

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=9KEogX2sLSBuS6J9R03lXu0rRQtTSW.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.

Cover Photo- Bree Drapa resident and former Library Director Photo Credit- Kathleen Porter of North Photography
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DEDICATION

Bree Drapa

When Bree Drapa and her husband Mark moved to Westford in 2004, one of the first places they visited was the Westford Public Library. Excited to become part of their new community, they were welcomed warmly by the library, a place that would soon become central to both Bree’s professional life and her family’s story.

Bree began volunteering at the library in 2005. At that time, the library was not yet automated, and she spent many hours doing data entry, often with a baby on her lap. As her family grew, so did her involvement. From 2007 to 2012, she served on the Library Board of Trustees. In late 2012, Bree became Director of the Westford Public Library, a position she held for 13 years until September 2025. During that time, she grew significantly in her skills and confidence as a library director, while her family was nurtured alongside the library itself. It was a place where the community, the library, and her family all “grew up” together.

Bree is proud of that growth and of earning her Certificate of Public Librarianship from the State of Vermont in 2015. She also participated in the Association of Rural and Small Libraries Leadership Institute from 2021–2023. Representing Westford at local, state, and national conferences brought her great professional satisfaction and pride in the community she served. Throughout her tenure as director, Bree takes pride in many accomplishments, including making the library a welcoming place for the entire community and building strong, lasting community relationships. She was especially proud of the wide range of engaging programs offered for all ages. Some of her favorites included Coffee and Cards, the 2024 Eclipse event, Adult Book Group, Shakespeare Group, STEM Buddies (a middle and elementary school science program that ran for three years), Travel Talk, Cookbook Club, Crazy 8s Math Club, and the many animal visitors—most memorably Bob the Reading Tortoise.



Summer Reading was another highlight of Bree’s directorship. For 13 years, the library celebrated summer with reading logs, raffles, stickers, ice cream, themed programming, and a float in the Fourth of July parade. With themes ranging from Space and Science to Art, Construction, and Libraries Rock, the small library made a big impact in preventing the “summer slide” while having a great deal of fun.

Bree was also a strong advocate for Libby, the library’s free eBook and audiobook service. She is particularly proud of how many hesitant patrons embraced the technology and became enthusiastic users, listening to books on commutes, vacations, and throughout Vermont’s long winters.

Of all the accomplishments during her tenure, Bree is perhaps most proud of the library’s response to the COVID-19 pandemic. The library transitioned from fully open to curbside service in just one day and maintained access to materials and services throughout the pandemic. With the support of a science-based and community-focused board, the library continued serving residents through take-home crafts, online story time, and a careful, gradual

reopening. Through grants and community partnerships, the library also established 24/7 public Wi-Fi on the Town Common—a project that continues today and has been incorporated into the town’s capital plan due to its importance.

Expanding library access was another major point of pride. With strong Board and community support, additional library hours were added, including opening on Tuesdays. Staffing expanded to include a part-time assistant, seasonal staff for Summer Reading, and substitute staff to ensure regular employees could take well-earned time off. Bree was grateful to work alongside many dedicated volunteers and staff members over the years, especially Niquette, Tina, and Charlie, who made the library a joyful place to work.



Beyond the library, Bree also volunteered extensively in the Westford community. She participated in the Senior Luncheon program, served as Westford’s Monday Meals on Wheels driver, acted as secretary of the Westford School PTO, and volunteered as a Four Winds Nature Institute teacher at Westford School for 13 consecutive years while her children attended the program.

Although she no longer works in Westford, the town remains close to Bree’s heart. She looks forward to serving the community in other ways in the future and can often be found enjoying free concerts, strolling through the Farmers Market, visiting her hometown library, or attending one of Westford’s many festivals.

As Bree has often said—and continues to believe—Westford truly is the “Best”ford. She extends her heartfelt thanks to everyone who makes it so.



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

*January-June & Sept.-Dec.

HOURS

Town Clerk’s Office	Monday – Thursday	8:30 a.m. - 4:30 p.m.
	Friday	8:30 a.m. - 1:00 p.m.
Town Administrator	Monday – Thursday	9:00 a.m. - 4:30 p.m.
	Friday	9:00 a.m. - 1:00 p.m.
Zoning Administrator	Monday – Friday	8:30 a.m. - 4:30 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)
 Town Clerk (3 years, term expires 2028)

VACANT
 Callie Hamdy

Selectboard

Term expires 2026 (2 years)
 Term expires 2026 (3 years)
 Term expires 2027 (3 years)
 Term expires 2027 (2 years)
 Term expires 2028 (3 years)

Deb Sawyer Jorschick
 Casey Mathieu
 Patrick Haller
 Julia Andrews
 William “Nick” Nichols

School Board (election takes place in April)

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

Ann Marie Sharp
 Andre Roy

Library Trustees

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)

Patricia Hechmer
 Kelsi Cross (Appointed)
 Marianne Bassford
 Helen Sterling (Chair)
 Becky Roy

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

Dennis Angiono
 Lynn Bursell
 Christian Frenette
 Martha Heath

Martha Bennett
 Andrea Letorney
 Suzanne Blanchard

APPOINTED TOWN OFFICES

Town Administrator
 Assistant Town Clerk & Administrative Assistant
 Town Treasurer
 Bookkeeper
 Delinquent Tax Collector
 Dog Warden
 Assessor
 Zoning Officer & Planning Coord. (3-year term, expires 2026)
 Library Director
 Library Technical Assistant
 Recreation Coordinator
 Road Foreman

Tommy O’Connor
 Maria Barden
 Gregory Barrows
 Mary Jane Featherstone
 Marjorie McIntosh (Retired 2026)
 Matt Bartholomew
 Terri Sabens
 Harmony Cism
 Maggie Kabbeko
 Niquette Bergeron
 Tommy O’Connor
 Sean Cushing

Road Crew

Reggie Smith, Matthew
Coon, Phil Roberge

CCCUD Delegate
CCRPC Representative
CSWD Representative
Emergency Management Director
Fence Viewers

Julia Andrews
Benjamin Bornstein
Katie Frederick
Francois Ross
Barb Peck

APPOINTED TOWN OFFICES (CONTINUED)

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

Garrett Bartlett
Garrett Bartlett (Appointed)
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
Max Tyler
Matthew Wamsganz
Francois Ross
Peter Armata
Andrew Collier
Dennis Angiono
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
Vacant
Vacant
Will Dunkley

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)

Joel Fay

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

Christopher Cunningham
Kirsten Tyler
Elias Rosenblatt
Sarah Pinto
Elizabeth Ploof

Recreation Committee

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)

Lori Miller
George Elliott
Bayley Greer
Greig Arendt
Benjamin McElvany

APPOINTED TOWN OFFICES (CONTINUED)

Common Commission

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

Susan Schmidt
Suzanne Kearns
Lori Johnson

Notary Public

Callie Hamdy (with seal)
Maria Barden (with seal)
Niquette Bergeron (with seal)

State Representative – Chittenden-25

Brenda Steady (R)
138 McMullen Rd Milton, VT 05468
Phone: (802) 828-2228
Email: 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
Assigned committees: TBD



ABSTRACT OF THE 2025 ANNUAL TOWN MEETING

The Selectboard held an in-person Town Meeting on Monday, March 3, 2025, 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 4, 2025.

Results of Floor Vote Articles - Voted 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 15th, November 15th, March 15th, and May 15th, commencing with the fiscal year that begins on July 1, 2025, with postmarks being acceptable?

Result: Yes

Article 2 Discussion of other nonbinding business that may come before the meeting.

Results of Australian Ballot Articles - Voted 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?

Total ballots cast: 753

628 Yes

125 No

0 Over votes

18 Blanks

Article 4 To elect all officers required by law.

- Town Moderator for a term of 1 year – Lee McClenny
- Selectboard for a term of 3 years – William “Nick” Nichols
- Selectboard for a term of 2 years – Julia Andrews
- Town Clerk for a term of 3 years – Callie Hamdy
- Library Trustee for a term of 5 years – Becky Roy



Westford School- aerial photo

**OFFICIAL WARNING
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 2, 2026, 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 3, 2026, 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 2, 2026, 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 2, 2026

- 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 15th, November 15th, March 15th, and May 15th, 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 3, 2026

- ARTICLE 3** Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,483,487 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
 - Library Trustee for a term of five years
 - Library Trustee for a term of 1 year (of 5 year term)

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 28th day of January 2026.

WESTFORD SELECTBOARD
Casey Mathieu, Chair
Patrick Haller
Deborah Sawyer Jorschick
Julia Andrews
William "Nick" Nichols

Received for record January 30, 2026, at 11:30 a.m.
Attest: Callie Hamdy, Town Clerk

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

GENERAL FUND EXPENSE BUDGET 2025-2026

		2024-25	2024-25	2025-26	2026-27
		Budget	Actual	Budget	Proposed
100-30					
Administration					
3000-10.00	Selectboard Salaries	4,000.00	4,000.00	4,000.00	4,000.00
3000-10.01	Selectboard Minute Taker	1,350.00	1,786.00	1,700.00	1,700.00
3000-11.00	Town Admin & Asst. Admin Salaries	86,320.00	78,399.60	90,043.20	97,065.80
3000-12.00	Bookkeeper Salary	38,673.00	38,846.89	41,732.45	43,398.12
3000-13.00	Fire Warden Stipend	400.00	401.00	400.00	400.00
3000-13.01	Rec Coordinator Salary	16,224.00	9,022.00	17,197.44	12,004.20
3000-14.00	FICA & Medicare	23,759.00	20,770.82	23,828.47	26,670.71
3000-14.10	Childcare Tax	1,367.00	1,610.00	1,370.53	1,545.00
3000-15.00	Health Insurance	27,590.00	25,385.68	28,874.16	30,000.00
3000-15.01	Dental Insurance	900.00	832.14	930.00	1,000.00
3000-15.02	Disability Insurance	1,345.00	1,103.28	1,345.00	1,400.00
3000-15.03	Vision Insurance	220.00	199.32	220.00	250.00
3000-16.00	Employee Pension Plan	9,007.00	6,203.67	9,037.00	10,151.60
3000-19.00	Office Equipment	500.00	299.00	500.00	2,500.00
3000-20.00	Office Supplies & Repairs	5,000.00	3,523.12	5,000.00	5,000.00
	Employee Appreciation	0.00	0.00	500.00	500.00
3000-30.00	Legal Notices	850.00	2,450.24	1,000.00	1,300.00
3000-34.00	Postage	8,000.00	6,322.47	7,000.00	6,000.00
3000-40.00	Education - Selectboard & Town Admin.	1,010.00	509.12	1,000.00	500.00
3000-42.00	Grant Writer	0.00	0.00	0.00	0.00
3000-48.00	Property & Casualty, W/C Insurance	18,037.00	15,966.22	19,000.00	19,000.00
3000-60.01	Legal & Professional Fees	21,000.00	28,665.04	18,000.00	22,000.00
3000-60.02	IT Professional Services	24,561.00	27,096.41	24,700.00	15,000.00
3000-50.00	Payroll Services Contract	0.00	5,350.00	5,350.00	6,500.00
3000-60.04	Software	2,250.00	1,234.99	2,100.00	1,500.00
3000-60.05	Town Administrator Computer	1,800.00	0.00	1,800.00	0.00
3000-60.08	Admin, Library & Rec Capital Budget Reserve	17,390.00	17,390.00	17,015.00	11,065.00
3000-60.10	Holiday Baskets	0.00	2,845.00	0.00	1,200.00
3000-62.00	Stationary & Printing	2,800.00	3,318.88	2,850.00	2,850.00
3000-63.00	Newsletter Printing	3,458.00	2,723.49	3,100.00	3,100.00
3000-74.00	Selectboard/Town Administrator Travel	700.00	967.99	500.00	300.00
3000-75.00	Emergency Generator Maintenance & Fuel	900.00	0.00	900.00	2,000.00
3000-76.00	Electricity - Flag, Street Lights	1,915.00	2,104.98	1,900.00	1,800.00
3000-91.00	Interest Expenses	0.00	192.40	0.00	50.00
3000-92.00	Tax Abatements	0.00	5,203.66	0.00	1,000.00
Administration Total		321,326.00	314,723.41	332,893.25	332,750.43

		2024-25 Budget	2024-25 Actual	2025-26 Budget	2026-27 Proposed
100-32 Clerk & Treasurer					
3200-10.00	Town Clerk & Assist. Clerk Salary	45,422.00	48,347.31	47,687.00	49,598.41
3200-25.00	Treasurer Salary	13,773.00	14,955.86	14,326.00	16,141.80
3200-30.10	Membership Dues	350.00	45.00	300.00	150.00
3200-40.10	Education - Clerk's Office	300.00	288.00	200.00	300.00
3200-40.20	Education - Treasurer's Office	200.00	0.00	200.00	200.00
3200-60.03	Supplies - Town Clerk	300.00	276.13	300.00	300.00
3200-60.04	Supplies - Treasurer	1,100.00	581.84	500.00	500.00
3200-60.05	Treasurer/Bookkeeper Computer	0.00		0.00	1,000.00
3200-60.06	Town Clerk Laptop	0.00		0.00	0.00
3200-74.00	Travel	400.00	189.46	50.00	250.00
Clerk & Treasurer Total		61,845.00	64,683.60	63,563.00	68,440.21
100-33 BCA & Elections					
3300-10.00	BCA Salaries	850.00	550.00	850.00	600.00
3300-20.00	Election Workers	120.00	0.00	0.00	0.00
3300-30.00	Ballots, Supplies & Voting Machine	4,000.00	4,553.04	2,000.00	5,000.00
3300-40.00	CTCL Election Grant	0.00	0.00	0.00	0.00
3300-99.00	Misc Expenses	0.00	40.31	50.00	0.00
BCA & Elections Total		4,970.00	5,143.35	2,900.00	5,600.00
100-34 Auditors & Delinquent Tax Collector					
3400-11-00	Independent Audit	19,400.00	19,575.00	20,000.00	20,000.00
3440-10.00	Delinquent Tax Penalty Payment	5,000.00	8,325.13	5,000.00	5,000.00
3440-34.01	Delinquent Tax Collector Expenses	150.00	73.00	150.00	100.00
3440-40.00	Education - DTC	50.00	10.00	50.00	50.00
Auditors & Delinquent Tax Collector Total		24,600.00	27,983.13	25,200.00	25,150.00
100-35 Listers					
3500-09.00	Assessor Contract	0.00	2,622.00	0.00	0.00
3500-10.00	Listers Salaries	16,382.00	8,683.85	22,880.00	22,880.00
3500-10.01	Reappraisal	0.00	530.20	0.00	0.00
3500-20.00	Tax Mapping	5,000.00	455.00	900.00	1,250.00
3500-40.00	Education	0.00		0.00	0.00
3500-50.00	Supplies/Equipment	200.00	0.00	200.00	200.00
3500-60.04	Software	500.00	634.13	650.00	865.00
3500-60.05	Computer	1,800.00		0.00	0.00
3500-74.00	Travel	50.00	0.00	50.00	200.00
Listers Total		23,932.00	12,925.18	24,680.00	25,395.00

		2024-25 Budget	2024-25 Actual	2025-26 Budget	2026-27 Proposed
100-36 Planning, DRB & Zoning					
3600-10.01	Planning Commission Stipend	2,000.00	700.00	2,000.00	2,000.00
3600-10.02	Planning Commission Minute Clerk	2,000.00	557.60	1,700.00	1,800.00
3600-30.00	Planning Commission Legal Notices	750.00	118.04	750.00	750.00
3600-40.00	Planning Commission Education	300.00		300.00	300.00
3600-60.01	Planning Commission Legal & Professional Fees	1,000.00		1,000.00	1,000.00
3600-60.02	Planning Special Projects	4,000.00	0.00	4,000.00	7,000.00
3600-60.06	Wastewater Project	0.00		0.00	0.00
3600-60.07	VCDP Grant - 1705 Property	0.00		0.00	0.00
3600-99.00	Planning Maps & Miscellaneous	500.00	178.98	500.00	500.00
3601-09.00	Planning Consultant	0.00	0.00	15,000.00	0.00
3601-10.00	Town Planner Salary	40,560.00	0.00	0.00	30,836.00
3601-10.01	DRB Coordinator & Administrative Assistant	0.00		0.00	0.00
3601-40.00	Town Planner Education	150.00		0.00	250.00
3601-60.05	Town Planner Computer	0.00		0.00	0.00
3601-74.00	Town Planner Travel	200.00		0.00	200.00
3620-20.00	DRB Stipend	2,800.00	2,800.00	2,800.00	2,800.00
3620-30.00	DRB Legal Notices	500.00	505.44	500.00	500.00
3620-40.00	DRB Education	100.00	0.00	100.00	100.00
3620-41.00	DRB Minute Clerk	500.00	219.55	500.00	300.00
3620-42.00	Grant writer	0.00		0.00	0.00
3620-60.01	DRB Legal & Professional Fees	1,325.00	3,284.00	1,325.00	2,000.00
3620-99.00	DRB Miscellaneous	50.00	0.00	50.00	0.00
3650-10.00	Zoning Officer & Planning Coord Salary	33,642.00	53,578.08	63,467.00	62,462.40
3650-40.00	Zoning Education	500.00	120.93	650.00	500.00
3650-60.01	Zoning Admin Legal & Professional	0.00		0.00	0.00
3650-60.05	Zoning Administrator Computer	2,300.00	2,316.13	0.00	0.00
3650-74.00	Zoning Administrator Travel	400.00	213.00	400.00	300.00
3650-75.00	Zoning Administrator CCRPC BWQC	400.00		0.00	0.00
3650-99.00	Zoning Admin Miscellaneous	0.00		0.00	0.00
Planning, DRB & Zoning Total		93,977.00	64,591.75	95,042.00	113,598.40

100-37 Town Office Building & Property

3700-68.00	Building Maintenance & Repairs	2,900	5,881.16	3,000	5,000.00
3700-69.00	1705 Route 128 Property		302,500.00		
3700-70.00	Custodial Services	2,600	2,610.00	3,120	2,600.00

		2024-25 Budget	2024-25 Actual	2025-26 Budget	2026-27 Proposed
100-37 Town Office Building & Property (Continued)					
3700-75.00	Fuel	1,545.00	1,470.40	1,500.00	1,700.00
3700-76.00	Electricity	3,000.00	3,043.73	3,500.00	3,000.00
3700-77.00	Telephone & Internet	2,420.00	2,438.49	2,500.00	3,200.00
3700-78.00	Water - Office & Library	500.00	862.40	600.00	600.00
3700-79.00	Common Port-o-let	1,230.00	1,240.00	1,300.00	1,500.00
8310-13.00	Spiller Lot	-	-	-	0.00
8310-14.00	Maple Shade Town Forest	-	-	-	0.00
3700-81.00	Building Improvements	-	-	-	0.00
3700-81.01	Septic System Upgrade	-	-	-	30,000.00
3700-82.10	Maple Shade Town Forest	-	-	-	0.00
3700-83.00	Sports Field Maintenance	4,845.00	4,844.60	5,020.00	5,000.00
Town Office Building & Property Total		23,705.00	329,580.78	27,540.00	62,600.00
100-41 Dog Warden					
4100-10.00	Salary	500.00	0.00	300.00	300.00
4100-40.00	Education	100.00	0.00	50.00	50.00
4100-74.00	Travel	75.00	0.00	50.00	50.00
4100-75.00	Shelter Fund	-	-	-	200.00
4190-00.00	Miscellaneous	50.00	0.00	50.00	0.00
Dog Warden Total		725.00	0.00	450.00	600.00
100-42 Law Enforcement					
4200-00.00	Law Enforcement Contract	26,500.00	26,550.00	0.00	0.00
4200-20.00	Chittenden County Sheriff	0.00	0.00	26,500.00	26,500.00
4200-30.00	CUSI	1,698.00	0.00	1,000.00	1,000.00
Law Enforcement Total		28,198.00	26,550.00	27,500.00	27,500.00
100-43 Emergency Services					
4310-00.00	Essex Rescue	11,995.00	11,995.00	12,705.00	12,655.32
4320-00.00	Fairfax Rescue	14,000.00	14,000.00	14,000.00	14,000.00
4330-00.00	Emergency Dispatching Services	13,781.00	13,781.00	15,160.00	15,160.00
Emergency Services Total		39,776.00	39,776.00	41,865.00	41,815.32
100-45 Fire Department					
4500-00.00	Fire Department	67,586.00	63,702.50	69,086.00	69,086.00
4500-59.00	N/P 2018 Pumper Trk 9/07	27,480.00	27,431.90	28,852.00	28,852.00
4500-60.01	Capital Budget Reserve	56,070.00	56,070.00	39,730.00	39,730.00
4500-70.00	2018 Pumper Truck	0.00	-	0.00	0.00

Total Fire Department		151,136.00	147,204.40	137,668.00	137,668.00
		2024-25	2024-25	2025-26	2026-27
		Budget	Actual	Budget	Proposed
100-48 Conservation					
3600-89.00	Conservation Commission	2,500.00	2,500.00	2,500.00	2,500.00
Conservation Total		2,500.00	2,500.00	2,500.00	2,500.00
100-61 Health Officer					
6100-10.00	Salary	450.00	200.00	300.00	300.00
Health Officer Total		450.00	200.00	300.00	300.00
100-63 Trash & Recycling					
6300-00.00	Solid Waste Disposal	247,500.00	259,657.86	255,192.00	262,955.00
6305-00.00	Recycling	0.00	0.00	0.00	0.00
6306-00.00	Metal Dumpster	0.00	0.00	0.00	0.00
Trash & Recycling Total		247,500.00	259,657.86	255,192.00	262,955.00
100-68 Cemeteries					
6800-00.00	Cemetery Commission	8,000.00	8,000.00	9,000.00	9,000.00
6800-10.00	Cemetery Commissioner Stipend	425.00	425.00	450.00	450.00
Cemeteries Total		8,425.00	8,425.00	9,450.00	9,450.00
100-78 Library					
7800-00.00	Appropriation	93,849.00	93,849.00	98,441.00	98,441.00
7800-TBD	Drainage/basement mitigation	0.00	0.00	0.00	0.00
Library Total		93,849.00	93,849.00	98,441.00	98,441.00
100-93 Dues & Assessments					
9300-30.10	Chittenden County Tax	12,313.00	12,313.00	12,525.00	15,000.00
9300-30.12	CCRPC	2,931.00	2,931.00	2,976.00	3,253.00
9300-30.13	VLCT	3,934.00	3,934.00	4,021.00	4,139.00
Dues & Assessments Total		19,178.00	19,178.00	19,522.00	22,392.00
100-99 Donations & Miscellaneous					
9900-00.00	Miscellaneous	2,000.00	1,521.93	2,000.00	0.00
9900-01.01	Donations - Other	0.00	550.00	500.00	0.00
9900-05.00	Brick Meeting House Society	2,000.00	30,755.53	2,500.00	2,500.00
9900-05.01	Westford Common Hall	2,000.00	2,000.00	2,500.00	2,500.00
9900-05.02	Summer Concert Series	1,500.00	1,500.00	2,700.00	2,700.00
9900-05.02	Westford Historical Society	1,000.00	4,063.55	1,500.00	1,500.00
9900-08.00	Recreation Committee	0.00	0.00	750.00	750.00

	2024-25 Budget	2024-25 Actual	2025-26 Budget	2026-27 Proposed
100-99 Donations & Miscellaneous (Continued)				
9900-09.00	Matching Grant Funds	0.00	0.00	25,000.00
9900-11.00	Stop Payment Refunds			0.00
9900-10.00	Covered Bridge Restoration		12,000.00	12,000.00
9900-12.00	Veteran's Banners			600.00
9900-99.00	TRANSFER OUT GL	0.00	60,544.18	
9905-00.00	UVM Home Health & Hospice	6,500.00	4,875.00	6,500.00
9910-00.00	Age Well (formerly CVAA)	1,500.00	1,500.00	1,500.00
9920-00.00	Westford Fairfax Fletcher Band	100.00	100.00	100.00
9930-00.00	Front Porch Forum	270.00	270.00	270.00
9931-00.00	GBIC - Greater Burlington Industrial Corp.	200.00	200.00	200.00
9932-00.00	Winooski Nat'l Resources Cons. Dist	300.00	300.00	0.00
	Essex High School Robotics	300.00		300.00
	Winterfest	750.00	0.00	750.00
	Westford Farmer's Market	0.00		250.00
	Howard Center	0.00		750.00
9940-00.00	Steps to End Domestic Violence	300.00	300.00	350.00
9941-00.00	Hope Works	200.00	200.00	0.00
9942-00.00	VT Center for Independent Living	100.00	100.00	0.00
9943-00.00	VT Family Network	250.00	250.00	250.00
9944-00.00	COTS - Committee on Temporary Shelter	250.00	250.00	350.00
9945-00.00	Essex CHIPS	250.00	250.00	0.00
9951-00.00	Pleasant View Cemetery Association			0.00
	VT Trails and Greenways Council			0.00
	Covered Bridge Society			0.00
Donations & Miscellaneous Total	19,770.00	121,530.19	24,520.00	58,820.00
Grand Total Expenditures - Admin	1,165,863.00	1,538,501.65	1,189,227.25	1,295,976.36
Less Anticipated Non-Tax Revenue - General Fund	199,193.00	627,385.30	194,418.00	192,915.00
Total Amount to be Raised by Taxes - Town	966,670.00	911,116.35	994,809.25	1,103,061.36
Actual Town Tax Rate		0.36	0.37	
Estimated Town Tax Rate				0.24
Est. Change in Town Tax Rate				-0.13

		2024-25	2024-25	2025-26	2026-27
		Budget	Actual	Budget	Proposed
110-51 Highway Department - Roads					
5100-10.00	Salaries	287,192.00	256,272.05	329,562.00	365,071.10
5100-14.00	FICA & Medicare	22,368.00	19,597.22	25,212.00	27,927.94
5100-14.10	Childcare Tax	1,264.00	870.83	1,450.00	1,606.31
5100-15.00	Health Insurance	51,785.00	27,923.14	43,311.00	45,000.00
5100-15.01	Dental Insurance	1,795.00	1,212.84	1,850.00	1,940.00
5100-15.02	Disability Insurance	1,170.00	756.40	1,170.00	1,225.00
5100-15.03	Vision Insurance	435.00	306.03	435.00	435.00
5100-16.00	Employee Pension Plan	8,772.00	5,657.31	9,887.00	10,796.13
5011-17.00	Unemployment			0.00	0.00
5100-22.00	Gravel - Road Resurfacing			0.00	0.00
5100-23.00	Town Ditching	5,000.00		0.00	0.00
5100-24.00	Gravel	90,000.00	85,486.02	90,000.00	100,000.00
5100-24.01	Gravel - Rebuilding			0.00	0.00
5100-24.02	Chloride	45,000.00	48,867.78	45,000.00	50,000.00
5100-24.03	Culverts	7,500.00	7,506.00	7,500.00	7,500.00
5100-24.04	Road Fabric			0.00	0.00
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	2,000.00	1,575.38	3,000.00	2,000.00
5100-24.06	Guardrails & Fences	1,000.00	0.00	1,000.00	1,000.00
5100-24.07	Seed & Mulch	1,000.00	859.15	1,000.00	2,000.00
5100-24.08	Signs	2,500.00	2,927.84	2,500.00	2,500.00
5100-24.09	Stone for culverts/drains	1,000.00	8,204.04	6,000.00	7,500.00
5100-25.01	Sand	110,000.00	144,720.81	115,000.00	119,000.00
5100-25.02	Salt	25,000.00	29,715.31	25,000.00	28,000.00
5100-25.03	Chains	3,300.00	5,550.00	4,000.00	5,500.00
5100-26.01	Gravel - Mud Season	0.00	0.00	0.00	0.00
5100-26.02	Gravel - Unusual Events			0.00	0.00
5100-27.00	Blades & Plows	5,000.00	1,940.93	5,000.00	5,000.00
5100-28.00	Tires	5,000.00	5,137.95	7,500.00	9,000.00
5100-58.00	Equipment Rental	2,000.00	13,674.03	3,000.00	3,000.00
5100-59.00	Contracted Svcs - Regular Maintenance			0.00	0.00
5100-59.02	Contracted Svcs - Miscellaneous	8,000.00	26,037.22	8,000.00	0.00
5100-59.04	Contracted Svcs - Tree Removal	5,000.00		5,000.00	7,000.00
5100-59.05	Contracted Svcs - Roadside Mowing	10,400.00	10,400.00	10,400.00	10,400.00
5100-59.06	Contracted Svcs - Unusual Events			0.00	0.00
5100-59.07	Contracted Svcs - Engineering			0.00	0.00
5100-59.08	Contracted Svcs - Ditching			0.00	0.00
5100-59.16	Equipment Reserve Fund	38,640.00	38,640.00	50,600.00	55,230.00
5100-60-01	Rogers Road Culvert - 2020			0.00	0.00
5100-62-03	Old Stage Road Grant			0.00	0.00
5100-65.03	N/P 2015 John Deere Loader			0.00	0.00

		2024-25	2024-25	2025-26	2026-27
		Budget	Actual	Budget	Proposed
110-51 Highway Department - Roads (Continued)					
5100-65.06	N/P #520 2017 Western Star			0.00	0.00
5100-65.07	N/P 2018 Western Star			0.00	0.00
5100-65.08	N/P #522 2020 International HX620	32,543.00	32,542.00		0.00
5100-65.09	N/P #523 2019 JD 75G Excavator			0.00	0.00
5100-65.10	N/P #525 2021 K3500 Chevy - Single axel	12,585.00	12,581.72	0.00	0.00
5100-65.11	N/P 2022 Chevy Silverado K3500 P/Up			0.00	0.00
5100-65.11	2022 CHEVY SILVERADO	0.00	75.00		
5100-65.12	N/P #526 2023 John Deere Grader	43,890.00	43,771.93	45,909.00	45,909.00
5100-65.13	N/P #527 2024 Western Star	41,022.00	32,212.40	32,212.00	32,212.00
5100-65.14	N/P NEW TRUCK 2025	0.00		32,000.00	32,000.00
5100-65.15	2025 CAT 275 SKID STEER	0.00	109,845.00		
5100-66.00	Loan Interest	13,556.00	17,956.04	13,248.00	13,248.00
5100-67.01	R/M #518 2014 Ford F-550		6.55	0.00	0.00
5100-67.02	R/M #515 2008 CAT Excavator	4,000.00	3,949.94	5,000.00	5,000.00
5100-67.03	R/M #516 2012 Volvo Grader	500.00		0.00	0.00
5100-67.04	R/M #523 2022 Chevy Silverado	500.00	1,512.44	0.00	500.00
5100-67.08	R/M #522 2020 International		24,071.08	0.00	0.00
5100-67.09	R/M #509 2005 International Tandem			0.00	0.00
5100-67.10	R/M #523 John Deere 75G Excavator	0.00	587.16	4,000.00	4,000.00
5100-67.11	R/M #517 2014 Western Star			0.00	0.00
5100-67.12	Brush Hog	1,000.00		1,000.00	1,000.00
5100-67.13	R/M #519 2015 John Deere Loader	1,500.00	5,907.30	5,000.00	5,000.00
5100-67.14	R/M #520 2017 Western Star		17,962.09	0.00	0.00
5100-67.15	Hydroseeder	1,000.00		1,000.00	1,000.00
5100-67.16	R/M #521 2018 Western Star			0.00	0.00
5100-67.17	Wood Chipper	500.00		500.00	500.00
5100-67.18	R/M #525 2021 K3500 Silverado		119.00	0.00	0.00
5100-67.19	R/M #526 2023 John Deere Grader	0.00	17,867.87	4,000.00	5,500.00
5100-67.20	John Deere Roller	0.00		500.00	500.00
5100-67.21	Power Washer			0.00	0.00
5100-67.22	R/M #527 2024 47x Western Star		294.08	0.00	0.00
5100-68.01	Repairs & Maintenance - Trucks	20,000.00	6,887.06	23,000.00	23,000.00
5100-68.05	Repairs & Maintenance - Sander	500.00		500.00	500.00
5100-68.06	Repairs & Maintenance - Sm Equipment	1,000.00	2,117.07	1,000.00	2,000.00
5100-74.00	Travel	400.00		0.00	0.00
5100-75.01	Diesel Fuel	65,000.00	40,539.02	65,000.00	65,000.00
5100-75.02	Propane			0.00	0.00
5100-95.00	Chloride Tanks & Pumps	500.00	267.42	500.00	500.00
Highway Department - Roads Total		982,117.00	1,114,910.45	1,036,746.00	1,106,000.48

	2024-25 Budget	2024-25 Actual	2025-26 Budget	2026-27 Proposed
110-52 Highway Department Permits				
5200-20.00	MRPG Storm Water Permit	1,750.00	1,350.00	1,750.00
5200-30.00	Petroleum Cleanup Fund	50.00	50.00	50.00
Highway Department Permits Total		1,800.00	1,400.00	1,800.00
110-53 Highway Department - Garage				
5300-20.00	Supplies	5,000.00	5,737.27	5,000.00
5300-21.00	Oil & Grease	1,300.00	944.25	1,300.00
5300-22.00	Shop Tools and Equipment	1,000.00	1,440.86	1,000.00
5300-23.00	Equipment	2,000.00	0.00	2,000.00
5300-24.00	Communication Equipment	1,500.00	1,242.87	1,500.00
5300-25.00	Personal Protective Equipment	500.00	698.36	1,000.00
5300-40.00	Education & Workshops	500.00	40.00	500.00
5300-48.00	Property & Casualty, Auto, W/C Ins	39,429.00	36,851.49	40,500.00
5300-50.00	Fire System	500.00	1,622.00	500.00
5300-60.00	Software, IT Services	0.00	0.00	0.00
5300-60.05	Computer	0.00	0.00	0.00
5300-68.00	Building Maintenance & Repairs	6,000.00	6,882.61	6,000.00
5300-71.00	Salt Shed Reserve	0.00	0.00	0.00
5300-76.00	Electricity	4,600.00	4,239.19	4,650.00
5300-77.00	Telephone	1,720.00	1,774.83	1,910.00
5300-78.00	Water	100.00	25.98	100.00
5300-81.00	Building Improvements	10,000.00	499.00	10,000.00
5300-83.00	Storage Shed	1,200.00	2,500.00	0.00
5300-85.00	Clothing Allowance	2,000.00	1,539.82	2,400.00
5300-99.00	Miscellaneous	1,000.00	1,013.70	1,000.00
Highway Department - Garage Total		78,349.00	67,052.23	79,360.00
Grand Total Expenditures - Highway Department		1,062,266.00	1,183,362.68	1,117,906.00
Less Anticipated Non-Tax Revenue - Highway		119,430.00	308,331.55	300,000.00
Total Amount to be Raised by Taxes - Highway		942,836.00	875,031.13	817,906.00
Actual Highway Tax Rate			0.34	0.36
Estimated Highway Tax Rate				0.19
Change in Highway Tax Rate				-0.17

	2024-25 Budget	2024-25 Actual	2025-26 Budget	2026-27 Proposed
Total Amount Budgeted (Admin & Highway)				
Less Anticipated Revenue (Admin & Highway)	2,228,129.00	2,721,864.33	2,307,133.25	2,483,486.84
Less Unassigned General Fund Balance	318,623.00	935,716.85	312,418.00	492,915.00
Total Amount to be Raised by Taxes			0.00	0.00
	1,909,506.00	1,786,147.48	1,994,715.25	1,990,571.84
Estimated Grand List				
Estimated Exemptions (Veterans, Farm Stabilization)	2,698,500.00	2,571,541.00	2,600,443.00	2,626,447.43
Estimated Taxable Grand List	-21,290.00			
	2,719,790.00		4,572,556.00	4,658,959.00
Actual Tax Rate				
Estimated Tax Rate		0.70	0.74	
Change in Tax Rate				0.43
Effect of increase on \$100K Value				-0.31
				-312.84

GENERAL FUND REVENUE BUDGET 2026-2027

		2024-25 Budget	2024-25 Actual	2025-26 Anticipated	2026-27 Projected
100-20 Property Taxes					
2009-00.00	Late Tax Interest	2,000.00	3,395.09	2,000.00	2,500.00
2010-00.00	Delinquent Taxes	30,000.00	106,021.33	40,000.00	40,000.00
2011-00.00	Delinquent Tax Penalty	4,000.00	8,423.60	4,000.00	4,000.00
2012-00.00	Delinquent Tax Interest	3,000.00	3,759.32	3,000.00	3,000.00
Total Property Taxes		39,000.00	121,599.34	49,000.00	49,500.00
100-21 Licenses & Fees					
2100-00.00	Liquor Licenses	185.00	0.00	185.00	185.00
2110-00.00	Recording Fees	18,000.00	17,696.00	17,000.00	17,000.00
2120-00.00	Dog Licenses	2,225.00	1,739.00	2,200.00	1,700.00
2131-00.00	Access Permits	100.00	295.00	100.00	150.00
2135-00.00	Excess Weight Permits	800.00	775.00	800.00	700.00
2140-00.00	Marriage Licenses	200.00	120.00	200.00	150.00
2145-00.00	Copier/Fax Fees	1,900.00	1,717.27	1,900.00	1,700.00
2146-00.00	Vault Time	200.00	431.00	200.00	200.00
2150-00.00	Auto Registration Fees	40.00	15.00	40.00	20.00
2155-00.00	Metal Dumpster	2,600.00	3,865.00	3,600.00	3,600.00
Total Licenses & Fees		26,250.00	26,653.27	26,225.00	25,405.00
100-22 Intergovernmental					
2229-00.00	Current Use	85,145.00	90,869.00	85,145.00	85,145.00
2242-00.00	State- Traffic Fines	4,500.00	5,735.31	4,500.00	4,500.00
2245-00.00	State - Miscellaneous	0.00	0.00	0.00	0.00
2248-00.00	VT Act 68/Main Grand List	965.00	972.00	965.00	965.00
2260-60.06	Wastewater Project RF1-26	0.00	0.00	0.00	0.00
2260-60.07	VCDP Grant - 1705 Property	0.00	0.00	0.00	0.00
Total Intergovernmental		90,610.00	97,576.31	90,610.00	90,610.00
100-23 Planning & Zoning					
2359-00.00	Building Permits	14,000.00	12,306.00	12,000.00	8,000.00
2360-00.00	DRB fees	1,800.00	700.00	800.00	700.00
2362-00.00	DRB - Subdivision Final	0.00	4,275.00	0.00	0.00
2363-00.00	DRB Subdivision Amendment	0.00	325.00	800.00	350.00
2363-10.00	DRB Waiver	0.00	325.00	0.00	0.00
2364-00.00	DRB Site Plan	0.00	325.00	325.00	325.00
2365-00.00	DRB Variance	0.00	0.00	0.00	0.00
2366-00.00	DRB Boundary Line Adjustment	0.00	0.00	0.00	0.00

		2024-25 Budget	2024-25 Actual	2025-26 Anticipated	2026-27 Projected
100-23 Planning & Zoning (Continued)					
2367-00.00	DRB Conditional Use	0.00	527.00	325.00	325.00
2369-00.00	ZA Admin Amendment	0.00	0.00	0.00	0.00
2370-00.00	Certificate of Compliance	750.00	750.00	500.00	500.00
2371-00.00	Zoning Violation Fines	0.00	0.00	0.00	0.00
2372-00.00	Certificate of Occupancy	700.00	1,020.00	700.00	700.00
2373-00.00	Home Occupation	0.00	150.00	0.00	0.00
2374-00.00	CCRPC-BWQC	0.00	0.00	0.00	0.00
2380-00.00	Legal/Professional review	0.00	0.00	0.00	0.00
Total Planning & Zoning		17,250.00	20,703.00	15,450.00	10,900.00
100-24 Town Functions					
2421-00.00	Recycling Bins	0.00	0.00	0.00	0.00
2422-00.00	CCTL - Grant - Election	0.00	0.00	0.00	
2438-00.00	Holiday Basket Donations	0.00	2,846.00	0.00	2,000.00
Total Town Functions		0.00	2,846.00	0.00	2,000.00
100-27 Transfer in From Reserve					
2705-00.00	Transfer in From Reserve	0.00	0.00	0.00	0.00
2705-10.00	Transfer in - Fund Balance	0.00	320,845.00	0.00	0.00
Total Transfer in From Reserve		0.00	320,845.00	0.00	0.00
100-28 Dogs					
2820-00.00	Dog Fines	0.00	0.00	0.00	200.00
2821-00.00	Dog Shelter Fund	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	200.00
100-29 Miscellaneous					
2900-00.00	School Expense Reimbursement	2,100.00	6,535.11	2,100.00	2,500.00
2930-00.00	Interest Income	18,000.00	27,739.28	10,000.00	12,000.00
2990-00.00	Miscellaneous Revenue	750.00	331.21	750.00	0.00
2990-00.02	Summer Concert Series	0.00	0.00	0.00	0.00
2990-00.03	Nat'l Opioids Settelement	233.00	1,512.25	233.00	0.00
2990-04.00	Cannabis VT Control Board	0.00	1,044.53	50.00	0.00
2990-11.00	Maple Shade Town Forest	5,000.00	0.00	0.00	0.00
2990-12.00	Veteran's Banners				
Total Miscellaneous		26,083.00	37,162.38	13,133.00	14,500.00
TOTAL REVENUE GENERAL FUND		1,165,863.00	1,538,501.65	1,205,028.00	1,295,976.36

		2024-25 Budget	2024-25 Actual	2025-26 Anticipated	2026-27 Projected
HIGHWAY DEPARTMENT					
110-5000-19.00	State Grants	0.00	0.00	0.00	200,000.00
5000-19.02	Rollin Irish Road Grant	0.00	0.00	0.00	0.00
5000-19.01	Rogers Rd Culvert 2020			0.00	0.00
5000-19.03	Old Stage Road Grant	0.00	0.00	0.00	0.00
5000-20.00	Note Proceed-New Truck	0.00	0.00	0.00	0.00
5000-25.00	Proceeds Sale of Equipment	0.00	0.00	0.00	0.00
5000-40.00	State Aid - Highway	101,430.00	104,475.23	100,000.00	100,000.00
5000-40.01	Better Roads Grant	0.00	30,509.14	0.00	0.00
5000-40.02	CCRPC Grant	18,000.00	0.00	18,000.00	0.00
	FEMA July 2023 Flood Cowie Rd	0.00	20,086.10	0.00	0.00
5000-45.00	Highway Insurance Claim	0.00	0.00	0.00	0.00
5000-49.00	FEMA Oct 2019 Storm	0.00	153,253.64	0.00	0.00
	FEMA DEC				
	Equipment Reserve	0.00	0.00	0.00	0.00
5000-90.00	Misc HWY Revenue	0.00	7.44	0.00	0.00
TOTAN REVENUE HIGHWAY		1,062,266.00	1,183,362.68	1,117,906.00	1,187,510.48
Admin & Highway Non-Tax Total		318,623.00	935,716.85	312,418.00	492,915.00
Admin & Highway Current Tax Total		1,909,506.00	1,786,147.48	2,010,516.00	1,990,571.84
GRAND TOTAL ADMIN & HIGHWAY		2,228,129.00	2,721,864.33	2,322,934.00	2,483,486.84



Photo by Randy Dame www.firenews.org

**FIVE YEAR CAPITAL BUDGET
FY2027 - FY2031**

Capital Project	Replace Year	Replace Cost	FY2027	FY2028	FY2029	FY2030	FY2031
Highway							
2021 SURE Flatbed Trailer	2027	10,000.00	0.00	0.00	0.00	0.00	0.00
Paving, Westford-Milton Road	2027	450,000.00	33,000.00	33,000.00	0.00	0.00	0.00
2020 Inter HX620 Dump	2029	300,000.00	11,340.00	11,340.00	11,340.00	0.00	0.00
2019 Talbert 20' Trailer	2029	41,000.00	5,000.00	5,000.00	0.00	0.00	0.00
2015 John Deere Loader	2030	240,000.00	0.00	5,300.00	5,300.00	0.00	0.00
2021 Chevy K3500 Silverado	2031	160,000.00	5,890.00	5,890.00	5,890.00	5,890.00	0.00
2022 Chevy Silverado Pickup	2032	100,000.00	0.00	0.00	5,000.00	5,000.00	0.00
Hydroseeder	2033	28,000.00	0.00	5,600.00	5,600.00	5,600.00	5,600.00
2024 Western Star 47x Dump	2034	370,000.00	0.00	0.00	0.00	14,800.00	14,800.00
Paving, Cambridge & Huntly Rd	2035	200,000.00	0.00	0.00	0.00	0.00	8,000.00
2019 JD 75G Excavator	2035	250,000.00	0.00	0.00	0.00	0.00	10,000.00
2026 Western Star Dump	2036	370,000.00	0.00	0.00	0.00	0.00	0.00
Paving Old Stage Road	2038	250,000.00	0.00	0.00	0.00	0.00	0.00
2023 JD 6726 Road Grader	2038	350,000.00	0.00	0.00	0.00	0.00	0.00
Town Garage Furnace	2038	40,000.00	0.00	0.00	0.00	0.00	0.00
2025 CAT Skid Steer	2040	160,000.00	0.00	0.00	0.00	0.00	0.00
2026 Tandem Utility Trailer	2041	27,000.00	0.00	0.00	0.00	0.00	0.00
Highway Total			55,230.00	66,130.00	33,130.00	31,290.00	38,400.00
Administration							
Handicap Ramp	2025	\$30,000	\$-	\$-	\$-	\$-	\$-
Town Office Septic	2026	60,000	-	-	-	-	-
WiFi Equipment	2028	8,250	2,065	2,065	-	-	-
Copier, Cannon	2029	10,000	-	-	-	-	-
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
Administration Total			\$11,065	\$11,065	\$9,000	\$9,000	\$9,000

FIVE YEAR CAPITAL BUDGET (Continued)
FY2027 - FY2031

Capital Project	Replace Year	Replace Cost	FY2027	FY2028	FY2029	FY2030	FY2031
Fire Department							
Handheld Radio (8)	2026	\$12,000	\$-	\$-	\$-	\$-	\$-
Thermal Imaging Camera	2026	11,600	-	-	-	-	-
1995 712 Tanker	2026	675,000	-	-	-	-	-
2000 711 Pumper	2030	750,000	14,000	14,000	14,000	-	-
SCBA (12 Scott Air Packs)	2031	101,700	11,730	11,730	11,730	11,730	-
SCBA (12 Spare Bottles)	2031	15,600	-	3,370	3,370	3,370	-
Pagers (18)	2032	8,500	-	-	-	-	-
Vehicle Extraction Tools	2033	54,660	-	-	5,800	5,800	5,800
Rescue Jacks	2033	9,735	-	-	804	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	-	-	12,000	12,000	12,000
2017 Int'l E-One Pumper	2042	800,000	-	-	-	-	-
Fire Department Total			\$39,730	\$43,100	\$61,704	\$47,704	\$32,604
Library							
Furnace	2028	\$10,000	\$2,000	\$-	\$-	\$-	
Painting	2030	15,000	2,850	2,850	2,850	-	
Heat pump	2031	5,500	1,100	1,100	1,100	-	
Library Total			\$5,950	\$3,950	\$3,950	\$-	
Recreation							
Snowmobile	2033	\$17,000	\$-	\$3,400	\$3,400	\$3,400	
Soccer Goals	2034	8,000	-	-	-	1,600	
Conservation Shed - Roof	2048	6,000	-	-	-	-	
Recreation Total			\$-	\$3,400	\$3,400	\$5,000	
Grand Total - All Departments			\$111,975	\$127,645	\$111,184	\$92,994	\$80,004

TREASURER

Fiscal Year 2025 saw the purchase of the former 1705 Property, staff changes in the Highway Department. Activity in the Town showed the increase with License and Permits. The remaining ARPA funds has been completed.

The Town’s General Fund finished FY 2025 with an operating increase of \$154,657. The General Fund began the year with a positive fund balance of \$504,764 after all expenditures and transfers.

The Highway Fund finished FY 2025 with an operating increase of \$64,929. Th Highway Fund began the year with a fund balance of \$290,186 and finished with a balance of \$355,115, after all expenditures and transfers.

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

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

Respectively submitted,
Greg Barrows

	General Fund	Highway Fund	ARPA Fund	Non-Major Funds	Total
Balance as of 06/30/2023	\$524,581	\$227,190	\$530,100	\$1,023,537	\$ 2,305,408
FY 2024 Activity					
Operating	(78,832)	(117,106)		(225,684)	(421,622)
Loan Proceeds	0	161,562		0	161,562
Other Sources	0	18,440		0	18,440
Transfer from Other Funds	0	44,000		135,542	179,542
Transfer to Other Funds	(91,642)	(43,900)		(44,000)	(179,542)
Change in Financial Reporting	0	0	(530,100)	530,100	
Net Activity	354,107	290,186	0	1,419,495	2,063,788
Balance as of 06/30/2024					
FY 2025 Activity					
Operating	(50,104)	103,569		(264,489)	(211,024)
Loan Proceeds					0
Other Sources					0
Transfer from Other Funds	320,845			158,724	479,569
Transfer to Other Funds	(120,084)	(38,640)		(320,845)	(479,569)
Net Activity	150,657	64,929	0	(426,610)	(211,024)
Balance as of 06/30/2025	\$504,764	\$355,115	\$0	\$992,885	\$1,852,764

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

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

February 9, 2026

Selectboard
Town of Westford
1713 Route 128
Westford, VT 05494

We have audited the financial statements of the Town of Westford, Vermont as of and for the year ended June 30, 2025.

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.

Sullivan, Powers & Co.

SCHEDULE OF TAXES BILLED & COLLECTED June 30

2024 Grand List **4,581,253**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.0038	1.1122
Town tax	0.2171	0.2171
Highway Tax	0.2183	0.2183
Local Agreement	0.0035	0.0035
Total Tax Rates	<u>1.4426</u>	<u>1.5510</u>

Taxes assessed and billed:	<u>Tax Rate</u>		Grand List	Total Taxes Billed
Non-Residential Education	1.1122	x	1,024,616.00	1,139,577.97
Homestead Education	1.0038	x	3,572,681.00	3,586,257.40
Town Tax	0.2174	x	4,581,253.00	994,575.37
Highway Tax	0.2183	x	4,581,253.00	1,000,087.53
Local Agreement	0.0035	x	4,581,253.00	16,034.69
Late Homestead Penalty				<u>1,298.92</u>
Taxes Billed (Town & School)				\$6,737,831.88
Net Adjustment				<u>\$0.00</u>
Total Taxes Billed (Town & School)				<u>\$6,737,831.88</u>

Collections:			
Town & Education		6,736,532.96	
Adjustments		0.00	
Net Adjustments		30,292.95	
Abatements		731.25	
Total Collections			6,767,557.16
Delinquent taxes		29,725.28	29725.28
Total Taxes			<u>6,737,831.88</u>

ARPA FUND

Year Ending June 30, 2025

Beginning Balance - July 1, 2024		\$ 337,910.11
 Receipts		
Interest		
Total receipts	\$0.00	\$0.00
 Expenses		
Municipal Workplace Retention	\$ 337,910.00	
Total Expenses		\$ 337,910.00
 Ending Balance - June 30, 2024		 \$0.00

CONTINGENCY FUND
Year Ending June 30, 2025

Beginning Balance - July 1, 2024		\$226,447.50
 Receipts		
Transfer In	\$23,552.50	
Interest	<u>\$0.00</u>	
Total Receipts		\$23,552.50
* Interest accumulated is in the General Fund		
 Expenses		
Miscellaneous	<u>\$0.00</u>	
Total Expenses		\$0.00
 Ending Balance - June 30, 2025		 <u><u>\$250,000.00</u></u>

COMMON FUND
Year Ending June 30, 2025

Beginning Balance - July 1, 2024			\$ 43,273.79
Receipts			
Earned Interest		\$ 4,454.61	
Interest - Town Common		<u>\$ 114.24</u>	
	Total Receipts		\$ 4,568.85
Expenses			
Other - Town Common Expense		<u>\$ 3,600.00</u>	
	Total Expenses		\$ 3,600.00
Ending Balance - June 30, 2025			<u><u>\$ 44,242.64</u></u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2025

Beginning Balance - July 1, 2024			\$ 57,173.01
<u>Revenue</u>			
Recording Fees		\$ 6,549.00	
Interest		<u>\$ 1,010.66</u>	
Total Revenue			\$ 7,559.66
<u>Expense</u>			
Expenses - Muni Records		\$ 3,603.36	
Transfer Fee		<u>\$0.00</u>	
Total Expenses			\$ 3,603.36
Ending Balance - June 30, 2025			<u><u>\$ 61,129.31</u></u>

STATEMENT OF OUTSTANDING DEBT
Year Ending June 30, 2025

Lender	Capital Asset	2024	2025	Change
Comminuty National Bank	2017 Pumper Truck	97,448	24,366	73,082
Comminuty National Bank	2020 International HX620	32,542	32,542	0
Union bank	2021 Chevrolet K3500	12,404	12,404	0
Vermont Municipal Bond Bank	Wastewater Improvements	9,478	9,478	0 (1)
Union Bank	John Deer Grader	187,887	52,540	135,347
Comminuty Bank, N.A.	2024 Western Star	161,562	40,525	129,250 (2)
Totals		501,321	171,855	337,679

Notes: (1) Note Due August 1, 2029 with \$9,478 to be forgiven on August 5, 2025
(2) 2024 Western Star Dump Truck purchased May 2024

**STATEMENT OF
RESERVE ACCOUNTS**
Year Ending June 30,
2025

Reserves	Beginning Balance 7/1/2024	Deposits	Debits	Interest	Ending Balance 6/30/2025
Admin Capital Budget	\$145,457.22	\$45,866.68	\$43,445.79	\$2,746.79	\$150,624.90
Equipment Reserve	\$248,892.34	\$38,640.00	0.00	4,337.39	\$291,869.73
Fire Dept. Captial Budget	\$363,061.27	\$56,070.00	160,242.00	5,444.40	\$264,333.67
Lister PVR Education	\$5,224.83	\$293.60	0.00	95.08	\$5,613.51
Office Expansion	\$8,552.83	\$0.00	0.00	147.34	\$8,700.17
Reappraisal	\$83,818.66	\$8,262.00	52,437.21	1,014.91	\$40,658.36
Salt Shed	\$15,493.66	\$0.00	0.00	266.94	\$15,760.60
Total Reserve Accounts	\$870,500.81				\$777,560.94

SELECTBOARD

This past year the Selectboard was reconfigured and welcomed new members to better support the Town of Westford. We welcomed Julia Andrews and William “Nick” Nichols to the board and are thankful to the contributions they have made since joining.

TOWN STAFF

Road Crew In January of 2026 a fourth member of the road crew was hired. Phil Roberge is a long-time driver, laborer, and skilled tradesman and transitioned perfectly into the team during one of the snowiest seasons on record. The team is now full, and we cannot thank them enough for keeping the roads of Westford clean and safe during treacherous winter travel. The Selectboard was extremely grateful to Dick Stygles who again made himself available to work during the summer months. Dick served as a Westford Road Crew member for more than 40 years. You can always find him around town on his grader. Thank you, Dick!

Town Administrator – The selectboard worked alongside Alex Torpey and Rethink Local in the search for a new Town Administrator. After a series of interviews both over Zoom and in-person the Selectboard hired Tommy O’Connor to be the new Town Administrator. Tommy joined Westford after time as an Executive Director and Lobbyist in the non-profit sector and he also spent time in the education field running after-school programs.

Library Director- Bree Drapa departed from the Westford Library and began her new role as Library Director in South Burlington this year. The Library Trustees then began an intensive search for a new Library Director to build upon the fantastic foundation set by Bree. The Library Trustees were excited to hire Maggie Kabbeko and have her join the Westford Community. Maggie brings a broad professional background, which includes library leadership roles across multiple states, and has a master’s degree in library science. This made her an outstanding choice for the role.

FINANCIAL PRACTICES

Independent Professional Audit – Sullivan Powers & Co audited the FY’25 financial records. The Auditors Certification can be found in this Town Report on page 30, and the full audit report is available on the Town website <https://westfordvt.us/town-audits/>.

Proposed FY'27 Budget - The Town budget proposal for the next fiscal year (July 1, 2026 – June 30, 2027) is detailed in the tables of the Town Report. The selectboard took a lot of time this year knowing that prices are rising across the state and families are having to budget differently to limit the burden when discussing the budget. The budget will need to increase to match the current trends we are seeing in purchasing materials that are vital to the Town's operations.

The \$2,483,487 proposed town budget reflects an overall increase of 7.64%. The Selectboard expects the amount to be raised by taxes will be \$1,990,572.

An estimated tax rate is calculated at 0.43 using our new Grand List value.

ROAD PROJECTS

The Road Crew continues to perform more than usual maintenance of roads due to our variable weather cycle. Maintenance included grading roads, filling potholes and resurfacing. Approximately 225 loads of gravel were added to town roads over the last year. Sean Cushing, the foreman also worked to gain funding to support the paving of Westford-Milton Road into the upcoming 2026 road projects.

Respectfully submitted,

Casey Mathieu, Chair
Pat Haller
Deb Sawyer Jorschick
Julia Andrews
Nick Nichols

Town Clerk

2025 has been going well for the Clerk's office. I am proud to have been elected for my second term as Town Clerk in March and continue to love serving Westford in all the ways I can. Something I am incredibly grateful for this year is that we were able to replace the front porch, stairs, and accessibility ramp to the town office. Not only has it increased functionality, but it looks beautiful and adds a lot of visual character to the front of the building.

Callie Hamdy, Westford Town Clerk

Elections

For the 2025 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.

The Essex Westford School District chose not to send ballots to all voters, instead sending a post card encouraging voters to apply for an absentee ballot if they so chose. The absentee ballots were handled by the Town Clerk's office.

Vermont Elections Management System

The State of Vermont updated to a new Elections Management system this year. What was previously known as the "My Voter Page" is now called "Vermont Voter Portal". It remains an online program for qualified residents to register to vote or update their voter information similar to its predecessor.

By using the Vermont Voter Portal, a registered voter can:

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

The online voter registration page can be found at

<https://vote.vermont.gov/public/dashboard>

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. The Plat scanner/printer purchased last year has been a huge upgrade.

During FY'25, 519 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This translates to 1,491 pages compared to 1,331 pages in FY'24.

Dog Licenses

The state increased the dog license fee by \$2.00 this year so the fee was \$13 for spayed/neutered dogs and \$15 for intact dogs. The number of dog licenses issued in 2025 was down compared to last year. In 2025, 262 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 2025 through December 31, 2025 are as follows: 12 births, 13 deaths, and 9 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, which was updated to have a more modern look this year (<http://westfordvt.us>), 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

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'25 BCA members worked the polls for the 2024 Annual Town Meeting and the 2025 Annual School District Meeting.

The Board of Abatement 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 four requests for tax abatement in 2025.

CEMETERY COMMISSION

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

First, we would like to thank Ron Perry for his many years of service to the Westford Cemetery Commission and prior to that the former Pleasant View Cemetery Assn. Steven Minor has been appointed as Cemetery Commission member to fill the position, and we welcome him to our group.

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 consistently assess the condition of trees within our cemeteries and will implement appropriate measures as necessary to protect both the integrity of cemetery property—including gravestones and landscape as well as the safety of visitors. Tree integrity and removal was a large part of our preventative maintenance expenditure for this fiscal year. It was necessary to hire a local Tree Service in July and January 2024 to remove several dying trees at the Cloverdale and Brookside Cemeteries respectively flags were placed on all Veterans' graves in observance of Memorial Day.

There was a total of 8 interments during this time (Plains - 1 ; Pleasant View - 5; Cloverdale – 1; Brookside -1). We also sold 2 lots at Brookside and 1 lot at Osgood Hill 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 2024-25 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 Cloverdale & Brookside Cemeteries} illustrating some of the gravestone restoration work.

**Before & After Cloverdale gravestones
Putnam Monument**



Before- "fieldstone"
foundation



During- moved off site
New foundation in progress



After – in place on new cement
foundation & small markers reset

We have budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2025-2026. 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.

**Cloverdale Cemetery
Thomas Conant – before & after straightening**



**Brookside Cemetery
Alonzo Coffee**



Before – lying on ground



After - up righted

We continue to record all cemetery inscriptions/information for each of the cemeteries into a computerized database. All of the gravestones have also been photographed. An updated map is available for Plains and Osgood Hill Cemeteries as well as the older section of Brookside. In addition, updated maps for the newer section of the Brookside Cemetery and Pleasant View 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 is 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 in the Town of Westford General Fund. Our 3-year contract with our mowing service expired with the 2025 mowing season. In 2026, we will need to reach out to interested parties to secure a mowing contractor for future maintenance.

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.

Respectively submitted,
Lynn J. Gauthier
Glenn Rogers
Steven Minor

WESTFORD 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 WCC continues to enhance community understanding of land conservation, expand public trail information, encourage trail use, and promote community involvement in conservation efforts. The Commission is charged by the Town of Westford to maintain Westford Town Lands, including Misty Meadows Town Forest (MMTF) and Maple Shade Town Forest (MSTF), as well as Legal Trails Covey, Goodrich, Schultz, and Seymour Trails.

The Westford Conservation Fund, established by the voters at the 2004 Town Meeting, supports land conservation and the promotion of local farms and farm products. The fund receives no money from the town budget and is sustained entirely through private donations and benefit sales. Tax-deductible donations can be made through the Town Office (1713 VT Route 128, Westford, VT 05494), and residents interested in applying for funds are encouraged to contact the WCC.

In the summer of 2024, WCC member Kirsten Tyler was interviewed by UVM student Lucas Roemer for his undergraduate thesis exploring relationships between Vermont town forests and their communities. Using qualitative methods, including walking interviews and auto-ethnographic field notes, Roemer examined how residents connect to their forests and how assemblage theory can help explain these relationships. His findings revealed deep historical, social, and emotional ties between communities and their forests. The thesis, titled *“Forest Conversations: The Relationships Between Town Forests and Their Communities in Vermont”* is available online for those interested in reading more.

The Association of Vermont Conservation Commissions (AVCC) awarded the WCC a 2025 Tiny Grant to support construction of an 8' x 3' bridge on the Riverside North Trail in MMTF. The bridge will improve accessibility and help mitigate environmental degradation from increasingly

frequent severe weather. Necessary permits were to be obtained in fall 2025, with construction to begin shortly thereafter.

Longtime volunteers Joel Fay, Dale Rodgers, and Tom Lane continued their dedicated maintenance of MMTF's trails for both walkers and Nordic skiers. Thanks to their efforts, Nordic skiing was once again available last winter, with well-groomed trails featuring corduroy and classic ski tracks. The Bellows Free Academy (Fairfax) ski team also continued using the trails for training, a collaboration we are pleased to sustain.

The WCC again partnered with the Westford Public Library to install seasonal story walks along trails in MMTF. These temporary exhibits guide young readers and their families through the forest and fields while enjoying a story in nature. The WCC looks forward to continuing this popular community collaboration.

The Commission also continued its partnership with Bee the Change, a Vermont non-profit dedicated to creating pollinator-friendly habitats. Following site preparation and cover cropping in 2023, the Westford Elementary School pollinator garden was planted in spring and summer 2024 with native wildflowers and grasses. Educational signage was added to highlight the importance of pollinators to students and visitors, and in 2025, insect houses were installed to further enhance habitat diversity. The garden has become a vibrant seasonal showcase of color and biodiversity, and the WCC looks forward to building on this successful collaboration in the years ahead.

The WCC encourages all residents to contact us with comments or concerns, especially regarding trail maintenance needs such as blowdowns or washouts, and welcomes volunteers interested in conservation work, trail upkeep, or establishing temporary or permanent trail rights-of-way. The Commission can be reached at westfordcc@googlegroups.com.

Delinquent Tax Collector Report

Calendar Year Report: As of December 31, 2025

Tax Year	Begin Tax Amount	Tax Collected	Corrected or Abated	Tax Uncollected
2023-24	4,469.05	4,469.05	0.00	0.00
2024-25	99,246.65	82,279.02	731.25	16,236.38
Total	103,715.70	86,748.07	731.25	16,236.38

Comparison of Year End Delinquent Taxes

Year End	Begin Amount	Collected	Corrected or Abated	Uncollected
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
12/31/24	96,128.63	91,659.58	0.00	4,469.05

As of December 31, 2025, delinquent taxes remain uncollected on four properties in Westford for a total of \$16,236.38. During 2025, corrections to the Delinquent Tax Warrant made by the Town Treasurer totaled \$731.25.

Per the request of the Town Auditors, a fiscal year report showing balances for FY 25 is included below.

Delinquent Tax Collector Report : Fiscal Year

FY25: July 1, 2024 thru June 30, 2025

Tax year	Begin Tax Balance	Tax Collected	Abated or Corrected	Tax Uncollected as of June 30
2023-24	\$33,520.72	\$33,520.72	\$0.00	\$0.00
2024-25	\$99,246.65	\$68,790.12	\$731.25	\$29,725.28
Total	\$132,767.37	\$102,310.84	\$731.25	\$29,725.28

Respectfully Submitted,
 Marge McIntosh
 Delinquent Tax Collector

**Development Review Board Report
July 1, 2024 through June 30, 2025**

The Development Review Board (DRB) reviews applications for subdivision, site plan, conditional use, waivers, variances, and appeals of Administrative Officer decisions. The Board meets as needed on the 2nd and 4th Monday of each month at 7:00 pm at the Westford Town Office. Meetings are open to the public and offered in a hybrid format – in person and via Zoom.

This year was relatively busy compared to recent years. Below is a summary of the applications reviewed during the reporting period:

Applications Reviewed:

- Sketch Plan Review Applications – 3
- Preliminary Plat Applications – 0
- Final Plat Applications – 3
- Subdivision Amendments – 2
- Conditional Use Applications – 3
- Site Plan Applications – 3
- Waiver Applications – 1
- Variance Applications – 0
- Appeals – 0

Development Outcomes:

- **13** New Development Lots Created
- **57.37** Acres of Open Space Created
- **0** miles of new pedestrian paths (something we'll continue to encourage in future projects)

The DRB reviews projects under the Westford Land Use and Development Regulations, most recently amended on June 14, 2024. The DRB continues to work hard to appropriately implement these regulations fairly and consistently. Public participation is always encouraged - every decision, every approval, and every regulation has an impact on our community.

Thank you to all the DRB members for their ongoing dedication and service to the Town of Westford.

Respectfully submitted,
Matt Wamsganz, Chair
Development Review Board

HEALTH OFFICER

For the year ending in June of 2025, Devin Porter continued to serve in the role of Town Health Officer (THO). This year, those duties included: responding to animal bites, 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 THO took reports of three dog bite incidents occurring in or affecting residents of Westford. The incidents were investigated and appropriate action taken.

Water Quality Issues:

Beginning in 2025, at the direction of the Vermont Department of Health (VDH), Westford implemented management of the Town Office and Library water system as a public water supply. In support of this designation, the THO became certified as a Class 1A Public Water System Operator and conducted quarterly bacteria and annual nitrates water sampling from the Library and Town Office. Results were reported to the Town Administrator and VDH. No unusual or elevated results were detected by the sampling activities.

During the year, the THO 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 about housing conditions for specific residents of the town.

The THO responded to a resident's concern about historical dumping.

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.

WESTFORD HISTORICAL SOCIETY

In this past year, we've had the Historical Society building open during the Winterfest in February and the Farmer's Market and Sunday evening concerts during the summer. Along with our usual 2nd and 4th Saturday mornings, from 10am-noon.

We took part in "Making Connections" with many of the area Historical Societies. Wonderful displays and lots of ideas were exchanged. We hope to participate in the next

This year we offered several talks/lectures. "The Many Meanings of Maple", "The Morgan Horse".

Anne Brown of Westford brought one of her Morgan horses for exhibit.

WESTFORD HISTORICAL SOCIETY (CONTINUED)

Anne has a Morgan horse farm, in 2017 she was President of the Vermont Morgan Horse Association, a role she has had for more than 40 years.



We were part of Westford Library hosting the author, Kevin Graffagnino, observing the publishing of his new Ira Allen biography.

In September 2024 we were able to show the exciting film, "Farm Boy" written and produced by Vermonter, George Woodard.

Also being well attended as that film, was a hands-on archaeological dig with Kirk Sherman, who retired from teaching, after 48 years at the Westford School.

Over the past year the Historical Society has received several donations of furniture and smaller farm equipment from former & long time residents.

We'd welcome any older photos of your homestead or town events that the Society could scan for our files and exhibits. (on file a 1950/60's photo of Rt. 128 being plowed)

We are 501C3 for donations (objects or monetary).

The building is open April-October on the 2nd & 4th Saturdays 10am-noon. By appointment or chance finding us there! For a visit please call 802-878-8890.

Respectfully submitted,

Caroline Brown, President

LISTER'S

Hello Westford residents and property owners. Please let me introduce myself, I am the new assessor hired by the town to do the grand list maintenance for the Lister's office. I have over 20 years' experience in this field, and I'm very happy and excited to make sure that the property valuation in Westford is accurate and has the most up to date information.

The reappraisal has been completed for the 2025 grand list and looks good for the new property valuations. It appears that a high number of property owners had a reduction in

property tax amounts. Property owners who had an increase in taxes may have had things that weren't on the previous property record cards, therefore would have added values that weren't accounted for in previous years.

For property owners who have active zoning permits, I do the inspections in the spring and fall for each new grand list which is valued on how the property sits as of April 1st for that upcoming grand list. The grievance process happens once per year with having to have the grand list abstract lodged by June 4th of each year. If you feel that your property value and/or information is not accurate, I ask that you inquire with me by mid-May to ensure that you don't miss the once per year grievance process.

An important reminder to file your HS-122 homestead declaration each year to get your homestead tax rate. You can file this at any point even if you haven't filed your Vermont state income tax returns. For more information, please go to <http://tax.vermont.gov> and search for HS-122

Regards,
Terri J Sabens - VPA III
Municipal Assessor

PLANNING COMMISSION

This fiscal year, the Planning Commission said goodbye to an experienced public servant, with Gordon Gebauer stepping down from his role as commissioner. His knowledge of and deep experience with the many challenges facing Westford and the region are missed, and the commission thanks him for his many years of dedicated service.

In an ongoing effort, the Planning Commission has been working with the Development Review Board and the Zoning Administrator on examining various aspects of the town's land use and development regulations. In the summer of 2024, the commission recommended changes to the Rural 5 point system. These interim changes were subsequently adopted by the Selectboard on October 10, 2024. The commission is continuing this work, and additional changes may be forthcoming in the future.

The winter meetings saw members of the commission, the Selectboard and the Chittenden County Regional Planning Commission working toward the adoption of the regional commission's future land use map, associated land use designations, and housing targets as required by the legislature's ACT 181 of 2024. ACT 181 reforms certain aspects of Vermont's landmark ACT 250. The Planning Commission will continue to work with the Selectboard and the regional planning commission as ACT 181 implementation unfolds.

The commissioners have acted in a supporting role to the Selectboard relative to the town's acquisition of the 1705 property. We look forward to continuing in this role at the direction of the Selectboard.

Two new commissioners, Max Tyler and Will Dunkley, have been appointed this year. In addition, the commission reorganized in May, with George Lamphere stepping down as chair and Max Tyler assuming that role. Mo Reilly continues as commission vice chair, and Ian

PLANNING COMMISSION (CONTINUED)

Gehlbach has assumed the role of clerk. We thank George for his leadership and his continued service as a commissioner.

Respectfully submitted,

Town of Westford Planning Commissioners

Will Dunkley, Ian Gehlbach, George Lamphere, Mo Reilly, and Max Tyler

LIBRARY

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

The Westford Public Library continues to embody its mission under Director Bree Drapa's leadership. This mission shines through in the library's diverse offerings and the strong appreciation from patrons of all ages. Westford Public Library has something for everyone. Director Drapa co-chaired the 2024 ARSL Conference this year with huge success.

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 (LOT), patrons can borrow items such as knitting needles, LEGO robotics kits, Happy Lights (for seasonal affective disorder), telescopes, and much more. The library's digital collection is equally impressive, featuring free ebooks and audiobooks through the LIBBY app, Mango Language courses, and Biblio+ streaming services, many provided by trustee-funded pilots.

Expanding Access Through Technology

Embracing technology, the library has enhanced its website, uses social media to engage a wider audience and continues to play a key role in providing free WiFi access throughout Westford. This year's grants have provided expanded WiFi for the Westford Common (Manton Grant), lights for the library parking area and added Muncipay to the library payment options.

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. 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 former Treasurer Vicky Ross who ensured fiscal responsibility and trained new Trustee Treasurer Kelsi Cross. Marianne Bassford continues to

LIBRARY (CONTINUED)

successfully serve as Secretary and lead for Maker's Group. Becky Roy continues to provide historical background and support while Pat Hechmer and Helen Sterling lead the Trustees as Chair and backup.

Programs for All Ages

The library's programs are as diverse as its patrons. Summer reading programs, after school events, and 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. Coffee and Cards is now offered weekly due to expanded attendance. Spanish and French story time was added for toddlers. A new puzzle competition was greatly attended.

The annual Baby Tea in June, which welcomed 22 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 is an advocate for continuous learning, having presented at several conferences and she also 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 new tab on the library website offers additional resources for the community. This year upon request, the library provided free gun locks.

A Year of Achievements

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

LIBRARY (CONTINUED)

additional funding, ensuring the library can continue to meet the needs of the Westford community—doing more with less. A five-year Strategic Plan was finalized this year as well to provide a roadmap for the future.

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 programs, there's a



Westford Volunteer Fire Department Annual Report for Fiscal Year 2024–2025

During the 2024/2025 fiscal year, the Westford Volunteer Fire Department responded to 33 emergency calls, including:

- 1 structure fire
- 2 chimney fires
- 11 motor vehicle accidents
- 1 smoke or gas in building calls
- 1 fire alarm investigation
- 4 carbon monoxide alarms
- 4 EMS/rescue assists
- 2 mutual aid calls
- 1 fallen tree on the road
- 1 goodwill call
- 4 calls canceled en route

Department Highlights 2024–2025

Two of our firefighters have retired from the department and will be truly missed.

Susan Schmidt served our community for over 24 years as a firefighter. Her selfless service and dedication have made a significant impact on our community and department. Our community is safer, and our department is more prepared to do our job because of Susan. She will be greatly missed.

Rob Schippner was with the department for five years after retiring from the Air Force. In that time, he became certified as an interior firefighter by completing the Firefighter One course through the Vermont Fire Academy. His sense of duty and teamwork will be missed.

Joint Training Exercises:

Our department continued focusing on training and coordination through joint exercises with neighboring departments. This year, we partnered again with the Fairfax Fire Department and Essex Town Fire Department for tanker shuttle operations and vehicle extrication training. These sessions strengthened teamwork, improved emergency response efficiency, and prepared us for complex incidents requiring mutual aid. We had a Joint training structure fire burn with Fairfax Fire, Fairfax Rescue and Essex Fire. Thank you, Mcayla and Joe, for donating the structure. This type of realistic training is invaluable for Westford and surrounding departments' firefighter survivability and effectiveness.

Firefighter Training and Certification:

Peter Shepardson was elected as the new Captain and Training Officer for the department. Congratulations to Christopher Cunningham and Max Gwozdz for completing the Chittenden County Basic Firefighter Course. Their dedication to professional growth enhances our response capabilities.

WESTFORD FIRE DEPARTMENT (CONTINUED)

Motor Vehicle Accident Responses:

Motor vehicle accidents once again accounted for the largest share of our calls. To boost preparedness, we held joint vehicle rescue training with Fairfax Rescue and Essex Fire, hosted by Fairfax Salvage and Repair, which generously supplied vehicles for hands-on practice. We appreciate their ongoing community partnership.

New Apparatus and Equipment:

We are pleased to report that the new pumper-tanker apparatus is currently being built. This advanced truck significantly enhances our water delivery and firefighting capabilities, especially in rural areas with limited hydrant access. We expect it to be operational around Spring of 2026. We would like to thank the town for supporting us in ordering the new apparatus.

Fire Prevention and Education:

During Fire Prevention Week, department members Steve Willard and Jerry Duchaine delivered fire safety lessons at Westford School and The Barn School, while Steve Willard also demonstrated fire safety to preschoolers at the Westford Library. These community outreach efforts are vital to our mission of preventing fires.

Paid On-Call Program:

Now in its second year, the paid-on-call program continues to strengthen our operational reliability and recognize our volunteers' dedication. It provides modest financial support to help sustain participation and readiness.

Mutual Aid and Cooperation:

We sincerely thank the fire and rescue departments from Essex, Fairfax, Underhill-Jericho, and Milton for their ongoing partnership. Mutual aid remains essential in our shared mission to protect lives and property.

Volunteer Opportunities:

We're always looking for new members, whether interested in emergency responses or other skills. Training is provided, and no prior experience is necessary.

Visit us any Monday at 7 PM at the station or learn more at www.westfordfire.org.

Current Department Roster (as of November 2025):

- Garrett Bartlett – Chief
- Bill Fay – Assistant Chief
- John Quinn – Treasurer
- Steve Willard – Captain
- Peter Shepardson – Captain
- Dan Gwozdz – Firefighter
- Bob Schipper – Retired from Department
- Chris Cunningham – Firefighter/Secretary
- Jerry Duchaine – Firefighter
- Max Gwozdz – Firefighter
- Susan Schmidt – Retired from Department

WESTFORD FIRE DEPARTMENT (CONTINUED)

Acknowledgments:

We thank every department member—and their families—for their time, skills, and sacrifice. Without them, there would be no Westford fire department. Their dedication embodies Westford’s community spirit.

Thanks to the J. Warren and Lois McClure Foundation, Loreen Teer, Westford Senior Citizens, Peter Jones, Mark and Andrea Latorney, the Underhill Rod & Gun Club, and all other community members for their generous donations. Lastly, thank you, residents of Westford, for 43 years of support. Your trust and encouragement make everything possible.

ZONING ADMINISTRATOR

The Administrative Officer (commonly referred to as the Zoning Administrator or ZA) is responsible for administering the Westford Land Use and Development Regulations – our community’s guide for thoughtful, sustainable growth. No land development of any kind may begin without a zoning permit, ensuring that new projects align with the Town’s bylaws and state requirements 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.

A PERMIT IS REQUIRED FOR THE FOLLOWING:

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

- Constructing, reconstructing, converting, structurally altering, relocating, or enlarging any building or structure;
- Mining, excavating, filling, or grading land;
- 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 of 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 and specifications and the requirement of the Westford zoning regulations.

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

ZONING ADMINISTRATOR (CONTINUED)

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

Protecting Westford’s Water Resources continues to be a top priority. The Water Resource Overlay (WRO) district and related standards help safeguard the quality and character of wetlands, rivers, streams, ponds and wellhead protection areas. Prior to any landscaping, vegetation removal, or construction project, please check with the Zoning Administrator to ensure your project will comply with the regulations. A number of 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 are reflected in the Town's standards for roads and driveways.

54 Zoning Permits were issued from July 1, 2024 to June 30, 2025:

- 2 Single-Unit Dwellings
- 1 Two-Unit Dwelling
- 2 Accessory Dwelling Units
- 2 Garages
- 10 Sheds/Barns
- 1 Home Occupation
- 9 Miscellaneous Permits (signs, grading, pools, etc.)
- 19 Additions to Structures
- 6 Agricultural Structures
- 2 Administrative Amendments

Residents are encouraged to contact the Planning & Zoning Office early in the planning process, before beginning your project. The Town's zoning forms and applications are available at <https://westfordvt.us/documents/forms/>. Several permit forms are now available as fillable forms for easier submission.

Respectfully submitted,
Harmony Cism
Administrative Officer

BRICK MEETING HOUSE

The members of the Society would like to thank John Doane for his 30+ years as President of the Meeting House Society. John's focus has been to keep the building's historical elements intact as renovations were being done. Many of the current members have also been working together for decades to keep this *Community* building up and running.



The Meeting House was closed September through December 2024 for extensive floor refinishing in the main room. They turned out beautifully! The main room was partially painted so the sound dampening panels could be fixed to the walls. The wall painting will be completed in January 2026.

This *Community* building is run by the Society and used by town groups such as the Senior Luncheon, Fire Department, Fairfax Community Theatre Company, Historical Society. Other groups that hold activities here are the Girl Scouts, yoga, Coffee House, Library Book sale, Rec Dept, ESWD school board and Winterfest .

There is free use of the building for town residents for funeral receptions.

If your family has gotten too large for your home, consider our affordable rental & holding your family reunions, birthday, baby or bridal showers or retirement parties here!

We have 8 tables and 64 chairs for use. There are two stove/ovens and a refrigerator for use.

And we now have wifi!

We are a 501c3 for monetary donations. To reserve a date for rental, please call 802-878-8890.

Respectfully submitted,
Caroline Brown, President

WESTFORD SENIORS LUNCHEON

The Westford Seniors (anyone over 55) continue to meet at the Brick Meeting House on the 2nd Monday of the month except during the months of July and August and if the Westford School is closed due to bad weather. Doors open at 11:30 for socialization and a nutritious meal is served around noon. This year the officers remained the same with Mary Fay and Cori Hill as co-presidents, Loreen Teer as Treasurer and Beth Menut as Secretary. Caroline Brown continues as menu planner and chief cook.

After the meal we sometimes have a short speaker or play a game or just have a chance to socialize and catch up with neighbors and friends. This year we had a talk about a new game created to get folks with memory disorders talking and we heard a speaker on the CARE program to help emergency responders identify Vermonters who might need additional help in the event of a wide scale disaster.

We generally make donations to the town for Christmas baskets and donate to Age Well for their programs like Meals on Wheels. Also, cards and /or flowers for get well wishes are sent to members and we often donate monies to local causes in memory of a deceased senior.

We welcome all seniors and encourage you to come and bring a friend.

WESTFORD COMMON HALL A Year of Connection, Creativity, and Community

The vision for Westford Common Hall (WCH) *to be a landmark assembly space committed to growing community spirit*, has moved from aspiration to action. This progress is visible through the WCH's expanding programs, partnerships, and community engagement. The nonprofit organization was incorporated in 2019, and its small, 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 2024 through June 2025 was a busy and productive year, filled with community-building events alongside continued building maintenance and improvements. Throughout the year, Westford Common Hall remained a welcoming center for arts, civic life, and community connection. Through cultural programming, signature

events, public dialogue, and essential service partnerships, the Hall strengthened its role as a trusted gathering place where neighbors come together to celebrate, engage, and support one another.

Arts, Music & Cultural Programming

Arts and culture remained central to the Hall's mission. The weekly Westford Music Series featured a diverse and ongoing lineup of regional and touring performers. WCH also hosted a special ticketed concert event with the Québécois folk trio É.T.É. Programming included the *Love Note* community art project, which invited residents to create affirming messages for rural LGBTQ youth, transforming collective expression into a meaningful and lasting visual installation.

Signature Events Produced by Westford Common Hall

The Hall produced a vibrant slate of events that blended creativity, celebration, and fundraising. These included the Halloween Boo Ball (Adult Prom), the Pink Pony Club Dance, the Annual Westford Garden Tour, and a special summertime outdoor ELO concert movie event. Each event was designed to bring people together while supporting the sustainability of the Hall and its programming.

Community Events: Participation & Support

Westford Common Hall actively supported town-wide and partner-led initiatives. Staff and volunteers participated in Westford WinterFest as a music location and hosted a WCH gift raffle. The Hall also took part in the Town of Westford's Fourth of July Celebration through food sales and community engagement, and provided food concessions for the Annual Turkey Trot Race. In addition, WCH supported *The Many Meanings of Maple*, a cultural and educational event in partnership with the local Historical Society.

Civic Engagement & Community Dialogue

As a civic anchor, the Hall hosted a community conversation with local Vermont State Representatives, offering residents a space for dialogue and civic participation. WCH also served as the host site for a July Selectboard meeting, reinforcing its role as a trusted venue for transparent local governance.

Community Celebrations & Social Gatherings

Informal gatherings continued to strengthen community bonds. Friday and Saturday night community celebrations marked progress on building improvements, while appreciation events honored Town employees for their dedication and service to Westford.

Facility Rentals & Ongoing Partnerships

Westford Common Hall remained a valued venue and community resource for weddings, graduations, birthday parties, memorial services, and private events—supporting both community needs and financial sustainability. WCH also hosted ongoing service programs, including the Westford Food Shelf, local Girl Scout troop meetings, the Whispering Pines 4-H Club, and expanded wellness offerings such as Bone Builders, sponsored by United Way of Northwest Vermont and AmeriCorps Seniors, as well as Yogalates.

WESTFORD COMMON HALL (CONTINUED)

Board members dedicated a significant amount of time and energy to writing and securing grants for the continued preservation of the building. We thank and appreciate all Westford community members for their support, engagement, and generous donations throughout the past year.

A special note of appreciation and deep gratitude goes to departing Board members Amber Haller (President) and Andy Fulton (Treasurer). These longtime Board members generously gave their time, energy, and commitment in support of the Hall's many activities and overall organizational management. We are deeply grateful for Amber's leadership and creativity, which helped our events and programs truly shine. During Andy's tenure as Treasurer, he modernized our financial processes and provided steady oversight in support of critical building maintenance and improvements. This year, we also welcomed a new Board member, Deborah Parente. She has recent experience with nonprofit operations including acting as Trustee and Chair, is process oriented, and interested in promoting art programs within WCH.

Westford Common Hall appreciates the annual support of the Town of Westford for assistance with operating expenses. We gratefully acknowledge the Preservation Trust of Vermont for providing grant funding that enabled the repair of a damaged building column. We also extend our thanks to all Westford community members for their continued support, engagement, and generosity.

For updates, event bookings, or to make a donation in support of our work, please visit our website at <https://westfordcommonhall.org/> or follow us on Facebook at <https://www.facebook.com/westfordcommonhall>. For information about becoming a Board member, using the WCH building or grounds for an event, or for general inquiries, please contact us at info@westfordcommonhall.org.

**Respectfully submitted,
The Westford Common Hall Board of Directors**

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.)

POSTMARKED TAX PAYMENT POLICY June 2025

GENERAL RULE: Timely postmarks are considered timely tax payments.

Postmarks are imprints on letters, flats, and parcels that show the name of the United States Postal Service (USPS) office that accepted custody of the mail, along with the state, zip code, and date of mailing. The postmark is generally applied, either by machine or by hand, with cancellation bars to indicate that the postage cannot be reused.

Any tax payment made to the Town via USPS shall be deemed received by the Town on the postmarked date stamped on the envelope or other appropriate wrapper containing it. If multiple postmarks with different dates are present, the Town will accept the earliest dated postmark (*See Example B*).

Independent mail delivery services (FedEx, UPS, etc.) do not use postmarks, but the shipping date will be used to determine the date mailed.

Payments received after the due date with no postmark will be considered late, and penalties will be imposed in accordance with Town policies.

Taxpayers who send their payments by mail are cautioned that the USPS only postmarks certain mail depending on the type of postage used and may not postmark mail on the same day deposited by a taxpayer. If you are waiting until just before the due date, we recommend that you personally witness the postmark being placed on your envelope by the postal clerk. Please send your mail early enough to account for unforeseen delays in mail handling.

POSTAGE THAT IS POSTMARKED (See Examples A & B)

Standard Postage: Stamps purchased and affixed to the envelope as evidence of payment for postage. Stamped envelopes are generally postmarked at the USPS processing center on the day that they are delivered from the post office they originated from. For example, Vermont has several USPS processing centers. Mail pieces arriving from local post offices are typically postmarked the following day.

Postage Validated Imprint (PVI) Label: The PVI is postage which is purchased from a USPS retail counter or window and applied on the envelope by the postal clerk. The envelope is retained in USPS custody and not handed back to the customer. The date printed on the PVI label is the date of mailing.

EXAMPLE A

Standard Postage Stamps:

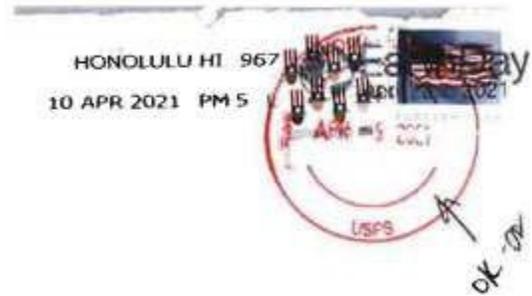


Postage Validated Imprint (PVI) Label

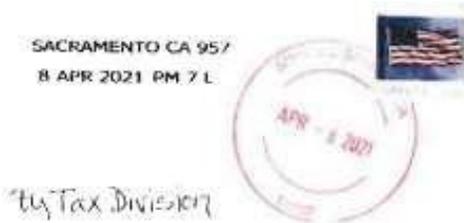


EXAMPLE B

In this example, the due date for this payment was April 9, 2021. Because the taxpayer did not want to be late, they had their envelope postmarked by the postal clerk on the due date. The envelope was then sent to the main processing center and postmarked again when it arrived on April 10th. If the taxpayer did not have the postal clerk postmark his envelope on the due date, it would have been considered late because the only postmarked date would have been the April 10th date which is past the deadline.



Another example of originating post office postmarks and processing/distributing post office postmarks.



POSTAGE THAT IS NOT POSTMARKED (See Example C)

Metered Postage: Postage is printed directly on an envelope or label by a postage machine licensed by the USPS. Many private companies use these types of postage machines.

Precanceled Postage: Stamps sold through a private vendor, such as [stamps.com](https://www.stamps.com).

Automated Postal Center (APC) Postage: Can be purchased at self-service kiosks located in Post Office lobbies and have 24 hour a day access. All APC stamps and shipping labels are printed and dispensed at these kiosks. APC stamps can be mailed at any time, so the date does not necessarily reflect the date they were mailed.

Permit Imprint Postage: Pre-sorted mail used by bill pay services, such as online home banking.

EXAMPLE C

Metered Postage:



Precanceled Postage:



Automated Postal Center (APC) Stamps:



Additional Notes:

A certificate of Mailing is not a form of postage and does not provide sufficient proof of the date that a property tax payment was mailed. A Certificate of Mailing provides evidence of mailing only and is not otherwise associated with the specific item mailed.

Other convenient options to consider when paying taxes:

- Pay Online on our [Website](#).
- Send your check by mail, well before the due date.
- Stop by the Town Office in person to deliver your payment.
- Drop your payment in the secure drop box (white) located outside the Town Office front door.

This policy may be amended by a majority vote of the Selectboard.

Adopted by the Selectboard of the Town of Westford at its meeting held 6/26/2025.

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

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 10th 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 8th 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

**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 23rd 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:

1st Violation: Maximum \$100.00 Fine

2nd Violation: Maximum \$250.00 Fine

3rd 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 22nd 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

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 27th day of August 2009. Effective date: October 26, 2009.

WESTFORD SELECTBOARD

John Quinn (Chair)

David A. Tilton

Robert L. Bancroft

Received for Record

August 28th, 2009 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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 distance, connector road
2 Well-spaced, residential	School/some commercial	Heavy	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 1st until March 1st 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 13th day of December, 2012.

WESTFORD SELECTBOARD
John Quinn, Chair
Ira Allen
Robert L. Bancroft

AGE WELL

Since 1974, Age Well has provided the compassion, support, and services to Westford's aging population that helps them stay independent in the community they love. Whether it's Meals on Wheels, in-home care coordination, caregiver support, or wellness programs, we know that health can happen at home. Age Well is here to enhance and improve the quality of life for Westford's residents.

As a rapidly aging population turns to us for services we must continue to meet increased needs and forge ahead with confidence in an ever-changing landscape. Between July 1, 2024 and June 30, 2025, we provided services valued at over \$45,385 to 55 Westford residents. As a nonprofit, these services are provided at no charge, and with your support, we will continue to ensure that our aging neighbors receive the support they have come to rely upon.

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 in Chittenden County in close collaboration with our municipalities, state and federal agencies, other partners, and the public.

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.

WESTFORD ACTIVITIES

In FY2025, the CCRPC provided assistance to Westford on the following projects and initiatives:

- **Chittenden County Brownfields Program:** A new Phase I Environmental Site Assessment was completed for the 1705 VT Route 128 property using funds from the Agency of Commerce and Community Development. This allowed the Town to purchase the property.
- **Energy Planning and Implementation:** CCRPC assisted Westford with the statewide [Municipal Energy Resilience Program](#), organized a meeting with Efficiency Vermont, and provided information and updates regarding other incentives and grant programs.

- **Water Quality Planning Assistance:** CCRPC continued to assist with Municipal Road General Permit (MRGP) compliance. In FY25, a Road Erosion Inventory (REI) for Westford was completed and CCRPC staff met with Town staff to review MRGP obligations based on the results of the REI. CCRPC staff worked with Westford highway to execute a Grants in Aid project on Woods Hollow Road. CCRPC and town highway staff met in May to review remaining non-compliant segments and formulate a plan for Grants in Aid work and use of general funds.
- **Regional Plan and Act 181 Engagement:** CCRPC staff coordinated with the Westford Planning Commission and staff on the engagement related to the development of the draft Regional Future Land Use map. A memo outlining the process to develop the map and staff recommendations can be found [here](#). The current draft regional Future Land Use map can be found [here](#).
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:
 - Answered zoning questions from town staff.
 - Met with town staff to discuss intersection safety for the Covey Rd. and Old #11 Rd intersection. Following the meeting, staff analyzed the existing conditions for the intersection and drafted a technical memo with low-cost safety improvement recommendations.
 - Sent the monitoring report to Westford to report on tasks carried out in 2023 to implement the Town’s 2022 All Hazard’s Mitigation Plan.
 - Hosted and maintained the [Westford Map Viewer](#).
- **Traffic Counts:** In Westford, 1 Automatic Traffic Recorder count was conducted in FY25. Historic traffic counts conducted in support of Westford transportation projects and studies can be [found here](#).
- **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 FY25, 15 trips were provided to Westford residents as part of this program.
-

CCRPC FY2026 WORK PROGRAM

Project Name	Brief Description	Total Budget
Covey Rd/Old #11 2-Way STOP Control Intersection Study in Westford	A study to evaluate whether a stop sign is warranted to be placed on the Old #11 westerly approach as traffic heads towards Cambridge Rd. The request was due to limited sight lines and poor approach angle when exiting Covey Rd and turning west onto Old #11.	CCRPC Staff Assistance

WESTFORD PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The [TIP](#) 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.

- **Culvert Replacement on VT128:** \$175,000 project to upgrade culverts on VT128 in advance of a paving project to take place in 2025.
- **VT128 Paving:** \$4.2 million project to pave VT128 from VT15 to Fairfax. Paving to be completed in 2025.

REGIONAL ACTIVITIES

- **2026 ECOS Regional 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. Staff led [140+ engagement events](#) in all 19 municipalities to inform the plan's Future Land Use map (as directed in Act 181) and supported municipalities choosing whether to opt in to Tier 1B (partial Act 250 exemption). CCRPC also developed and released municipal Housing Targets in March 2025. The ECOS Future Land Use map engagement efforts, findings, and [most recent draft map](#) can be found [on our website](#). The 2026 Chittenden County ECOS Plan will continue through the adoption process in FY26, with CCRPC board adoption anticipated in spring 2026. The plan will then be submitted to the State Land Use Review Board for final review and approval in summer 2026.
- **Community Engagement:** The CCRPC continued to build organizational capacity to address inequities in our communities through the following actions:
 - Collaboratively developed and implemented organizational Core Values and Code of Conduct for CCRPC Staff, Committees and Board Members.
 - Supported and facilitated the [Community Engagement Advisory Committee](#) (CEAC) and integrated the Committee into engagement efforts for the ECOS Plan update.
 - Strengthened relationships and partnerships and forged new ones with organizations, grassroots organizers, and individuals working with marginalized communities.
 - Organized and hosted a training for Regional Planning Commission staff with the Vermont Commission on Native American Affairs (VCNAA) on the history of Vermont's indigenous communities and ways to begin to build relationships with indigenous partners throughout the State.
 - Developed a searchable [public database of Community Engagement Efforts in Chittenden County](#) to reduce engagement redundancy and community fatigue.
 - Conducted a state-required analysis of the distribution of environmental benefits and burdens in Chittenden County and mapped CCRPC's Work Program to support more equitable distribution moving forward.
- **Housing:** CCRPC organized two Regional Housing Convenings 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). Work also continued on the [Building Homes Together 2.0 campaign](#), which 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 2023, 720 homes were built; 125 were affordable.
- **Regional Energy Planning:** CCRPC provided updated [Municipal Energy Data Guides and Maps](#) for each municipality. This data is needed to conform to the State's enhanced energy planning standards. Under the Climate Pollution Reduction Grant, CCRPC also helped create or update municipal enhanced energy plans.
- **Regional Energy Implementation:** CCRPC provided technical support to municipalities for 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, Efficiency Vermont, Vermont Gas Systems, the Vermont Bond Bank, and other partners on programs and funding opportunities for municipalities.
- **Public Transportation Planning:** The CCRPC remains engaged with [Green Mountain Transit](#) (GMT) on a

wide variety of public transit planning projects and initiatives. During FY25, the CCRPC provided \$600,000 to GMT for transit planning in Chittenden County. CCRPC and GMT also coordinated with VTrans and several municipalities to initiate a Regional Transit Signal Priority (TSP) feasibility study that will pilot TSP technology on a transit priority route: Dorset Street between Williston Road and Garden Street in South Burlington.

- **Northwest VT Transit Oriented Development (TOD):** Beginning in FY23, the CCRPC has been working on a federal RAISE 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 transit services in these communities. In FY25, the CCRPC finalized the Real Estate Market Demand Analysis; began work on community master planning and municipal zoning updates for the 10 participating communities; and issued an RFP and selected a consultant for the Transit, Finance and Governance tasks. This project is expected to be completed in June 2026.
- **Transportation Demand Management (TDM):** CCRPC continued 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](#). CCRPC staff participated in CATMA's 3rd Annual Transportation Summit and their [Transportation Coordinator](#) (TC) Network events.
- **Walk/Bike Planning:** CCRPC staff collaborated with CATMA and local municipalities to re-envision the regional bikeshare program after the previous vendor, Bird, discontinued service over the winter. The CCRPC also 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.
- **Clean Water:** The CCRPC continued to host the [Clean Water Advisory Committee and the MS-4 Sub-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](#) 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](#)), a group that coordinates and supports regional all-hazard emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from all disasters. 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, and collected information from each municipality on annual implementation of hazard mitigation activities.
- **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 assist municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater

improvements related to the MRGP. In FY25, 14 Chittenden County municipalities signed up to participate in the GIA program with awards totaling \$234,000.

- **Traffic Alert Program:** CCRPC compiled and sent out 48 traffic alerts about activities impacting traffic in Chittenden County during FY25.
- **VT Culverts:** [The VT Culverts 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 actively used VT Culverts to inventory town-maintained bridges and culverts.

- **Chittenden County Communications Union District (CCCUD):** CCRPC assisted [the CCCUD](#) as they explored opportunities to provide high-speed internet access to under- or unserved addresses in their 8-municipality district. The CCCUD received proposals from internet service providers to form a public/private partnership to provide broadband service to all the unserved and underserved locations in the district (~500+ locations). In the fall, the CCCUD applied for and was awarded \$2.1M in Construction Grant funds from the Vermont Community Broadband Board (VCBB). The CCCUD then finalized a contract with Consolidated Communications, Inc. (CCI) to accomplish phase 1 (~100+ locations) of this work. The CCCUD anticipates service will be available for all phase 1 customers by the end of 2025.
- **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 FY25, the O&D Committee held four meetings to discuss program funding, volunteer driver outreach and opportunities to involve more mobility partners in O&D transportation planning.
- **Chittenden County Brownfields Program:** The Brownfields Program aids property owners, potential developers, and municipalities with investigating environmental issues prior to potential property redevelopment. In FY25, CCRPC was awarded a \$1 million EPA grant to implement a Brownfields Revolving Loan Fund (RLF) that will aid municipalities and property owners with conducting environmental clean-up of contaminated properties. Additionally, using three different grants from both the EPA and ACCD totaling nearly \$750,000, CCRPC and its pool of eight Qualified Environmental Professional firms provided environmental assessment and cleanup planning services for 17 project sites in 10 municipalities across the county.
- **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 recommend short-, medium-, and long-term improvements to address multimodal issues at the interchange area.
- **Regional Transportation Safety Action Plan:** The CCRPC is developing a comprehensive Regional Safety Action Plan (RSAP) for Chittenden County. The RSAP will provide a data-driven, proactive and integrated approach to enhance regional roadway safety by identifying innovative and proven safety solutions to reduce the number of fatal and serious injury crashes for all road users. This ready-to-implement RSAP will meet all the requirements of a safety action plan required by the USDOT Safe Streets for All (SS4A) grant program and enable the CCRPC and member municipalities to apply for implementation funding.

For further information about the CCRPC, please visit <https://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.

CUSI

TO OUR STAKEHOLDERS

Our Mission

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.

Who We Are

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 33 years, the primary focus has been to protect and support all children, adults, and families. CUSI defined what is now known as a multidisciplinary team (MDT) approach to investigating crimes of this nature. The multidisciplinary team 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 and medical providers, as well as with the Department of Corrections.

In addition, CUSI is co-located and partners with the ***Chittenden Children's Advocacy Center (CCAC)***. CCAC collaborates with CUSI to emphasize the coordination of investigations and intervention. The CCAC is funded separately by local, state and federal grants.

The CCAC provides many benefits including:

- Prompt follow up to reports of abuse
- Consistent and compassionate support to the child and family and adults
- A family friendly environment designed to create a sense of safety and security for children and adults
- Referrals to professionals with expertise in specialized disciplines
- Fewer victim interviews
- Increased successful prosecutions
- Victim Advocacy support on site

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

Current Staffing

Det. Lt. Richard Weinisch, CUSI Director, Burlington Police Department
Daniel Boyer, Interim Executive Director, Chittenden Children's Advocacy Center Det.
Eric Dalla Mura, Burlington Police Department
Det. Nicole Peatman, Essex Police Department Det.
Elizabeth Fell, Colchester Police Department Det.
Justin Wagner, Vermont State Police
Det. Joanna Morse, South Burlington Police Department
Tracey Brown, Victim's Advocate, Chittenden County State's Attorney's Office Meghan
Swan, Family Services Worker, Vermont Department for Children & Families
Det. Barrie North, University of Vermont Police Department (part-time)

What We Do

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 170,851 residents. On average, CUSI investigates approximately 150 cases a year. The vast majority 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/sor> searching by County, there are approximately 250 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 Case Incidents & Sex Offenders by Location July 1, 2024 to June 30, 2025

Town of Incident	CUSI Case Count	Sex Offenders
Bolton	0	1
Burlington	30	71
Charlotte	0	3
Colchester	11	24
Essex	6	36
Hinesburg	5	2
Huntington	0	4
Jericho	1	4
Milton	9	30
Richmond	1	5
Shelburne	6	6
South Burlington	16	21
St. George	0	0
Underhill	1	6
University of Vermont	0	0
Westford	2	2
Williston	4	13
Winooski	18	22
Out of County Assist	1	-
Out of State Assist	0	-
Unknown	0	
Community Service/SANE Kits	23	-
Total	134	250

OUR COLLABORATORS

The Chittenden Children's Advocacy Center, 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 Chittenden Children's Advocacy Center* 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.

CVS/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.

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 state and the country as well.

FUNDING

The **Chittenden Unit for Special Investigations** 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 is able to remain a successful unit due to the continued support of town contributions and without it we would not be able to sustain this specialized unit and where it is located, which would be a huge detriment to the community.

CUSI Director's Year In Review

2025 was a stable year for detective staffing as we previously onboarded three new detectives last year at CUSI, replacing the two most senior detectives in the unit. This continues to provide opportunities for local law enforcement professionals to expand their professional careers with this important role and they get to attend some of the best specialized training courses available that would not otherwise be possible without the funding that is available to our organization.

I'm pleased to say that those detectives are doing great work here at CUSI and I'm very happy about the future of our organization.

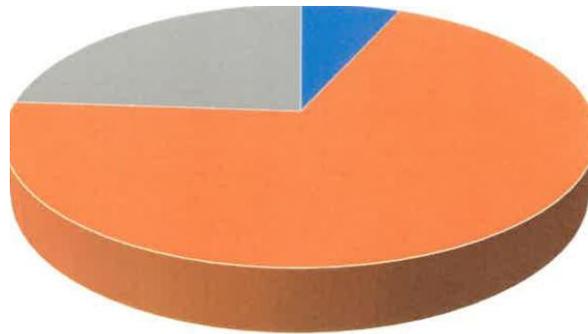
The University of Vermont Police Department has committed to another year back in our program by keeping their only detective here at CUSI on a part-time basis.

CUSI lost our Victim's Advocate to a Federal position this year, but this has led to another great addition to our team. Long time Family Services Worker Tracey Brown transitioned from her position with DCF, to the State's Attorney's Office and is now the Victim's Advocate at CUSI. Tracey has worked with CUSI for

several decades in her previous role which made for a very smooth career transition, and we are thrilled to have her here as a member of our team.

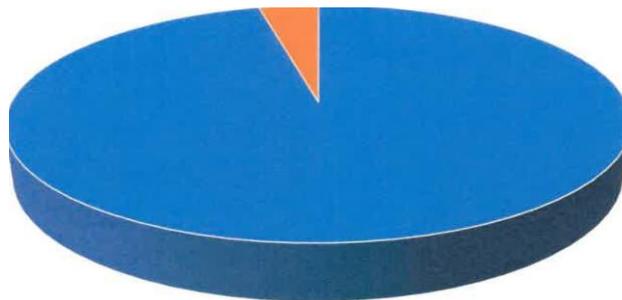
Finally, CUSI is continuing to make technological advancements in our equipment upgrades and are continuing conversations with our IT provider to ensure that our systems are back up appropriately, remain CJIS compliant, and are well protected from potential cyber-attacks and other information threats.

CUSI 2024/2025 INCOME \$1,078,801



- Town Contributions 6.4%
- In Kind Prosecutor/Victim Advocate/DCF 23.7%
- In Kind Contributions 69.9%
- Misc

CUSI 2024/2025 EXPENSES \$1,110,503



- Services 96.33%
- Administration 3.67%

We did have a loss this year. They were mainly IT costs that were covered by reserves that were approved by our Policy Board and an increase in rent. We are trying to keep costs that went over budget down in the future and adjust the budget to accommodate the increases in the future.

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

ESSEX RESCUE

Essex Rescue is proud to serve the residents and visitors of your community! For more than half a century our organization has served the City of Essex Junction, and the Towns of Essex, Jericho, Underhill and Westford providing high-quality, compassionate emergency medical care. Operating 24/7, our team of highly trained EMTs, AEMTs, and paramedics are dedicated to safeguarding public health and safety through skilled pre-hospital care and coordinated transport services.

As an essential component of your community’s public safety framework, we work closely with fire, police, and other healthcare partners to ensure an integrated and efficient emergency response system. Our services include 911 emergency response, standby coverage for community events, public education initiatives, and disaster preparedness planning.

In 2024, we focused on three key operational priorities: strengthening our workforce, optimizing resource allocation, and ensuring financial stability.

- **Strengthening our workforce:** we transitioned to a more comprehensive field training program, enhancing the learning experience through hands-on, and real-time skill application. These efforts contributed to higher retention, increased engagement, and a more resilient organizational culture.
- **Optimizing resource allocation:** we are now staffing additional ambulances to improve response times and coverage. This allowed us to better serve during peak call times and has helped reduce strain on the already overwhelmed system. We also adjusted shift schedules and deployment strategies to align resources more closely with call patterns, improving overall operational efficiency.
- **Ensuring financial stability:** we gained deeper insight into the organization's fiscal behaviors, allowing us to make more informed financial decisions in response to ongoing economic challenges. By closely analyzing spending patterns and revenue trends, we were able to strengthen our financial forecast and improve capital expenditure planning. These efforts support more strategic investments, ensure prudent use of resources, and position us to navigate some uncertainty with better confidence and control.

Fiscal Year End 24/25	
Revenue	\$2,339,450
Expenses*	\$1,705,105
Capital Reserve	\$1,755,283
<i>*Short multiple FT staff positions</i>	

While our investment of additional ambulances and staff allows us to respond to more calls, the sustained surge in demand—particularly from neighboring communities—has overshadowed the gains, making the improvements less visible from a system-wide perspective. In 2024, Essex Rescue received 3,545 emergency calls, a 5.6% increase from the previous year. Our organization responded to 81% of our call volume, an increase from the 79% taken in 2023. Our ambulance provided mutual aid to a neighboring community 242 times, a 32% increase from the previous year. We requested mutual aid from another community 637 times, an increase of 11% from the previous year.

We continue to work closely with the municipal leadership, police, fire departments, and hospitals to maintain a seamless, integrated emergency response system. Our mission remains clear: to deliver prompt, professional, and life-saving care to those in need, every hour of the day. Colleen Ballard, NRP

Executive Director

FAIRFAX RESCUE

We are honored to present you with our report for 2026. Fairfax Rescue is a private not for profit Paramedic level ambulance service. We provide Advanced Life Support coverage to the towns of Fairfax, Fletcher, the northern area of Westford, and Georgia. In addition, we provide mutual aid to the towns of Cambridge, Milton, St. Albans, Fairfield, 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 out with any of Westford's school and community events.

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. Our members provide quality advanced life support coverage 24 hours a day, seven days a week. Our dedicated volunteers provide approximately 70% of our coverage and donated over 14,000 hours of their time last year. We are proud to have such a dedicated and highly trained membership. Last year Fairfax Rescue responded to 906 calls with about 114 of those calls being in Westford. We are projected to complete 1,100 calls this year. We look forward to serving the town of Westford in the coming year.

We offer Vermont Emergency First Responder, EMT and Advanced EMT classes on an ongoing basis at Fairfax Rescue. These courses are taught to the national curriculum by Vermont licensed Instructor Coordinators. Hosting EMS classes has helped us recruit new members and further the advancement of our current staff. Many of the students who have graduated from our program continue to volunteer with us. This helps us keep our payroll expenses low while allowing us to provide our communities with excellent patient care. We also offer community CPR and First Aid courses.

Fairfax Rescue is always recruiting and relies on new volunteers. Contact us at 802-849-2773, stop by our station at 14 Goodall St in Fairfax, visit our web page at, or like us on Facebook for information on becoming a volunteer and the classes that we offer.

The town of Westford will be level funded for the coming year, the cost for our services will remain at \$14,000.00.

Sincerely,
Kathy Jochim
Director of Operations

Town of Westford

UVM Health- Home Health & Hospice (HHH) Request for Funding

HHH is requesting \$6,500 in the FY27 budget

Care by the Numbers in Westford:

**# of Neighbors Served: 31 Total
Visits to Westford: 356**

Social Work: 150

Nursing: 31

Occupational Therapy: 34

Speech Therapy: 112 Personal

Physical Therapy: 12

Care Attendant: 17

Cost of Care Provided to Your Neighbors	Amount
Total cost of HHH Care	\$88,662
Amount reimbursed to HHH?:	\$74,943
Unreimbursed Care	\$13,719

Thank you for your continued financial support of Steps to End Domestic Violence (Steps), and the opportunity to submit a Fiscal Year 2027 funding request to the Town of Westford. The support that the Town community, leaders, police officers, first responders, and businesses offer to Steps is integral to the continuation and expansion of our program provision. Steps remains steadfast in its mission to assist in the transition to a safe, independent life for people who have been affected by domestic violence. Through our work, we continue to promote a shift in culture towards justice, equity, and safety. We do this through:

- Steps' Hotline (802-658-1996) - this is the "virtual front door" to all services and is available 24 hours a day, 7 days a week. People experiencing domestic violence, friends and family members, and other community members and service providers are encouraged to contact our hotline at any time for emotional support, crisis intervention, safety planning, education, referrals to community resources, emergency housing, and more.
 - o Steps also offers a Chat Line Bam-Spm, Monday through Friday. We recognize not all survivors of domestic violence are able to safely place phone calls. Steps' Chat Line is confidential, end-to-end encrypted, offers a "Quick Escape" button for safety, and messages are not retained after closing the web browser.
 - Our Emergency Housing Program provides safe housing for survivors and families who are fleeing violence in their homes. We host survivors in either our 21-unit shelter in Colchester or in a room at one of two local motel/hotels, and house them for an average of 90 days per stay. In addition to shelter services, this program offers rapid rehousing, and economic justice services for survivors.
 - Legal Advocacy for assistance with criminal, custody, divorce, and child support cases, Relief from Abuse Orders, and other proceedings. Legal advocates provide information, paperwork/form assistance, and in-court support.
 - Steps' Youth Program supports children and their parents through supportive playgroups, one-on-one parent support, referrals to community and school/childcare resources, weekly programming and seasonal events at shelter to make it feel as close to "home" as possible for children displaced due to violence.
 - Support Groups allow survivors to connect with peers, feel less isolation, and learn about the dynamics of domestic violence. All groups are facilitated by advocates and are confidential. Steps hosts multiple virtual support groups, including those for parents who have experienced intimate partner violence.
 - Steps provides Education and Prevention services. The only way to end domestic violence is to prevent it occurring at all. We work with businesses, healthcare organizations, community resources and groups, and schools to promote and engage communities in anti-violence work. We offer an array of
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trainings, and routinely collaborate with external agencies, schools, and businesses to create custom workshops, and provide physical materials (i.e. brochures and pull-tab flyers) that are posted and distributed throughout Chittenden County.

All Steps' services are available to every member of the community, and the entire community benefits from the prevention, education, and anti-violence work Steps provides. We continue to place an expanded focus on our education and prevention efforts in community, including our work in schools to empower youth to foster healthy relationships, recognize and disrupt systems of power and harm in their own lives, and understand consent and boundaries. The Impact

Intimate partner violence (IPV) is an imminent public health threat in Vermont: more than 1 in 10 Vermonters have experienced IPV in their lifetime and out of the 432 homicides in our state from 1994 to 2023, nearly half were related to domestic violence. Experiencing violence also has a significant impact on long-term mental health, with survivors or children who have witnessed violence being more likely to experience Post-Traumatic Stress Disorder (PTSD), chronic pain, depression, anxiety, suicidal thoughts, and substance use disorder.

IPV both precipitates and prolongs homelessness, and the need for housing stability frequently influences a survivor's decision to stay in a harmful relationship longer. Our community's critical shortage of affordable housing continues to put strain on survivors, who, lacking housing alternatives, stay in unsafe homes longer, deepening the impact of abuse and complicating fleeing. Vermont saw a 62% increase in unsheltered homeless individuals statewide from 2024 to 2025 - with 8% of homeless individuals identifying IPV as the central cause. Chittenden County survivors in particular are faced with a discouraging housing landscape marked by rising home and rental costs, high cost of living (COL), and a 1% housing vacancy rate. Steps to End Domestic Violence's Emergency Shelter and Housing Program provides a crucial opportunity to divert survivors and families away from experiencing homelessness by providing safe, immediate shelter, and offering housing advocacy services to help survivors secure permanent housing.

Steps uses the empowerment model in working with survivors to co-create a roadmap that leads to self-sufficiency, safety, and autonomy. Survivors collaborate with staff to set achievable goals, and marshal community resources both within Steps and with our organizational partners. These goals can include securing housing, exploring career paths and training opportunities, securing a job with a livable wage, recovering from substance use disorder, managing mental health, forging social connections with other survivors, and pursue protective orders, divorce, child support and custody proceedings.

We work intentionally with parent survivors to navigate the complexities of experiencing and recovering from intimate partner violence while caring for

children. This work can include workshopping solutions to parenting challenges, building parental skills and confidence, offering opportunities to strengthen parent-child bonds, and helping to bolster whole-family resilience.

Town and City-directed funding enables us to effectively partner with survivors and families in navigating complex challenges, diversifying our program offerings, and being creative and agile in serving survivors and their children in the ways that matter most.

From July 1, 2024, to June 30, 2025, Steps provided services to 1,514 people - including 289 children. Our Hotline and Chat Lines received over 2,890 calls from an average of 69 new callers per month, with our advocates offering crisis intervention, emergency services, emotional support, and referrals. Last fiscal year, Steps provided services to 1 adult resident of Westford. Please note that we adopted a new client database in fiscal year 2025 - the metrics reported in this letter reflect the substantial services rendered to each town's residents. These services include being housed in our shelter, accessing our Legal Advocacy services, or receiving direct service from our Family Program. We also serve many people who choose not to disclose their town of residence, for safety or other reasons.

Additionally, our Education & Outreach team spent 495 hours connecting with the Chittenden County community in schools and colleges, at farmers markets, concerts, and town/city events. Our Education & Outreach Coordinator spent 230 hours beyond this, providing focused training sessions and workshops to 922 people across Chittenden County, including teens, educators, and community partners.

Jordan Calderara, M.Ed. (she/her)
Director of Community Engagement Steps to End Domestic Violence
P.O. Box 1535 Burlington, VT 05402
802-658-3131 X 1093
jordanc@stepsvt.org

VERMONT CENTER FOR INDEPENDENT LIVING

The Vermont Center for Independent Living (VCIL), a statewide, non-profit organization dedicated to improving the quality of life for people with disabilities, respectfully requests funding from the Town of Westford for our FY'26.

Annual support from over 125 cities and towns across the State helps VCIL assist Vermonters with disabilities achieve dignified and self-determined lives. VCIL works to serve individuals who can benefit from our direct services as well as to educate and inform members of the community about disability related issues and independent living. Direct

services are available to residents of Westford in a number of ways. Peer counselors work with residents in their homes or other locations; small grants for adaptive equipment; Meals on Wheels for people with disabilities under the age of 60; Home Access modifications; individual and systems advocacy and programs for youth. Information, Referral and Assistance is available to all residents by calling VCIL's I-Line, at 1-800-639-1522 (Voice and TTY).

Sincerely,



VERMONT LEAGUE OF CITIES AND TOWNS

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
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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. Recent audited financial statements are available at vlct.org/AuditReports.
