboard shall include an article in the warning for the annual meeting, for the purpose of voting by Australian ballot on whether the officer or officers shall be removed from office.

(3) Removal shall only occur if a majority of the votes cast at the annual or special town meeting approve removal and the total of all votes cast on the removal question equals or exceeds the total of all votes that were cast to elect the officer.

(4) If an officer is removed, the officer shall immediately cease to hold office and the office shall become vacant. The vacancy shall be filled as provided by law.

(5) Only one petition for removal may be filed against any given elected officer during any 12-month period of his or her term of office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

#### **§ 155C-6. Conflict of interest**

(a) A Town officer shall recuse himself or herself or be disqualified from any proceeding in which his or her impartiality might reasonably be questioned.

(b) If anyone thinks a Town officer has a conflict in a case before a board, commission, or committee, that person can bring it to the attention of the officer's respective group. If the officer does not disqualify himself or herself, the board, commission, or committee shall consider the factual basis for the question and vote on the member's disqualification, the challenged member abstaining. This vote shall occur before any other business is conducted.

(c) A Town officer who is disqualified by virtue of a conflict of interest shall not vote upon, participate in the discussion of, or otherwise sit as a member of any board, commission, or committee upon the matter from which he or she is disqualified.

(d) Town officers and employees shall follow the rules outlined in the Westford Conflict of Interest Policy. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

#### **§ 155C-7. Severability**

If any provision of this chapter is held invalid, the other provisions of the chapter shall not be affected thereby. If the application of the chapter or any of its provisions to any person or circumstances is held invalid, the application of this chapter and its provision to other persons or circumstances shall not be affected thereby. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

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**ADD NEW POLICIES!**

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### **TOWN OF WESTFORD**

#### **Contracted Waste & Recycling Reimbursement Policy**

##### **SECTION 1: PURPOSE**

**1.0** This policy provides a mechanism for reasonable taxpayer reimbursements when contracted waste and recycling services are not provided as per agreement(s) between the Town of Westford and the waste removal contractor(s).

##### **SECTION 2: APPLICABILITY**

**2.0** This policy applies to all contracted waste and recycling services for Town of Westford.

**2.1** This policy does not supersede or replace existing state or federal laws, nor limit other remedies available to the Town of Westford or its taxpayers.

##### **SECTION 5: CAUSES AND REIMBURSEMENTS**

**5.0** Where contracted waste and recycling services have not been performed for more than two (2) full weeks due to any cause, reimbursement shall be applicable to those taxpayers impacted by lack of services under the following conditions:

- a) Impacted taxpayers shall have complied with all instructions, restrictions, and actions normal to contracted waste and recycling services and as otherwise provided within the contracted services agreement.
- b) The service provider has made no attempt to provide service on an alternate day.
- c) Impacted taxpayers shall submit signed receipt(s) to the Westford Town Office within ten (10) days of the failure of the service provider to collect waste and/or recyclables after the two (2) full weeks of lapsed services has expired. Such submissions may be made in person, via email, or mail postmarked within the above ten (10) day period. The Selectboard may waive this time period upon appeal by any resident so impacted by lack of services.
- d) Receipts are payable to the degree they are reasonable and comply with conditions as specified in the service contract for the period missed services.
- e) Reimbursement of approved receipts will be paid by the Town of Westford directly to taxpayer via check at intervals not to exceed forty-five (45) days. No other credits against taxes or other fees shall be applicable.

##### **SECTION 6: EFFECTIVE DATE OF POLICY**

**6.0** This policy is effective as of the following date: February 25, 2019

WESTFORD SELECTBOARD  
Allison Hope, Chair  
Julia Andrews, Board Member  
Grant Thomas, Board Member

**TOWN OF WESTFORD**  
**Dogs and Wolf-Hybrid Ordinance**

**SECTION 1. AUTHORITY.** This ordinance is adopted by the Selectboard of the Town of Westford under authority of 20 V.S.A. §3549, 24 V.S.A. §§2291 (10), (14), and (15), and 24 V.S.A. Chapter 59.

**SECTION 2. PURPOSE.** It is the purpose of this ordinance to regulate the keeping of dogs and wolf hybrids and to provide for their leashing, muzzling, restraint, impoundment and destruction and their running at large, so as to protect the public health and safety of the Town and the quiet enjoyment of its residents' homes and properties.

**SECTION 3. DEFINITIONS.** For purposes of this ordinance, the following words and/or phrases shall apply:

- A. "Dog" means any member of the canine species. For purposes of this ordinance, this term, wherever used, shall also include "wolf-hybrids" and "working farm dogs" except where specifically exempted.
- B. "Enforcement Officer" means any Police Officer, Dog Warden, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.
- C. "Owner" means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.
- D. "Potentially vicious dog" means a dog running at large that inflicts minor injuries on a person not necessitating medical attention; chases, threatens to attack or attacks another domestic pet or animal as defined in 20 V.S.A. §3541; causes damage to personal property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.
- E. "Running at large" means that a dog is not:
  - 1. on a leash;
  - 2. in a vehicle;
  - 3. on the owner's premises;
  - 4. on the premises of another person with that person's permission;
  - 5. clearly under the verbal or non-verbal control of the owner; or
  - 6. hunting with the owner.
- F. "Wolf hybrid" means:
  - 1. An animal that is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*);
  - 2. An animal that is advertised or otherwise described or represented to be a wolf hybrid; or
  - 3. An animal that exhibits primary physical and/or behavioral wolf characteristics.
- G. "Working farm dog" means a dog that is bred or trained to herd or protect livestock or poultry or to protect crops and that is used for those purposes and that is registered as a working farm dog pursuant to State law.

**SECTION 4. NUISANCES.** An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

- A. Running at large in the Town.
- B. A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.
- C. A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.
- D. A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period of fifteen (15) minutes or more. This regulation shall not apply to dogs in a kennel/boarding facility which has received a zoning permit under the Town's Zoning Regulations. The zoning permit will govern the use of the kennel/boarding facility.
- E. The provisions of this section pertaining to running at large and disturbing the quiet, comfort and repose of others shall not apply to working farm dogs if:
  1. the working farm dog is barking in order to herd or protect livestock or poultry or to protect crops; or
  2. the working farm dog is running at large in order to herd or protect livestock or poultry or to protect crops.

**SECTION 5. COLLAR AND LICENSE.** Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. A dog that is found without a collar or harness and license shall be immediately impounded.

**SECTION 6. ENFORCEMENT.** The violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Chittenden County Superior Court, at the election of the Selectboard.

Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, an Enforcement Officer shall be the designated enforcement officer(s).

Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town of Westford may pursue all appropriate injunctive relief.

**SECTION 7. PENALTIES AND COSTS.**

- A. First offense                      \$50.00 full penalty/\$25.00 waiver penalty.
- B. Second offense                    \$100.00 full penalty/\$50.00 waiver penalty.
- C. Third offense                      Impoundment and impoundment costs, any remedial action as required by the Enforcement Officer, plus \$150.00 full penalty/\$75.00 waiver penalty.
- D. Subsequent offenses            Impoundment and impoundment costs, any remedial action as required by the Enforcement Officer, plus \$200.00 full penalty/\$100.00 waiver penalty.
- E. For purposes of determining the sequence of offenses, second and third offenses shall be those that occur within the 12-month period of the anniversary day of the first offense. Any offense occurring after this 12-month period shall be considered a new first offense.

- F. Any owner whose dog has been impounded for its initial third offense shall provide the Selectboard with proof of satisfactory completion of a responsible dog owner training course pre-approved by the Selectboard within 6 months of the anniversary date of impoundment. Failure to provide such certification may result in forfeiture of the offending animal.
- G. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.
- H. Impoundment costs and pre-approved responsible owner training programs shall be set annually by the Selectboard.

#### **SECTION 8. IMPOUNDMENT.**

- A. Any dog that is determined by an Enforcement Officer to be a potentially vicious dog, which presents an imminent danger to people or other animals, has reportedly bitten a person off the premises of its owner, or is in violation of State licensing law or 20 V.S.A. §3806 may be immediately impounded.
- B. A person claiming a dog is a “potentially vicious dog” may file a written complaint with the Selectboard. The complaint shall contain the time, date and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the selectboard in conducting its hearing.
- C. Upon receipt of a “potentially vicious dog” complaint” the Selectboard shall proceed as in the case of a “vicious dog” complaint with the exception that if the Selectboard determines that the behavior classifies the dog as “potentially vicious” the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.

#### **SECTION 9. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.**

- A. The officer who impounds a dog shall, within twenty-four (24) hours, give notice to the owner thereof, either personally, by telephone call, or by written notice at the owner’s dwelling. Such notice shall inform the owner of the nature of the violations, the location of the dog and the steps that are necessary to have it returned to the owner.
- B. If the owner of the dog is unknown, the officer who impounds a dog shall, within twenty-four (24) hours of impoundment post a public notice. Notification shall be posted in the Town Clerk’s office and other usual places for public notice for a ten (10) day period. The public notice shall include a description of the dog, including any significant marks of identification, when and where it was impounded or found by the person placing the dog in the Town’s custody, and declare that unless the owner claims the dog and pays all expenses incurred by the Town for treatment, boarding and care of the dog, any applicable penalties and takes all necessary remedial action within ten (10) days following posting, the Town may place the dog in an adoptive home, transfer it to a humane society or rescue organization. If the dog cannot be placed in an adoptive home or transferred to a humane society or rescue organization, it may be destroyed in a humane way.
- C. Impounded dogs shall be released to the owner only after payment of all penalties and impoundment fees (including but not limited to boarding, food, and veterinary expenses), the final disposition of a potentially vicious dog or vicious dog hearing if applicable, and after all necessary remedial action is taken by the owner. Remedial action shall include, but is not limited to, such actions as providing a collar and current license, and verification of certification of current vaccination against rabies.

- D. If the owner of a dog impounded under the provisions of this ordinance refuses to take the remedial action necessary to secure the dog's release within ten (10) days following notice of impoundment or gives notice either personally, by telephone call, or in writing to the Town of forfeiture of ownership before that time, the dog may be placed in an adoptive home, transferred to a humane society or rescue organization, or if the Town is unable to transfer the dog it may be humanely destroyed. The owner of a dog transferred or humanely destroyed shall remain liable for all expenses incurred by the Town for treatment, boarding and care of the dog for the duration of its impoundment and any expenses associated with its transfer or humane disposal.
- E. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If an official designated by the Selectboard to enforce the provisions of this ordinance determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the rules of the Vermont Department of Health.

#### **SECTION 10. INVESTIGATION OF VICIOUS DOGS.**

- A. When a dog has bitten a person while the dog is off the premises of its owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the selectboard in conducting its investigation.
- B. The Selectboard, within seven (7) days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date and place of hearing and a copy of the complaint.
- C. If the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. §3550.
- D. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or a municipal official designated by the Selectboard determines that the dog is a rabies suspect, the provisions of Subchapter 5 of Title 20 Chapter 193 and the rules of the Vermont Department of Health shall apply. If the dog is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

**SECTION 11. OTHER LAWS.** This ordinance is in addition to all other ordinances of the Town of Westford and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 12. SEVERABILITY.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

**SECTION 13. EFFECTIVE DATE.** This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. §1973, that statute shall govern the taking effect of this ordinance.

Adopted this 10<sup>th</sup> day of April, 2014. Effective date: June 9, 2014.

## WESTFORD SELECTBOARD

Robert L. Bancroft, Chair  
 Alexander Weinhagen  
 David E. Adams

Received for Record  
 April 11, 2014 at 8:30 a.m.  
 Attest: Nanette Rogers, Town Clerk

**TOWN OF WESTFORD**  
**Livestock Ordinance**

**SECTION 1. PURPOSE & AUTHORITY.** The selectboard of the Town of Westford finds that Livestock Running at Large presents a significant danger to motorists, pedestrians, cyclists and the general public traveling on Town and State highways and causes damage to private property. Livestock Running at Large may also pose a safety hazard to the community in the form of physical threats and transmission of communicable diseases. Accordingly, the Westford Selectboard finds Livestock Running at Large in the Town of Westford to be a public nuisance.

The purpose of this ordinance is to abate and remove this public nuisance by prohibiting such conduct, adopting penalties and other enforcement mechanisms, and establishing reasonable regulations for impoundment of Livestock Running at Large to thereby protect the health, safety, and welfare of the public and the quiet enjoyment of Westford residents' homes and property. This ordinance is adopted by the Westford Selectboard under the authority of 24 V.S.A. § 2291 (14), (15), and (30). This ordinance shall constitute a civil ordinance within the meaning of 24 V.S.A. Chapter 59.

**SECTION 2. DEFINITIONS.** For purposes of this ordinance, the following words and phrases shall apply:

- A. **Clerk** means the Town Clerk of the Town of Westford.
- B. **Enforcement Officer** means any law enforcement officer, animal control officer, Town constable or other persons designated an Enforcement Officer under this Ordinance by the Westford Selectboard.
- C. **Impoundment Expenses** means expenses incurred by the Town for the impoundment of Livestock, including, but not limited to transportation, boarding, food, care, and veterinary expenses.
- D. **Livestock** means any, horse, stallion, goose, duck, chicken, rooster, turkey, ratites, poultry, pheasant, chukar partridge, coturnix quail, psittacine birds, ferrets, rabbits, camelids, colt, gelding, mare, sheep, ram, lamb, bull, ox, steer, heifer, cow, calf, mule, donkey, goat, kid, lama, pig or swine, or domesticated ungulates.
- E. **Livestock Owner** or **Owner** means any person who owns Livestock, has actual or constructive possession of Livestock, or is responsible for the care and control of such Livestock.
- F. **Remedial Action** means action by the Owner of Livestock, as directed by an Enforcement Officer or the Town Selectboard in writing, necessary to securely contain the Livestock on the Livestock Owner's property or on property that the Livestock Owner has a legal right to use. Remedial Action may include, but is not limited to, construction or repair of fences, gates, pens, corrals, paddocks, sties, barns, sheds, or other structures, built to reasonable standards (as circumstances may dictate) and necessary to contain the Livestock on the Livestock Owner's property.
- G. **Run at Large** or **Running at Large** means off property owned, leased or lawfully used by the Owner and not under the control of the Owner or an agent of the Owner.
- H. **Redemption Fee** means the amount of money (in U.S. Dollars) as determined by the Enforcement Officer that must be paid to the Clerk prior to the release of impounded Livestock. This amount includes Impoundment Expenses, costs of caring for the impounded Livestock, and any damages assessed by the Enforcement Officer.
- I. **Waiver Fee** means the amount of money a Livestock Owner that was issued a municipal complaint may pay within the time required to answer the municipal complaint for violation of this Ordinance

if the Livestock Owner wishes to waive the right to appear before the Judicial Bureau to contest the complained of violation of this Ordinance.

**SECTION 3. PROHIBITION.** Livestock Running at Large is a public nuisance in the Town of Westford. A Livestock Owner shall not allow, permit, or suffer such Livestock to Run at Large in the Town of Westford. Each day that the Livestock remain Running at Large constitutes a separate violation.

**SECTION 4. IMPOUNDMENT.**

- A. An Enforcement Officer may immediately impound, at an impoundment facility designated by the Selectboard, any Livestock found Running at Large in the Town of Westford.
- B. Within twenty-four (24) hours after impounding such Livestock, if the identity of the Livestock Owner can be reasonably ascertained, the Enforcement Officer shall give written notice to the Livestock Owner by electronic mail, physically posting the written notice conspicuously at the Livestock Owner's residence, or personal delivery to the Livestock Owner. The Enforcement Officer shall also send the notice First Class Mail within twenty-four (24) hours after impounding such Livestock or on the next business day if the Post Office is not open within 24 hours after the impoundment of the Livestock. The notice shall inform the Livestock Owner of the violation of this Ordinance and the associated penalty and waiver fee; that the Livestock is impounded at a secure facility; the amount of the Redemption Fee that must be paid prior to release of the impounded Livestock; and the Remedial Action the Livestock Owner must complete prior to release of the impounded Livestock. If the Livestock Owner is unknown, the Enforcement Officer shall, within twenty-four (24) hours of impoundment post a notice in the Town Clerk's office, the Town's website, Front Porch Forum (or other similar community listserv), three (3) public places in the Town, and in a public place in two adjacent towns. The posted notice shall include a description of the Livestock, the time and place the Livestock was found and impounded, and the name, address, and telephone number of the Enforcement Officer. The notice shall be posted for ten (10) days.
- C. If the impounded Livestock was caught Running at Large on public property and caused damage to public property, the notice shall advise the Livestock Owner of the nature and amount of the damages included in the Redemption Fee caused by the Livestock Running at Large as determined by the Enforcement Officer.
  - (i) If the Livestock Owner disputes the amount of damages added to the Redemption Fee, the Livestock Owner may redeem the impounded Livestock by paying the Redemption Fee under protest to the Clerk and filing a written request for a public hearing before the Selectboard to determine the amount of damages owed to the Town. The requested hearing shall be publicly warned and take place within 30 days of the request. After holding the hearing and considering the evidence, the Selectboard shall issue a written decision within 30 days of closing the hearing. The Selectboard's determination of damages shall be a final decision appealable pursuant to Rule 75 of Vermont Rules of Civil Procedure.
  - (ii) If the Livestock Owner pays to the Clerk the full Redemption Fee with a written request for a hearing on the amount of assessed damages, the Clerk shall hold the disputed amount of assessed damages until a final decision is rendered. If the Selectboard upholds the assessed amount of damages the Clerk shall continue to hold the amount of assessed damages for 30 days after the Selectboard's final decision and shall deposit the amounts into the Town's General Fund if no appeal is taken from the decision within 30 days. If the Livestock Owner appeals the Selectboard's decision within 30 days of the decision, the Clerk shall hold the

disputed amount until a Court issues an order directing what the Clerk shall do with the disputed amount of the assessed damages.

(iii) If the Selectboard determines that the damages assessed by the Enforcement Officer are inaccurate, the Selectboard's written decision shall determine the correct amount of damages caused by the Livestock Running at Large and direct the Clerk to pay the Livestock Owner the difference between the amount of assessed damages paid to the Clerk and the amount of damages determined by the Selectboard.

- D. Nothing in this Ordinance shall be construed as limiting the remedies available at law or equity to the Town or private parties, including but not limited to the right to pursue damages, or any deficiency in damages determined by the Enforcement Officer or the Selectboard in a civil action in the Superior Court without using the impoundment process outlined in Subsection D of this Section, though the Court may reduce any civil judgment by the damages paid pursuant to Subsection D or Subsection G of Section 4 of this Ordinance.
- E. The Remedial Action ordered by the Enforcement Officer shall be completed by the Livestock Owner within forty-eight (48) hours of the written notice or on such other schedule as the Enforcement Officer may authorize in writing.
- F. Impounded Livestock shall be released to the Owner only upon satisfactory completion of the Remedial Action and payment of the full Redemption Fee. The Enforcement Officer shall be authorized to enter the Livestock Owner's property to inspect fences, gates, pens, corrals, paddocks, sties, or other structures to determine if the Remedial Action has been reasonably and appropriately completed prior to release of the impounded Livestock.
- G. If the impounded Livestock is not redeemed from impoundment by the Owner after ten (10) days, or the Owner gives notice to the Enforcement Officer of forfeiture of ownership, or the Owner fails to complete the Remedial Action, or the Owner fails to pay the full Redemption Fee, the Livestock may, at the discretion of the Selectboard, be sold, transferred to a humane society or rescue organization, or humanely destroyed.
- H. The proceeds from the sale of the Livestock, if any, shall be turned over to the Livestock Owner after payment of any outstanding Impoundment Expenses due to the Town, and payment for any damage done by the Livestock in an amount to be determined by the Selectboard after a public hearing.

#### **SECTION 5. CIVIL PENALTY.**

- A. A Livestock Owner that allows, permits, or suffers Livestock to Run at Large in the Town of Westford shall be subject to a Civil Penalty of up to \$800.00 per violation. Each day that the Livestock remain at large constitutes a separate violation. The Enforcement Officer shall be authorized to act as an issuing municipal official to issue and pursue a municipal complaint for the civil penalty before the Vermont Judicial Bureau, or another court of competent jurisdiction. The Enforcement Officer may issue a municipal complaint based on the written complaint of a member of the public certifying the facts set forth in their complaint are true. Civil Penalties may be sought regardless of whether the Livestock was impounded. If the Livestock was impounded, Civil Penalties may be sought in addition to the ordered completion of the Remedial Action, payment of any Redemption Fee and any other remedy legally available to the Town.
- B. An Enforcement Officer is authorized to recover Civil Penalties and Waiver Fees in the following amounts:

	<u>Civil Penalty</u>	<u>Waiver Fee</u>
First Offense	\$50	\$25
Second Offense	\$100	\$50
Third Offense	\$200	\$100
Fourth Offense	\$400	\$200
Fifth and Subsequent Offenses	\$800	\$400

- C. In addition to the enforcement procedures herein, the Selectboard may commence a civil action in superior court to obtain injunctive or other appropriate relief and may pursue any other remedy authorized by law, including but not limited to relief available under common law claims, including but not limited to a claim of public or private nuisance.

**SECTION 6. ORDER PROHIBITING KEEPING OF LIVESTOCK.**

- A. After a Livestock Owner commits a Third Offense under this Ordinance, the Selectboard may of its own initiative or upon a request by an Enforcement Officer, provide the Livestock Owner with notice of and shall publicly warn a public hearing on whether to issue an order prohibiting a Livestock Owner from keeping Livestock in Town. The Selectboard may only issue such an order if the evidence presented shows either:
- i. The Livestock Owner does not have sufficient capacity, ability, and/or resources to reasonably secure and care for the Livestock; or
  - ii. The Livestock Owner has demonstrated a willful disregard of the Town's Orders to restrain and enclose the Livestock.
- B. The Selectboard may limit the prohibition to a particular type of Livestock and reasonably craft its order to address the public health and safety risks at issue.
- C. The Selectboard may rescind or modify an order prohibiting the keeping of Livestock in Town after a public hearing requested by a former Livestock Owner if, at the hearing, the former Livestock Owner provides sufficient evidence that the Livestock Owner has either:
- i. Gained sufficient capacity, ability, and/or resources to reasonably secure and care for the Livestock, which the former Livestock Owner did not previously possess prior to the Selectboard's order; and
  - ii. Demonstrated a credible willingness to comply with the Town's orders for Remedial Action.
- D. Any order issued by the Selectboard pursuant to Subsections A-C of Section 6 of this Ordinance shall apply only to the Livestock Owner and shall not attach or run with the land owned or controlled by the Livestock Owner.
- E. In the event that Livestock physically injures or kills a person while Running at Large, the Selectboard may hold a public hearing to determine whether, based on evidence presented at the hearing, the Livestock is a threat to public health and safety and too dangerous to allow it to remain in Town. If the Selectboard determines the Livestock at issue to be a significant threat to public health and safety, the Selectboard may order any of the following:
- i. The Livestock be euthanized or sent for slaughter;
  - ii. The Livestock be castrated;
  - iii. The Livestock be required to wear a bell; or

iv. Any other reasonable remedy that sufficiently addresses the public health and safety risks posed by the animal remaining in the Town.

F. Any order issued pursuant to Subsection E of Section 6 that dispossesses a Livestock Owner of Livestock shall include compensation to the Owner for the fair market value of the animal less any unpaid judgments, damages, costs, Impoundment Expenses and/or Redemption Fees due to the Town.

**SECTION 7. COMPLAINTS TO ENFORCEMENT OFFICER.** Any complaint from a member of the public to an Enforcement Officer alleging a potential violation of this ordinance shall be reduced to writing signed by the individual making the complaint and provided to an Enforcement Officer. Such a complaint shall contain, to the extent known by the author, the description of the Livestock witnessed to be violating this ordinance, where the author last saw the Livestock Running at Large, when the author saw the Livestock Running at Large, the identity of the Livestock Owner, and the name and contact information of the author.

**SECTION 8. OTHER LAWS.** This Ordinance is in addition to all other ordinances of the Town of Westford and all applicable laws of the state of Vermont.

**SECTION 9. SEVERABILITY.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this Ordinance.

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

Adopted this 8<sup>th</sup> day of August 2024. Effective date: October 7th, 2024.

WESTFORD SELECTBOARD

William Cleary, Chair

Pat Haller

Casey Mathieu

Deb Sawyer-Jorschick

Wendy Doane

Received for Record

August 12, 2024, at 9:00 a.m.

Attest: Callie Hamdy, Town Clerk

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**TOWN OF WESTFORD**  
**Mobile Food Vendor Ordinance (Updated 2024)**

**SECTION 1. AUTHORITY.** This is a civil ordinance adopted and enforced pursuant to the authority conferred by 24 V.S.A. Chapter 59 and §2291(9).

**SECTION 2. PURPOSE.** The purpose of this Ordinance is to allow for food to be made occasionally available to the general public in the Town of Westford in a safe, respectful, and convenient manner to benefit the general public health, safety and welfare of Westford citizens by establishing reasonable guidelines and standards for mobile food vendors. Furthermore, the intent of this Ordinance is to support place making by increasing business opportunities and encouraging creative business models for Westford.

**SECTION 3. DEFINITIONS.**

**Mobile Food Vendor** - A mobile stand, tent, cart, licensed motorized vehicle or trailer, manufactured or converted, equipped to refrigerate and/or prepare food where, on a temporary basis, such food items are sold to the general public at large or to individuals attending a special event.

**Town Organization** – an organization affiliated with or directed by the Town of Westford; or a civic non-profit corporation with its principal business office address located in the Town of Westford.

**Town Organized Event** – an event organized by the Town of Westford or a Town Organization.

**SECTION 4. LICENSE REQUIRED.** A mobile food vendor license is a nontransferable license required to sell food in the Town of Westford. It shall be unlawful for any individual or company to operate as a Mobile Food Vendor without first obtaining a license therefore from the Administrative Officer pursuant to this Ordinance. All licenses shall be issued for a specified time period, not to exceed one year, and a specified location within the Town of Westford. Licenses must be visibly displayed during hours of operation. Appropriate locations and the number of licenses issued in the Town of Westford for Mobile Food Vendors shall be determined by the Administrative Officer. In addition to the provisions of this Ordinance, all Mobile Food Vendors permitted for the Common Zoning District shall comply with the Town Common Use Policy, which is incorporated herein by reference.

**SECTION 5. EXEMPTIONS.** The following Mobile Food Vendors are exempt from this ordinance:

1. A vendor participating in an organized farmers market.
2. A vendor invited by a Town Organization to sell at a Town Organized Event.
3. A volunteer run Town Organization fundraising during a public event.
4. A vendor catering at private events, such as private parties and wedding receptions where such events are a one-time occurrence and do not take place as one event in a series of events at which access by the members of the public is generally assumed.
5. Lemonade, iced tea and similar cold drink outdoor tables or stands located on private property and operated fewer than seven (7) days per month and where the total volume of unbottled beverages sold per month is less than twenty (20) gallons gross.
6. Sidewalk bake sales or similar outdoor tables or stands located on a commercial property and operated fewer than seven (7) days per month and where activities do not encroach on any public sidewalk or right-of-way.

**SECTION 6. APPLICATION.** An applicant to be a Mobile Food Vendor shall file a complete application with associated application requirements and fee.

It is the applicant's responsibility to provide the information and materials necessary to prove the applicant's Mobile Food Vendor proposal meets the requirements of this Ordinance.

The Administrative Officer must determine whether the application is complete promptly after the applicant submits it. The Administrative Officer must inform the applicant in writing of his/her determination. If the application is incomplete, the Administrative Officer must inform the applicant of what additional information is required.

Once the Administrative Officer determines that the application is complete, the Administrative Officer must act within thirty (30) days to approve or deny the application; otherwise, the application shall be deemed denied. Except in the event of denial by expiration of the 30-day application consideration period, denial of a license shall be accompanied by a written statement of grounds for such denial.

The applicant may appeal the denial of an application to the Town of Westford Selectboard within fifteen (15) days of the Administrative Officer's decision.

**SECTION 7. FEE.** A mobile food vendor license is valid for a specified amount of time, up to one year, and may be reapplied for on an annual basis. A license is available at an annual fee of \$200.00 or a monthly fee of \$50.00. Full payment for the time specified in the application is required at the time of application.

**SECTION 8. REVIEW OF APPLICATIONS.** The license shall be granted when it is determined that the use conforms to Performance Standards in the Westford Land Use & Development Regulations and will not adversely affect: (1) the character of the area, (2) the public good, and (3) pedestrian and/or traffic safety. Furthermore, the Administrative Officer shall review each application for compliance with the terms of this Ordinance and shall determine that the type and scale of the operation are appropriate for the zoning district in which it is located. The Administrative Officer shall have the authority to direct changes to the operation of a licensed Mobile Food Vendor, issue notices of violations and/or revoke licenses to ensure compliance and/or protect the public's health, safety, and welfare.

**SECTION 9. STANDARDS.** The following standards shall apply to all Mobile Food Vendors holding a license and their employees while operating in the Town of Westford:

1. Hours of operation are between 7:00 AM and 9:00 PM.
2. A Mobile Food Vendor shall be located and operated in a safe manner that reduces the risk of injury to customers and passing pedestrians while at no time impeding the free movement of motor vehicles and/or pedestrians in the Town of Westford.
3. A Mobile Food Vendor shall maintain their location in a clean state that is neat in appearance and is responsible for the provision of receptacles for and daily removal of all recyclable and non-recyclable material including wastewater generated by or associated with their operation.
4. A Mobile Food Vendor may be located on any private property within the Town of Westford with the permission of the property owner(s). A Mobile Food Vendor may also be located on public property within the Common Zoning District in pre-approved Selectboard Mobile Food Vendor locations identified on *Exhibit A – Public Property Mobile Vendor Locations*. No Mobile Food Vendor licensed under this Ordinance shall be entitled to any exclusive location. Mobile Food Vendors in the Common Zoning District shall comply with the Town Common Use Policy.
5. Signs and other similar forms of visual advertising not attached to the mobile stand shall not exceed 25 square feet in surface display area or stand more than 6 feet above the ground level. A maximum of three (3) exterior signs not attached to the mobile stand are allowed. No sign shall be placed in such a manner as to obstruct or interfere with the traffic and/or pedestrian safety. Furthermore, all signage shall conform to Section 326.C (6 through 10) of the Westford Land Use & Development Regulations. Banners, flags, pennants, "feather" or "tear drop flag" signs and other similar items are considered signs under this Ordinance. No sign shall be placed on public property without obtaining prior approval therefore from the Administrative Officer or Town Administrator.
6. The Mobile Food Vendor's mobile stand, tent, cart, licensed motorized vehicle or trailer and all standalone signage, recyclable and non-recyclable receptacles, tables, seating and related items shall be removed and stored off-site at the end of the business day in a secure manner, unless prior approval for keeping such items in a certain location is given by the Administrative Officer or Town Administrator.

7. All noise purposely created to promote business is prohibited. Music played at a reasonable volume for the purpose of entertaining customers is allowed provided it does not disturb adjoining properties, area residents or—when located in the Common Zoning District—does not interfere with other activities in the Common Zoning District. All noise generated by a Mobile Food Vendor, including but not limited to music performances, must conform to the Performance Standards in the Westford Land Use & Development Regulations.
8. All required licenses, certifications, etc. (e.g. proof of insurance liability policy, State of Vermont Sales & Use Tax Certificate, Vermont Dept. of Health Temporary Food License or License to Operate a Food and Lodging Establishment and State of Vermont DMV Registration) shall be valid while the license is in effect. Notwithstanding Sections 10 and 11 below, expiration of any required license or certification shall be grounds for revocation of the Mobile Food Vendor license.

**SECTION 10. VIOLATION.** A notice of violation shall be issued for a violation of any provision of this Ordinance. Each violation of this Ordinance, including operation without a license, shall be subject to a \$200.00 fine for each offense until rectification of cited violation is approved by the Administrative Officer or Town Administrator. Each day the violation continues is a separate offense. A food truck, stand or other similar vendor operating without a license shall be subject to the same penalty.

**SECTION 11. REVOCATION.** A Mobile Food Vendor license may be revoked or suspended by the Administrative Officer for misrepresentation, conviction of a federal or state law violation, Town ordinance violation, expiration of any required license or certification or when a sited violation is not rectified in a timely manner as determined by the Administrative Officer. License revocation or suspension shall be issued in writing and may be appealed to the Selectboard within fifteen (15) days of revocation, or suspension. In the event of revocation or suspension, no paid license fees will be refunded to the vendor.

**SECTION 12. ENFORCEMENT.** This Ordinance may be enforced by the Town Administrator, Administrative Officer or any State Police officer or Chittenden County Sheriff. Any violation may be enforceable by injunction or other action available at law or equity. In issuing a summons, the enforcing officer may enforce this Ordinance in the Vermont Judicial Bureau and may be the appearing officer at any hearing. Should the enforcing officer seek further relief, including injunctive relief, the enforcing officer may bring an action in the name of the Town Westford in the Vermont Superior Court, Civil Division, Chittenden Unit to compel compliance with this Ordinance. Ordinances enforced in the Judicial Bureau shall be in accordance with 24 V.S.A. §§ 1974a and 1977, *et seq.*

**SECTION 13. APPLICABILITY AND SEVERABILITY**

1. This Ordinance controls only those activities treated and does not supersede any state or federal law or consistent local regulation.
2. Any part or provision of this Ordinance shall be considered severable and the invalidity of any part or section shall not be held to invalidate any other part or provision of this Ordinance.
3. This Ordinance is meant to fully repeal and replace the prior Mobile Food Vendor Ordinance adopted on June 14, 2018.

Adopted this 23<sup>rd</sup> day of May 2024. Effective date: July 22, 2024.

WESTFORD SELECTBOARD

William Cleary, Chair  
Pat Haller

Casey Mathieu  
Deb Sawyer-Jorschick  
Wendy Doane

Received for Record  
May 23, 2024, at 10:00 p.m.  
Attest: Callie Hamdy, Town Clerk

**TOWN OF WESTFORD**  
**Ordinance to Regulate Open Fires**

The Select Board of the Town of Westford hereby ordain:

**1. Prohibition of Open Fires**

- A. No person shall build an open fire, as such term is defined in this ordinance, or permit an open fire to remain burning at any time in the Town of Westford without obtaining a written permit from the Town Forest Fire Warden, in accordance with Title 10 V.S.A., Ch. 83 Section 2641.
- B. At the discretion of the Warden, open fires may be prohibited:
  1. Within 100 feet of any structure;
  2. Within any developed residential area of the Town where residential development has occurred at or above a density of one unit per 40,000 square feet.
- C. A Town Deputy Forest Fire Warden, appointed in accordance with Title 10 V.S.A., Section 2641, may, when so directed by the Town Forest Fire Warden, take any action the Town Forest Fire Warden is authorized to take under this ordinance.

**2. Definition of Open Fires**

A fire which is not contained in a receptacle or structure specifically designed to contain the fire and prevent its spread outside the receptacle or structure. The receptacle or structure must be designed and located such that heat from the fire is precluded from starting a fire outside the receptacle or structure.

**3. Permit to Kindle Fire**

- A. The Warden shall promptly approve, disapprove, or approve with conditions any request for a permit under this ordinance and shall provide such decision in writing to the applicant.
- B. When considering an application for a permit under this ordinance, the Warden shall take into consideration:
  1. Potential risk of injury or damage to persons or property;
  2. Potential nuisance, pollution and health problems created by smoke, ash or fumes;
  3. Climate and weather conditions that could impact open fire; and,
  4. Precautions proposed by the applicant to prevent injury to other persons or property and the spread of the fire to surrounding areas.

**4. Fire Department Training**

Nothing contained herein shall prevent the Fire Department from conducting drills and training. When such drills or training involve the burning of structures or fields, adjoining property owners shall be notified at least 48 hours in advance of such drill or training.

**5. Appeals**

Any decision of the Warden under this ordinance shall be reviewable, upon written request, by the Select Board. The Select Board shall respond to any such request for review within 60 days of the date of its receipt of said request.

**6. Penalties**

- A. Any person who violates the provisions of this ordinance will be given a written notification and may be subject to fines as follows:

1<sup>st</sup> Violation: Maximum \$100.00 Fine

2<sup>nd</sup> Violation: Maximum \$250.00 Fine

3<sup>rd</sup> Violation: Maximum \$500.00 Fine

Each violation shall constitute a separate offense, and the length of time following such violation during which any other such violation shall be considered successive shall be three years.

- B. In addition to the recovery of fines provided for above, the town may seek to enforce this ordinance by an appropriate action for injunctive relief, and in addition the Town may seek recovery of any legal costs incurred in seeking such relief.

## 7. Enforcement

- A. The Warden shall be responsible for all fire-site inspections and notification to offenders. The Warden shall report each violation of this ordinance to the Select Board.
- B. The enforcement of this ordinance shall be the responsibility of the Select Board of the Town of Westford.

Adopted this 22<sup>nd</sup> day of April 1996.

Selectboard of Westford  
William Leach, Chair  
Francis Howrigan  
Arthur Menut II

Received for Record April 23, 1996 at 8:30 a.m.  
Attest: Frena Phillips, Town Clerk

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## TOWN OF WESTFORD Trails Ordinance

**SECTION 1. AUTHORITY.** This is a civil ordinance adopted under authority of 24 V.S.A. §§ 1971 and 2291(14), and 19 V.S.A. §304(5).

**SECTION 2. PURPOSE.** The purpose of this ordinance is to protect public safety, and prevent environmental damage and pollution caused by vehicular traffic on trails. Such damage and pollution are hereby deemed to be a public nuisance. It is a further purpose of this ordinance to protect trails from damage and obstruction so they remain open for public use.

**SECTION 3. DEFINITIONS.** For purposes of this ordinance, the following definitions shall apply:

- a. *Motor Vehicle* shall include all vehicles propelled or drawn by power other than muscular power, except tractors used entirely for work on the farm, vehicles running only upon stationary rails or tracks, motorized highway building equipment, road making applicants, snowmobiles, all terrain vehicles as defined in 23 V.S.A. §3501 or electric personal assistive mobility devices.
- b. *Operate, operating or operated* as applied to motor vehicles shall include *drive, driving and driven* and shall also include an attempt to operate, and shall be construed to cover all matters and things connected with the presence and use of motor vehicles, whether they be in motion or at rest.
- c. *Owner* shall include any person, corporation, co-partnership or association, holding legal title to a motor vehicle, or having exclusive right to the use or control thereof.
- d. *Trails* shall mean all Trails within the meaning of 19 V.S.A. §301(8) in the Town of Westford.

**SECTION 4. ACTIVITY PROHIBITED.**

- a. The operation of a motor vehicle is prohibited on all Trails unless the operator of the vehicle has a valid permit issued by the Westford Selectboard.
- b. No person shall place or cause to be placed an obstruction or encroachment in a Trail, so as to hinder or prevent public travel, or to injure or impede persons traveling of a trail.
- c. No person shall use any part of a Trail as an overnight camping area for the purpose of overnight camping.
- d. No person shall wantonly or willfully injure a Trail or any of its components by destroying or removing stones or Town-placed improvements or by digging pits for gravel, clay or for other purpose.
- e. No person shall injure a Trail by obstructing or diverting a stream, watercourse or sluice, or by dragging logs or timber or any other objects on the Trail surface.

**SECTION 5. PERMITS.**

- a. Permits shall be issued only to residents of or persons owning property abutting Trails or their branches or to persons who, in the judgment of the Selectboard, have been found to have a legitimate need to operate a motor vehicle on a Trail.
- b. The only acceptable permit shall be one entitled "TOWN OF WESTFORD PERMIT TO OPERATE A MOTOR VEHICLE ON THE \*NAMED\* TRAIL" and signed by the members of the Westford Selectboard. One copy of the permit shall be issued to the permittee and one copy shall be filed with the Westford Town Clerk.
- c. Permits shall be valid for residents and property owners so long as they continue to be residents or property owners. All other permits shall be renewed annually.

**SECTION 6. PERMITS FOR WORK WITHIN TRAILS**

- a. No person shall commence any activity described in section b. below without first obtaining a permit from the Westford Selectboard.
- b. Permits shall be required for the following activities:
  1. Develop, construct, regrade or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a Trail right-of-way, or obstruct a ditch, culvert or drainage course that drains a Trail, or fill or grade the land adjacent to a Trail so as to divert the flow of water onto the Trail right-of-way;
  2. Dig up or excavate a trench in a Trail for the purpose of installing pipes or wires; and
  3. Install private sewer or water lines in a Trail right-of-way.
- c. The Selectboard shall not grant a requested permit unless it determines that the proposed activity will not interfere with public use of the Trail or create a condition that poses a threat to the safety of those using the Trail. The Selectboard may include in any permit reasonable conditions to protect the safe use of the Trail by the public. The Selectboard may also condition upon approval of a permit on the permittee reimbursing the Town for its reasonable costs in monitoring performance of the work authorized by the permit.

**SECTION 7. PENALTIES, COSTS AND REMEDIES.**

- a. Any person who operates a motor vehicle on Trails or who allows another person to operate their motor vehicle on Trails without a permit shall be fined \$50.00, with a waiver fee of \$35.00. If the owner and the operator of a vehicle being operated without a permit are not the same person, the owner and the operator shall each be liable for the fine of \$50.00 or the waiver fee of \$35.00.

- b. Any person who violates Sections 4.b-e and Section 6.a of this Ordinance shall be fined \$50.00, with a waiver fee of \$35.00. Each day that such violation continues shall constitute a new violation, subject to a new fine.
- c. In addition to any penalties imposed for violation of this Ordinance, any person who causes damage to or unlawfully installs improvements within any Trail right-of-way shall be responsible for the cost of restoring the Trail to its condition prior to the damage.
- d. The penalties and costs recoverable by the Town under this Ordinance are in addition to any remedies, including penalties, costs and other relief available to the Town under State law.

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

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

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

Adopted this 27<sup>th</sup> day of August 2009. Effective date: October 26, 2009.

WESTFORD SELECTBOARD

John Quinn (Chair)

David A. Tilton

Robert L. Bancroft

Received for Record

August 28<sup>th</sup>, 2009 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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**TOWN OF WESTFORD**  
**Traffic Ordinance**

Pursuant to the provisions of Title 23, Vermont Statutes annotated, Sections 1007 and 1008, and Title 24, Vermont Statutes Annotated, Sections 1971 and 2291 (1), (4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Westford that the following amended Traffic Ordinance is adopted for the Town of Westford, Vermont.

*History: Ordinance originally adopted July 24, 2000, effective September 25, 2000.*

**ARTICLE I**

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

**ARTICLE II**

The ordinance established special traffic regulations on public highways within the Town of Westford, Vermont.

Section I It shall be unlawful for any person to disobey the direction of a traffic control device except in response of a law enforcement officer.

Section II It shall be unlawful for any person to intentionally remove, injure, obstruct, deface alter or tamper with any traffic control device.

Section III It shall be unlawful for any person to install any sign or device, which may resemble or be mistaken for an official traffic control device, without prior approval of the Town of Westford Selectboard.

Section IV It shall be unlawful for any person to build, plant or place any obstacle within the town right away without prior approval of the Town of Westford Selectboard.

### ARTICLE III - SPEED REGULATIONS

On the basis of engineering and traffic surveys, and Pursuant to S.56 the following speed limits are hereby established.

1	Allen Irish Road	The entire length	TH #10	35 mph
2	Brookside Road	From the intersection of Route 128 proceeding in a southerly direction to the intersection of Chace lane	TH #1	25 mph
2A	Brookside Road	Beginning from the intersection of Chace Lane proceeding in a southerly direction to the intersection of Pettingill Road and Phelps Road	TH #1 & TH #30	35 mph
3	Bill Cook Road	Westford portion	TH #11	35 mph
4	Cambridge Road	The entire length	TH #3	35 mph
5	Chapin Road	Westford portion	TH #38	35 mph
6	Huntley Road	The entire length	TH #8	35 mph
7	Manley Road	The entire length	TH #35	35 mph
8	Old Stage Road	From the Westford Milton Road to junction of Woods Hollow Road	TH #6	35 mph
9	Old Stage Road	From junction of Woods Hollow Road to Essex town line	TH #1	40 mph
10	Osgood Hill Road	From Route 128 to Essex town line	TH #19	35 mph
11	Phelps Road	The entire length	TH #29	35 mph
12	Rollin Irish Road	From Old Stage Road to Milton town line	TH #31	35 mph
13	Woods Hollow Road	The entire length	TH #7 & TH #1	35 mph
14	Westford Milton Rd	From Route 128 to Milton town line	TH #2	40 mph
15	Plains Road	The entire length	TH #9	35 mph
16	Common Road	The entire length	TH #33	25 mph
17	Old #11 Road	The entire length	TH #15	35 mph
18	Covey Road	The entire length	TH #14	35 mph

*History: Section 15. Plains Road added and adopted August 12, 2003, effective October 11, 2003; Section 16. Common Road added and adopted November 10, 2005, effective January 9, 2006; Section 17. Old #11 Road added and adopted November 10, 2005, effective January 9, 2006; Section 18. Covey Road added and adopted November 10, 2005, effective January 9, 2006; Section 2. Brookside Road amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. Brookside Road added and adopted October 26, 2006, effective December 25, 2006.*

### ARTICLE IV - ROAD EXPLANATION

(Refer to Article III for name of road)

<u>Neighborhood Character</u>	<u>Abutting Land Use</u>	<u>Bicycle/Ped Use</u>	<u>Physical Character</u>
1 Well-spaced, residential	Residential/Open	Limited	Steep grade, sight

2	Well-spaced, residential	School/some commercial	Heavy	distance, connector road Various conditions
2A	Well-spaced, residential	Residential/Open	Heavy	Various conditions
3	One house in Westford, heavily developed in Underhill	Open	Moderate	Two sharp curves, narrow in places, connector road to Underhill
4	Well-spaced, residential	Residential/Open	Heavy	Good condition, connector road
5	Moderately developed	Residential/Open	Moderate	Various conditions, connector road to Essex
6	Heavily developed	Residential/Open	Heavy	Narrow in several places
7	Lightly developed	Open	Moderate	Steep, narrow in spots
8	Heavily developed	Residential/Agriculture/ Open	Heavy	Generally good, connector road
9	Moderately developed	Residential/Open	Light	Paved, connector road Narrow, some steep grades,
10	Very heavily developed	Residential	Heavy	road difficult to maintain
11	One house	Open	Moderate	Steep, narrow in places
12	Heavily developed	Residential	Moderate	Poor line of sight, narrow in several places, connector road to Milton
13	Moderately developed	Residential/Agriculture/ Open	Heavy	Various conditions, connector road
14	Moderately developed	Residential/Open	Heavy	Paved, connector road One sharp curve, connector road
15	Very heavily developed	Residential	Heavy	Short straight road, no shoulders
16	Village Center	Residential/Some Commercial	Heavy	
17	Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end
18	Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end

*History: Section 15. added and adopted August 12, 2003, effective October 11, 2003; Section 16. added and adopted November 10, 2005, effective January 9, 2006; Section 17. added and adopted November 10, 2005, effective January 9, 2006; Section 18. added and adopted November 10, 2005, effective January 9, 2006; Section 2. amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. added and adopted October 26, 2006, effective December 25, 2006.*

#### **STOPS AND YIELD SIGNS**

The following intersections shall be designated as stop intersections, and shall be so signed.

TH #6 (Old Stage) entering TH #2 (Milton/Westford Rd.)

TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road)  
 TH #29 (Phelps Rd.) entering TH #1 (Woods Hollow Rd.)  
 TH #35 (Manley Rd.) entering TH #1 (Woods Hollow Rd.)  
 TH #1 (Maple Tree Lane) entering TH #1 (Woods Hollow Rd.)  
 TH #31 (Rollin Irish Rd.) entering TH #6 (Old Stage Rd.)  
 TH #35 (Manley Rd.) entering TH #6 (Old Stage Rd.)  
 TH #8 (Huntley Rd.) entering TH #3 (Cambridge Rd.)  
 TH #9 (Plains Rd.) entering TH #3 (Cambridge Rd.)  
 TH #15 (Old #11) entering TH #3 (Cambridge Rd.)  
 TH #29 (Phelps Rd.) entering TH #30 (Pettingill Rd.)  
 TH #1 (Brookside Rd.) entering TH #30 (Phelps Rd.)  
 TH #38 (Chapin Rd.) entering TH #1 (Woods Hollow Rd.)  
 TH #14 (Covey Rd.) entering TH #15 (Old #11) Intersection entering both ways to TH #15  
 TH #1 (Maple Tree Lane) entering TH #1 (Brookside Road)

*History: TH#1(Maple Tree Lane) entering TH#1 (Brookside Road) added and adopted October 28, 2003, effective December 27, 2003; TH #6 (Old Stage) entering TH #1 (Woods Hollow Rd.) removed and adopted November 10, 2005, effective January 9, 2006; TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road) added and adopted November 10, 2005, effective January 9, 2006.*

#### **ARTICLE V - PARKING REGULATIONS**

- Section 1 It shall be unlawful to park at any time within 100 feet of the fire hydrant located on Route 128 at the Brown's River or in any area legally posted as a "Fire Lane."
- Section 2 It shall be unlawful to park at any time when temporary "No Parking" signs have been erected at the order of the Selectboard for the duration of the order.
- Section 3 It shall be unlawful to park upon any Town Highway from November 1<sup>st</sup> until March 1<sup>st</sup> between the hours of 6:00 p.m. and 6:00 a.m. or at any time during any snow emergency for the purpose of snow removal.
- Section 4 Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner or Selectboard member. If the owner of a vehicle summarily removed under Section three hereof does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the town and the vehicle may be sold or otherwise disposed of in accordance with Title 27, V.S.A. Section II.
- Section 5 Nothing in this Article shall be construed to make unlawful vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.
- Section 6 Any person(s) violating sections 1 or 3 of this article shall be fined an amount of \$25.00 in addition to any fees or charges that may be necessary. Any person(s) violating Section 2 of this article shall be fined an amount of \$5.00. All fines payable to the Town of Westford.

#### **ARTICLE VI - SPEED LIMIT ORDINANCE ON STATE HIGHWAYS Vermont Route 128**

- 50 mph: Westford-Fairfax Town Line for a distance of approximately 1.4 miles, where it then changes to -
- 45 mph: for a distance of approximately .8 miles, where it then changes to -
- 40 mph: for a distance of approximately .2 miles, where it then changes to -
- 30 mph: for a distance of approximately .5 miles, where it then changes to -
- 40 mph: for a distance of approximately .3 miles, where it then changes to -
- 50 mph: for a distance of approximately 3.3 miles to the Westford-Essex Town Line.

### **Vermont Route 15**

- 50 mph: Westford-Underhill Town Line to the Westford-Cambridge Town Line

*History: Article VI added and adopted October 8, 2002, effective December 7, 2002.*

## **TOWN OF WESTFORD Winter Road Policy**

The Westford Highway Department has the responsibility of maintaining 39.4 miles of town roads, of which 36.9 miles are gravel and 2.5 miles are paved. This policy is based on the goal of obtaining safe highway travel surfaces during winter months. It is our goal to achieve this at the earliest practical time and in the most cost-efficient manner during and after a storm event. Providing bare, dry travel surfaces during a winter storm event is not practical and therefore not expected.

Each winter storm event is unique. It is impractical to develop specific rules on winter maintenance operations. Therefore, the judgment of the Road Foreman often governs the quantities and type of applications used to control snow and ice.

**Snow Plowing** - The Town of Westford begins plowing when snow has accumulated 2 to 3 inches. Plowing may begin as early as 4:00 a.m. and stops when the storm has ended or 10:00 p.m., whichever comes sooner.

**Sand** - Sand will be applied to all gravel roads. With the use of sand in winter maintenance material, some particles may be as large as  $\frac{3}{4}$ " in size and may cause windshield damage. Travelers should use caution and avoid following other vehicles or town trucks too closely. The Town will not pay for any vehicle repairs, such as the replacement of windshields. When ice is present under the sand, instant stops are impossible.

**Plow Routes** - Each plow route takes approximately 4 hours to complete, sometimes longer depending on the storm. This means if plowing started when there was 2 inches of snow on the road, by the time the truck finishes the route there is the potential for up to 6 inches or more of snow on the road again. Therefore, during a heavy snowstorm, at times there will be snow on the roads. There shall be no riders in the town trucks other than the operator of the truck and authorized town officials. All town trucks shall be pulled to the side of the road when the operator is using a cell phone.

**Freezing Rain** - It is important to note that salt or sand is less effective if applied before the rain stops. There is little the Westford Highway Department can do during a freezing rainstorm. Salt and sand will be applied to the roads sparingly during the event and more aggressively as needed once the storm is over.

**Bare Roads** - The Town of Westford does not have a bare road policy. Travelers who use Town roads should exercise due care and reasonable caution while driving during the winter months.

**Mailboxes** - The Town will not repair or replace mailboxes damaged by snow or ice clearing operations. Heavy snow coming off the plow blade will often knock over and damage mailboxes/posts that have not been adequately mounted and maintained or braced, or those mailboxes with doors left open. Also, mailboxes/posts may be damaged by private contractors or homeowners during driveway clearing operations.

**Trash Placement** - Trash and trash receptacles should be placed in a manner that will not interfere with winter road maintenance. The Town will not be responsible for damage to trash receptacles or trash clean up as a result of its obstruction of snow removal.

**Parked Vehicles** - No vehicle shall be parked on the Town's right-of-way from the start of precipitation until 48 hours after the storm ends. The Town reserves the right to tow parked vehicles at the owner's expense. The Town is not liable for damages incurred to vehicles parked in the Town's right-of-way.

**Plowing Across Town Roads** - The practice of plowing snow from driveways across Town roads is prohibited. Residual snow creates a dangerous obstruction (piles, ridges, etc.). Snow shoveling into the roadway will cause similar problems. Once frozen, the piles/ridges can cause vehicles to lose control and can also cause damage to vehicles and town trucks and equipment. Generally, the Town will warn the responsible resident for a first occurrence. Subsequent violations may result in further action, which may include but is not limited to fines.

Adopted this 13<sup>th</sup> day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft



## AGE WELL

Photo Credit: Barb Peck

Confident Aging Starts Here

Mission: "To provide the support and guidance that inspires our community to embrace aging with confidence."

Since 1974, Age Well has provided Vermonters with the necessary support to manage their daily living needs, with the goal of keeping them active, healthy, and independent. As the leading experts and advocates for the aging population, we believe that health happens at home and focuses on lifestyle, happiness, and wellness – not on age.

Committed to helping individuals age well, we reduce barriers by providing access to healthy meals, in-home care, expertise on Medicare and insurance, long-term and short-term care options, transportation to medical appointments, translations services, a Helpline and many more community resources in Addison, Chittenden, Franklin, and Grand Isle Counties.

We do not charge for our services. We rely on donations and encourage clients to contribute if they can do so. Meals on Wheels can serve a person for an entire year for about the same cost as just 1 day in a hospital or 10 days in a nursing home.

For FY 2024 (October 1, 2023 - September 30, 2024), Age Well served 55 people from Westford.

Services included:

- 266 calls to the Helpline
- 1,825 Meals on Wheels delivered
- 29 Congregate Meals served
- 27 Grab & Go meals served
- 150 hours of Case Management

- 1 hours of Options Counseling

Seventeen (17) Westford residents volunteered a total of 1,731 hours.

Our programs enhance the quality of life and improve health outcomes for older Vermonters by:

- Increasing food security
- Reducing social isolation and loneliness
- Improving quality of diet
- Reducing health care costs

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### CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. The CCRPC also serves as the region's federally designated metropolitan planning organization (MPO) and is responsible for transportation planning with our municipalities, state and federal agencies and other key stakeholders in Chittenden County. The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities, transportation representatives and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. CCRPC's vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. Click here to learn more about the CCRPC.

In FY24, the CCRPC invested over \$6 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages around \$5.4 million in Federal and State investment with \$263,000 in municipal dues and around \$340,000 in local match for specific projects—a 10:1 return on local investment.

Westford representatives to the CCRPC Board and other committees in FY23 were:

- CCRPC Representative: Ben Bornstein | Alternate: Vacant
- Transportation Advisory Committee (TAC): Sean Cushing
- Planning Advisory Committee (PAC): Harmony Cism
- Clean Water Advisory Committee (CWAC): Merilyn Thomas
- Regional Emergency Management Committee (REMC): Francois Ross, Helen Stirling

### WESTFORD ACTIVITIES

In FY2024, the CCRPC aided Westford on the following projects and initiatives:

**Chittenden County Brownfields Program:** Corrective Action Planning was completed at the 1705 Vermont Route 128 property in the village with funding from both the EPA and the Agency of Commerce and Community Development.

**Energy Implementation:** CCRPC assisted Westford with the statewide Municipal Energy Resilience Program (<https://bgs.vermont.gov/municipal-energy-resilience-program>) for municipal buildings by compiling utility data, answering questions, and scheduling and attending building assessments. CCRPC also provided information and updates regarding other incentives and grant programs.

**Geographic Information Systems (GIS):** CCRPC staff completed the following GIS work for Westford:

- Created a map showing housing development activity in each of the town's zoning districts.
- Developed a road and hydrant map for the Westford Fire Department.

- Host and maintain the Westford Map Viewer (<https://map.ccrpcvt.org/westfordmapviewer/>).

**Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:

- Completed a safety analysis for two intersections: Phelps Road and Woods Hollow Road and Maple Tree Lane and Woods Hollow Road.
- Continued to help with Municipal Roads General Permit (MRGP) compliance.
- Assisted the town with the Vermont Community Development Program grant.
- Answered technical assistance questions about village redevelopment related to housing, wastewater, brownfields, transportation, and stormwater.

**Traffic Counts:** In Westford, 1 Automatic Traffic Recorder count was conducted in FY24. Historic traffic counts conducted in support of Westford transportation projects and studies can be found here (<https://vtrans.public.ms2soft.com/tcds/tsearch.asp?loc=Vtrans&mod=TCDS>).

**Older Adults and Persons with Disabilities (O&D) Transportation Program:** The Chittenden County O&D Transportation Program (<https://www.ccrpcvt.org/about-us/committees/chittenden-county-elders-and-persons-with-disabilities-ed-transportation-committee/>) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY24, 46 trips were provided to Westford residents as part of this program.

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

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program, or operation must be authorized through CCRPC approval of the TIP. Westford projects included in the TIP are listed below. These projects are also included in the Vermont Agency of Transportation Capital Program for design or construction.

- **VT128 Paving:** \$4.2 million project to pave VT128 from VT15 to Fairfax. Paving is scheduled to begin in 2026.
- **Culvert Replacement on VT128:** \$175,000 project to upgrade culverts on VT128 in advance of a paving project to take place in 2026.

#### **REGIONAL ACTIVITIES**

**ECOS Plan Implementation and Update:** The [2018 Chittenden County ECOS Plan](#) (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy into one. Efforts to update the ECOS Plan to be consistent with Act 181 (the Act 250 bill) began in 2024. Staff conducted six months of ECOS specific community engagement activities to gather input from underrepresented communities to inform this plan update. The engagement strategy and compiled results can be found on our website (<https://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>). The Plan will be turned into an interactive website which will launch in the coming months. The Plan will be further updated with Town input when regional housing targets are available, and the future land use map is updated per Act 181. Additional discussion is needed on this topic.

**Public Engagement and Equity:** The CCRPC continued to build organizational capacity to address systemic racism and inequities in our communities through the following actions:

- The CCRPC developed an equity webpage (<https://www.ccrpcvt.org/equity/>) and adopted an organizational [equity statement](#).

- Supported and facilitated an Equity Advisory Committee (<https://www.ccrpcvt.org/about-us/committees/equity-advisory-committee/>).
- The Equity Advisory Committee worked on the organizational Equity Statement, Core Values and a Code of Conduct for CCRPC Staff and representatives. The committee also supported and advised community engagement for the ECOS Plan update.
- Strengthened relationships and partnerships and forged new ones with organizations, grassroots organizers, and individuals working with marginalized communities.

A new role for regional plans related to Act 250. CCRPC worked with the legislature to adopt comprehensive Act 250 reform through H.687 or Act 181. Additionally, CCRPC organized two Housing Convening events to facilitate peer exchanges on housing tools, sponsored National Fair Housing Month events in partnership with CVOEO, and assisted communities with implementing the [HOME Act](#) (S.100/Act 47). The Building Homes Together 2.0 campaign (<http://www.ecosproject.com/building-homes-together/>) launched in fall 2021 with the goal of building 1,000 homes per year by 2025 for people of all incomes, including 25% affordable homes. In 2022, 594 homes were built, 110 were affordable.

**Regional Energy Planning:** The CCRPC drafted the ECOS Plan's enhanced energy plan sections to be consistent with the 2022 Department of Public Service's Energy Planning Standards. The CCRPC also began to update energy targets for each municipality with an enhanced energy plan. Under the Climate Pollution Reduction Grant, CCRPC also provided assistance to create or update municipal enhanced energy plans with implementation actions consistent with the Vermont Climate Action Plan.

**Regional Energy Implementation:** CCRPC provided technical support to municipalities regarding the state-wide Municipal Energy Resilience Program for municipal buildings and other energy and climate-related grant and incentive programs. CCRPC coordinated with the Climate Action Office, the Public Service Department, and other partners on potential funding for municipalities.

**Public Transportation Planning:** The CCRPC remains engaged with Green Mountain Transit (GMT) in a wide variety of public transit planning projects and initiatives. Within the CCRPC's FY24 UPWP, \$442,340 was provided to GMT for transit planning in Chittenden County.

**Northwest VT Transit Oriented Development (TOD):** Beginning in FY23, the CCRPC commenced work on a RAISE federal grant to analyze real estate market demand and develop comprehensive plans for transit-oriented development for 10 communities across five-counties in Northwest Vermont. The \$2.1 million grant will also support planning to assess how to enhance public transportation services in these communities to connect them with the region's economic hubs. In FY24, the CCRPC finalized the RAISE grant agreement with FTA, held a kick-off meeting with participating RPCs, contracted with a consultant for the real estate market analysis task, completed Memorandums of Agreement (MOAs) between the CCRPC and each participating RPC/municipality, and contracted with eight land use consultants to initiate the TOD master planning work. This planning grant is expected to be completed in FY26.

**Transportation Demand Management (TDM):** CCRPC began work on a Regional Transportation Options Plan to assess the feasibility of transportation demand management (TDM) options, and advance recommendations of both the 2023 Metropolitan Transportation Plan (MTP) and the Chittenden County I-89 2050 Study (<https://www.ccrpcvt.org/our-work/transportation/chittenden-county-i-89-2050-study/>). CCRPC staff participated in CATMA's 2nd Annual Transportation Summit and their Transportation Coordinator (TC) Network program and events to learn from other TC Network members about employee TDM benefits and programs.

**Walk/Bike Planning:** CCRPC staff collaborated with CATMA and local municipalities to support the regional bikeshare program. The CCRPC also promoted TDM strategies and provided bike/ped related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grants and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. CCRPC staff assisted with planning the 2024 VT Walk/Bike Summit (<https://vtwalkbikesummit.com/>), held in June in Saint Johnsbury.

**Clean Water:** The CCRPC continued to host the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>). CCRPC staff continued to serve on the Lake Champlain Sea Grant Program Advisory Committee. The CCRPC managed education and outreach programs such as the Rethink Runoff (<https://rethinkrunoff.org/>) on behalf of our MS-4 municipalities. As Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages (Basin 5), CCRPC worked with its Basin 5 Water Quality Council (BWQC) to oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.

**Emergency Management:** CCRPC continued to staff the Regional Emergency Management Committee (REMC) (<https://www.ccrpcvt.org/about-us/committees/regional-emergency-management-committee/>). CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the State Emergency Operations Center (SEOC) when called upon. The CCRPC served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.

**Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continued to assist Chittenden County municipalities to meet their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. Staff also assists municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY24, 14 Chittenden County municipalities signed up to participate in the GIA program. An estimated 20 non-compliant segments will be upgraded using an allocated \$410,000.

**Traffic Alert Program:** CCRPC compiled and sent out 35 traffic alerts about activities impacting traffic in Chittenden County over 8 months (no alerts January-March).

**VT Culverts:** The VT Culverts (<https://www.vtculverts.org/>) website can be used to view a town's bridges and culverts on a map or chart based on condition or inventory date. CCRPC is one of two RPCs that manage the website. VT Culverts continues to gain traction in our region and throughout the state. At the end of June, six municipalities have actively used VT Culverts to inventory town-maintained bridges and culverts.

**Chittenden County Communications Union District (CCCUD):** CCRPC assisted the CCCUD (<https://www.ccrpcvt.org/our-work/broadband/#overview>) as they explored opportunities to provide high-speed internet access to under- or unserved addresses in their 8-municipality district. After much deliberation, the CCCUD voted to apply to the Vermont Community Broadband Board

(VCBB) for available funds to bring high-speed internet access to half of the under- and unserved addresses in its district.

**Older Adults and Persons with Disabilities (O&D) Transportation Program:** The Chittenden County O&D Transportation Program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY24, the O&D Committee held three meetings to discuss program funding, volunteer driver outreach and opportunities to involve more mobility partners in O&D transportation planning. CCRPC staff participated on the planning committee for the 5th Annual O&D Transportation Summit which was held in June.

**Chittenden County Brownfields Program:** In May 2023, CCRPC secured a competitive EPA grant of \$500,000 for Brownfields Assessment and Cleanup Planning over the next four years to aid property owners, potential developers and municipalities in investigating environmental issues before potential property redevelopment. In FY24, using these Federal funds and State dollars, environmental assessment and clean up planning was conducted at 13 project sites in eight municipalities. A web-map of all brownfield sites in Chittenden County was also developed:

(<https://ccrpc.maps.arcgis.com/apps/instant/basic/index.html?appid=ad073c3a151a49f5a358481962694b74>).

**Exit 14 Scoping Study:** The CCRPC, in collaboration with VTrans, the Cities of South Burlington and Burlington, and other partners initiated a scoping study to evaluate alternatives to improve safety, connectivity, and operational efficiency for all users of the [Exit 14 Interchange](#) area. The study will select a locally preferred alternative to recommend to VTrans for consideration and implementation.

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

#### **CHITTENDEN COUNTY SHERIFF'S REPORT**

For the period of July 1, 2023 through June 30, 2024, Chittenden County Sheriff's Office patrolled Westford for a total of approximately 427 hours.

The Sheriff's patrolled for speed enforcement travelled all the Town roads. Patrols were generally scheduled during rush hour times. Speed violations were enforced with Vermont Traffic Citations and Warnings to violators. Criminal arrests were made of drivers with suspended licenses.

For the above-mentioned time there were 131 traffic stops and 3 assists. Deputies wrote 181 tickets and warnings. The total amount of fines was \$23,002.00

We would like to take this opportunity to thank the Town of Westford for allowing our office to provide the Town with speed enforcement services again this year. We have enjoyed working with the town agents, employees and property owners. We look forward to our continued relationship with the Town and its residents

Respectfully Submitted,

Daniel Gamelin, Sheriff

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### CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS (CUSI)

*Our mission is to protect and support all children, families, and adults by strengthening our community's response to abuse through investigation, prosecution and intervention while fostering professional collaboration to promote education and advocacy regarding the prevention of abuse.*

The Chittenden Unit for Special Investigations (CUSI) is a multi-agency task force dedicated to providing criminal response to reports of sexual assaults, serious child abuse and child fatalities. For 30 years, the primary focus has been to protect and support all children, adults, and families. CUSI defined what is now known as a true multidisciplinary team (MDT) approach to investigating crimes of this nature. The MDT is the heart of CUSI and is composed of six police detectives, a unit director, a victim advocate, an in-house investigator with the Department for Children and Families (DCF), and a dedicated prosecutor from the Chittenden County State's Attorney's Office. We work jointly with mental health providers and medical providers, as well as with the Department of Corrections.

The fundamental goal of CUSI is to conduct the highest quality criminal investigations for these types of crimes while meeting the emotional needs of victims and families. CUSI and CCAC investigate crimes in Chittenden County which consists of a population of approximately 171,857 residents. On average, CUSI investigates over 160 cases a year. 70% of those cases involve child victims. In recent years we have noticed an increase in the complexity of cases given the substantial increase in computer usage, social media, mobile devices, and drugs.

We currently have two detectives that coordinate the Chittenden County Sex Offender Registry Compliance Check. Per the Vermont Sex Offender Registry, (<https://vcic.vermont.gov/>) or searching by County, there are approximately 254 sex offenders in Chittenden County. CUSI maintains information pertinent to sex offender compliancy checks in Chittenden County and works with VCIC sex offender registry, US Marshalls, Probation and Parole and all law enforcement agencies in Chittenden County.

CUSI maintains a specialized approach of improved protection and services for victims in our community. This Unit promotes cooperative efforts between the various agencies that are involved in the prevention, investigation, advocacy, medical, therapeutic treatment, and prosecution of cases to better protect and serve victims and their families. Part of that cooperative effort includes contributions from towns in Chittenden County to help sustain this specialized unit. The contributions help pay for space for this specialized unit to all be under the same roof, training, specialized forensic testing and help run our day-to-day operations. CUSI is unique as it is the only Special Investigations Unit in Vermont that is all under the same roof. We are very fortunate. Being able to do this helps cut down on retraumatizing the victim and their families.

The current funding formula is based on population and excludes those communities that contribute one or more full-time detectives to the CUSI operation. Town contributions are determined by the budget required to fund the CUSI organization for the year allocated proportionally to communities not contributing in-kind services based on total population. CUSI can remain a successful unit due to the continued support of town contributions and without it we would not be able sustain this specialized unit and where it is located which would be a huge detriment to the community.

CUSI is co-located and partners with the Chittenden Children's Advocacy Center (CCAC). CACC collaborates with CUSI to emphasize the coordination of investigations and intervention. The CCAC is funded separately by local, state, and federal grants. *The Chittenden Children's Advocacy Center continues as an accredited member of the National Children's Alliance with the latest re-accreditation occurring in November 2024. We are also excited to announce that we have created a new website. We*

are very excited to provide another avenue to provide information to our communities. You can visit our website at <https://www.chittendencac.com/>

The CCAC, collaborating with CUSI, is a 501(c) (3) nonprofit entity offering a range of services to children and families affected by these crimes. The primary goal of the CCAC is to ensure that children are not further traumatized by the intervention system intended to protect them. This program has many benefits, with an approach that allows for faster follow-up to child abuse reports, more efficient medical and mental health referrals, fewer child interviews, more successful prosecutions, and consistent support for child victims and their families. It is our goal to support them and meet their emotional needs.

CUSI works closely with the statewide Internet Crimes against Children Task Force (ICAC). ICAC expertise is frequently used during cases of computer-facilitated exploitation or when computer-generated evidence may strengthen a CUSI case. CUSI detectives work with the ICAC team and have received extensive training in computer forensics and online undercover operations. While investigating these cases, CUSI may also work with HOPEWorks and the Forensic Nursing Program at the University of Vermont Medical Center including the Childsafe Clinic. We continue to work with other collaborative partners throughout the county and our state as well.

**CUSI Director’s Year in Review** - 2024 was another big transition year for CUSI that continues to promote positive change for the organization. We onboarded three new detectives for CUSI that replaced two of the most senior detectives that had a combined 10 years of experience at CUSI. This change has given the opportunity for new CUSI detectives to expand their professional careers with this important role and they get to attend some of the best specialized trainings available that would not otherwise be possible without the funding that is available to our organization. I’m pleased to say that the new additions to CUSI are doing very well and leave me feeling very optimistic about the future of our organization.

The University of Vermont Police Department has once again provided a detective to the Chittenden Unit for Special Investigations, on a part-time basis currently. This has been very helpful because the Colchester Police Department took their detective back half-way through the year for uniformed patrol functions, and she will not be back until sometime next Spring.

The team at CUSI is continuing to update and upgrade our workspace to ensure that we maintain comforting spaces for victims, professional partners, and everyone that uses our workspace. This includes amongst other things, new furniture, repainting rooms, updated children’s play space, etc.

Finally, CUSI underwent many technological advancements by transitioning to an IT company that specializes in Criminal Justice Information Security (CJIS). This ensures that our organization is CJIS compliant and is well-protected from potential cyber-attacks and other information threats. Recent equipment upgrades include transitioning our desktop computers to a laptop docking station setup and much needed server maintenance and upgrades.

We are proud and committed to our work and to the communities we serve. We thank you for your continued support.

**CUSI Case Incidents & Sex Offenders by Location  
July 1, 2023 to June 30, 2024**

Town of Incident	CUSI Case Count	Sex Offenders
Bolton	0	0
Burlington	27	71

Charlotte	0	3
Colchester	14	22
Essex	9	45
Hinesburg	2	4
Huntington	0	4
Jericho	4	4
Milton	14	27
Richmond	2	7
Shelburne	1	10
South Burlington	12	18
St. George	1	0
Underhill	0	5
UVM	2	0
Westford	1	2
Williston	7	10
Winooski	8	22
Out of County Assist	9	-
Out of State Assist	1	-
Unknown	9	
Community Service/SANE Kits	24	-
<b>Total</b>	147	254

### CHITTENDEN SOLID WASTE DISTRICT(CSWD)

*Our mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.*

The Chittenden Solid Waste District is a municipality created to implement solid waste management mandates legislated by the State of Vermont. The District is governed by a Board of Commissioners representing the communities of Chittenden County, Vermont.

**Financials** – The big financial news for FY24 is that we again ended the year in a positive position. This is in part due to strong sales of recyclables at our Materials Recycling Facility (MRF) in the third and fourth quarters and a healthy year for our Organics Recycling Facility (ORF). We generated \$15,962,722 in income, with expenses of 16,083,295. We conservatively budgeted both expenses and revenue, resulting in only needing to access \$287,837 in reserves.

**Waste Diversion** – The residents, businesses, and institutions of our 18 member towns and cities generated an estimated 306,814 tons of solid waste to be managed in calendar year 2023, compared with 309,212 tons in 2022. Chittenden County continues to be among the national leaders in landfill diversion, with an estimated 59.7% of 2023's waste kept out of the landfill via composting (food scraps, leaves, and yard trimmings), anaerobic digestion, and recycling of Blue-Bin materials, Special Recycling, and Construction and Demolition materials. The County's diversion rate has remained steady over the last nine years with some variability in specific waste streams due to economic conditions, construction activity, or new mandates for collecting materials.

**Materials Recycling Facility (MRF)** – We’ve had a temporary setback with our new MRF construction project. The plan was to build it on a parcel of land owned by CSWD on Redmond Road in Williston. In 2020, a wetlands delineation showed an area where the new facility could be located without disturbing the Class II wetlands present on the property. Since then, there have been several major changes that have impacted the site. A new road was constructed on the north side of the property, which changed the landscape and added an impermeable surface near where we had hoped to build the new MRF. Plus, as many Vermonters know, we experienced record rainfall over the last couple of years, which severely impacted the quality of the land. This spring, state officials and our consultant toured the site and discovered that it now qualifies as “primarily a wetland community.” Our consultant also found that the northern part of the property, where we planned to build the MRF, is now over 80% wet meadow. We made the decision to leave that parcel undisturbed and move forward with finding an alternative location in Chittenden County to site the facility. We remain hopeful that we will be able to open our new facility sometime in 2026. Our next steps include identifying a new site for the MRF, reviewing, and revising the design plans and obtaining new permits. Our hope is this will all be completed by early 2025 so we can begin construction in the Summer of 2025.

**Drop-Off Center Changes** – At our Drop-Off Centers we focused on customer convenience. We increased our hours of operation in Essex, Milton, and South Burlington, to be open Tuesday through Saturday, 8:00 am to 3:30 pm. These changes not only ensure consistent hours of operation for our customers but also brings much-needed stability for our Drop-Off Center team, providing them with two consecutive days off. This will help us continue to attract and retain talent. We also made a slight increase in our bagged trash fees to help cover the rising costs of trash disposal and operating expenses at our six Drop-Off Centers. However, there was no increase in fees for recycling or food scraps.

**Organics Recycling Facility (ORF)** – FY24 was a big year for the Organics Recycling Facility. We significantly improved the residential customer drop-off experience by relocating the facility entrance, creating a dedicated food waste drop-off area, and expanding the types of materials customers can mix in, like natural wood with leaves and garden trimmings. For commercial customers, we added a new scale and office, and extended our drop-off hours to help streamline the process. We added staff to enhance the quality of incoming materials and reduce contamination.

**Solar Glasses Reuse Program** – In anticipation of this year's Solar Eclipse in Vermont on April 8th, CSWD partnered with Astronomers Without Borders to ensure solar eclipse glasses were diverted from Vermont's only landfill, and instead collected for reuse at future solar eclipse events around the world. Our team worked with towns, businesses, event organizers, and libraries to establish collection sites for solar glasses, successfully diverting over 115,000 solar glasses from the landfill. This creative partnership not only generated a buzz in the community, but it also sparked a lot of media interest. We were interviewed by the Boston Globe, Vermont Public Radio, WCAX, WPTZ, Seven Days and the Burlington Free Press. It was extremely exciting to see so many people join forces to ensure the solar glasses find a new life beyond the April 8<sup>th</sup> eclipse.

The complete CSWD Annual Report will be available in February 2025 at [CSWD.net](https://www.cswd.net).

Respectfully,  
Paul Ruess, Chair, Board of Commissioners  
Sarah Reeves, Executive Director

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## ESSEX RESCUE

Essex Rescue is pleased to provide our 23/24 Annual Report, reviewing operations and financial performance. We are a nonprofit, private, regional emergency ambulance service. For the last 52 years, Essex Rescue has served the City of Essex Junction, and the Towns of Essex, Jericho, Underhill, and Westford with emergency ambulance transport services. During all times of the day and night, and regardless of weather conditions, our providers, ranging from EMT to paramedic, respond quickly to the sick and injured to deliver appropriate basic and advanced life support services. Our organization is comprised of three ambulances, one flycar, and a hybrid workforce of paid and volunteer professionals. To ensure the timeliest response, our personnel stay at our building for their 12-hour shifts, and they respond directly from our station when they are not on another call.

**Increasing Requests for Service** – Our service calls have increased 6% since last year. From January 1, 2023 to December 31, 2024 we received 3,227 requests for service, an average of just over 9 calls a day. In 2023, we responded to 83% of calls. We provided ambulance services to neighboring communities (mutual aid) 180 times & requested mutual aid to our service area 529 times in the year.

In our experience, the rise in ambulance requests stems from three main factors, the aging population, healthcare and social support system inadequacies, and population growth from community development. The inadequacies in our health and social service systems manifest in non-emergent inappropriate calls for the ambulance. Out of 2,698 requests for service 1,864 calls resulted in transport to the emergency department.

To meet the call demand and whenever staffing allows we have been putting an additional ambulance in service. From November to December of 2023, the second ambulance responded to 49 calls. We continue to work towards our goal of regularly staffing the second ambulance 12-hours a day five days a week. In the not so far future, we will likely require two ambulances to be staffed 24/7 to continue to meet the increasing call volume demand.

Our organization is grateful for our fire department first response partners as they play a crucial role in our emergency medical response system. Without their response, Essex Rescue would turn over even more calls to mutual aid. They keep our ambulance in service by canceling us when our continued response is not necessary. They are often first on scene, quick to assess the situation and communicate valuable updates to the incoming ambulances. Most importantly they initiate critical lifesaving interventions to the patient when their arrival precedes that of the responding ambulance crew. The overlap in skill set and training between our ambulance crew and first response partners provide critical links in the chain of patient care; and while the roles are very different, they are both equally important to providing the level of care expected by our community.

**Changing Workforce** – We continue to be challenged by low staffing levels. Today, many EMS professionals expect to be compensated for their time. We have updated our workforce model to incentivize the continuation of training and leadership development. If a volunteer puts in the time and training to obtain the clinical status of crew chief, they are given the choice to be compensated. This has proven to be a good retention strategy and morale booster. Although we have seen a small bump in volunteer involvement, their tenure with the organization remains unchanged as this experience is a resume booster for other opportunities within the healthcare field. We can always use more people and welcome anyone that wants to get involved, which includes opportunities with no clinical requirements. Volunteers remain a valuable asset to Essex Rescue and the communities we serve. Our

staffing model will continue to include volunteers for as long as they keep coming. More information about our clinical and non-clinical volunteer and paid opportunities can be found on our website.

**Financial Update** – We continue to see incremental improvement and stabilization in our financial position. Unlike a few years back, we were able to appropriately fund our Capital Reserve account for the second year in a row. Our Capital Reserve account funds future projects, the upgrading of equipment, and the purchase of new ambulances.

We ended the fiscal year 16% below in expenses and mostly related to staffing and benefits, due to open staff positions. There were also a few operational adjustments made which eliminated some other anticipated costs.

Reimbursement for service is our primary source of income with municipal subsidies as our second. There was a 10% increase in service reimbursement this fiscal year. The increase is mostly due to Essex Rescue’s billing rates and the mix of insurance carriers billed. Other contributing factors include billing for all reimbursable services such as assessments and treatments without transport, and the increase reimbursement rates set by government contracts, such as Medicare.

Fiscal Year End 23/24 *	
Expenses	\$ 1,480,953
Revenue	\$ 1,951,262
Capital Reserve	\$ 407,309
<i>*New building expenses/contributions removed</i>	

FY 23/24 Revenue	
Service Reimbursement	\$ 1,219,736
Donations / Municipal Subsidies	\$ 558,560
Subscription	\$ 131,038
Dividend / Misc Service Income	\$ 37,844

The 2023 municipal contribution rate of \$18.00 per person for services provided by Essex Rescue remains a bargain rate for taxpayers. According to the Vermont Ambulance Association the average cost for EMS services in Vermont is \$29.53 per capita.

**Capital Campaign and New Building Project** – Our need for a new building remains a high priority for our organization. The rise in building costs and limitations on funding sources require that we look at a variety of options. We are optimistic about the possibility of having space set aside for our agency in the new buildings being developed by the Town of Essex; more to come on this topic in the future.

**Annual Subscription** – Essex Rescue encourages residents living in Essex Rescue’s primary service area to enroll in our annual Subscription Program. Our Subscription Program covers costs associated with any EMS services provided by Essex Rescue. Subscribers pay an annual flat rate per household, regardless of the number of household members or their relationship to one another. Our subscription mailing is sent out in November. For more information visit our website: [www.essexrescue.org](http://www.essexrescue.org).

Lastly, Essex Rescue will always accept donations, large or small, and are grateful for the ongoing generosity demonstrated by the communities we serve.

Thank you,  
Colleen M. Ballard, NRP, Executive Director

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**FAIRFAX RESCUE**

We are honored to present you with our report for 2024. Fairfax Rescue is a private not for profit Paramedic level ambulance service. We provide Advanced Life Support coverage to the towns of Fairfax, Fletcher, and the northern area of Westford. In addition, we provide mutual aid to the towns of Cambridge, Georgia, Milton, St. Albans, and East Fairfield. We are also happy to provide standby coverage for community events. Our members love participating in community events! This year we

participated in the Fourth of July parade and will provide medical coverage for the Turkey Trot in Westford. We are available to help with any of Westford's school and community events.

Last year was a year of training and growth for our squad, our members, and the communities we serve. We have continued these efforts and will keep our focus on education and provider growth going into the new year. Fairfax Rescue offers Vermont Emergency First Responder, EMT and Advanced EMT classes on an ongoing basis. These courses are taught to the national curriculum by Vermont licensed Instructor Coordinators. Hosting EMS classes has helped us recruit new members and advance our current staff. Many of the students who graduated from our program continue to volunteer with us. This helps keep our payroll expenses low while allowing us to provide our communities with excellent patient care. This summer we received a grant to teach a Vermont Emergency Responder course for teenagers from Westford. Eight teens attended the course and are now trained in basic first aid and emergency response. We also offer community CPR and First Aid courses.

Fairfax Rescue is primarily a volunteer service that provides Advanced Life Support at the paramedic level. We have some of the most highly trained professionals in EMS and currently have four paramedics on our roster. We also have two members who are close to completing a paramedic course. Our members provide quality advanced life support coverage 24/7. Our volunteers provide approximately 80% of our coverage and donated over 18,000 hours of their time in 2024. We are honored to have such a dedicated and highly trained membership.

We look forward to serving the Town of Westford in the coming year; it is a privilege to serve your community. We are excited about our continued training plans for next year. Fairfax Rescue is always recruiting and relies on new volunteers. Call us at 802-849-2773, stop by our station at 14 Goodall St in Fairfax, visit <http://www.fairfaxrescue.org/> or like us on Facebook for information on classes and volunteer opportunities.

Respectfully submitted,  
Kathy Jochim, NRP, Director of Operations

## HOME HEALTH & HOSPICE

**Care at Home. For All Ages and Stages of Life.** Vermont's oldest and largest non-profit home health and hospice agency and the only Medicare-certified inpatient hospice residence. For more than 100 years, we have provided high-quality, compassionate home health and hospice care wherever our community members call home.

**Compassionate Care that Places People at the Center.** Services and support based on our patients' goals. We provide a wide range of high-quality care at home for adults with acute and chronic illnesses, help families through pre-and post-natal visits and pediatric therapies, and offer hospice care for those at the end of life.

**Experience Matters.** Our patient and family experience of care ratings surpass Vermont and National averages. The way our patients experience care is important to us. Medicare's Care Compare website ([www.medicare.gov/care-compare](http://www.medicare.gov/care-compare)) displays our ratings demonstrating that our patients and their caregivers rate us highly for home health & hospice care and would recommend our agency to their friends and family.

### **Our Impact:**

- 229,602 hours of care provided
- 4,369 patients served, at all ages and stages of life

- 4,075 days of care provided at McClure Miller Respite House

**Our Services in Westford:**

- Home Health & Hospice cared for **25 Westford residents** in our last reporting period.
- 265 Total visits to Westford

<u>HOME HEALTH &amp; HOSPICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	114	
Physical Therapy	99	
Speech Therapy	3	
Occupational Therapy	32	
Social Work	17	
Personal Care Attendant		0
<b>Total</b>	<b>265</b>	<b>0</b>
<b><u>Cost of Care</u></b>		<b><u>Amount</u></b>
Total cost of HH&H services		\$67,793
Amount reimbursed to HH&H		<u>\$52,882</u>
<b>Unreimbursed Care</b>		<b>\$14,910</b>

We request annual contributions from each town and city in our two-county service area. Your support is critical to supporting the **millions of dollars** in unreimbursed care that we provided this year.

**STEPS TO END DOMESTIC VIOLENCE**

Steps to End Domestic Violence provided services to 1,928 individuals. Of those served, 1,410 were adults and 518 were children.

- 90% of the people we served live in Chittenden County.
- 57 individuals served identified as being members of the LGBTQ community.
- 141 male-identified adults were served.
- 248 youth between the ages of 13 and 24 were served.

Our Housing program provided advocacy and support services to 515 adults and 261 children who sought help with emergency and/or permanent housing.

- We provided emergency shelter to 300 adults and 146 children for a total of 25,235 bednights.
- We provided rental assistance to 17 adults and 12 children for a total of 5,002 bednights.
- We assisted 94 homeless adults and their 90 children to move into permanent housing.
- We helped 40 adults and 58 children who were in danger of losing their permanent housing.

Our hotline fielded 4,433 calls, emails, and webchats, assisting 1,188 individuals in crisis, and offering emergency services, support, and referrals.

An average of 58 new survivors called the hotline each month, accessing emergency services and support for the first time.

49 adults attended our support groups a total of 300 times.

Our Legal Advocacy program provided services to a total of 542 adults seeking support with divorce, custody/parentage, immigration, criminal justice, and relief from abuse orders.

\* Of the 542 adults noted above, the Legal Advocacy program assisted 258 with filing relief from abuse orders. These adults had 252 children who also benefited from the assistance given to their parents.

Our Children and Youth Services program spent 2,778 hours providing playgroups, advocacy, parenting support, and resources to 210 adults and 360 children.

16 full-time paid staff equivalents worked at Steps to End Domestic Violence.

Our budget for FY 2024 was \$3,614,462.

### VERMONT CENTER FOR INDEPENDENT LIVING

For over 45 years, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy, and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

In FY'24 (10/2023-9/2024) VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **293** individuals to help increase their independent living skills. VCIL's Home Access Program (HAP) assisted **233** households with information on technical assistance and/or alternative funding for modifications; **115** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **149** individuals with information on assistive technology; **43** of these individuals received funding to obtain adaptive equipment. **320** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. Our Vermont Telecommunications Equipment Distribution Program (VTEDP) served **38** people and provided **31** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone.

VCIL's central office is located in downtown Montpelier, and we have five branch offices in Bennington, Chittenden, Franklin, Rutland, and Windham Counties. Our PACs and services are available to people with disabilities throughout Vermont.

During FY'24, 1 residents of **Westford** received services from the following programs:

- Home Access Program (\$5,906 spent on modifications)
- Information Referral and Assistance (I, R&A)

### VERMONT LEAGUE OF CITIES AND TOWNS

*Serving and Strengthening Vermont Local Government*

The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization, owned by its member municipalities, with a mission to serve and strengthen Vermont local government. It is directed by a 13-member Board of Directors elected by the membership and comprising municipal officials from across the state.

**Member Benefits** – All 247 Vermont cities and towns are members of VLCT, as are 140 other municipal entities that include villages, solid waste districts, and fire districts. As members, municipal officials and staff can tap into specialized benefits, expertise, and services, such as:

- **Legal and technical assistance**, including prompt responses to thousands of questions on how to comply with state and federal requirements. VLCT also creates and publishes guidance, templates, research reports, and FAQs to simplify the day-to-day work of municipal officials and staff. In 2024, members used VLCT’s consultation, resources, and government-specific finance training to help them obtain federal infrastructure funding, respond to flooding, and manage grants. Staff even helped state leaders design and implement grant programs to be easier for municipalities to use.
- **Trainings and timely communications on topics of specific concern to local officials.** VLCT provides training via webinars, classes at members’ locations, and its annual member conference. In the wake of the 2023 floods, VLCT became a crucial information hub for local officials, and in 2024 VLCT helped members understand the local effects of updates to the Open Meeting Law, Act 250, and other state laws. VLCT’s Equity Committee assists local officials in centering the work of justice, diversity, equity, inclusion, and belonging in their municipalities’ decision making, policies, practices, and programs.
- **Representation before the state legislature, state agencies, and the federal government**, ensuring that municipal concerns are heard collectively and as a single, united voice. VLCT’s recent legislative efforts have helped secure flood relief for municipalities, increase local transportation funding, expand remote meeting authority, improve emergency medical services, exempt downtowns from Act 250, and create local option tax authority. Members are also represented at the federal level to Vermont’s Congressional delegation and through our partner, the National League of Cities.
- **Not-for-profit insurance programs.** The Property and Casualty Intermunicipal Fund (PACIF) provides comprehensive and cost-effective property, liability, and workers’ compensation insurance coverage, programs, and services that protect the assets of your community. The VLCT Unemployment Insurance Trust provides unemployment insurance at stable pricing. VLCT also offers members group rates on desirable employee benefits. All the programs offer coverage and products that members need and ask for, help Vermont municipalities stretch their budgets, and are *only* available to VLCT members.

**To learn more about the Vermont League of Cities and Towns, visit [vlct.org](https://vlct.org).** Recent audited financial statements are available at [vlct.org/AuditReports](https://vlct.org/AuditReports).

