



**SELECTBOARD MEETING
TOWN OFFICE & ZOOM
May 14th, 2026, 6:15 P.M.**

<https://us02web.zoom.us/j/83574000385?pwd=Tvh8XBCUWOHkXDGP0G11J1KB3JB9Ba.1>

Meeting ID: 835 7400 0385 - Passcode: 8YYyvE

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

Please note that agenda times are approximate and are subject to change.

AGENDA

1. **CALL TO ORDER**
 - a. (6:15) – Roll Call
 - b. (6:20) – Changes to the agendaPat Haller

2. **(6:25) – PUBLIC COMMENT** (Items not on the agenda)

3. **(6:30) – MINUTES: April 23rd SB Meeting** (Review and Approve) Pat Haller

4. **(6:40) – CCRPC UPDATE** Ben Borenstein

5. **HIGHWAY DEPARTMENT** Sean Cushing
 - a. (6:50) – Review Road Schedule

6. **TREASURER** Tommy O'Connor
 - a. (7:05) – Review FY'25 General Fund budget status report
 - b. (7:15) - Review FY'25 Highway budget status report
 - c. (7:25) – Review and approve accounts payable and payroll warrants

7. **TOWN OFFICE REPORTS**
 - a. (7:30) – CSWD Presentation
 - b. (7:35) – Planning and Zoning Report
 - c. (7:45) – Town Administrator ReportSarah Reeves
Harmony Cism
Tommy O'Connor

8. **DISCUSSION**
 - a. (7:55) – Girr License Agreement
 - b. (8:00) – Covered Bridge Donation Request
 - c. (8:05) - Local Emergency Management Plan Update
 - d. (8:15) - Fire Warden Appointment
 - e. (8:20) - Update from Nominating Committee
 - f. (8:25) – VAST Discussion
 - g. (8:45) – Emerald Ash Borer Update
 - h. (8:50) – Public Outreach Planning (1705/Town Plan)
 - i. (9:00) – Dog Warden Resignation

9. **(9:05) – CORRESPONDENCE**

10. **COMMUNICATION**

11. **ANTICIPATED EXECUTIVE SESSION** – Legal case update/attorney update

**SELECTBOARD MEETING
APRIL 23, 2026
Draft Minutes**

Present: Pat Haller
Deb Jorschick
Julia Andrews
Casey Mathieu

Callie Hamdy
Tommy O'Connor
Sean Cushing

Guests: see attached.

The meeting was called to order at 6:15 p.m. The meeting was held in person and via Zoom.

CHANGES TO THE AGENDA

Add Sheriff's contract to discussion.

PUBLIC COMMENT – Items Not on the Agenda

Carol Winfield and Barb Peck had both asked was present wondering if the Dog Warden had received a list of registered dogs. C. Hamdy, Town Clerk, indicated that the Dog Warden had not yet communicated with her regarding the records.

MINUTES

J. Andrews moved to approve the April 9, 2026 minutes as amended. D. Jorschick seconded. Motion passed 4-0.

CCRPC UPDATE

Ben Bornstein, CCRPC Representative, was present. Work on Tier 3 has been frozen. The Unified Planning Work Program (UPWP) schedule had its first hearing and was adopted by the board to move forward.

ROAD SCHEDULE

Sean Cushing, Road Foreman, was present and went over the road schedule from April 10, 2026 to April 23, 2026.

SANCTUARY ROAD MAILBOX

P. Haller had met with S. Cushing who described the action the road crew was taking for the mailboxes, but indicated the homeowners are going to have some upkeep going forward. The mailboxes will continue to move over time as the earth shifts. Some residents of the road were present and had some discussion with S. Cushing on what's going to occur. S. Cushing mentioned that he could not stop ditching that part of the road.

ACCESS PERMIT

The access permit is for a driveway. Road Foreman, S. Cushing was present, and had visited the site and approved his portion of the permit. Harmony asked since everything has been reviewed that the board approve and that P. Haller sign on behalf of the board. J. Andrews moved to empower Pat Haller to sign the Access Permit for Christopher Bacon. D. Jorschick seconded. Motion passed 4-0.

DISCUSSION

Emerald Ash Borer Plan Discussion

P. Haller wondered if Kirsten Tyler was willing to talk about this. She gave a quick synopsis. Back in March, Harmony Cism and her met with the Invasive Species Coordinator of VT. Westford has been listed as town that has emerald ash borer (EAB). One of their employees had noticed a tree while driving down one of our roads. Now we have to make a plan because what happens when ash trees get EAB is they get really brittle. Trees that are next to a house or side of a road can easily fall or damage a car or house. Westford needed to start thinking on an action plan for trees in those sensitive areas. There are a lot of resources for this issue. K. Tyler described some of the resources and how the town's work would be in collaboration with the road crew. They would remove priority trees and monitor moving forward with a group of volunteers. She asked that the Westford Conservation Commission (WCC) is not the lead for volunteer organizing as they have a lot producing summer coming. The Tree Warden had already been looped in and would do whatever is needed. If he's willing, P. Haller suggested he and H. Cism could collaborate to find volunteers. J. Andrews asked if K. Tyler knew if there was a specific process to removing infected wood once the tree is cut down so we don't spread it. K. Tyler explained we're not supposed to bring it across town lines to limit the spread of the EAB. Recent studies show all the surrounding towns to Westford already have it.

Highway Budget

Tommy O'Connor, Town Administrator, went over the FY'25 Highway Budget Status Report.

D. Jorschick asked S. Cushing if the Road Crew was going forward with the purchase of the trailer as previously approved. They were. It was a dual use trailer to haul the skid steer and hydroseeder. The chloride trailer is specific to the chloride sprayer.

Liquor License Renewals – Westford Provisions

Westford Provisions had applied for a 1st Class, 2nd Class, and 3rd Class Liquor License. These are the same licenses they have had previously. They needed the Selectboard to approve before the Clerk could finalize the licenses with the state. J. Andrews moved to approve the licenses for WP. D. Jorschick Seconded. Motioned Passed 4-0.

Update from Essex Rescue

This is their quarterly report. T. O'Connor had highlighted a few things of interest. Their mutual aid request is down. There were 10 calls in the first part of 2026 that ER responded to.

Mowing Bids for Town Properties

We had four bids for the mowing of Town Properties. The contract would be for three years. C. Mathieu wanted to bring attention to a common problem in the industry. In the past when we've hired contractors whether it was for ditching or mowing etc. C. Mathieu did not see workman comp language in the bid packet. P. Haller noticed that the Spaulding bid was for mowing, but they didn't give a total cost of mulching or perennial garden. Robert & Sons bid was contingent on also getting the Cemetery Contract.

B. Peck thought the company that mows the Common should also carry insurance. Zack Audet stated re: Robert & Sons that they have both insurance and worker's comp. P. Haller

asked about the spring cleanup and mulching. They had not done it in the past for us but would be willing to do so. The Common Committee had also offered to mulch around the town office. Lori Johnson thought that Robert & Sons had been good to work with in the past. Zach added that he'd tried to stay in line with what R & Sons had done in the past. C. Mathieu thought based on who bid and what he knows he recommended Robert & Sons, the town had a long history with them as a contractor. He made a motion to go with Robert & Sons with a three year contract with annual renewals. J. Andrews seconded.

Lynn Gauthier was present from the Cemetery Commission. They were concerned that they haven't seen a lot of the spring/fall cleanup done well. They had two recommendations. One for Issac Spaulding. None of the bids include the Brick Meeting House. P. Haller asked Zack that the R & S quote was contingent on the Cemetery, but the Cemetery had not recommended R & S.

Motioned failed 1-3.

The board wanted to approve the contract for one. The Cemetery is recommending Spaulding or Randall Richardson. J. Andrews moved to accept the Cemetery Commission recommendation for Spaulding for their mowing contract. D. Jorschick seconded. Motion passed 4-0.

Based on cost from Spaulding, P. Haller motioned to accept Spaulding's services. D. Jorschick seconded. C. Mathieu asked if we could amend the idea to it being a 3 year contract with annual renewals. The board was supportive of that. Motion passed 3-1.

UVM Capstone Project Update

Kyle Buck from UVM was present. The capstone project group had revised some grant information for the scavenger hunt. The property maps are getting finalized. Some things that need to be addressed: the property maps and the Westford resilience index. May 2nd the students are going to Westford school to pick up the invertebrate study and meeting with students. They have educational signage which has been completed. There will be a survey with questions, and the students are looking for the Selectboard to approve before it goes out. J. Andrews is thrilled the students are doing this work, and a public service. From a nostalgic perspective she was pleased that they're doing the water quality stuff with the 5th graders.

B. Peck wanted explanation on how they're going to proceed from their mapping and how it's approved to be on the state's website. Is it going to be looked at by a professional at the state? K. Buck noted that he's the data steward for the project and he is a professional. He's worked for the federal government for 10 years and has a lot of experience in meta data creation and standards. He's taken responsibility for anything that goes forward.

K. Tyler wanted to let the board know that she has Mr. Sherman's email and Elizabeth Ploof, the current teacher, is on the WCC. She has shared that email with Elizabeth so they could get connected.

Camille Nelson from UVM was present. She understands with the introduction paragraph there was some miscommunication with how it was worded. She was wondering with that section, if

there were section topics, a number of questions, and the conditions of the questions would that be an ideal layout of how they'd like the introduction statement to be presented. The Board and Camille discussed, and P. Haller read the introduction paragraph out loud for the meeting. The Board praised the student group for the hard work they've done and also thought the signage was very well done and engaging. J. Andrews motioned to empower P. Haller to work with the students to get the survey to a conclusion, D. Jorschick seconded.

Max Tyler was present. He was in favor of more information vs less so he was happy this was moving forward. He knows that the UPWP project upcoming is related to 1705 outreach. P. Haller noted that the town wanted to hire a town planner and they might use that role instead of the UPWP offer. Ben Bornstein clarified the first public hearing all the applications for the UPWP.

Motion passed 4-0.

VAST Update

Nick Nichols had asked that the board discuss VAST. J. Andrews thinks if Nick has something he wants to take up as the board than they should discuss it when Nick could be present. He was currently not. The board moved this to the next meeting.

Sheriff's Report

J. Andrews moved to accept the contract for the law enforcement. D. Jorschick seconded. Motion passed 4-0.

TREASURER REPORT

Review FY'25 General Fund Budget Status Report

T. O'Connor, Town Administrator, went over the FY'25 General Fund Budget Status Report.

Review and Approve Accounts Payable and Payroll Warrants

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

TOWN ADMINISTRATOR REPORT

T. O'Connor, Town Administrator, gave the Town Administrator's Report.

CORRESPONDENCE

Correspondences w/ Max Tyler and Kirsten Tyler regarding possibly setting up recurring updates with the local school board representatives. J. Andrew will contact. Correspondence about speeding on Abbey Road. Tommy and Pat has responded. Carol Winfield regarding Beaver Deceiver installation. The board thanked Skip for his hard work.

Vicky Ross asking about next steps for appointing a new treasurer. P. Haller explained that next Tuesday there will be a warned meeting with himself, Martha Heath (JP), and Lynn Bursell (JP) who will figure out what residents will join them on the nominating committee.

Barb, Matt regarding Dog Warden duties. Lori Johnson regarding risk regarding river access. Carol asked the board to send thank you to the funders for the beaver deceivers, Tommy is working on it.

COMMUNICATION

Once Pat set meetings with the nominating committee they will put out a call for candidates for Town Planner, Treasurer, DTC, and Lister.

Green Up Day, May 2nd.

EXECUTIVE SESSION

P. Haller motioned that premature public knowledge revolving personnel and legal would place the town at a significant disadvantage. J. Andrews seconded. Motion passed 4-0. P. Haller moved to enter Executive Session at 8:33 p.m. and invite Tommy O'Connor. D. Jorschick seconded. Motion passed 4-0.

The Selectboard exited Executive Session at 8:40 PM. The Selectboard received an update from the Town's Attorney, no action was taken.

ADJOURN

The meeting adjourned at 8:41 p.m.

Respectfully Submitted,
Pat Haller
Selectboard Chair

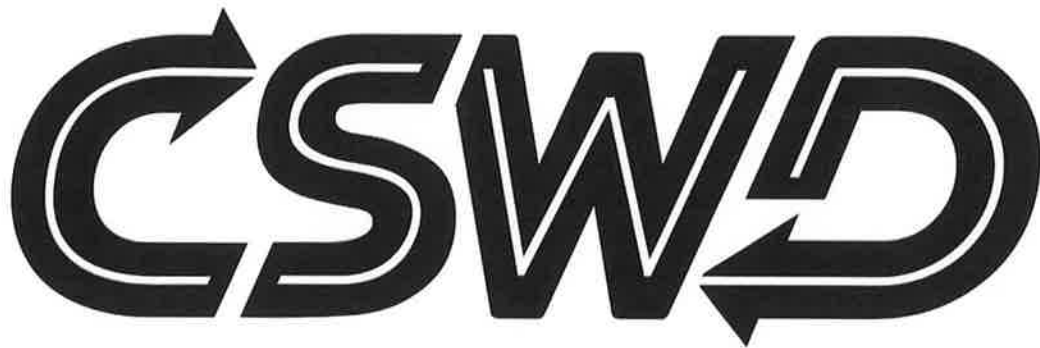
Callie Hamdy
Minute Clerk

GUEST LIST

Lynn Gauthier
Dave Gauthier
Kim Guidry
Ira Allen
Benjamin Bornstein
Barb Peck
Max Tyler
Lori Johnson
Carol Winfield
Kirstin Tyler

Elias Rosenblatt
Michael G
Dick Lavalley
Steve Chesser
Erin Ramsey
Michael Erdman
Maureen Wilcox
Zack Audet
Kyle Buck
Camille Nelson (UVM)

FY 2027 BUDGET PROPOSAL



Chittenden Solid Waste District

**19 GREGORY DRIVE, SUITE 204
SOUTH BURLINGTON, VT 05403
802-872-8100**



Printed on recycled paper



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE
19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

To: CSWD Member Towns and Cities
From: Sarah Reeves, Executive Director
John Balparda, Director of Finance
Date: April 23, 2026
RE: Fiscal Year 2027 Budget for Consideration and Approval

MEMBER MUNICIPALITY RESPONSIBILITY

Article IV, Section 4 of CSWD's Charter describes the process by which the District's annual budget is adopted. Subsections (a) and (b) read, in part:

(a) Following the public hearing provided for in the preceding section, the Board of Commissioners shall review the proposed budget in light of comments received at the hearing, and shall thereupon approve the budget for adoption pursuant to subsection (b), with or without changes.

(b) Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

Each spring, CSWD reaches out to our eighteen member towns and cities and requests permission to present the budget to the local legislative body within the timeline specified by the Charter. We're appreciative of the efforts of the towns and cities to accommodate this request, and we appreciate the conversations that happen at the presentations. Thank you!

BUDGET HIGHLIGHTS – FY2027

Fiscal Year 2027 initially looked much like FY26, until when in early March CSWD became the victim of a sophisticated social engineering business email scam. The result was the loss of two payments to our MRF construction partner, totaling just over \$3,000,000. As soon as we became aware of the fraud, we reached out to our bank and law enforcement authorities. As of this memo, we are operating under the assumption that the money lost will not be recovered. We have augmented our internet safety and training protocols, reviewed our accounts payable and procurement procedures, and are reviewing our financial policies. Our network is secure, as are our bank and investment accounts.

This also caused us significantly to revise our proposed FY27 budget to conserve as much cash as possible to ensure that we would be able to adequately fund the new Materials Recycling Facility project. We will be operating with a basic-needs-only mindset for the next year and will be scrutinizing each potential purchase with the core mission and values front of mind. Given these measures, we will be short of cash to finish the project. We're working with our bank to determine next steps towards a short-term loan to ensure there's adequate cash flow to bring the project to conclusion. We will aim to commission the new MRF as soon as acceptance testing is complete, slated for late Q3 or early Q4 of FY27.

CSWD is not proposing to shift this burden to our member towns and cities.

We will keep our members updated on the project's progress (photos of the construction site are on the CSWD website) and will keep everyone informed about our financing options. We greatly appreciate the support shown to us throughout this ordeal and ask that everyone see this as a cautionary tale. CSWD has sound financial policies and procedures in place, and our staff is trained in spotting standard scams. However, the scammers are getting better and better, and AI is making their jobs easier and easier.

CSWD Sources of Revenue

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), Tipping Fees (facility user fees), and Material Sales. The remaining revenue comes from grants, license fees, transportation charges, and Extended Producer Responsibility program reimbursements.

CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.

- **Solid Waste Management Fees:** Fees charged on each ton destined for disposal and which originated in Chittenden County. Four material types make up the tons subject to the SWMF—municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF.
In FY27, SWMF represents 27.1% of the revenue budget.
- **Tipping/User Fees:** Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recycling Facility (MRF), the Organics Recycling Facility (ORF), and the Environmental Depot.
In FY27, Tip/User Fees represent 40.3% of the revenue budget.
- **Material Sales:** Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables.
In FY27, Materials Sales represent 19.6% of the revenue budget.

BUDGET DETAILS

REVENUE SNAPSHOT

Revenue (in thousands)	FY26 Adopted Budget	FY27 Proposed Budget	Change from FY26BUD	% Revenue
Tip Fees	7,306	7,844	7.4%	40.3%
Material Sales	2,969	3,806	28.2%	19.6%
SWMF	5,129	5,270	2.7%	27.1%
All Other	2,124	2,531	4.7%	13%
Total	17,528	19,451	9.9%	100.0%
Cost of Goods Sold	214	196	-.09%	
Gross Profit	17,314	19,255	11.1%	

Solid Waste Management Fee:

Solid Waste Management Fees are charged to haulers when they dispose Chittenden County trash destined for the landfill in Coventry. The budgeted **increase to the solid waste management fee is \$1.92/ton, making the fee \$41.92/ton, effective July 1**. The increase was calculated according to the process outlined in CSWD's local Solid Waste Management Ordinance and applied the average CPI for the Garbage and Trash industry for the 13-month period January 2025-January 2026, which was 4.8%. The CPI calculations are made by the U. S. Bureau of Labor Statistics, and a 13-month average was used instead of a 12-month average because the Bureau didn't produce a calculation for the month of October 2025.

The SWMF supports several departments in CSWD – Administration, Finance, Outreach & Communication, Compliance, Household Hazardous Waste, and Maintenance & Roll-Off, and funds the Community Clean Up Fund.

A standalone MRF Project Capital Fund has been created as part of the reserves, and excess Solid Waste Management Fee revenue that is not assigned to support budgeted department expenses will be directed to the MRF Project fund.

Tip Fees, User Fees, and Material Sales Assumptions:

- Materials Recycling Facility (current facility) processing costs are increasing in FY 2027 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. Per the contract, the operating fee increased on January 1, 2026 to \$76.35/ton and will increase again on January 1, 2027, using the Northeast Urban B/C class CPI. The budgeted increase is 3%. This will likely be the final year of this iteration of the MRF operating contract, as we anticipate being in the new facility by Q4 of FY27.

- **The MRF tip fee increased to \$100/ton on April 1, 2026 and the budget carries this figure forward.** The budgeted tip fee remains close to the regional market rate, as fees in the region range between \$100-\$120/ton as of the date of this memo. The budget assumes 44,000 tons of inbound recycling, and marketing 35,000 of those tons.
- Average MRF commodity revenue through Q3 of FY26 was volatile, averaging around \$80/ton. The forecast for the remainder of FY26 and for Q1 FY27 is in flux, as global trade is currently in turmoil. The demand remains suppressed for plastics heading into FY 2027; however demand is beginning to stabilize for fiber products. This budget assumes a conservative average commodity revenue of \$75/ton, down significantly from the FY26 budget amount of \$97/ton.
- Consumer demand for goods will, as it always does, dictate the price of recycled content supplied to manufacturers. Much of what is processed by the MRF can be considered “household staples”, meaning the containers, boxes, and cardboard are all part of everyday living and regular weekly household spending, as opposed to discretionary spending on things like furniture, electronics, or appliances. MRF tons are inelastic through recessions, however a sustained recession would likely cause constriction in this area, affecting both inbound and outbound revenue.
- Organics Recycling Facility has realized great success in implementing the Contamination Policy, and we appreciate the cooperation of the hauling community to continue to improve the quality of food scraps entering the facility.
 - Staff are mindful of the Board’s desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance these two factors. **Organics Recycling Facility tip fees will increase from \$70/ton to \$77/ton for FY 2027.** We’ve increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we’ve received approval from ANR to produce a yard waste-only compost product as a new offering. This new product line is currently in development.

Drop Off Centers: Even though the DOCs are District facilities, they are very much viewed as “local”. Our six DOCs serve 29% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, for services like electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital role in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

- **Bag prices at the Drop Off Centers will not increase in FY2027.** However, to continue to move towards self-sufficiency for the DOC system, two financial model changes are proposed in the FY2027 budget for the DOCs. For several years, staff have reviewed the costs associated with managing materials for which CSWD does not charge a disposal fee. These materials have traditionally been subsidized by the Solid Waste Management Fee; however subsidization

doesn't achieve the Board's goal that each revenue-generating operation (MRF, ORF, and DOCs) be as self-supporting as possible.

o *Facility Fee:*

Due to the need to sustainably provide capital replacement funding for operations and facilities, a **new facility use fee of \$1/visit (with a few exceptions) will be implemented at the DOCs on July 1.** This fee will be designated to the capital fund for projects and needs unrelated to the new Materials Recycling Facility.

To help decide how to best assess the fee, DOC customers were asked to participate in a survey and provide input. Over three weeks in March, DOC operators informed customers of the survey and provided a card with a link to Survey Monkey. Nearly 800 DOC customers responded, representing every community in Chittenden County. Essentially, one question was presented with this context: CSWD will be implementing a small fee on July 1 to begin to sustainably fund the District's capital reserve. Which application of the fee is most preferred: \$1 increase per bag of trash; \$1 per bin of recycling (in addition to trash fee); \$1 per container of food scraps (in addition to trash fee); or \$1 flat fee per visit? Respondents were asked to rank their preference.

Respondents were overwhelmingly NOT in favor of charging for recycling or for food scraps and were tied with their preference for either a per-bag increase or a per-visit facility fee. CSWD staff presented the findings to the Board of Commissioners for their information and input. The facility fee option was selected as the most equitable option, in that a per bag increase would place the burden of the fee increase on customers who regularly bring their trash to the DOC while occasional customers, who only use the DOCs for special waste like mattress or bulky waste disposal, wouldn't share the responsibility for contributing to the capital reserve. The exceptions to the facility fee will be materials that are subject to VT's Extended Producer Responsibility laws and textiles. Customers who bring only these materials during their visit, with no other items destined for disposal, will not be charged the facility fee.

The fee-exempted materials are:

- Electronics covered by the law (computers & laptops, peripherals, printers, modems, monitors, smart boards, televisions, circuit/mother boards);
- Batteries (except lead acid batteries);
- Mercury-containing bulbs (fluorescent bulbs);
- Mercury-containing thermostats
- PCB containing ballasts
- Clean, dry, and odorless textiles

o *Leaf and Yard Waste:*

Leaf and yard waste is a deceptively difficult material to manage and is costly to transport due to its light weight and difficulty to pack down. To try to recover some of the costs associated with moving large amounts of material, **leaf and yard waste will be charged a fee beginning July 1, 2026**. The fees are:

- \$1.00 per cubic yard for the first two yards;
- \$5.00 per cubic yard over two cubic yards

EXPENSES SNAPSHOT

<u>(in thousands)</u>	FY26 Approved Budget	FY27 Proposed Budget	Change from FY26BUD	% Expenses
Payroll Expenses	6,294	6,460	2.6%	40%
Travel & Training	130	77	-40.6%	0%
Administrative Costs	166	136	-14.4%	.8%
Professional Fees	345	199	-42.2%	1.2%
Equipment & Fleet	1,321	1,156	-12.5%	7.2%
Supplies	138	117	-14.8%	.7%
Materials Management	6,687	7,150	6.9%	44.3%
Property Management	651	730	12.2%	4.5%
Promotion & Education	129	80	-36.1%	.5%
Community Support	103	29	-74.4%	.2%
Total Expense	15,965	16,136	1.1%	

Key Points:

- This budget proposes a 3.08% COLA for July 1, based on the 2025 twelve-month average Consumer Price Index of the Northeast Urban Class B/C. In FY27 we are anticipating using slightly more full-time hours than in FY26, bringing our staffing up to 56.72 Full Time Equivalents from 56.23 FTEs last year. Costs for healthcare benefits and annual merit increased moderately results in a total Wages and Benefits increase of 3.4%; Total Compensation expense per Full-Time Equivalent change over FY26 is +2.55%.

	FY26 BUD	FY27 BUD	% Change
Payroll Expense	\$6,294,309	\$6,459,845	2.63%
Full Time Equivalents	56.2	56.7	0.87%
Expense per FTE	\$111,998	\$113,930	1.72%

- Promotion and Education program expenses are down significantly to the budget revision exercise. The marketing and advertising budget is reduced by 50%, and all outsourced surveys for FY27 are eliminated. The Outreach and Education program is merging with the Compliance and Safety program, and the Marketing and Communications programs are merging, all under the direction of the Public Policy, Compliance, and Waste Reduction department.
- Materials Management is down slightly (-4.5%) for the first time in several years, reflecting a modicum of pricing stabilization across key inputs. Materials Management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal.

BOTTOM LINE

Each year we need to “get to zero.” In FY27, we are projecting a surplus of cash of \$3,118,462. This is the result of the combination of budget revisions for income projections, tightly controlling expenses, and deferring capital except for the new MRF. The cash freed up by the proposed budget revisions will be specifically directed to the MRF Capital Project Fund and will not be used to pay for day-to-day operations or administrative needs. We generally budget conservatively in several areas, such as Sale of Materials, healthcare utilization, and tipping fee revenue from the DOCs and ORF, this year also due to general economic uncertainty related to global politics.

The requested municipal approval is to approve the budget as presented for the daily operational needs of the Chittenden Solid Waste District, which are represented by \$19,451,432 in Income/Revenue, and \$16,136,738 in Expenses.

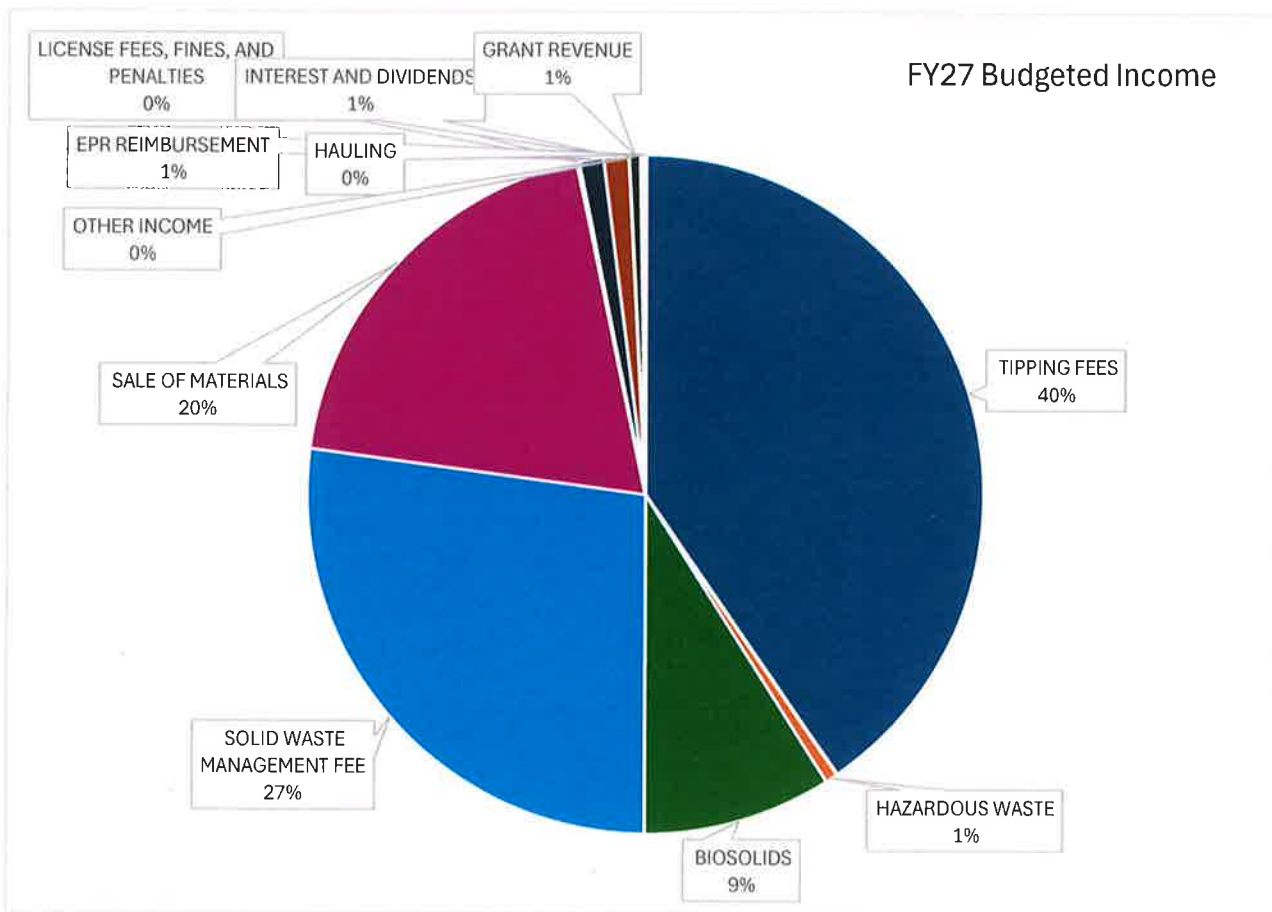
Projected Fund Balances

The completion of the MRF project will require a significant drawdown of cash reserves / funds. Approximately \$9M in project costs will be funded from CSWD cash reserves, \$7.7M from the MRF Project Capital Fund, \$400K from the Solid Waste Management Fund, and \$1M from the Operating Fund. We anticipate that future operations, including operating the new MRF, will generate sufficient cash flow to cover day-to-day operations and slowly replenish the Operating and Solid Waste Management Funds by mid fiscal 2029. The chart on the following page shows our best understanding of where the funds will be at the end of FY27.

Projected Fund Balances

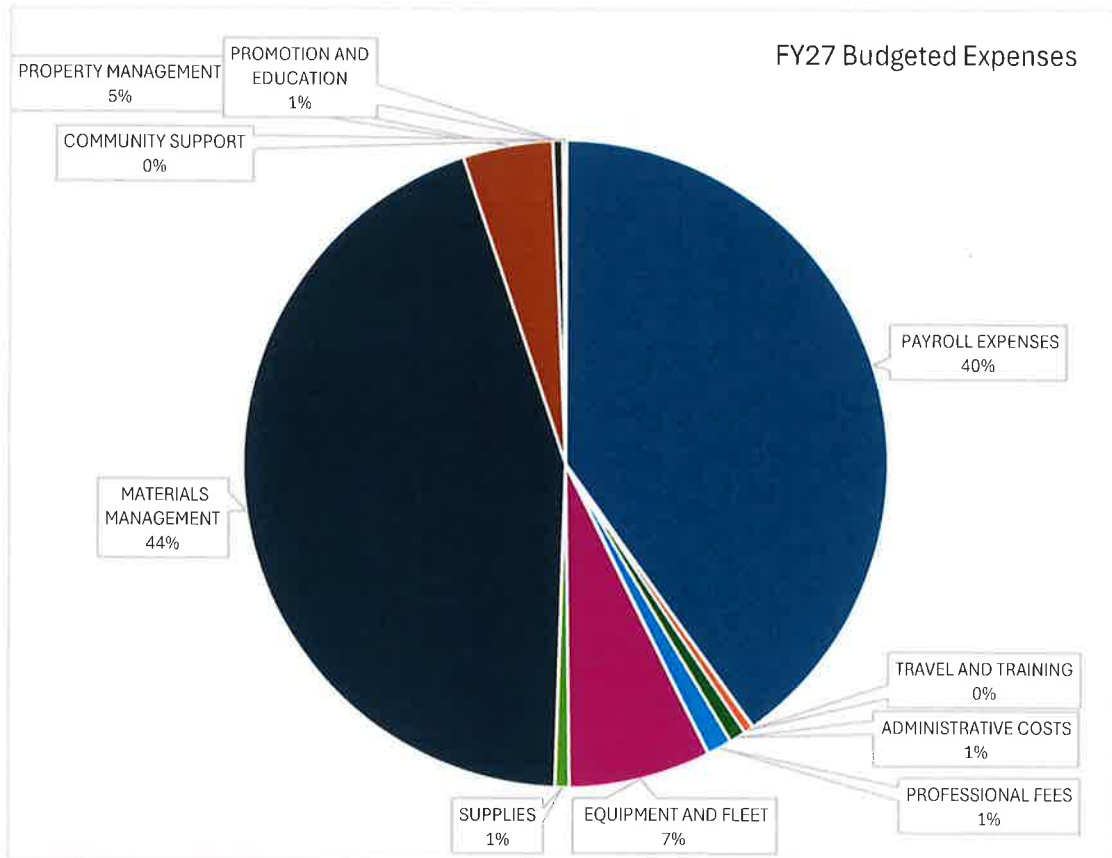
(in thousands)	FY25 Ending Projected	Projected FY26	FY27 BUD OpEx	FY27 BUD CapEx	MRF Build	Expected FY27
INTERNAL PURPOSES						
Solid Waste Management Fund	\$866	\$866	\$0		(\$399)	\$466
Operating Fund	\$2,729	\$2,246	\$0		(\$1,036)	\$1,209
Capital Fund	\$2,545	\$0	\$0			\$0
MRF Project Capital Fund	\$3,027	\$4,855	\$3,118	(\$235)	(\$7,738)	\$0
TOTAL INTERNAL	\$9,168	\$7,967	\$3,118	(\$235)	(\$9,174)	\$1,676
EXTERNAL PURPOSES						
Facilities Closure Fund	\$1,507	\$1,507	\$0			\$1,507
COMMUNITY CLEAN UP FUND	\$95	\$95	\$0			\$95
TOTAL EXTERNAL	\$1,602	\$1,602	\$0	\$0	\$0	\$1,602
RESTRICTED						
Landfill Post Closure Fund	\$1,000	\$961	\$0			\$960
Biosolids Fund	\$560	\$424	\$0			\$424
RESTRICTED	\$1,560	\$1,385	\$0	\$0	\$0	\$1,385
TEMPORARILY RESTRICTED						
Debt Service	\$390	\$481	\$0			\$481
TEMPORARILY RESTRICTED	\$390	\$481	\$0	\$0	\$0	\$481
UNDESIGNATED (FY26 Fraud Loss)	(\$154)	(\$3,023)	\$0			(\$3,023)
Prior Year Adjustment	(\$151)	(\$295)	\$0			(\$295)
Total FUNDS	\$12,415	\$8,117	\$3,118	(\$235)	(\$9,175)	\$1,826

TIPPING FEES	\$7,843,940	40.3%	Income
HAZARDOUS WASTE	\$119,311	0.6%	
BIOSOLIDS	\$1,767,008	9.1%	
SOLID WASTE MANAGEMENT FEE	\$5,269,936	27.1%	
SALE OF MATERIALS	\$3,806,547	19.6%	
LICENSE FEES, FINES, AND PENALTIES	\$18,976	0.1%	
EPR REIMBURSEMENT	\$226,290	1.2%	
INTEREST AND DIVIDENDS	\$237,259	1.2%	
GRANT REVENUE	\$106,000	0.5%	
HAULING	\$33,962	0.2%	
OTHER INCOME	\$22,203	0.1%	
TOTAL	\$19,451,432		



PAYROLL EXPENSES	\$6,459,845	40.0%
TRAVEL AND TRAINING	\$77,453	0.5%
ADMINISTRATIVE COSTS	\$136,131	0.8%
PROFESSIONAL FEES	\$199,537	1.2%
EQUIPMENT AND FLEET	\$1,156,052	7.2%
SUPPLIES	\$117,237	0.7%
MATERIALS MANAGEMENT	\$7,150,330	44.3%
PROPERTY MANAGEMENT	\$730,583	4.5%
PROMOTION AND EDUCATION	\$80,602	0.5%
COMMUNITY SUPPORT	\$28,966	0.2%
Other		0.0%
Total	\$16,136,738	100.0%

Expense



who we are

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,481 residents and 8,939 businesses)* with facilities, programs, and expertise developed over our 38-year history.

*2023 data. Sources: U.S. Census and VT Dept. Of Labor

OUR MISSION

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.

HOW WE'RE FUNDED

Our revenue comes from three primary sources:

- › **User fees** on incoming material at our facilities;
- › **The Solid Waste Management Fee (SWMF)**, a per-ton fee on material sent to the landfill;
- › **Material and product sales** from material we collect and process at our facilities and sell;
- › A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management**.

We are not funded by Income, Sales, or Property tax dollars.

CHITTENDEN COUNTY, VT

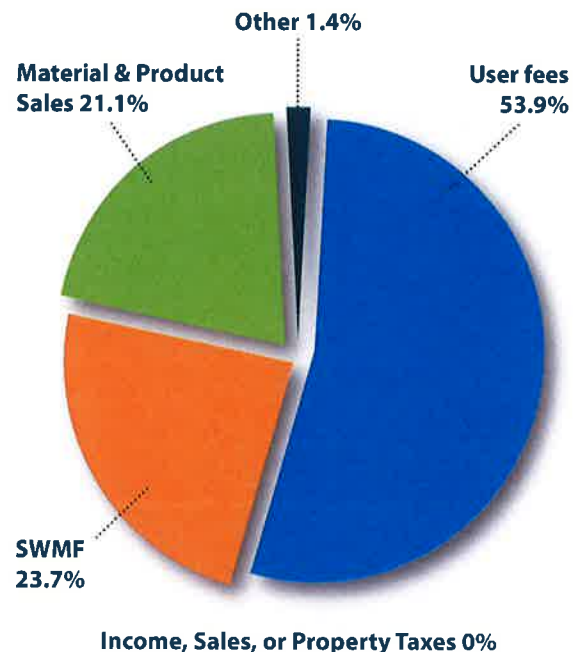
169,481
residents

8,939
businesses



2023 data. Sources: U.S. Census and VT Dept. of Labor

FY25 REVENUE \$16.5M (unaudited)



what we do

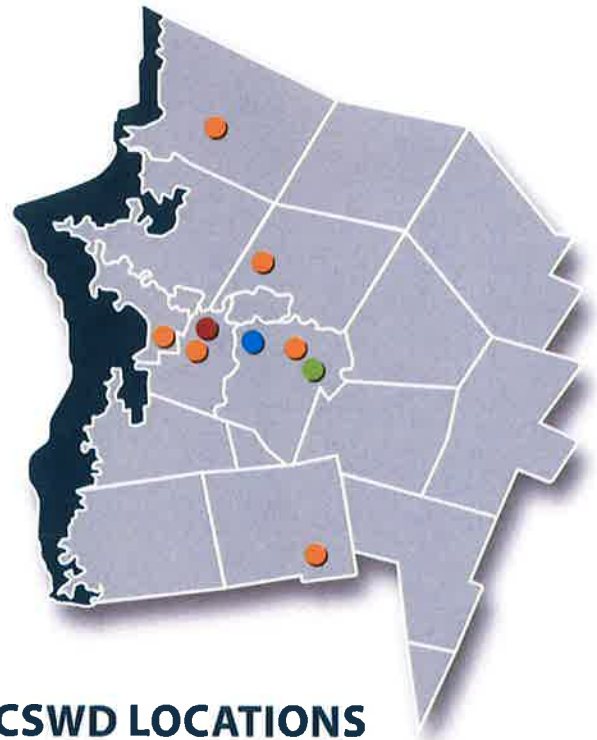
REDUCE WASTE

- › **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- › **Promote community reuse options**
- › **Process leftover paint** from residents and businesses into Local Color Paint
- › **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- › **Help our members** comply with federal and state solid waste laws
- › **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- › **Advocate for state-wide policies** that will reduce waste

MANAGE MATERIALS

Our facilities:

- › **The only municipally owned Materials Recycling Facility** (blue-bin recyclables sorting center) in Vermont
- › **Six regional Drop-Off Centers** for household trash, recycling, organics, and special materials
- › **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-round collection facility *and* a seasonal mobile collection unit
- › **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recycling Facility**
- **Organics Recycling Facility** (Green Mountain Compost)

SUPPORT OUR MEMBERS

- › **Technical expertise and support** for waste-related RFPs and studies
- › **Grant funding**
 - › Community Cleanup Fund for all member towns
 - › Waste Reduction Container and Project Grants
- › **Brokering and investigation** of beneficial use options for biosolids
- › **Green Up Vermont donation** on behalf of all member towns;
- › **Outreach and education**

how we're doing

This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in Calendar Year 2025:

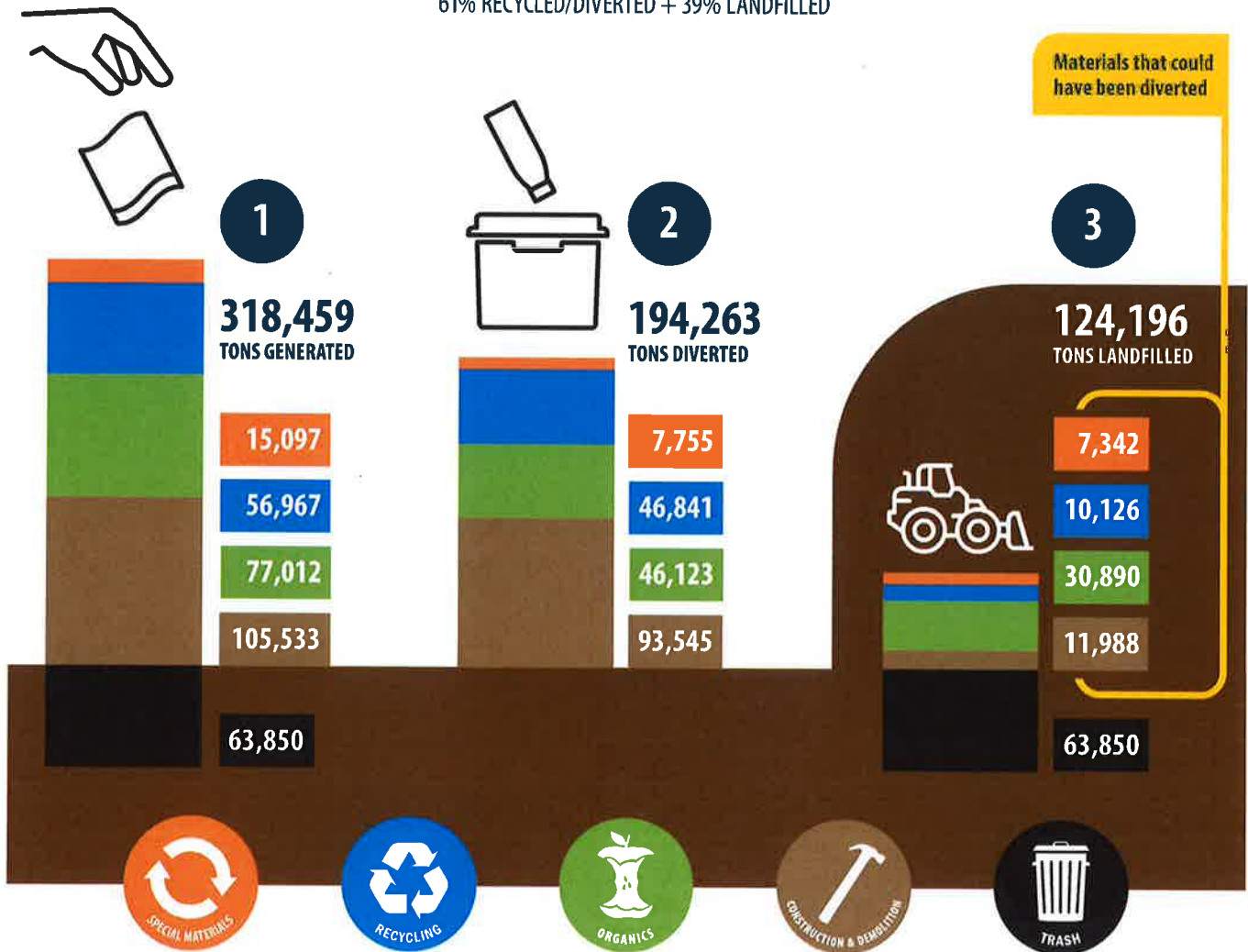
1. Total waste and recyclable/compostable materials generated in Chittenden County in 2025.
2. Total materials kept out of the landfill and recycled or composted in 2025.
3. Total materials (including recyclables and compostable materials) landfilled in 2025.

Note: "Trash" is made up of materials that can't be recycled or composted.

Full details are available in the 2024 [CSWD Diversion Report](#).

100% MATERIALS GENERATED (318,459 tons)

61% RECYCLED/DIVERTED + 39% LANDFILLED



**Proposed FY27 Budget
All Programs**

	FY25 Actual	FY26 Adopted Budget	Proposed FY27 Budget	\$ Change FY26 BUD v FY27 BUD	% Change FY26 BUD v FY27 BUD
Ordinary Income/Expense					
Income					
40000 - INCOME					
40100 - TIPPING FEES	\$7,014,487	\$7,305,910	\$7,843,940	\$538,030	7.4%
40400 - HAZARDOUS WASTE	\$114,722	\$104,000	\$119,311	\$15,311	14.7%
40500 - BIOSOLIDS	\$1,750,850	\$1,413,000	\$1,767,008	\$354,008	25.1%
41000 - SOLID WASTE MANAGEMENT	\$3,900,128	\$5,129,004	\$5,269,936	\$140,932	2.7%
42000 - SALE OF MATERIALS	\$3,381,615	\$2,968,667	\$3,806,547	\$837,880	28.2%
43000 - LICENSE FEES FINES & PENALTIES	\$17,099	\$19,000	\$18,976	(\$24)	-0.1%
44000 - RENTAL INCOME	\$7,100	\$0	\$0	\$0	N/A
45000 - PRODUCT STEWARDSHIP AND REIMB	\$180,882	\$179,250	\$226,290	\$47,040	26.2%
46000 - INTEREST & DIVIDENDS	\$493,468	\$211,000	\$237,259	\$26,259	12.4%
47000 - GRANT REVENUE	\$1,617,323	\$111,323	\$106,000	(\$5,323)	-4.8%
47500 - GAIN/LOSS ON DISPOSAL OF ASSETS	\$390,471	\$0	\$0	\$0	N/A
48000 - HAULING	\$15,348	\$64,000	\$33,962	(\$30,038)	-46.9%
49000 - OTHER INCOME	\$21,070	\$23,000	\$22,203	(\$797)	-3.5%
Total - 40000 - INCOME	\$18,904,562	\$17,528,154	\$19,451,432	\$1,923,279	11.0%
Total - Income	\$18,904,562	\$17,528,154	\$19,451,432	\$1,923,279	11.0%
Cost Of Sales					
50000 - COST OF GOODS SOLD					
51000 - Organics Cost of Goods Sold	(\$102,672)	\$198,947	\$183,364	(\$15,583)	-7.8%
52000 - Bins & Containers	\$3,512		\$3,760	\$3,760	N/A
53000 - Paint	\$8,759	\$15,000	\$9,109	(\$5,891)	-39.3%
Total - 50000 - COST OF GOODS SOLD	(\$90,401)	\$213,947	\$196,232	(\$17,715)	-8.3%
Total - Cost Of Sales	(\$90,401)	\$213,947	\$196,232	(\$17,715)	-8.3%
Gross Profit Expense	\$18,994,963	\$17,314,207	\$19,255,200	\$1,940,993	11.2%
60000 - EXPENSES					
60100 - PAYROLL EXPENSES	\$5,713,200	\$6,294,307	\$6,459,845	\$165,538	2.6%
61000 - TRAVEL & TRAINING	\$65,370	\$130,350	\$77,453	(\$52,897)	-40.6%
62000 - ADMINISTRATIVE COSTS	\$201,665	\$159,099	\$136,131	(\$22,968)	-14.4%
63000 - PROFESSIONAL FEES	\$105,177	\$345,007	\$199,537	(\$145,470)	-42.2%
64000 - EQUIPMENT AND FLEET	\$1,213,887	\$1,320,761	\$1,156,052	(\$164,708)	-12.5%
66000 - SUPPLIES	\$93,517	\$137,617	\$117,237	(\$20,380)	-14.8%
67000 - MATERIALS MANAGEMENT	\$6,718,798	\$6,686,752	\$7,150,330	\$463,578	6.9%
68000 - PROPERTY MANAGEMENT	\$641,243	\$651,271	\$730,583	\$79,312	12.2%
69000 - PROMOTION & EDUCATION	\$128,798	\$126,200	\$80,602	(\$45,598)	-36.1%
70000 - COMMUNITY SUPPORT	\$25,402	\$113,350	\$28,966	(\$84,384)	-74.4%
Total - 60000 - EXPENSES	\$14,907,057	\$15,964,714	\$16,136,738	\$172,024	1.1%
Total - Expense	\$14,907,057	\$15,964,714	\$16,136,738	\$172,024	1.1%
Net Ordinary Income (Before Depreciation & Transfers)	\$4,087,906	\$1,349,492	\$3,118,462	\$1,768,970	131.1%

CSWD
Proposed FY27 Budget
Administrative Programs

	Compliance	Executive	Finance	General Admin	IT	Marketing	O&C Admin	Outreach & Communication	Solid Waste Management Fee	Total
Ordinary Income/Expense										
Income										
40000 - INCOME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,269,936
41000 - SOLID WASTE MANAGEMENT	\$18,976	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,976
43000 - LICENSE FEES FINES & PENALTIES	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
46000 - INTEREST & DIVIDENDS	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
Total - 40000 - INCOME	\$18,976	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,488,912
Total - Income	\$18,976	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,488,912
Gross Profit	\$18,976	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,488,912
Expense										
60000 - EXPENSES										
60100 - PAYROLL EXPENSES	\$236,323	\$243,325	\$505,409	\$394,633	\$262,544	\$140,379	\$222,628	\$401,626	\$0	\$2,406,867
61000 - TRAVEL & TRAINING	\$6,500	\$1,150	\$291	\$22,063	\$1,380	\$24,021	\$1,500	\$2,120	\$0	\$59,025
62000 - ADMINISTRATIVE COSTS	\$8,402	\$2,500	\$1,553	\$24,976	\$118	\$240	\$1,000	\$20,412	\$0	\$59,203
63000 - PROFESSIONAL FEES	\$6,000	(\$0)	\$54,150	\$24,106	\$0	\$43,404	\$20,075	\$0	\$0	\$147,735
64000 - EQUIPMENT AND FLEET	\$5,464	\$0	\$68,082	\$10,616	\$178,675	\$0	\$3,600	\$2,851	\$0	\$269,288
66000 - SUPPLIES	\$950	\$0	\$3,621	\$2,391	\$0	\$300	\$0	\$665	\$0	\$7,927
67000 - MATERIALS MANAGEMENT	\$0	\$0	\$98	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,598
68000 - PROPERTY MANAGEMENT	\$0	\$0	\$0	\$317,548	\$0	\$0	\$0	\$0	\$0	\$317,548
69000 - PROMOTION & EDUCATION	\$500	\$0	\$0	\$0	\$0	\$70,990	\$0	\$8,626	\$0	\$80,116
70000 - COMMUNITY SUPPORT	\$0	\$0	\$16,042	\$0	\$0	\$0	\$4,500	\$0	\$0	\$20,542
Total - 60000 - EXPENSES	\$264,140	\$246,974	\$649,246	\$797,833	\$442,717	\$279,333	\$253,303	\$436,300	\$0	\$3,369,848
Total - Expense	\$264,140	\$246,974	\$649,246	\$797,833	\$442,717	\$279,333	\$253,303	\$436,300	\$0	\$3,369,848
Net Ordinary Income (Before Depreciation & Transfers)	(\$245,164)	(\$246,974)	(\$449,246)	(\$797,833)	(\$442,717)	(\$279,333)	(\$253,303)	(\$436,300)	\$5,269,936	\$2,119,064

**CSWD
Proposed FY27 Budget
Operations Programs**

	Drop Off Center (DOC)	Hazardous Waste	Maintenance & Hauling	Materials Recycling Facility	Operating Administration	Organics Recycling Facility	Property Management	Total
Ordinary Income/Expense								
Income								
40000 - INCOME								
40100 - TIPPING FEES	\$3,348,799	\$0	\$0	\$4,126,312	\$0	\$368,829	\$0	\$7,843,940
40400 - HAZARDOUS WASTE	\$0	\$119,311	\$0	\$0	\$0	\$0	\$0	\$119,311
42000 - SALE OF MATERIALS	\$232,368	\$36,897	\$0	\$2,517,856	\$0	\$1,019,327	\$0	\$3,806,547
45000 - PRODUCT STEWARDSHIP AND REIMB	\$25,833	\$200,457	\$0	\$0	\$0	\$0	\$0	\$226,290
47000 - GRANT REVENUE	\$0	\$106,000	\$0	\$0	\$0	\$0	\$0	\$106,000
48000 - HAULING	\$0	\$0	\$33,962	\$0	\$0	\$0	\$0	\$33,962
49000 - OTHER INCOME	\$19,071	\$774	\$0	\$118	\$0	\$2,240	\$0	\$22,203
Total - 40000 - INCOME	\$3,626,071	\$463,539	\$33,962	\$6,644,286	\$0	\$1,390,396	\$0	\$12,158,253
Total - Income	\$3,626,071	\$463,539	\$33,962	\$6,644,286	\$0	\$1,390,396	\$0	\$12,158,253
Cost Of Sales								
50000 - COST OF GOODS SOLD								
51000 - Organics Cost of Goods Sold	\$0	\$0	\$0	\$0	\$0	\$183,364	\$0	\$183,364
52000 - Bins & Containers	\$3,760	\$0	\$0	\$0	\$0	\$0	\$0	\$3,760
53000 - Paint	\$0	\$9,109	\$0	\$0	\$0	\$0	\$0	\$9,109
Total - 50000 - COST OF GOODS SOLD	\$3,760	\$9,109	\$0	\$0	\$0	\$183,364	\$0	\$196,232
Total - Cost Of Sales	\$3,760	\$9,109	\$0	\$0	\$0	\$183,364	\$0	\$196,232
Gross Profit	\$3,622,311	\$454,430	\$33,962	\$6,644,286	\$0	\$1,207,032	\$0	\$11,962,020
Expense								
60000 - EXPENSES								
60100 - PAYROLL EXPENSES	\$1,540,415	\$509,229	\$506,851	\$0	\$597,332	\$899,151	\$0	\$4,052,979
61000 - TRAVEL & TRAINING	\$3,680	\$956	\$368	\$3,976	\$182	\$8,252	\$0	\$17,414
62000 - ADMINISTRATIVE COSTS	\$62,259	\$2,112	\$939	\$4,255	\$669	\$6,196	\$0	\$76,429
63000 - PROFESSIONAL FEES	\$1,752	\$4,353	\$178	\$1,315	\$0	\$1,786	\$14,919	\$24,302
64000 - EQUIPMENT AND FLEET	\$103,523	\$11,622	\$135,405	\$387,215	\$4,182	\$244,816	\$0	\$886,764
66000 - SUPPLIES	\$29,096	\$25,614	\$19,997	\$0	\$260	\$32,856	\$988	\$108,811
67000 - MATERIALS MANAGEMENT	\$1,388,920	\$324,976	\$11,100	\$3,525,859	\$0	\$92,059	\$0	\$5,342,914
68000 - PROPERTY MANAGEMENT	\$73,221	\$55,257	\$94,903	\$80,869	\$0	\$85,780	\$65,545	\$395,575
69000 - PROMOTION & EDUCATION	\$122	\$0	\$0	\$0	\$0	\$364	\$0	\$486
70000 - COMMUNITY SUPPORT	\$7,658	\$0	\$0	\$0	\$0	\$766	\$0	\$8,424
Total - 60000 - EXPENSES	\$3,210,646	\$934,121	\$709,741	\$4,003,488	\$602,625	\$1,372,026	\$81,451	\$10,914,098
Total - Expense	\$3,210,646	\$934,121	\$709,741	\$4,003,488	\$602,625	\$1,372,026	\$81,451	\$10,914,098
Net Ordinary Income	\$411,665	(\$479,691)	(\$675,779)	\$2,640,798	(\$602,625)	(\$164,995)	(\$81,451)	\$1,047,922

**CSWD
Proposed FY27 Budget
Biosolids**

	Totals
Ordinary Income/Expense	
Income	
40510 - Biosolid Monthly Fee	
40510 - Biosolid Monthly Fee	\$1,761,008
40511 - Biosolids Administration Fee	\$6,000
Total - 40510 - Biosolid Monthly Fee	\$1,767,008
Total - Income	\$1,767,008
Gross Profit	\$1,767,008
Expense	
60000 - EXPENSES	
61000 - TRAVEL & TRAINING	
61300 - Membership Dues	\$1,014
Total - 61000 - TRAVEL & TRAINING	\$1,014
67000 - MATERIALS MANAGEMENT	
67200 - DISPOSAL FEES	
67220 - Sludge Disposal	\$1,761,008
Total - 67200 - DISPOSAL FEES	\$1,761,008
Total - 67000 - MATERIALS MANAGEMENT	\$1,761,008
Total - Expense	\$1,762,022
Net Ordinary Income	\$4,986

CSWD
Proposed FY27 Budget
Closed Landfill

	Total
Ordinary Income/Expense	
Income	
40000 - INCOME	
46000 - INTEREST & DIVIDENDS	\$37,259
Total - Income	\$37,259
Gross Profit	\$37,259
Expense	
60000 - EXPENSES	
62000 - ADMINISTRATIVE COSTS	\$500
63000 - PROFESSIONAL FEES	\$27,500
66000 - SUPPLIES	\$500
67000 - MATERIALS MANAGEMENT	
67400 - LEACHATE	\$24,360
67500 - TESTING	\$20,450
Total - 67000 - MATERIALS MANAGEMENT	\$44,810
68000 - PROPERTY MANAGEMENT	
68100 - BUILDING & LAND	\$16,700
68200 - UTILITIES	\$360
68400 - GOVERNMENT TAXES & FEES	\$400
Total - 68000 - PROPERTY MANAGEMENT	\$17,460
Total - 60000 - EXPENSES	\$90,770
Total - Expense	\$90,770
Net Ordinary Income	(\$53,511)

CSWD
Fund Balances
FY27 Proposed Budget

	FY25	Expected FY26	FY27 BUD OpEx	FY27 BUD CapEx	MRF Build	Expected FY27
32100 - DESIGNATED FOR INTERNAL PURPOSES						
32103 - Solid Waste Management Fund	\$866,001	\$866,001	\$0		(\$399,607)	\$466,393
32105 - Operating Fund	\$2,729,314	\$2,246,005	\$0		(\$1,036,397)	\$1,209,608
32106 - Capital Fund	\$2,545,500	\$0	\$0			\$0
32107 - MRF Project Capital Fund	\$3,027,265	\$4,855,387	\$3,118,462	(\$235,000)	(\$7,738,849)	\$0
Total - 32100 - DESIGNATED FOR INTERNAL PURPOSES	\$9,168,079	\$7,967,392	\$3,118,462	(\$235,000)	(\$9,174,853)	\$1,676,001
32200 - DESIGNATED FOR EXTERNAL PURPOSES						
32201 - Facilities Closure Fund	\$1,506,983	\$1,506,983	\$0			\$1,506,983
32202 - COMMUNITY CLEAN UP FUND	\$95,000	\$95,000	\$0	\$0	\$0	\$95,000
Total - 32200 - DESIGNATED FOR EXTERNAL PURPOSES	\$1,601,983	\$1,601,983	\$0	\$0	\$0	\$1,601,983
33000 - RESTRICTED						
33001 - Landfill Post Closure Fund	\$1,000,000	\$960,933	\$0			\$960,933
33002 - Biosolids Fund	\$560,662	\$423,755	\$0			\$423,755
Total - 33000 - RESTRICTED	\$1,560,662	\$1,384,688	\$0	\$0	\$0	\$1,384,688
34000 - TEMPORARILY RESTRICTED						
34100 - Debt Service Fund	\$390,400	\$481,340	\$0			\$481,340
Total - 34000 - TEMPORARILY RESTRICTED	\$390,400	\$481,340	\$0	\$0	\$0	\$481,340
36000 - UNDESIGNATED (FY26 Fraud Loss)	(\$154,428)	(\$3,023,308)	\$0			(\$3,023,308)
38000 - Prior Year Adjustment	(\$151,047)	(\$294,666)	\$0			(\$294,666)
Total FUNDS	\$12,415,650	\$8,117,429	\$3,118,462	(\$235,000)	(\$9,174,853)	\$1,826,038

CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS 3 YEAR PLAN

FY26 - PREVIOUSLY
APPROVED

FY27

FY28

FY29

MATERIALS RECOVERY FACILITY

Building & Building Repair

Sub Total	\$	-	\$0	\$0	\$0
Capital Equipment					
Sub Total	\$	-	\$0	\$0	\$0
Rolling Stock					
Sub Total	\$	-	\$0	\$0	\$0
New MRF Project					
Sub Total	\$	-	\$0	\$0	\$0
Total MRF	\$	-	\$0	\$0	\$0

ORGANICS RECYCLING FACILITY

Site Work

Site 21 Site Work					\$50,000
Yard Waste Receiving Area Regrade			\$30,000		
Sub Total	\$	-	\$30,000	\$0	\$50,000

Building & Building Repair

Sub Total	\$	-	\$0	\$0	\$0
-----------	----	---	-----	-----	-----

Capital Equipment

Eggersmann Air Separator V 60				\$75,000	
Sub Total	\$	-	\$0	\$75,000	\$0

Rolling Stock

Rolling Stock COMPLETE	\$	350,000.00			
Pump Truck Chassis Replacement			\$0	\$80,000	
Sub Total	\$	350,000.00	\$0	\$80,000	\$0

Hauling

Sub Total	\$	-	\$0	\$0	\$0
-----------	----	---	-----	-----	-----

ORF New Projects

Sub Total	\$	-	\$0	\$0	\$0
Total ORF	\$	350,000.00	\$30,000	\$155,000	\$50,000

**Closed LF
Site Work**

East Side Base Remediation	\$	50,000.00	\$	50,000.00	\$	50,000.00
Total Closed LF	\$	50,000.00	\$	50,000.00	\$	50,000.00
Biosolids						
Total Biosolids						

Roll-Off and Maintenance

Building & Building Repair						
Maintenance Building Rehab	\$	-	\$	50,000	\$	-
Sub Total	\$	-	\$	50,000	\$	-
Rolling Stock						
2012 KENWORTH TRUCK T800 #31					\$	290,000
Service Truck Replacement	\$	-	\$	-	\$	290,000
Sub Total	\$	-	\$	-	\$	290,000
Total Roll-Off and Maintenance	\$	-	\$	50,000	\$	290,000

Drop Off Centers

Site Work						
Milton - Design/Survey	\$	50,000	\$	50,000	\$	50,000
Williston Stormwater Design/Build	\$	25,000	\$	75,000	\$	75,000
Sub Total	\$	75,000	\$	125,000	\$	125,000
Building & Building Repair						
Essex and South Burlington Overhead Structure Repair					\$	60,000
Sub Total					\$	60,000

Capital Equipment

Compactors	\$	30,000	\$	30,000	\$	65,000
Sub Total	\$	30,000	\$	30,000	\$	65,000
Total Drop Off Centers	\$	-	\$	105,000	\$	250,000

HAZARDOUS WASTE AND LATEX PAINT

Sitework						
Sub Total	\$	-	\$	-	\$	-
Building & Building Repair						
Sub Total	\$	-	\$	-	\$	-
Rolling Stock						
Replacement Forklift COMPLETE	\$	25,000.00	\$	25,000.00	\$	-
Sub Total	\$	25,000.00	\$	25,000.00	\$	-
Total HAZARDOUS WASTE AND LATEX PAINT	\$	25,000.00	\$	25,000.00	\$	-

Property Management

Site 21 Property Improvement		\$	50,000		
Sub Total		\$	50,000		
Total Property Management		\$	50,000	\$0	\$0

Administration

Site Work

Sub Total		\$	-	\$	-
Intangible					

Sub Total		\$	-	\$	-
Total Administration		\$	-	\$	-

Miscellaneous

--	--	--	--	--	--

Total Cap Cost	\$	425,000	\$	235,000	\$	695,000	\$	160,000
Program Input								
General Fund Support	\$		\$	235,000	\$	695,000	\$	160,000
Closed Landfill Reserve	\$	50,000	\$	-	\$	-	\$	-

SCHEDULE OF PROGRAM TIPPING FEES

	FY25	FY26	Rate change FY27	increase from FY26 to FY27
--	------	------	---------------------	-------------------------------

MATERIALS RECYCLING FACILITY

Materials Sales fluctuate with market price.

Budgeted Tipping Fees:

In-District materials, per ton	\$ 90.00	\$ 90.00	\$ 100.00	\$ 10.00
Out-of-District materials, per ton	\$ 90.00	\$ 90.00	\$ 100.00	\$ 10.00

DROP-OFF CENTERS

Items accepted vary by facility

Facility Fee (per transaction at all DOCs)

Except for the following transactions: Bulbs, Household Batteries, Covered E-Waste, Mercury Devices, PCB Ballasts, and Textiles

	\$ -	\$ -	\$ 1.00	\$ 1.00
--	------	------	---------	---------

Household Trash

Small - up to 13 gallons	\$ 3.00	\$ 4.00	\$ 4.00	\$ -
Medium - 14 to 35 gallons	\$ 8.00	\$ 8.00	\$ 8.00	\$ -
Large - 36 to 45 gallons	\$ 11.00	\$ 11.00	\$ 11.00	\$ -
per cubic yard	\$ 48.00	\$ 48.00	\$ 48.00	\$ -

Recycling

Blue-bin Recyclables, with paid trash items	No charge	No charge	No charge	\$ -
Blue-bin Recyclables ONLY	\$ 2.00	\$ 2.00	\$ 2.00	\$ -
More than 1 Cubic Yard	\$ 5.00/CY	\$ 5.00/CY	\$ 5.00/CY	\$ -

Organics

Food Scraps, with paid trash items	No charge	No charge	No charge	\$ -
Food Scraps (per 5 gallons), without paid trash items	\$ 1.00	\$ 1.00	\$ 1.00	\$ -
Up to 35 gallon				

Pallets & clean lumber:

Up to 2 cubic yards (Milton, Williston, SB & Essex)	No charge	No charge	No charge	\$ -
Each cubic yard in excess of 2 cy	\$ 5.00	\$ 5.00	\$ 5.00	\$ -

Yard debris (including natural wood)

Each cubic yard up to 2 cy (Milton, Hinesburg (NO WOOD), SB & Essex)	No charge	No charge	\$ 1.00	\$ 1.00
Each cubic yard in excess of 2 cy	\$ 5.00	\$ 5.00	\$ 5.00	\$ -

SCHEDULE OF PROGRAM TIPPING FEES

	FY25	FY26	Rate change FY27	increase from FY26 to FY27
Special Materials				
Non-covered Electronics ~ per pound (by appt. only)	\$ 0.18	\$ 0.30	\$ 0.30	\$ -
Gypsum wallboard (clean, new scrap):				
Small loads (up to 2 cy), per cubic yard	\$ 28.00	\$ 28.00	\$ 28.00	\$ -
Large loads, per ton	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Propane cylinders over 20 lbs.	\$ 5.00	\$ 5.00	\$ 8.00	\$ 3.00
Mercury-containing products	No charge	No charge	No charge	\$ -
Propane cylinders 20 lbs.	No charge	No charge	\$ 3.00	\$ 3.00
Propane cylinders under 20 lbs	No charge	No charge	No charge	\$ -
Lead Acid Batteries				
Car/Boat	\$ -	\$ -	\$ 2.00	\$ 2.00
Smaller than Car/Boat	\$ -	\$ -	\$ 1.00	\$ 1.00
Construction & Demolition Materials				
up to 13-gallon bag/barrel	\$ 6.00	\$ 8.00	\$ 8.00	\$ -
up to 33-gallon bag/barrel	\$ 16.00	\$ 16.00	\$ 16.00	\$ -
up to 45-gallon bag/barrel	\$ 22.00	\$ 22.00	\$ 22.00	\$ -
up to 64-gallon bag/barrel	\$ 30.00	\$ 30.00	\$ 30.00	\$ -
per cubic yard	\$ 96.00	\$ 96.00	\$ 96.00	\$ -
Other items				
Appliances without refrigerants	\$ 5.00	\$ 6.00	\$ 6.00	\$ -
Appliances with refrigerants	\$ 15.00	\$ 15.00	\$ 15.00	\$ -
Batteries (household and lead acid)	No charge	No charge	No charge	\$ -
Electronics - non-covered	\$ 2.00	\$ 2.00	\$ 2.00	\$ -
Electronics - items covered by State program	No charge	No charge	No charge	\$ -
Fluorescent lamps	No charge	No charge	No charge	\$ -
XS Furniture item	\$ 3.00	\$ 4.00	\$ 4.00	\$ -
Small furniture item	\$ 8.00	\$ 8.00	\$ 8.00	\$ -
Medium Furniture item	\$ 11.00	\$ 11.00	\$ 11.00	\$ -
Large furniture item	\$ 15.00	\$ 15.00	\$ 15.00	\$ -
XL furniture item	\$ 24.00	\$ 24.00	\$ 24.00	\$ -
Twin box spring	\$ 20.00	\$ 27.00	\$ 27.00	\$ -
Twin mattress	\$ 20.00	\$ 27.00	\$ 27.00	\$ -
Full/double/queen mattress	\$ 25.00	\$ 32.00	\$ 32.00	\$ -
Full/double/queen box spring	\$ 25.00	\$ 32.00	\$ 32.00	\$ -
King mattress	\$ 30.00	\$ 37.00	\$ 30.00	\$ -
King box spring	\$ 30.00	\$ 37.00	\$ 37.00	\$ -

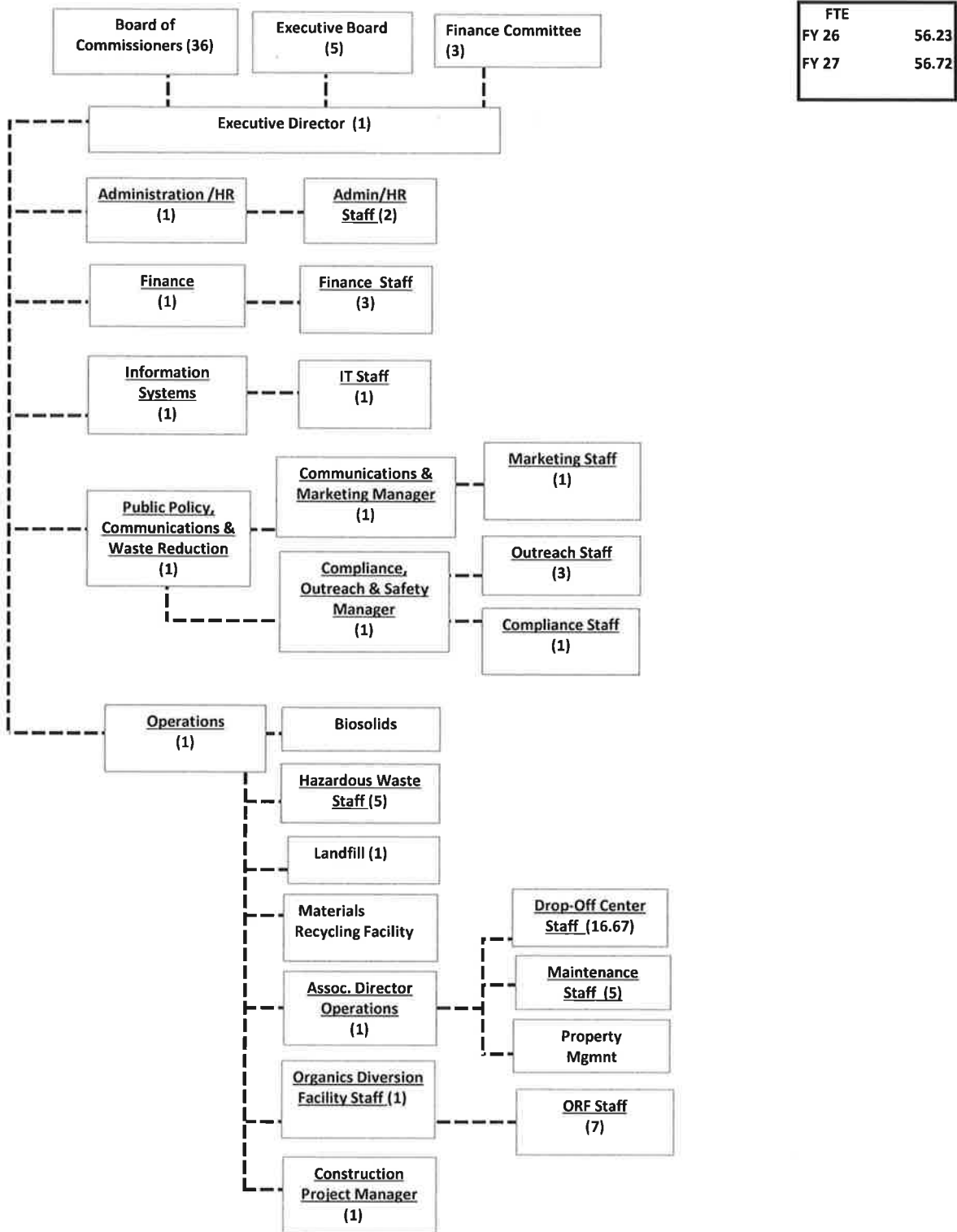
SCHEDULE OF PROGRAM TIPPING FEES

	Rate change			increase from
	FY25	FY26	FY27	
Crib mattress	\$ 8.00	\$ 10.00	\$ 10.00	\$ -
Scrap metal	No charge	No charge	No charge	-
Textiles*	No charge	No charge	No charge	-
Tires				
Tires ~ up to 20" (bike tires up to 20)	\$ 4.00	\$ 4.00	\$ 5.00	\$ 1.00
Tires ~ 19.5" to 24.5" Heavy Truck/ Commercial Vehicle	\$ 15.00	\$ 15.00	\$ 15.00	\$ -
Tires ~ large equipment tires	\$ 56.00	\$ 56.00	\$ 56.00	\$ -
Tires ~ XL equipment tires	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Tires with Rim (additional charge)	\$ -	\$ -	\$ 1.00	\$ 1.00
Tires ~ per ton	\$ 250.00	\$ 250.00	\$ 300.00	\$ 50.00
Used oil	No charge	No charge	No charge	-
Used oil filters	No charge	No charge	No charge	-
Ashes (accepted as trash)	\$3-15; \$48 (Cubic Yard)	\$3-15; \$48 (Cubic Yard)	\$3-15; \$48 (Cubic Yard)	\$ -
Books - up to 5 gallons (includes hard/soft covered and notebooks)	\$ -	\$ -	\$ 1.00	\$ 1.00
Per 5 gallons thereafter with a limit of ½ Cubic Yard (100 gallons)	\$ -	\$ -	\$ 1.00	\$ 1.00
Shredded Paper, with paid trash items	No charge	No charge	No charge	-
Shredded Paper ONLY	\$ 2.00	\$ 2.00	\$ 2.00	\$ -
More than 1 Cubic Yard	\$5.00/CY	\$5.00/CY	\$5.00/CY	\$ -

HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER

Environmental Depot				
Household hazardous waste	No Charge	No Charge	No Charge	-
Business hazardous waste ~ Conditionally Exempt Generators	Call For Pricing	Call For Pricing	Call For Pricing	-
Rover				
Household hazardous waste	No Charge	No Charge	No Charge	-
Organics Diversion Facility				
Food Waste				
Tip fee, per ton	\$ 70.00	\$ 70.00	\$ 77.00	\$ 7.00
Solid Waste Management				
Budgeted Fee:				
Management Fee, per ton	\$ 30.00	\$ 40.00	\$ 41.92	\$ 1.92

FY27 Organizational Chart



CSWD FY2027 Budget Proposal

SARAH REEVES
Executive Director



Chittenden Solid Waste District

Who We Are

CHITTENDEN COUNTY, VT

169,481

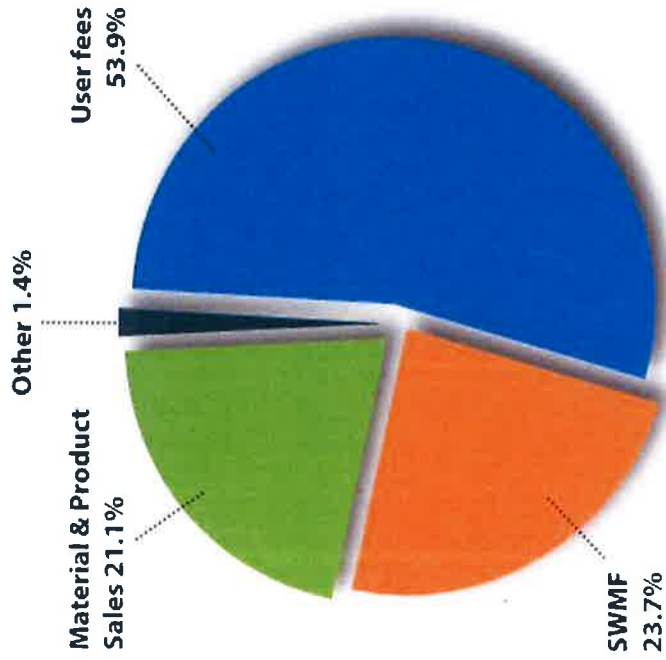
residents

8,939

businesses

2023 data. Sources: U.S. Census and VT Dept. of Labor

FY25 REVENUE \$16.5M
(unaudited)



CSWD LOCATIONS

- Drop-Off Centers
- Environmental Depot
- Materials Recycling Facility
- Organics Diversion Facility (Green Mountain Compost)



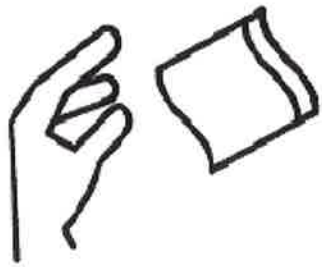
Chittenden Solid Waste District

Why We're Here

- Per the Chittenden Solid Waste District municipal Charter, the legislative bodies of each member municipality must vote to approve the District's annual budget.
- Each Selectboard and City Council has one vote, and votes are not weighted by population.

100% MATERIALS GENERATED (318,459 tons)

61% RECYCLED/DIVERTED + 39% LANDFILLED

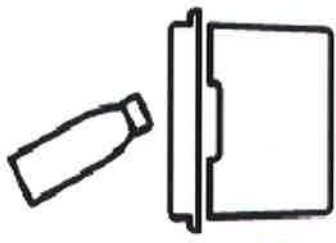


1

318,459
TONS GENERATED



63,850



2

194,263
TONS DIVERTED



Materials that could have been diverted

3

124,196
TONS LANDFILLED



63,850



New MRF Project Fraud Incident

- After FY27 draft budget was reviewed by CSWD Finance Committee, the District fell victim to a significant phishing scam, losing \$3M in payments meant for our construction partner.
- This continues to be an open investigation led by law enforcement and CSWD is cooperating fully.
- The Board is conducting an internal review of the incident with an independent third party.

Next Steps

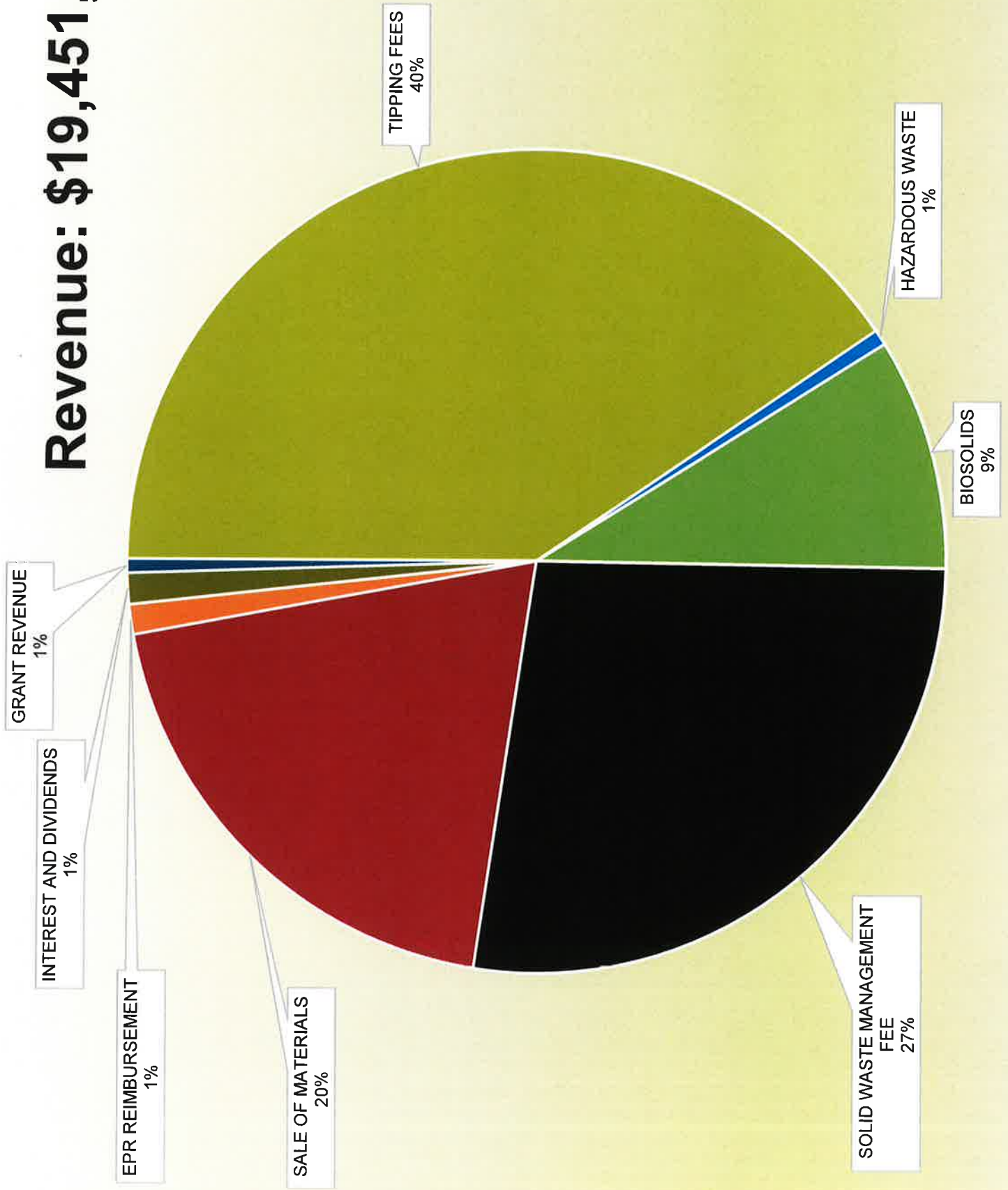
- Member municipalities are not expected to bear the burden of closing the project funding gap.
- Management revised the draft FY27 budget and resubmitted to the Finance Committee. The revised budget contained revised revenue expectations, avoided expenses, and deferred capital, to preserve cash.
- All FY27 revenue generated that exceeds budgeted needs will be directed to the MRF project fund. It is anticipated that CSWD will seek a short-term bank loan to fill the gap.
- It is expected recovery will span two fiscal years, with FY30 starting on an even keel.

FY27 Bottom Line

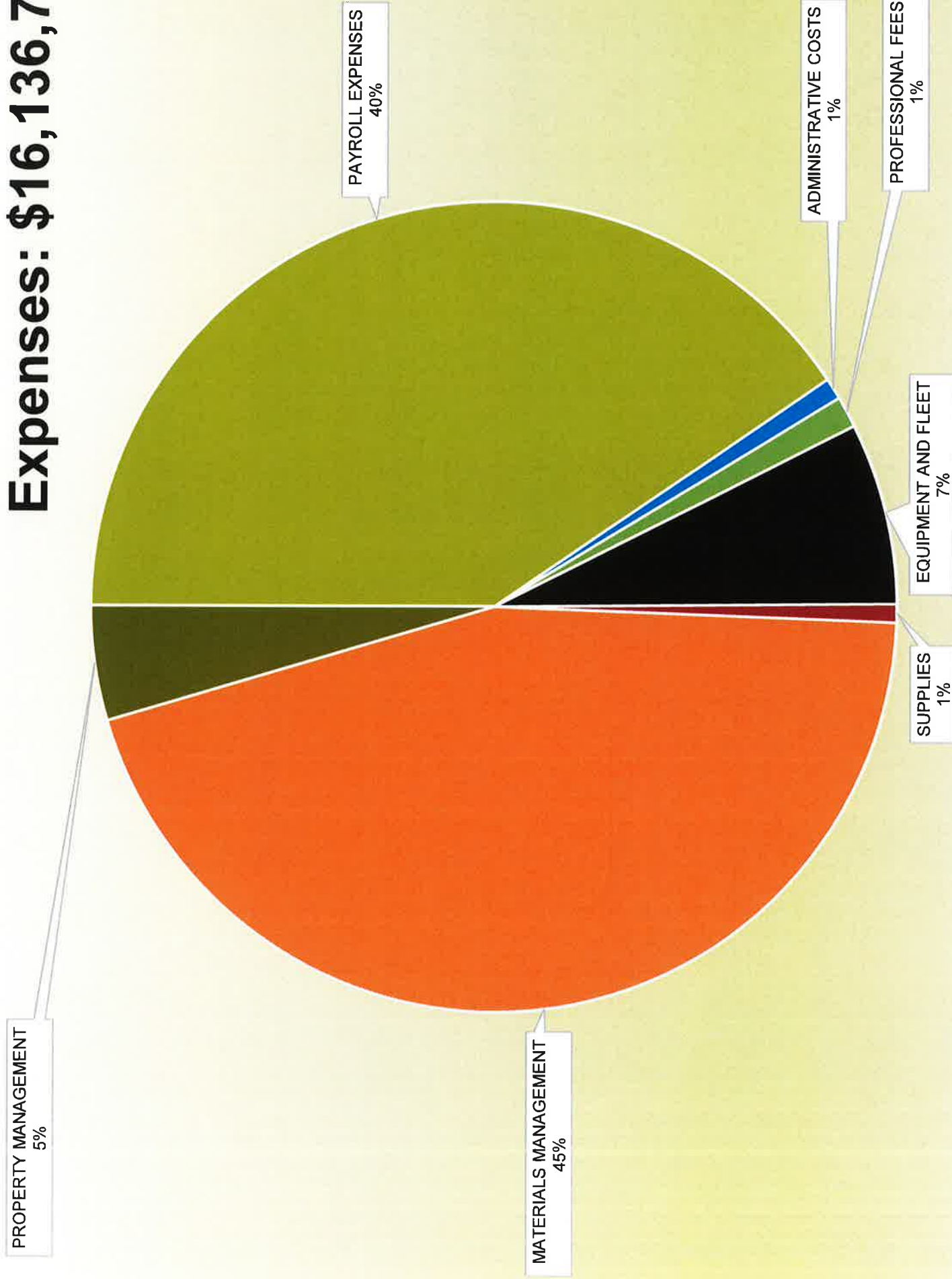
Revenue (minus) Cost of Good Sold	\$19,255,200			
Expenses		\$16,136,738		
Income from Operations <i>Before depreciation & transfers</i>				\$3,118,462
RESERVE FUND BALANCES	FY25	FY26 BUD	MRF Build Draw	FY27 Balance-Anticipated
Solid Waste Management Fee Fund	\$866,001	\$866,001	(\$399,607)	\$466,393
Operating Fund	\$2,729,314	\$2,246,005	(\$1,036,397)	\$1,209,608
Capital Fund	\$2,545,400	\$0	\$0	\$0
MRF Project Fund	\$3,037,265	\$4,855,387	(\$7,738,849)	\$0
Facilities Closure Fund	\$1,506,983	\$1,506,983	\$0	\$1,506,983
Landfill Post Closure Fund (Restricted)	\$1,000,000	\$960,933	\$0	\$960,933
Community Clean Up Fund	\$95,000	\$95,000	\$0	\$95,000
Biosolids Fund (Restricted)	\$560,662	\$423,755	\$0	\$423,755
Debt Service Fund (Temporarily Restricted)	\$390,400	\$481,340	\$0	\$481,340
Undesignated	(\$154,428)	(\$3,023,308*)	\$0	(\$3,023,308)
Prior Year Adjustment	(\$151,047)	(\$294,666)	-	(\$294,666)
Total FUNDS	\$12,415,650	\$8,117,429	(\$9,174,853)	\$1,826,038

*(FY26 - Fraud Loss)

Revenue: \$19,451,432



Expenses: \$16,136,738



FY27 Compared to FY26 Budget

- Revenue Change: \$1.94M (+11.2%)
 - Material Sales Increase (+28.2%)
 - Tip Fees Increase (+7.4%)
 - SWMF Increase (+2.7%)
 - Product Stewardship Reimbursement Increase (+26.2%)

FY27 Compared to FY26 Budget

- Expenses Change: \$172,024 (+1.1%)
 - Wages & Benefits Increase (+2.6%)
 - Material Management Increase (+6.9%)
 - Administrative Costs Decrease (-14.4%)
 - Promotion & Education Decrease (-36.1%)
 - Professional Fees Decrease: (-42.2%)
 - Equipment & Fleet Decrease: (-12.5%)
 - Travel & Training Decrease: (-40.6%)

Fee Changes

- **Drop Off Centers**
 - Facility Use Fee: \$1 per vehicle
 - Leaf & Yard: \$1/cy up to 2cy; \$5/cy over 2cy
- **Material Recycling Facility: Increase to \$100/ton**
- **Organics Recycling Facility: Increase to \$77/ton**
- **Environmental Depot: No Increase**
- **Solid Waste Management Fee: Increase from \$40/ton to \$41.92/ton**
 - Fee charged to haulers for all Chittenden County waste destined for landfill disposal

Requested: Motion to Approve

■ MOTION to approve the Chittenden Solid Waste District's FY2027 budget as presented by District staff.



Chittenden Solid Waste District



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204

South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

May 8, 2026

Dear Callie:

Attached please find a copy of the Chittenden Solid Waste District Proposed FY 27 Budget. **CSWD is scheduled to meet with the Town of Westford on Thursday, May 14, 2026, at 7:00 p.m.** Please forward the attached copies to your Selectboard for their review.

On Wednesday, April 22, 2026, CSWD's Board of Commissioners approved sending the Proposed FY 27 Budget to member cities/towns for their approval. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 7, 2026. Please feel free to contact me should you have any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Amy Jewell'.

Amy Jewell

Director, Administration

Cc: Katie Frederick- Rep;
Pat Haller, Selectboard Chair



ADMINISTRATIVE OFFICE
19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

April 16, 2026

FISCAL YEAR 2027 BUDGET

Dear Citizens of Chittenden County,

I present to you Chittenden Solid Waste District's Fiscal Year 2027 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board of Commissioners' strategic goals over the coming year. It also lays the foundation to continue to advance those goals into the future. **This budget does not propose municipal assessments or municipal per capita fees.** Budget managers were tasked with significantly revising the proposed budget that was presented to the CSWD Finance Committee in February, with the resulting budget representing a pared down version designed to preserve cash needed for the completion of the new Materials Recycling Facility.

SOLID WASTE MANAGEMENT FEE:

This is the fee CSWD charges licensed haulers for each ton of Chittenden County trash they collect destined for landfill disposal. This is the first budget to utilize the fee determination process described in CSWD's solid waste management ordinance, as amended by the Board of Commissioners on April 16, 2025. The **SWMF will increase from \$40/ton to \$41.92/ton**, representing a 4.8% increase as reflected in the Garbage and Trash Consumer Price Index (determined by the U.S. Department of Labor Statistics). This mechanism allows the District fee to keep pace with inflation and adequately fund the District's capital infrastructure needs beyond the new Materials Recycling Facility project.

FACILITIES AND OPERATIONS:

Materials Recycling Facility:

Current MRF processing costs are \$76.35/ton per the operating contract with the MRF operator, Casella Waste Systems and will increase by at least 3% on January 1, 2027. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. **The MRF tip fee is budgeted at \$100/ton for FY2027.**

Average commodity pricing has been weak in FY 2026. Global economic instability makes it difficult to confidently forecast much beyond one month at a time. This budget proposes a conservative commodity revenue estimate of \$75/ton, down from \$97/ton in FY2026.

New MRF Project

After significant delays, CSWD broke ground on the new MRF project in November 2025. The delay in breaking ground led to significant project cost escalation. When the facility is commissioned in 2027, it will have capacity to manage 1.5 times the current volume processed at the existing facility,

providing significant flexibility for the future and ensuring that Chittenden County's needs for local recycling processing are met for the next 25 years.

In February 2026, CSWD was the victim of a sophisticated social engineering business email scam. Scammers stole \$3M in payments to our construction partner, leaving CSWD with a project funding gap. We are making up the gap in part by reducing our operational expenses to cover only necessary services and staffing and re-evaluating the need for certain large equipment purchases, and reducing administrative expenses such as reducing advertising, printing, and postage, eliminating non-required training and travel, and eliminating consultant projects like our annual household survey. We also re-examined revenue estimates against YTD actuals and revised accordingly. The revision exercise resulted in projected cash savings of \$1.63M. While significant, this will not completely cover the loss. CSWD will draw significantly from non-restricted reserves and will likely seek a short-term loan to bridge the funding gap and complete the project.

When the facility is commissioned and fully operational, it will be fully utilizing its revenue to pay all MRF operational expenses, and the debt service associated with the project. Any excess revenue will be directed to a capital reserve fund for the MRF's future capital replacement needs. Until the bond debt is repaid, it is unlikely that the MRF will be a significant contributor to the general uses capital reserve fund.

Organics Recycling Facility:

Organics Recycling Facility tip fees are increasing from \$70/ton to \$77/ton. We've increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we've received approval from ANR to produce a yard waste-only compost product as a new offering.

Drop Off Centers:

Bag prices at the Drop Off Centers will not increase in FY2027. However, to continue to move towards self-sufficiency for the DOC system, two financial model changes are proposed in the FY2027 budget for the DOCs.

For several years, staff have reviewed the costs associated with managing materials for which CSWD does not charge a disposal fee. These materials have been subsidized by the Solid Waste Management Fee; however subsidization doesn't achieve the Board's goal that each revenue-generating operation (MRF, ORF, and DOCs) be as self-supporting as possible.

Facility Fee:

Due to the need to sustainably provide capital replacement funding for operations and facilities, a new fee will be implemented at the DOCs on July 1. This fee will be designated to the capital fund for projects and needs unrelated to the Materials Recycling Facility.

To help decide how to best assess the fee, DOC customers were asked to participate in a survey and provide input. Over three weeks in March, DOC operators informed customers of the survey and provided a card with a link to Survey Monkey. Nearly 800 DOC customers responded, representing every community in Chittenden County. Essentially, one question was presented with this context:

CSWD will be implementing a small fee on July 1 to begin to sustainably fund the District's capital reserve. Which application of the fee is most preferred: \$1 increase per bag of trash; \$1 per bin of recycling (in addition to trash fee); \$1 per container of food scraps (in addition to trash fee); or \$1 flat fee per visit? Respondents were asked to rank their preference.

Respondents were overwhelmingly NOT in favor of charging for recycling or for food scraps and were tied with their preference for either a per-bag increase or a per-visit facility fee. CSWD staff presented the findings to the Board of Commissioners for their information and input. **It is the recommendation of CSWD management to assess a \$1.00 per-visit facility fee, with a few exceptions.** The facility fee option was selected as the most equitable option, in that a per bag increase would place the burden on customers who regularly bring their trash to the DOC while occasional customers, who only use the DOCs for special waste like mattress or bulky waste disposal, wouldn't share the responsibility for contributing to the capital reserve. The exceptions to the facility fee will be materials that are subject to Extended Producer Responsibility laws and textiles. Customers who bring only these materials during their visit, with no other items destined for disposal, will not be charged the facility fee.

The fee-exempted materials are:

- Electronics covered by the law (computers & laptops, peripherals, printers, modems, monitors, smart boards, televisions, circuit/mother boards);
- Batteries (except lead acid batteries);
- Mercury-containing bulbs (fluorescent bulbs);
- Mercury-containing thermostats
- PCB containing ballasts
- Clean, dry, and odorless textiles

Leaf and Yard Waste:

Leaf and yard waste is a deceptively difficult material to manage and is costly to transport due to its light weight and difficulty to pack down. To try to recover some of the costs associated with moving large amounts of material, leaf and yard waste will be charged a fee beginning July 1, 2026. The fees are:

- \$1.00 per cubic yard for the first two yards;
- \$5.00 per cubic yard over two cubic yards

Even though the DOCs are District facilities, they are very much viewed as "local". Our six DOCs serve 29% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, such as for electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital function in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

Environmental Depot:

There are **no increases to the fees** charged to commercial generators of household hazardous waste, and HHW disposal will continue to be available to households at no charge. The Depot is open year-round, Tuesday – Saturday, with same-day appointments usually available.

EMPLOYEE COMPENSATION:

This budget proposes a 3.08% COLA for July 1, based on the US Bureau of Labor Statistics' consumer price index for the Northeast (Urban B/C class). Our budgeted staffing level is just under 57 full-time equivalent employees.

CAPITAL INVESTMENT:

The near-sole focus for FY2027 will be the new Materials Recycling Facility. Nearly all other capital projects have been deferred to out-years. The capital reserve will need time to replenish, and when it does the DOC in Milton will take top priority.

OUR COMMITMENT:

As the economy becomes increasingly volatile, waste reduction education will be even more important to help Chittenden County citizens manage their costs related to solid waste. Our team of solid waste professionals is dedicated to ensuring our members' solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team and Board of Commissioners to make sure CSWD remains a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,



Sarah Reeves, Executive Director

Planning & Zoning Report

To: Selectboard

From: Administrative Officer/Planning Coordinator

Reporting Period: March 26, 2026 to May 8, 2026

DEVELOPMENT REVIEW BOARD

The DRB met twice during this reporting period.

- At its March 23, 2026 meeting, the DRB:
 - ✓ Held a Conditional Use Public Hearing. This proposal was a request for Conditional Use approval to construct a residential driveway within the Water Resource Overlay.
 - ✓ The Conditional Use application was approved by the DRB on April 4, 2026.
- At its April 27, 2026 meeting, the DRB:
 - ✓ Held a Waiver Public Hearing. This proposal was a request for a front yard setback waiver to construct an addition onto a pre-existing, nonconforming accessory structure.
 - ✓ The Waiver application was approved by the DRB on May 6, 2026.

3 new plats were recorded for DRB-approved subdivisions. These subdivisions created:

- 10 new residential building lots
 - 1 new open space lot (~68.2 acres)
-

PLANNING COMMISSION

The Planning Commission has not met during this reporting period. The next regular meeting is scheduled for May 18, 2026. This will be the first PC meeting with the newly appointed commissioners.

ZONING

Permits:

During this reporting period, 8 zoning permits were issued:

- 2 new single-unit dwellings
- 4 new accessory structures (garage and sheds)
- 1 permit for driveway improvements within the WRO (per DRB decision)
- 1 after-the-fact permit for existing residence

0 Certificates of Occupancy were issued.

2 Certificates of Compliance were issued.

Permit activity is increasing compared to recent months.

Enforcement:

There are currently 7 active and/or perceived zoning violations:

Parcel #05OC024

- Perceived Violation: unpermitted sheds located in setback; unpermitted culvert and parking area within Water Resource Overlay (WRO).
- Warning of Violation issued May 2, 2023
- During a phone conversation on June 1, 2023, the landowner indicated that the two unpermitted sheds were used to store equipment that would be moved to the new garage once construction was finished. Landowner indicated culvert is pre-existing, but it does not appear on 2013 grading plans & state wetland permit. Landowner indicated that wetland buffer area is not being used for parking.
- Zoning Administrator asked to conduct a site visit to confirm structures have been removed, but was never given permission to visit the property. Compliance has not been verified.

Parcel #10OS071

- Violation: Failure to Cure Sign Violation
- Warnings of Violation issued September 15, 2023, August 2, 2024, and October 10, 2024.
- **Formal Notice of Violation (NOV) issued July 21, 2025.** NOV was not appealed. Landowner never communicated whether they intended to clear up the violation.
- Visual inspection by ZA confirmed that the hanging sign was removed, but signpost remains in the ROW. Town Attorney has confirmed that the violation exists as long as the signpost remains in the ROW.
- Pursuant to 24 V.S.A. § 4451(a), the landowner may be subject to a fine of not more than \$200.00 per day for each day that the violation continues, and each day the violation continues constitutes a separate offense. Since the violation was not cured within the

seven-day cure period, the Town of Westford may bring a lawsuit against the landowner in the Environmental Division of Vermont Superior Court seeking penalties and injunctive relief.

- In addition, nothing in the NOV prevents or restricts the Selectboard from taking a separate and independent action to remedy the existence of unauthorized structures within its town highway right-of-way pursuant to 19 V.S.A. § 1111. In an enforcement proceeding pursuant to § 1111(j), the Town may seek penalties of up to \$10,000 for each day of violation.
- **The period for curing the violation has elapsed, so the Selectboard must now determine how the Town will proceed, per Section 454.B(3) of the WLUDR.**

Parcel #09PT015

- Perceived Violation: unpermitted campground, lack of state wastewater permit
- Warning of Violation issued July 19, 2024.
- Landowner began compliance measures by obtaining DRB Conditional Use approval on March 12, 2025.
- Violation will not be cured until a zoning permit is obtained for the campground.
- A zoning permit cannot be issued until the landowner obtains a VT State Wastewater permit, as well as access permits from the Selectboard.
- To ZA's knowledge, the campground continues to operate in violation of Westford Regulations and State Wastewater guidelines.

Parcel #02CM036

- Perceived Violation: Unpermitted ditching and culverts within the Water Resource Overlay (WRO) and state wetland buffer.
- Warning of Violation issued August 22, 2025.
- Landowner has initiated compliance measures, such as contacting a wetland ecologist to have the wetland re-delineated. Progress has been on hold until weather permits.

Parcel #07SE018

- Perceived Violation: unpermitted accessory dwelling unit (ADU) (apartment above garage) discovered during town-wide reappraisal.
- Warning of Violation issued January 14, 2026.
- Current septic capacity/water supply will not allow for an ADU.
- Landowner will need to amend WW permit and apply for zoning permit, OR remove facilities for sleeping, cooking, and eating.
- Landowner has spoken with septic engineer and is deciding the best path forward.

Parcel #08OC018

- Perceived Violation: unpermitted ADU (tiny house) discovered during town-wide reappraisal (tiny house).
- Warning of Violation issued January 28, 2026.
- Current septic capacity (grandfathered system) will not allow for ADU.
- Landowner reports they have disconnected the tiny house from septic and water supply.

- Landowner has stated that they will apply for a zoning permit for the accessory structure.

Parcel # 06EL015

- Perceived Violation: unpermitted ADU (apartment in basement) discovered during town-wide reappraisal.
- Warning of Violation issued February 26, 2026.
- Current septic capacity will not allow for ADU.
- Landowner is in the process of obtaining an amended WW permit, after which they can apply for a zoning permit.

2 perceived violations were **cured** during this reporting period:

Parcel #10MC002

- Perceived Violation: unpermitted ADU (apartment in basement) discovered during town-wide reappraisal.
- Warning of Violation issued January 28, 2026.
- Current septic capacity (grandfathered system) will not allow for ADU.
- Landowner opted to remove facilities for cooking from the basement area, such that the space no longer meets the definition of “living area” under the Regulations.
- “Cure of Violation” memorandum was issued on May 8, 2026.

Parcel #09TW078

- ZA received a phone call from a VT State Environmental Enforcement Officer regarding potential development within the WRO (construction of a driveway).
 - Warning of Violation issued on April 22, 2026.
 - Landowner and ZA spoke on the phone on April 30, 2026 and explained that they are simply maintaining an existing agricultural access.
 - Pursuant to Section 273.A(8) of the Westford Land Use and Development Regulations, the use and maintenance of existing land development and/or infrastructure is permitted within the Water Resource Overlay, provided such work does not include new development or enlargement of disturbance. Based on the information available, the work observed is consistent with this provision.
 - Landowner has been advised that separate state permitting requirements may apply, including but not limited to potential authorization from the Vermont Agency of Transportation for work within the Route 128 right-of-way and/or permits related to wetlands or buffer areas. Additionally, the landowner has been advised that significant upgrades to this access, including the movement of more than 50 cubic yards of earthen material, will require a zoning permit and potential review by the Development Review Board.
 - “Cure of Violation” memorandum was issued on April 30, 2026.
-

Items for Selectboard Awareness:

Regarding correspondence around potential DRB ex parte communications:

- ZA contacted Town Attorney as well as Staff Attorneys at VLCT. **Please see attached memorandum** for summary of legal guidance regarding DRB communications and recordkeeping.
- Addressing this matter required the expenditure of municipal resources, including legal consultation costs and significant staff time.

May 8, 2026

Memorandum

To: Selectboard, Development Review Board

From: Administrative Officer/Planning Coordinator

Re: Summary of Legal Guidance Regarding DRB Communications and Recordkeeping

This memorandum summarizes guidance received from municipal attorneys regarding concerns raised about possible ex parte communication related to comments made during the January 26, 2026 DRB meeting. After correspondence was submitted alleging that improper communication may have occurred, questions were raised about whether the comments met the definition of ex parte communication, whether related correspondence was appropriately included in the zoning file, and whether the DRB should consider adopting additional procedures related to staff communications and recordkeeping. Because these questions involved DRB procedure, zoning records, and municipal practices, legal guidance was requested to ensure that the Town's response and handling of the matter were appropriate and consistent with Vermont law and standard municipal practice.

The Town Attorney was consulted, as were staff attorneys at Vermont League of Cities and Towns (VLCT). Replies from the attorneys are subject to attorney-client confidentiality privileges; however, the following summarizes the guidance provided. Copies of the full attorney responses were shared with the Selectboard, the Chair of the DRB, and the Town Administrator. This memorandum is intended as a public summary of the guidance received and does not reproduce the confidential attorney-client communications in full.

- Both attorneys advised that the situation described did not constitute ex parte communication because there was no pending DRB application or adjudicatory proceeding involving the property at the time of the comments.
- Both noted that ex parte communication generally involves communication with a decision-maker about the merits of a pending quasi-judicial matter outside of the public hearing process.
- The attorneys indicated that if a related application were to come before the DRB in the future, any relevant prior communication could be disclosed on the record at that time.
- Both attorneys stated that maintaining zoning files is generally within the authority and responsibility of the Zoning Administrator (ZA).
- Both advised that it is not inappropriate to include correspondence or notes in a zoning file if the information is considered relevant to land use or zoning matters associated with the property. Further, one attorney noted that the zoning file does not hold legal precedent, instead it is a repository for zoning related files including ZA notes, if the ZA thinks that the information is relevant to the property.
- The attorneys noted that zoning files commonly contain correspondence, staff notes, and other materials related to zoning compliance or future land use review.
- Both advised that there is no legal requirement to notify the DRB when correspondence is added to a zoning file outside of an active proceeding.

- Both advised that there is no legal requirement to notify a landowner when materials are added to a zoning file.
- One attorney noted that municipalities generally do not adopt detailed policies governing what may or may not be placed in zoning files, as such disputes are uncommon.
- One attorney recommended keeping the information in the file if there is any indication that a project on this property will come before the board.
- Both attorneys noted that the zoning file is the ZA's filing system which is controlled by the ZA, and the ZA has the discretion to decide what should or should not go into the zoning file.

Finally, to address the specific question asked in the email from Barb Peck to the Selectboard on April 29, 2026:

“QUESTION: What was the process by which this went from a speculative letter by a resident regarding an unnamed person, to me (Barb Peck) being identified as said unnamed person.”

After receiving the correspondence, the Zoning Administrator reviewed the minutes and recording of the January 26, 2026 DRB meeting. Based on that review, it was apparent that Ms. Peck was the only member of the public who was present during the Open Session (non-public hearing portion) of the meeting, and she identified the property by physical address during her comments.



Town Administrator Report

May 14th, 2026

Since last Selectboard meeting the Town Administrator's office has been busy with a few projects.

Seth (Veteran's Banners) was able to collect the photos to begin proofing and hopefully the banners can be printed this week. As it stands now the Town has received 7 requests for banners. The requests cover recently retired members of the armed services all the way back to an American Civil War Veteran.

Another project that has taken place is the arrival and preparation of installation of speed feedback signs. The signs have arrived and last week the software that supports the data collection was downloaded and prepared for use. I am working with Sean (Road Foreman) on installation dates that work and thank the road crew for supporting us with this grant funded opportunity.

On April 5th I presented at the Annual Meeting of the Vermont Trails and Greenways Council. I focused on Advocacy and Policy Committee work, which I am the chair of that committee. The conversations of course were around ACT 181 and Tier 3/Road Rule. Also we spoke on supporting grant funding and the Governor's budget around programs designed to support trail management and funding to support municipal recreation infrastructure support.

As expected, the Excess Weight Permit requests have slowed. There were 5 that came in. A reminder that these are annual requests and most companies are well versed in the process. As it stands now, the Town of Westford has handled 77 requests all together.

There have been 5 public records requests since last meeting. All were able to be fulfilled in a timely manner.

I have been assisting the Nominating Committee in their work to search and select a new Town Treasurer and Collector of Delinquent Taxes. We have had several applications for the open positions, and the nominating committee plans to begin reviewing those applications shortly.

Tommy O'Connor

From: Harmony Cism
Sent: Monday, May 4, 2026 12:21 PM
To: selectboard
Cc: Rachel Girr
Subject: License Agreement approval request
Attachments: WED26-001 (Girr - Goodrich Trail) Use of Town Trail License Agreement final 04-20-26 rea.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Sleectboard,

On behalf of David and Rachel Girr, I would like to request that you add an item to the next agenda for review and approval of the attached License Agreement. This is a result of a recent subdivision off Machia Hill Road, in which a portion of the Goodrich Trail will be upgraded to access the proposed driveway for the new lot. The subdivision has been approved and finalized, and the Town Attorney has drafted and reviewed the agreement.

Thank you!

Sincerely,

Harmony Cism

Administrative Officer & Planning Coordinator

Town of Westford

(802) 878-4587

This email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

LICENSE AGREEMENT

This LICENSE AGREEMENT ("Agreement") is made this ____ day of _____, 202__, by and between **David Girr and Rachel Girr**, of Westford, Vermont, (collectively, "Landowner"), and the **Town of Westford**, a Vermont municipality located in the County of Chittenden and State of Vermont, (the "Town").

WHEREAS, Landowner is the record owner of a certain +/-3.67-acre parcel of land known as "Lot 2" (the "Property") that is located on Legal Trail #4, the Goodrich Trail, so-called, (the "Trail"), as described in a Warranty Deed to Landowner from Peter Girr, dated _____, and recorded in Book ____ at Page ____ of the Town of Westford Land Records; and

WHEREAS, the Trail was formerly a Class 3 town highway known as Goodrich Road (formerly Town Highway No. 24), which has been reclassified to a legal trail and which is not constructed to the standards applicable to Class 3 town highways and is not maintained by the Town in the manner Class 3 town highways are maintained; and

WHEREAS, Landowner desires to make certain improvements to, and periodically maintain, a portion of the Trail, extending from the southerly terminus of Machia Hill Road (Town Highway No. 20) southerly approximately 500 feet to the southerly edge of the access driveway serving the Property for the purpose of providing suitable year-round driveway access to one single-family dwelling to be constructed on said Property; and

WHEREAS, Landowner will apply for a zoning permit for the construction of said single-family dwelling; and

WHEREAS, the Town is willing to authorize Landowner to make such improvements within the limits of the Trail, and to allow Landowner to maintain the Trail, subject to certain terms and conditions, including but not limited to the public's right to use the Trail for recreational purposes; and

WHEREAS, the parties desire to enter into an agreement to specify the terms and conditions under which Landowner is authorized by the Town to improve and maintain the Trail and to record a confirmation of the foregoing conditions to the effect that by granting said approval the Town has not assumed, but rather has specifically disavowed any intention or obligation to construct, plow, repair or otherwise maintain said driveway improvements.

NOW THEREFORE, in consideration of the Town's approval of the aforesaid zoning permit, the above stated premises, for other good and valuable consideration,

and pursuant to 19 V.S.A. § 1111, the parties hereto agree as follows:

1. Landowner may use the Trail on a non-exclusive basis and shall not prevent others from using the Trail.

2. The Town shall not be obligated to construct, plow, repair, improve, or upgrade the Trail, or to otherwise provide summer or winter maintenance unless required by law.

3. Landowner, by acceptance of this Agreement, waives any right they have now or may acquire in the future to: (a) petition the Town to upgrade the Trail to a town highway or otherwise, (b) to request improvements to the Trail by the Town, or (c) to request summer or winter maintenance of the Trail by the Town.

4. By its execution of this Agreement, the Town hereby grants a license to Landowner to perform improvements to the Trail within the limits of the including but not limited to widening the Trail's right-of-way to sixty feet (60'), installing a twelve-foot (12') wide driveway, placement of gravel, grading, installation of underground utilities, water bars, check dams and additional improvements, all as depicted on a plan set entitled, "Two-Lot Subdivision Water Supply and Wastewater Disposal System Design, Peter H. Girr, 162 Machia Hill Road, Westford, Vermont," Sheets S-1, S-2, S-3, D-1 and D-2, prepared by Barnard & Gervais, LLC, dated February 13, 2025, last revised May 13, 2025, and on file with the Town (the "Plans"). The Plans must be approved by the Selectboard, and the improvements to the Trail shall accommodate continued recreational use of the Trail.

5. Beyond the improvements that are shown on the Plans and authorized in Section 4, above, and beyond routine maintenance (defined below), Landowner shall obtain the prior written approval of the Town's Selectboard before commencing any additional improvements to, or maintenance of, the Trail, including but not limited to tree and brush removal, utility line placement, repairs to the traveled way, etc. Routine maintenance consists of snow plowing, grading, salting, sanding, filling potholes, seeding and mulching, maintenance of existing water bars and mowing. All improvements by Landowner shall conform to any policies or standards applicable to Trail maintenance then in effect for the Town of Westford, as the same may be modified or amended from time to time.

6. Landowner shall bear all costs associated with any Trail improvements or maintenance activities undertaken by Landowner.

7. After initial construction of the improvements shown on the Plans, if the Town determines in a reasonable exercise of its discretion that maintenance or improvements are needed to the portion of the Trail shown on the Plans, it shall give written notice to Landowner of the need for such maintenance or improvements

with a reasonable deadline for completion of the work. If Landowner does not accomplish said maintenance or improvements by the deadline provided in the notice, the Town may, but is not obligated to, perform such maintenance and improvements using its own employees and equipment and bill Landowner for such work. Any Town invoices to Landowner must be paid within thirty (30) days, or the Landowner irrevocably consents to the placement of a lien on the Property for such charges, which may be subject to interest and penalties, and may be collected, in the same manner as property taxes.

8. Prior to commencement of construction, Landowner shall obtain all local, State and federal permits for the improvements shown on the Plans and for the construction of a single-family dwelling on the Property.

9. Prior to commencement of construction of the improvements shown on the Plans, Landowner shall provide a surety to the Town in a form acceptable to the Town's attorney in the amount of \$20,500. This surety shall be available to the Town to perform the following work:

- a. If, after reasonable notice to Landowner that the improvements shown on the Plans have not been constructed in accordance with the above-mentioned Plans, Landowner fails to perform necessary corrective work, the Town may perform such work and recover its reasonable costs for performing such work from the surety provided by Landowner.
- b. If this license expires at the end of three (3) years, or at the end of five (5) years if a zoning permit issued by the Zoning Administrator is granted two, one-year extensions, pursuant to Section 10, below, and if, prior to such expiration, Landowner has commenced or completed construction of the improvements shown on the Plans, Town may perform such work as is required to restore the Trail to its condition prior to the performance of such construction and recover its reasonable costs for performing such work from the surety provided by Landowner.

Upon completion of construction of the improvements in accordance with the Plans and issuance of a certificate of occupancy for use of the single-family dwelling on the Lot 2, the surety shall be released to Landowner.

10. If, within three (3) years, or five (5) years if a zoning permit issued by the Zoning Administrator is granted two, one-year extensions, of the date this license becomes final (any appeal challenging issuance of this license has been concluded with issuance of the license upheld), Landowner has not constructed the improvements shown on the Plans and obtained a certificate of occupancy for use of

the single-family dwelling on the Property, this license shall expire. If the improvements shown on the Plans are completed and a certificate of occupancy is issued within the period set forth above, this license shall continue in effect for so long as the single-family dwelling is maintained and occupied as a single-family dwelling.

11. Landowner shall bear sole responsibility and shall indemnify the Town against any damage or loss resulting from the inability of emergency personnel to access the Landowner's Property.

12. Landowner hereby releases the Town, and its elected and appointed officials, board members, employees, and agents, from all liability for personal injury, loss, or property damage, or death which Landowner may experience in connection with any road improvements or maintenance activities undertaken by Landowner. Furthermore, Landowner shall indemnify and hold the Town harmless from and against any and all liabilities, obligations, claims, suits, liens, judgments, damages, penalties, settlements, causes of action, losses and expenses, including reasonable attorneys' fees and litigation costs, arising in whole or in part, and in any manner, related to this Agreement or to any Trail improvement or maintenance activities undertaken by Landowner, including but not limited to any damages or loss resulting from the inability of emergency personnel to access the Property.

13. This Agreement will be recorded by the Town in the Westford Land Records and shall run with the land and be binding upon Landowner and Landowner's heirs, successors, assigns, and transferees, and references in this Agreement to Landowner shall be construed to include their heirs, successors, assigns, and transferees. Any assignment, transfer or conveyance of the lands or any rights in the lands of Landowner shall specifically reference this Agreement and shall bind the heir, successor, assignee or transferee to faithful performance of this Agreement as a successor or assign of Landowner.

14. This License is granted pursuant to the terms and provisions of 19 V.S.A. § 1111.

15. This Agreement shall constitute the entire agreement between the parties relative to the subject matter hereof, and supersedes all prior agreements, written or oral. This Agreement may be modified or amended only by mutual written consent of the parties. If any provision of this Agreement shall be deemed invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall continue in full force and effect

Dated this ___ day of _____ 202__.

David Girr

Rachel Girr

**STATE OF VERMONT
CHITTENDEN COUNTY, SS.**

At _____, in said County, this ___ day of _____ 202___,
personally appeared **David Girr and Rachel Girr**, and they acknowledged this
instrument, by them signed, to be their free act and deed.

Before me, _____
Notary Public
My Commission Expires: 01/31/27
Commission Number: _____

Dated this ___ day of _____ 202___.

TOWN OF WESTFORD

By: _____
Patrick Haller, Selectboard Chair
and Duly Authorized Agent

**STATE OF VERMONT
CHITTENDEN COUNTY, SS.**

At Westford, in said County, this ___ day of _____ 202___,
personally appeared Patrick Haller, Selectboard Chair and Duly Authorized Agent
of the **Town of Westford**, and he acknowledged this instrument, by him signed, to be
his free act and deed and the free act and deed of the **Town of Westford**.

Before me, _____
Notary Public
My Commission Expires: 01/31/27
Commission Number: _____

Vermont Covered Bridge Society
P.O. Box 97
Jeffersonville, VT 05464

December 1, 2025

Dear Town Select Board and Administrators,

The Vermont Covered Bridge Society, founded in 2000, is a nonprofit organization dedicated to the preservation and promotion of Vermont's historic covered bridges. Residents and tourists alike identify both the utility and beauty of the 96 iconic spans within Vermont and the three we share with New Hampshire which cross the Connecticut River. Vermont has the most covered bridges **per square mile** of any U. S. state. We have committed ourselves to our mission by growing public awareness, recruiting new members, and heightening government consciousness.

In March 2025, VCBS sent an electronic complimentary copy of our quarterly newsletter, The Bridger, to all towns in Vermont with one or more historic covered bridge. An appeal to join us, at the municipal rate of \$15 per year, was made at that time. In early August, members of VCBS celebrated with municipalities during Covered Bridge Week in Vermont. This was fabulous!

We are writing at this time to ask your town to consider a \$100 donation in 2026 to help VCBS continue our important work.

For your donation you will receive:

- municipal membership (or renewal) for 2026
- one additional individual or couple membership (to gift to a valued volunteer in your town, perhaps?)
- a member of VCBS Speakers Bureau presents at an organization or event in your town at no charge
- a link to your town's website on our website: vermontbridges.org
- our quarterly electronic newsletter and invitation to June and October member meetings
- email updates on a bill being introduced in Vermont House of Representatives in January 2026 to increase fines for damage to covered bridges and increase surveillance capabilities.

Thanks in advance for your consideration of supporting Vermont Covered Bridge Society. If you have any questions, please don't hesitate to reach out to me at 802-222-1573, or via email to our Secretary at vermontcoveredbridgesociety@gmail.com

Kind regards,

M. Beth Brown – Limmer
VCBS President

Tommy O'Connor

From: Schoppmann, Harry <Harry.Schoppmann@vermont.gov>
Sent: Wednesday, May 6, 2026 4:05 PM
To: Francois Ross; TownAdmin; selectboard
Subject: Reminder- Westford's LEMP update is due by June 1st

Hi Francois and Tommy,

I know you are working on it, just wanted to send a friendly reminder that the LEMP update is due by June 1st.

Let me know if you have any questions, concerns or need any assistance.

Thanks,
Harry

Harry Schoppmann
Regional Coordinator- Addison and Chittenden
Vermont Emergency Management (VEM)
(802) 585-4509

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	Helen Sterling
Email	Pmvarvkls1959@gmail.com
EMD REMC Representative	Francois Ross
Email	Fross72@outlook.com

Municipality	Westford
LEMP Adoption Date	05/08/2025
NIMS Adoption Date	12/03/2009
EMD Name	Francois Ross
Position	Emergency Management Director
Primary Phone	414-510-3840
Alternate Phone	
Email	Fross72@outlook.com
Public contact information	Fross72@outlook.com
POC 2 Name	Tommy O'Connor
Position	Town Administrator
Primary Phone	802-878-4587
Alternate Phone	
Email	townadmin@westfordvt.us
POC 3 Name	Pat Haller
Position	Selectboard Chair
Primary Phone	802-878-4587
Alternate Phone	
Email	selectboard@westfordvt.us

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____ Printed Name: _____
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed* _____ Printed Name: _____
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Municipal Adoption	
<input checked="" type="checkbox"/>	Completed Municipal Adoption Form
<input checked="" type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.
LEMP Required Elements	
	Page # (if not using a template)
<input checked="" type="checkbox"/>	Emergency Management planners
	List of people who wrote or maintain the LEMP. Must include EMD.
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	EOC activation authority (minimum 1)
	EOC staff positions and corresponding duties (minimum 1)
	Potential EOC staff members (minimum 1)
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment
<input checked="" type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)
	National Incident Management System (NIMS) Typed Resource List (if applicable)
<input checked="" type="checkbox"/>	Public Information and Warning
	Local VT-Alert managers (if applicable)
	Local website or social media information (if applicable)
	List of local media outlets (if applicable)
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk’s office)
	Note that the public can call Vermont 2-1-1 for resources.
<input checked="" type="checkbox"/>	Organizations and communities requiring additional coordination
	List of organizations or communities and contact method
<input checked="" type="checkbox"/>	Shelters
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)
<input checked="" type="checkbox"/>	Contact Information
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency management planners

<i>These are the people who wrote and maintain this plan. This must include the EMD.</i>
Francois Ross (Emergency Management Director), Tommy O'Connor (Town Administrator), and Harry Schoppmann (Vermont Emergency Management)

2. Municipal emergency operations center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position(s) can activate the EOC?
 Emergency Management Director (EMD), Fire Chief, Town Administrator, Selectboard

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Coordinator	Assists EOC Director with all activities; Tracks and coordinates any requests for support for non-municipal resources
Call Taker	Operates phones and radio.
Public Information Officer	Produces and posts public information and press releases
Safety/Security	Tracks staff and volunteers responding to the emergency. Ensures the safety of the EOC and controls access to the EOC staff, volunteers, and visitors to the EOC
Logistics	Tracks and coordinates any requests for support
Situational Awareness	Tracks and answers requests for information
Admin	Maintains operations log, documents expenses for reimbursement

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Francois Ross	EOC Director, Any
Tommy O'Connor	As assigned by the EOC Director
Pat Haller	As assigned by the EOC Director
Bill Fay	As assigned by the EOC Director
Sean Cushing	As assigned by the EOC Director
Helen Sterling	As assigned by the EOC Director

Primary EOC location	
Facility address:	Westford Town Office- 1713 Route 128
Phone numbers:	802-878-4587
Equipment and notes:	<input type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep Also have 2 Way Radio
Alternate EOC location (if applicable)	
Facility address:	Town Garage- 35 Cambridge Road
Phone numbers:	802-879-4306
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input type="checkbox"/> food prep Also have 2 Way Radio

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
EMD, Town Administrator and Treasurer have an emergency spending limit of \$5,000		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
Town or city owned resources (if applicable)		
Type of resource	Name	Contact information
2 Fire Engines, 1 Tanker	Fire Department	Chief Fay

Businesses with standing municipal contracts (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Trash and Recycling	Myers Container Service	Joe Sinagra 802-655-4312
IT Services	VTC Tech	802-444-8923
Seasonal Mowing of properties	Spaulding Property Mgmt	802-595-3270
Roadside mowing	Summit Contracting and Property	Kyle "Sully" Buoniconti
Custodial services	Man Maid of Vermont	Brian Zinger 802-989-0398
Speed Enforcement	Chittenden County Sherriff's Office	802-863-4341
Dispatching Services (Fairfax Rescue)	St. Albans PD	802-524-2166
Fuel (Heating)	Clarence Brown Inc	802-524-2400
Fuel (Diesel) for town trucks	RL Vallee, Inc	802-524-8710
Other local resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Ambulance Services	Essex Rescue	802-878-4859
	Fairfax Rescue	802-849-2773
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <p><i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					

Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater				
Water Pumps, De-Watering						Water Valve Maintenance Truck			N/A	

*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs. Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	VT Alert Managers- Tommy O'Connor (Town Administrator) and Maria Barden (Assistant Town Clerk) Vermont Emergency Management Watch Officer 800-347-0488
Important local websites or social media channels (if applicable):	Town Website https://westfordvt.us/ Front Porch Forum
Local newspaper, radio, TV (if applicable):	Burlington Free Press, Seven Days
Public notice locations: These are physical locations that you are required to post meeting notices per 17 V.S.A. § 2641 . Two must be in town and the third must be in or near the town clerk's office.	Westford Town Office, Westford Public Library, Westford Post Office.

Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through Citizen Assistance Registration for Emergencies (CARE). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
CARE	VEM Watch Officer 800-347-0488	Call Watch Officer to Request
Westford School-146 Brookside Road	Marcie Lewis- 802-878-5932 or 802-309-8359	
Daycare-1959 VT Route 128	Heather Lovejoy 802-872-3204	
Daycare-78 Learned Drive	Lynn Finn 802-373-1598	
The Barn School- 217 Brookside Road	Kara Von Behren 757-880-9352 Hannah Assefa 802-989-9980 Lee Ruark 410-202-9324	School- 802-528-9638 or 802-662-5954
Tender Hearts Preschool/Childcare 357 Plains Rd	Kim Catella 802-989-0019	
Second Spring Community Recovery Residence	802-433-6183	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	Westford School-146 Brookside Road	
Facility contact(s):	Marci Lewis 802-309-8359 Jessaca Lawrence 802-857-7144	
Shelter manager:	Francois Ross 414-510-3840	
Staff requirements:	Minimum of 2 staff	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input checked="" type="checkbox"/> Food preparation	
Daytime capacity:	200	
Overnight capacity: (if applicable)	100	
Notes:		

Alternate local shelter (if applicable)

Location and address:		
Facility contact(s):		
Shelter manager:		
Staff requirements:		
Services (select all that apply):	<input type="checkbox"/> Warming center <input type="checkbox"/> Showers <input type="checkbox"/> Cooling center <input type="checkbox"/> Generator <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation	
Daytime capacity:		
Overnight capacity:		
Notes:		

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD (Emergency Management Director)	Francois Ross	Cell 414-510-3840			Fross72@outlook.com
EMC (Emergency Management Coordinator)	Tommy O'Connor	Cell 860-543-0836			toconnor@westfordvt.us
EOC Staff	Casey Mathieu	Cell 802-355-9448			casey@ccrsalesvt.com
EOC Staff	Pat Haller	Cell 802-310-0533			
EOC Staff	William "Nick" Nichols	Cell 802-238-0479			
EOC Staff					
Local response organization contacts					
Fire Chief	Bill Fay				
Assistant Fire Chief	Steve Willard				Willard.steve@gmail.com
EMS Chief	N/A				
Chief of Police	N/A				
State police or County Sheriff	Daniel Gamelin	802-863-4341			Daniel.gamelin@vermont.gov
Local Dispatch Center	N/A				
Local public works contacts					
Road Foreman	Sean Cushing	Cell 802-324-0984	Garage 802-879-4306		Road_foreman@westfordvt.us
Road Commissioner	Sean Cushing	Cell 802-324-0984	Garage 802-879-4306		Road_foreman@westfordvt.us

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Town Garage	Sean Cushing	Cell 802-324-0984	Garage 802-879-4306		Road_foreman@westfordvt.us
Drinking Water Utility	N/A				
Wastewater Utility	N/A				
Municipal government contacts					
Town Administrator	Tommy O'Connor	802-878-4587	Cell 860-543-0836		townadmin@westfordvt.us
Town Manager	N/A				
Selectboard Chair	Pat Haller	Cell 802-310-0533			
Selectboard Alt	Casey Mathieu	Cell 802-355-9448			casey@ccrsalesvt.com
Selectboard Alt	Deb Jorschick				
Selectboard Alt	Julia Andrews				
Selectboard Alt	William "Nick" Nichols	Cell 802-238-0479			
Town Clerk	Callie Hamdy	802-878-4587	Cell 802-578-8141		
Town Treasurer or Finance					treasurer@westfordvt.us
Town Health Officer	Devin Porter	Cell 313-570-3248			Dbporter802@gmail.com
Forest Fire Warden					
Animal Control Officer	Matthew Bartholomew	Cell 802-881-4149			westfordvtdogwarden@gmail.com
School Contact #1	Marcie Lewis	School 802-879-5932	Cell 802-309-8359		mlewis@ccsuvt.org

TOWN FOREST FIRE WARDEN PERSONNEL RECORD

Forest Resource Protection
DEPARTMENT OF FORESTS, PARKS & RECREATION
1 National Life, Davis 2
Montpelier, VT 05620-3801

(Please print clearly)

Date: _____

1. Full name: _____

2. Mailing Address: _____

3. E-mail Address: _____ @ _____

4. Telephone Number(s): Home: _____ Business: _____

Cell: _____

5. Are you 18 years of age or older? Yes No

6. Can you be reached readily at your home or place of business for calls to fires?
 Yes No

7. Are you able to take personal charge of a fire? Yes No

8. Will you be able to arrange for the issuing of burning permits when you are unavailable?
 Yes No

9. Present type of employment: _____

10. Are you eligible to hold town office? Yes No

11. Are you an active member of a fire department? Yes No

If so, in what capacity? _____

How long? _____

12. Do you hold a valid Vermont driver's license? Yes No

13. Are you willing to effectively enforce the Vermont Forest Fire Laws which may require issuing fire prevention tickets? Yes No

If no, why? _____

Signed: _____

VERMONT TOWN FOREST FIRE WARDEN Appointment Form



Mail to:
Dan Dillner
Agency of Natural Resources
VT Dept. of Forests, Parks and Recreation
111 West Street
Essex Jct., VT 05452

I hereby accept the appointment to the position of **TOWN FOREST FIRE WARDEN** for the town of **Westford**, Vermont in **Chittenden** County for a term to commence on **April 10, 2026**, and terminate on **June 30, 2030**, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed

Westford Town Forest Fire Warden

Printed Full Name of Warden

Home Phone

Mailing Address

Cell Phone

Mailing Town / State / Zip

Work Phone

Physical Address

Which Is Your Primary Phone?

Physical Town / State / Zip

Email Address

Appointment Approved:

Chair - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Date

Town Forest Fire Warden

Date

Commissioner of Dept. of Forests, Parks and Recreation or Designee

Date

Tommy O'Connor

From: Pat Haller
Sent: Wednesday, April 29, 2026 12:00 PM
To: selectboard
Cc: Lynn Bursell; Martha Heath
Subject: Open Positions, Delinquent Tax Collector and Treasurer

Casey, Deb, Nick, Julia,

Here's an update:

Lynn, Martha, and I met last evening. Tommy joined us too.

1. We agreed to solicit via FPF for 2 residents to join the nominating committee per the requirement of the Town Charter. We're going to directly ask Marge and Greg if they would be willing and send their letters of interest in too.
2. Concurrently we agreed to posting for the 2 vacant positions using FPF, or Town Website, and Seven Days, Essex Reporter, and VLCT as soon as possible. Tommy has provided to Martha, Lynn and I drafts to review and approve.
3. Timeline for 2 residents: to join we're asking for letters of interest by end of next week, Friday May 9 and then we'll (nominating committee) have a warned meeting on the 11th to nominate residents.
4. Timeline for position applications, due by end of day May 22. Published position start dates to be July 1 (but if possible maybe sooner)
5. Nominating committee conducting interviews week of May 25 (may spill into following week)
6. Nominating committee to make recommendations to the SB in time for our Selectboard June 9 meeting for SB to appoint if confident in applicants nominated

Buffer/slip time in case nominating committee needs mor time for SB appointment for 2nd meeting in the month, June 23.

Sincerely, Pat

Tommy O'Connor

From: Town Clerk
Sent: Thursday, April 23, 2026 2:58 PM
To: selectboard
Subject: Letters Sent to Unlicensed Dog Owners

Selectboard,

I wanted to keep you aware, in case you receive any potential communication, that notices to owners of dogs who have not licensed their dogs in the calendar year of 2026 are going out in the mail on Friday morning. This gives people who may have had the April 1st deadline slip their mind an opportunity to be reminded about their dogs licensing requirement per state statute and make good on the law requiring that their dogs be licensed. These letters are limited to those who licensed last year, but did not license as of April 1st this year. This is a normal part of the dog licensing process for Westford and was started by my predecessor.

Per my usual process, the Selectboard will be provided with a Warrant for Unlicensed dogs to give to the Dog Warden at their first meeting in June. This Warrant is what gives the Dog Warden position the ability to impound said unlicensed dogs. The current year license tags are a red circle that say "Dog License, Westford VT, 2026". The tag shape and color changes every year to distinguish them from each other more easily, but the text format has remained the same for a very long time with only the year changing. I also keep record of the shape and color of all previous tags.

The Dog Warden was in the office physically this week and had communication through email and phone, but I received no request nor conversation in which the obtaining of records was discussed (Methods? Date Range? Etc.). To this day, I have only found out about such requests from the Dog Warden when looking through the Selectboard meeting packet in my own time. It has never been communicated to me as Clerk directly. I am writing this all here to you so there is a public record of the lack of requests and conversation on this issue. I will remind the Selectboard that these records are under my jurisdiction and custody per statute and can only be obtained through my office. As I have said previously, I am more than happy to provide copies of such records upon request, usually either in print or digital .pdf form, but access to the backend where records are entered and edited in NEMRC remains my jurisdiction and not for public use.

Thank you and I hope this can provide some clarity,

Callie Hamdy

Town Clerk – Westford, VT

802-878-4587

<https://westfordvt.us/>

Tommy O'Connor

From: William Dunkley <wdunkley65@gmail.com>
Sent: Wednesday, April 29, 2026 6:30 AM
To: Max Tyler
Cc: selectboard; PlanningCommission; Harmony Cism; Tommy O'Connor
Subject: Re: Westford Town Plan Update

Thanks Max!

On Tue, Apr 28, 2026 at 12:57 PM Max Tyler <maxxtyler@gmail.com> wrote:
To the Westford Selectboard and Planning Commission:

FYI, what follows is an email exchange with Taylor Newton of CCRPC. If we want to influence the next revision of CCRPC's Future Land Use Map with a version of the town plan different from the one we have now, that plan would need to be adopted by approximately January of 2028.

Max Tyler
Westford Planning Commission

Begin forwarded message:

From: Taylor Newton <TNewton@ccrpcvt.org>
Subject: Re: Westford Town Plan Update
Date: April 27, 2026 at 4:19:37 PM EDT
To: Max Tyler <maxxtyler@gmail.com>
Cc: Harmony Cism <zoning_admin@westfordvt.us>, Ben Bornstein <bornbj@yahoo.com>, Kate McCarthy <kmccarthy@ccrpcvt.org>, Darren Schibler <DSchibler@ccrpcvt.org>, Maya Balassa <mbalassa@ccrpcvt.org>

Hi Max -

Answers below in **RED**.

-Taylor

Taylor Newton
*Planning Program Director
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 846-4490 ext. 115
www.ccrpcvt.org*



Please be advised that your email communication with CCRPC staff, including any attachments, are considered public record and may be subject to disclosure under the Vermont Open Public Records Act or other applicable public disclosure laws.

From: Max Tyler <maxxytyler@gmail.com>
Sent: Monday, April 27, 2026 2:17 PM
To: Taylor Newton <TNewton@ccrpcvt.org>
Cc: Harmony Cism <zoning_admin@westfordvt.us>; Ben Bornstein <bornbj@yahoo.com>
Subject: Westford Town Plan Update

EXTERNAL MESSAGE: Think Before You Click

Taylor,

When we have discussed in the past the idea of identifying areas in Westford aside from the Neighborhood Development Area as 'targeted for growth' or potential 'Village Centers', it was mentioned that in order for CCRPC to incorporate any such notions into the next iteration of the future land use map, those areas would need to be identified in the Westford Town Plan. 2028 was the proposed timeframe for this update.

I have some questions:

1. Does the present likelihood of repeal of portions of Act 181 affect this timing? **The repeal of the road rule and Tier 3 will have no impact on timing. The answer to this question may change depending on what happens during the rest of the legislative session.**
2. When would you anticipate in 2028 that this updated plan would be required in order to incorporate its findings? **CCRPC will adopt an amended ECOS Plan in May or June 2028. The Westford Town Plan will need to be municipally adopted (and ideally regionally approved) before the warning of the second public hearing for the ECOS Amendment. I can't give you an exact date, but municipally adopting the Westford Town Plan would likely need to happen before the end of March 2028 in order to be considered by CCRPC as a part 2028 ECOS Amendment. Earlier is better.**
3. Would it be necessary for the updated plan to be approved by the Selectboard and accepted by CCRPC before it can be used for this purpose? **Yes. CCRPC isn't going to get out ahead of the municipality.**

Thanks,

Max Tyler
Westford Planning Commission

Tommy O'Connor

From: Max Tyler <maxxtyler@gmail.com>
Sent: Tuesday, April 28, 2026 12:57 PM
To: selectboard; PlanningCommission
Cc: Harmony Cism; Tommy O'Connor
Subject: Fwd: Westford Town Plan Update

To the Westford Selectboard and Planning Commission:

FYI, what follows is an email exchange with Taylor Newton of CCRPC. If we want to influence the next revision of CCRPC's Future Land Use Map with a version of the town plan different from the one we have now, that plan would need to be adopted by approximately January of 2028.

Max Tyler
Westford Planning Commission

Begin forwarded message:

From: Taylor Newton <TNewton@ccrpcvt.org>
Subject: Re: Westford Town Plan Update
Date: April 27, 2026 at 4:19:37 PM EDT
To: Max Tyler <maxxtyler@gmail.com>
Cc: Harmony Cism <zoning_admin@westfordvt.us>, Ben Bornstein <bornbj@yahoo.com>, Kate McCarthy <kmccarthy@ccrpcvt.org>, Darren Schibler <DSchibler@ccrpcvt.org>, Maya Balassa <mbalassa@ccrpcvt.org>

Hi Max -

Answers below in **RED**.

-Taylor

Taylor Newton
Planning Program Director
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 846-4490 ext. 115
www.ccrpcvt.org



CHITTENDEN COUNTY RPC
Communities Planning Together

Please be advised that your email communication with CCRPC staff, including any attachments, are considered public record and may be subject to disclosure under the Vermont Open Public Records Act or other applicable public disclosure laws.

From: Max Tyler <maxxtyler@gmail.com>
Sent: Monday, April 27, 2026 2:17 PM
To: Taylor Newton <TNewton@ccrpcvt.org>
Cc: Harmony Cism <zoning_admin@westfordvt.us>; Ben Bornstein <bornbj@yahoo.com>
Subject: Westford Town Plan Update

EXTERNAL MESSAGE: Think Before You Click

Taylor,

When we have discussed in the past the idea of identifying areas in Westford aside from the Neighborhood Development Area as 'targeted for growth' or potential 'Village Centers', it was mentioned that in order for CCRPC to incorporate any such notions into the next iteration of the future land use map, those areas would need to be identified in the Westford Town Plan. 2028 was the proposed timeframe for this update.

I have some questions:

1. Does the present likelihood of repeal of portions of Act 181 affect this timing? **The repeal of the road rule and Tier 3 will have no impact on timing. The answer to this question may change depending on what happens during the rest of the legislative session.**
2. When would you anticipate in 2028 that this updated plan would be required in order to incorporate its findings? **CCRPC will adopt an amended ECOS Plan in May or June 2028. The Westford Town Plan will need to be municipally adopted (and ideally regionally approved) before the warning of the second public hearing for the ECOS Amendment. I can't give you an exact date, but municipally adopting the Westford Town Plan would likely need to happen before the end of March 2028 in order to be considered by CCRPC as a part 2028 ECOS Amendment. Earlier is better.**
3. Would it be necessary for the updated plan to be approved by the Selectboard and accepted by CCRPC before it can be used for this purpose? **Yes. CCRPC isn't going to get out ahead of the municipality.**

Thanks,

Max Tyler
Westford Planning Commission

Tommy O'Connor

From: Pat Haller
Sent: Thursday, April 30, 2026 10:15 AM
To: Rachel Trokenheim; Tommy O'Connor
Cc: Kyle Buck; Kristin Smith; Grayson Doninger; Levi Robert; Cameil Nelson; Wichita Keen (she/her); selectboard
Subject: RE: UVM Capstone 4/9 Selectboard Meeting Follow Up

YES! I have access and thank you very much.

Sincerely, Pat

From: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>
Sent: Wednesday, April 29, 2026 8:55 PM
To: Pat Haller <Pat.Haller@westfordvt.us>; Tommy O'Connor <toconnor@westfordvt.us>
Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger <Grayson.Doninger@uvm.edu>; Levi Robert <Levi.Robert@uvm.edu>; Cameil Nelson <Cameil.Nelson@uvm.edu>; Wichita Keen (she/her) <Wichita.Keen@uvm.edu>; selectboard <selectboard@westfordvt.us>
Subject: Re: UVM Capstone 4/9 Selectboard Meeting Follow Up

Hi Pat. Thank you for the survey suggestions, which I have implemented. I appreciate the other events you suggested- we hadn't thought of them. The survey should now be published, accessible via the link below. I also made you (and Kyle) editors of the survey, so you can see responses, or share the form with whoever you think should have access to responses. Would you be able to check and confirm you have editor access? This is especially important as our semester ends and the class disperses.

Thank you,
Rachel

<https://docs.google.com/forms/d/e/1FAIpQLSeGzo1CRIjMpjbDI5iVR9qXOVqHtF80DuYMrWwgPFn3b3hEMw/viewform?usp=sharing&oid=105544317122071827277>

From: Pat Haller <Pat.Haller@westfordvt.us>
Sent: Wednesday, April 29, 2026 4:00 PM
To: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>; Tommy O'Connor <toconnor@westfordvt.us>
Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger <Grayson.Doninger@uvm.edu>; Levi Robert <Levi.Robert@uvm.edu>; Cameil Nelson <Cameil.Nelson@uvm.edu>; Wichita Keen (she/her) <Wichita.Keen@uvm.edu>; selectboard <selectboard@westfordvt.us>
Subject: RE: UVM Capstone 4/9 Selectboard Meeting Follow Up

Rachel,

Thank you very much to you and everyone else!
I will send an email to Lucas at the NRC.

For the Survey:

Intro paragraph, please see red as suggested edits:

The Westford Selectboard and Conservation Commission, in partnership with a UVM capstone class, are looking to understand community members' attitudes around potential **uses of** the Pigeon Property. The Pigeon Property has recently been synonymous with the "1705 Property". This is not related to any decisions concerning a septic system **or construction or demolition of any buildings** on the property. The survey also seeks to understand community engagement in Westford.

Survey Edits

Section A, last question

How do you receive Information about the Town?

Remove the "Town Clerk email list". We don't have such a thing.

Section B, no changes

Section C

1st question: **When asking the first question, regarding frequency of visiting town center are you intending to ask more targeted about the Town Common? And if so, change to "Town Common".** Our "town center" by zoning name encompasses a larger area, including the School;

3rd Question, If the town were to pursue improvements to the 1705 property *(which is not currently being discussed)*, how important would each of the following elements be to you?

Section D, last question about events attendance.

Please consider adding the following to the list, as they are recurring events

Senior Lunches at the Brick Meeting House

Westford Public Library events

Fourth of July Parade at the Common

Summer Concert series on the Common

Westford Common Hall Events (Music series and other)

Brick Meeting House Events (Coffee house music series and other)

Conservation Commission sponsored events

Thank you!!!

Pat Haller

Chair, Westford Selectboard

From: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>

Sent: Tuesday, April 28, 2026 10:01 PM

To: Pat Haller <Pat.Haller@westfordvt.us>; Tommy O'Connor <toconnor@westfordvt.us>

Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger

<Grayson.Doninger@uvm.edu>; Levi Robert <Levi.Robert@uvm.edu>; Cameil Nelson <Cameil.Nelson@uvm.edu>;

Wichita Keen (she/her) <Wichita.Keen@uvm.edu>

Subject: Re: UVM Capstone 4/9 Selectboard Meeting Follow Up

Hi Pat. I hope you are doing well. I'm following up to see if you had any further comments or suggestions for the survey. I went ahead and turned it into a google form, which I've attached below. We are still happy to make any changes you'd like to see. I think I gave you editing access too. If you prefer a different survey format, Cameil and I would be happy to implement it.

In addition, Lucas Goldfluss from the Winooski NRC, who runs the Trees for Streams program, would like to get in touch with the town concerning that program. I'm passing along his interest, as well as his email: lucas@winooskinrcd.org.

Thank you,
Rachel

<https://docs.google.com/forms/d/e/1FAIpQLSeGzo1CRIjMpjbDI5iVR9qXOVqHtF80DuYMrWwgPFn3b3hEMw/viewform?usp=sharing&oid=105544317122071827277>

From: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>
Sent: Friday, April 24, 2026 2:03 PM
To: Pat Haller <Pat.Haller@westfordvt.us>; Tommy O'Connor <toconnor@westfordvt.us>
Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger <Grayson.Doninger@uvm.edu>; Levi Robert <Levi.Robert@uvm.edu>
Subject: Re: UVM Capstone 4/9 Selectboard Meeting Follow Up

Hi Pat. Kyle has passed along your feedback for the survey, which we have implemented. I've attached the updated survey to this email. Once we get your approval on questions and the introduction, I can format the document into a survey using software. Would you prefer a google form, microsoft form, or some other format?

As we finish up our semester, we are putting the final touches on the other deliverables, including landscape maps, the resilience index, and the story map, and we look forward to sharing them with you next week.

Thank you,
Rachel

From: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>
Sent: Friday, April 17, 2026 9:41 PM
To: Pat Haller <Pat.Haller@westfordvt.us>; Tommy O'Connor <toconnor@westfordvt.us>
Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger <Grayson.Doninger@uvm.edu>; Levi Robert <Levi.Robert@uvm.edu>
Subject: Re: UVM Capstone 4/9 Selectboard Meeting Follow Up

Hi Pat. Thanks for fitting us on the agenda for next week. I'm sorry it has taken me so long to respond to your email. I was also surprised to see that Tulip Poplar does well in this climate, I am familiar with that tree from seeing it in New Jersey.

We have continued working on the survey, tightening the focus to the 1705 property, with some questions about volunteering and town engagement at the end. We have also adjusted the intro to the survey. We would love the selectboard's input or suggestions for further refinement. I have attached a

copy of the survey questions, as well as the educational signage that another team designed, for you to look over.

We look forward to sharing updates with you at the meeting next week. I am not sure if I will be able to make it, but several of my classmates are going to attend.

Thank you,
Rachel

From: Pat Haller <Pat.Haller@westfordvt.us>
Sent: Friday, April 17, 2026 11:41 AM
To: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>; Tommy O'Connor <toconnor@westfordvt.us>
Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger <Grayson.Doninger@uvm.edu>
Subject: RE: UVM Capstone 4/9 Selectboard Meeting Follow Up

Rachel,

Please see the attached agenda for next week's meeting.

Sincerely, Pat Haller
Chair, Westford Selectboard

From: Rachel Trokenheim <Rachel.Trokenheim@uvm.edu>
Sent: Friday, April 10, 2026 4:38 PM
To: Tommy O'Connor <toconnor@westfordvt.us>; Pat Haller <Pat.Haller@westfordvt.us>
Cc: Kyle Buck <Kyle.Buck@uvm.edu>; Kristin Smith <Kristin.Smith@uvm.edu>; Grayson Doninger <Grayson.Doninger@uvm.edu>
Subject: UVM Capstone 4/9 Selectboard Meeting Follow Up

Hi Pat and Tommy. Thank you for giving us the chance to speak with you and the selectboard meeting last night. We appreciated the opportunity to share our progress and get your feedback and suggestions.

We discussed the Trees for Streams program last night but were left with questions. The first was required riparian buffer acreage for the program. The landscape maps all call for a riparian buffer area of roughly 0.6 acres, and upon further examination of the Trees for Streams application, the program does not have a minimum acreage. However, the program does require a minimum planting density 300 stems per acre, which I recall you expressed concern about. Knowing this, would you still be interested in pursuing this program?

I have also attached a planting guide prepared by other classmates with suggested plants for each component of the landscape maps, and sourcing information for components, as I mentioned at the meeting.

We are currently working up updating the survey, implementing your suggestions. We plan on having a finished product to share next week.

Lastly, we would love to attend the next selectboard meeting on April 23 to share these updates and our other deliverables, which include a story map detailing our class's work.

Thank you,
Rachel

Westford Community Survey

The Westford Selectboard and Conservation Commission, in partnership with a UVM capstone class, are looking to understand community members' attitudes around potential uses of the Pigeon Property. The Pigeon Property has recently been synonymous with the "1705 Property". This is not related to any decisions concerning a septic system or construction or demolition of any buildings on the property. The survey also seeks to understand community engagement in Westford.

Your input will help inform the Selectboard about next-step decisions. This survey takes about five minutes to complete. Your feedback can help inform Westford's future planning for this property. Please help shape the future of Westford's riverfront.

tommy.oconnor6@gmail.com [Switch account](#)



Not shared

* Indicates required question

Section A: Self-Examination of Community Engagement

Please indicate where you live or own property in Westford. *

- West of Route 128
- East of Route 128
- Route 128
- Plains Road Area
- Village Area
- I do not live in Westford



If you reside in Westford, do you work from home on a regular basis? *

- Yes
- No
- I do not live in Westford

Please indicate the number of people in your household. *

- 1 – 2
- 3 – 4
- 5 – 6
- 7 +
- I do not live in Westford

How do you receive information about the town? *

- Front Porch Forum
- Town newsletter
- Word of mouth
- School email list
- Town website
- Lake Champlain Access Television
- Other:

Next

Page 1 of 4

Clear form

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. - [Contact form owner](#) - [Terms of Service](#) - [Privacy Policy](#)



Does this form look suspicious? [Report](#)

Tommy O'Connor

From: Amy Saunders <amykravetz@hotmail.com>
Sent: Thursday, April 23, 2026 8:12 PM
To: Pat Haller
Cc: selectboard; Tommy O'Connor
Subject: Re: Speeding

Hi Pat,

Thank you very much for responding. I hope the radar things help and also the sheriff actually comes to patrol. And again, this isn't just a "people driving through issue" as I see many people coming out of roads and driveways off of Old Stage. I do agree it is also a cut through issue, last Monday I let 3 cars pull out in front of me at the Woods Hollow intersection and the took off down Old Stage way over 40 mph. Thank you for doing something. I also appreciated the town administrator Tommy's quick response!

Amy

Sent from my iPad

On Apr 23, 2026, at 1:28 PM, Pat Haller <Pat.Haller@westfordvt.us> wrote:

Amy,

I (we) share your concern and Tommy gave a good response earlier. Coincidentally, we are reviewing the new contract for the Sheriff and this is what we have directly in the contract, focusing patrols.

<image001.png>

We also have ordered some Radar/feedback signs that will help at least curtail some speeding, but will also collect speed/date/time data that we could use to direct patrol times.

Sincerely, Pat Haller
Westford Selectboard

Tommy O'Connor

From: Pat Haller
Sent: Thursday, April 23, 2026 1:29 PM
To: amykravetz@hotmail.com
Cc: selectboard; Tommy O'Connor
Subject: Speeding

Amy,

I (we) share your concern and Tommy gave a good response earlier. Coincidentally, we are reviewing the new contract for the Sheriff and this is what we have directly in the contract, focusing patrols.

Traffic enforcement shall focus primarily on the Town roads that see substantial through traffic and typically have speeding issues – i.e. Woods Hollow Road, Old Stage Road, Cambridge Road. Traffic enforcement shall also focus primarily on times of day that see the most traffic issues and/or volumes – e.g. morning and evening peak times. Other roads (including Route 128) may be patrolled, but shall not be the primary focus unless problems arise.

We also have ordered some Radar/feedback signs that will help at least curtail some speeding, but will also collect speed/date/time data that we could use to direct patrol times.

Sincerely, Pat Haller
Westford Selectboard

Tommy O'Connor

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Thursday, April 30, 2026 8:21 AM
To: selectboard; PlanningCommission
Subject: Fwd: [AVCC] Community Wildlife Program Webinar: Investing In Municipal Infrastructure as a Tool to Reduce Sprawl, May 4

Hello SB and PC,

This webinar seems relevant for Westford. FYI below...

Begin forwarded message:

From: "Banerjee, Naya" <Naya.Banerjee@vermont.gov>
Date: April 30, 2026 at 8:05:45 AM EDT
To: vtconservation@googlegroups.com
Subject: [AVCC] Community Wildlife Program Webinar: Investing In Municipal Infrastructure as a Tool to Reduce Sprawl, May 4

Hi everyone,

Please join us for the following webinar on tools to reduce sprawl, registration is below.

Investing In Municipal Infrastructure as a Tool to Reduce Sprawl

Maintaining our historic settlement pattern of compact villages surrounded by rural landscapes doesn't happen by accident. In fact, sprawl is a common growth pattern in Vermont associated with our rural brand. To address this challenge, we need to invest in places where we want development so that we can avoid sprawl across our forests and farms. Many village centers haven't invested in town water and wastewater systems making it more difficult to increase density there. Hear from Vermont Natural Resources Council Sustainable Communities Director, Kati Gallagher to learn more about these issues.

Date & Time

1. Session 2: Mon 5/4/2026 10:00 AM - 11:00 AM. Register

Presenters

1. Kati Gallagher, Sustainable Communities Director, Vermont Natural Resources Council

--

You received this message because you are subscribed to the Google Groups "Association of Vermont Conservation Commissions" group.

To unsubscribe from this group and stop receiving emails from it, send an email to vtconservation+unsubscribe@googlegroups.com.

To view this discussion visit

<https://groups.google.com/d/msgid/vtconservation/SJ0PR09MB630250BAAB27A35E3238E444FA352%40SJ0PR09MB6302.namprd09.prod.outlook.com>.

Tommy O'Connor

From: Seth Jensen <seth.m.jensen@gmail.com>
Sent: Monday, May 4, 2026 10:59 AM
To: Pat Haller; selectboard
Cc: TownAdmin; Harmony Cism; PlanningCommission; Barb Bates Peck
Subject: Re: Request for a Select Board Agenda item

Follow Up Flag: Follow up
Flag Status: Flagged

Members of the Westford Selectboard,

I understand that my email dated March 20, 2026 was presented to Barb as an accusation or complaint against her. In light of this presentation, I respect her frustration

The full text of my email can be found at the end of this email. It is not an accusation or complaint against the DRB or the property owner. The entire purpose of the email was to *"avoid future appearances of ex parte communication and protect against future process based appeals."*

There is no accusation of the "DRB's cooperation." The email specifically states:

"To his credit, the Chair of the DRB did not engage in this discussion."

The DRB's Rules of Procedure clearly acknowledge that "inadvertent" ex-parte communication occurs and provide disclosure as a simple cure. This again highlights the importance of regular trainings for the DRB and other boards. Many of the examples of ex-parte communication given in such trainings are seemingly innocuous communication that none-the-less create risks for the Board and applicants.

I understand that Barb is concerned that disclosure of this communication may negatively impact future proceedings related to her property. I bring your attention to the following clause of my March 20, 2026 email:

"The potential appearance of ex parte communication also ultimately disadvantages the property owner as well, as it opens future DRB approvals to process based appeals. "

Disclosure of the communication should not be used to prejudice the DRB against Barb, her husband, or future owners of the property. Transparent disclosure protects both Barb as the property owner and the Town against future process based challenges.

There is no question that communication occurred:

- The recording of the DRB's January 26, 2026 meeting, includes discussion of specific provisions of the Town's Zoning and Subdivision Regulations related to potential subdivision or development of specific property, beginning at minute marker 56:13.
- The property owner's second email dated April 29th acknowledges that the communication occurred.
- During the DRB's April 27, 2026 meeting, DRB Member Bill Cleary acknowledged that the communication was not part of a noticed proceeding or official agenda item (minute marker 24:36 of the DRB recording).
- This email chain itself creates further record of the communication. The purpose of the zoning files is to keep a public record of proceedings related to individual properties. Objection to recording the communication in the files is itself acknowledgement that the communication -- which was directed toward a quasi-judicial board -- occurred outside of an official proceeding.

Future meetings will create further record. The Selectboard (or DRB for that matter) inserting itself now will not protect the property owner -- but rather exacerbate the risk of claims of impropriety and process-based appeals. The Selectboard risks creating the appearance that it exerted political influence to prevent transparent disclosure of communications that occurred at a public meeting of a quasi-judicial board outside a properly noticed proceeding.

Finally, this entire incident points to the need for ongoing training and appropriate staff support for the Town's volunteer Boards. State statute outlines clear roles and responsibilities for different municipal Boards. When those roles become blurred, risks increase for all involved. Training available through VLCT and other organizations also provide Board members tools to navigate the challenging circumstances that arise in local deliberations.

Thank you,
Seth Jensen

On Fri, Mar 20, 2026 at 7:33 PM Seth Jensen <seth.m.jensen@gmail.com> wrote:

Harmony,

It has come to my attention that there may have been ex parte communication at the January 26, 2026 Development Review Board meeting.

A property owner discussed specific details of a possible subdivision in relation to specific provisions of Westford's Zoning and Subdivision Regulations.

*This discussion occurred outside of an official **proceeding**. The discussion occurred under another agenda item, and was not publicly noticed in accordance with requirements of the Town's bylaws. Per the Town of Westford Policy Regarding Conflicts of Interest and Ethical Conduct:*

***"Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in*

*the outcome of a quasi judicial **proceeding**, that occurs outside the **proceeding** and concerns the substance or merits of the **proceeding**.*

*Due to the fact that this discussion occurred under another agenda item and not an official **proceeding**, other interested persons did not receive the notice required by law. The discussion has the potential to influence DRB members regarding the merits of future official proceedings.*

*These factors disadvantage other interested persons who may wish to participate in official proceedings in the future and deny them due process in those proceedings. **The potential appearance of ex parte communication also ultimately disadvantages the property owner as well, as it opens future DRB approvals to process based appeals.***

To his credit, the Chair of the DRB did not engage in this discussion. The Vermont League of Cities and Towns provides training regarding meeting procedures for municipal boards. Given the complex issues the DRB and Planning Commission face, it may be advantageous for both boards to participate in such a training.

*Further, **in order to avoid future appearances of ex parte communication and protect against future process based appeals**, it may be advisable to keep the recording of the meeting in the permit files for the property discussed, and make it available for review by other interested parties when and if a formal application is submitted.*

Thank you,

Seth Jensen

On Sat, May 2, 2026 at 12:16 AM Seth Jensen <seth.m.jensen@gmail.com> wrote:
Members of the Westford Selectboard,

I will be providing a brief response. I understand that Matt Wamsganz, Chair of the Development Review Board, was CC'ed on the previous email.

Mr. Wamsganz was likely included due to the fact that my initial email has been mischaracterized as an "accusation" against the DRB. This is in no way an accurate characterization. This characterization did not originate with Barb, and I will not assign it to her or blame her for it.

That said, I will be removing Mr. Wamsganz from my response due to his role as the Chair of a Quasi-Judicial Board. I am notifying Matt of this change to the email recipient list as a courtesy and out of respect for the difficult role he plays as chair of a volunteer Board.

This in no way reflects negatively upon his service to the community. It is simply to protect the integrity of the DRB process. Judges cannot ethically or legally alter the substance of court transcripts, nor should the DRB alter public disclosure of communications received during their meetings.

Thank you,

Seth Jensen

On Wed, Apr 29, 2026 at 3:45 PM Barb Bates Peck <bpeck9191@gmail.com> wrote:

Pat:

Thank you.

I only found out Monday night at the DRB meeting (4/27/26) that the Jensen letter 3/20/26 unnamed person was referencing me. I was attending Monday nights DRB to ask about the PC status on their 5 issues that were discussed on 1/26/26.

I had no idea about the Exparte reference until I had a suspicion they were talking about me at the end of the DRB meeting when Harmony referred to some specifics at the end of the meeting that jogged my memory about ledge croppings.

Confirmation that it was me *was just yesterday* - Tuesday morning 4/28/26 when I asked at the Town Office to see whatever "file" or My file - Harmony was talking about the night before.

Needless to say. I would have brought this up earlier if I had known.

Barb

On Wed, Apr 29, 2026 at 1:47 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

Message received. Will consider it.

Pat

From: Barb Bates Peck <bpeck9191@gmail.com>

Sent: Wednesday, April 29, 2026 12:16 PM

To: selectboard <selectboard@westfordvt.us>

Cc: Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com

Subject: Request for a Select Board Agenda item

Hello SB Members:

I am requesting that a discussion item be placed on the agenda regarding this issue during your next meeting.

DISCUSSION ITEM:

Seth Jensen letter dated 3/20/26 addressed to H Cism cc'd to SB and Townadmin : " Possible Ex Parte Communication at 1/26/26 DRB meeting."

Specifically: The letter says there may have been a possible Ex Parte communication by an unnamed participant during the DRB meeting. The letter uses speculative language: i.e "The potential" , "There may have been" and "the appearance of".

QUESTION: What was the process by which this went from a speculative letter by a resident regarding an unnamed person, to me (Barb Peck) being identified as said unnamed person.

To then resulting in Seth's letter, with a handwritten notation from Harmony Cism, ending up in my "Zoning Records file" for review should I (and I suppose my husband) submit a (DRB) application for a waiver in the future (?)

My Opinion:

1) Lack of fact finding, Lack of transparency, Lack of fair treatment and Lack of impartiality and a process that took less than 3 days - shows a clear bias (against me) and shows extra favor and consideration toward (Seth Jensen) . Then whatever parties named me then failed to disclose to me. Thus failing to allow me to confront my accuser by keeping this secret. And finally - by ending with a notation by Harmony on Seth's letter which was placed in my Zoning Records File to be reviewed at some potential later date should I ever need a DRB waiver (hearing).(?)

2) If this was a DRB issue and their jurisdiction, I have no evidence they acted upon the letter .

3) If Seth wants to prove ExParte with the DRB's cooperation against me, then he needs to speak up now and do that.

4) Otherwise I want that letter removed from my file with the assurance from our town's highest governing board(s) that this secretive abuse of power will never happen again to me or anyone else.

With municipal authority comes responsibility and accountability. Who will be held accountable for this?

Barb Peck

VT 128

acting as an individual resident

- not as Westford's Fence Viewer

Attachments:

1) P. Haller (3/22/26) 11:37am to Seth Jensen cc Maria Barden

sending Seth a more formal complaint form.

P.Haller (3/22/26) 11:38am to SB "keeping you in the loop"

2) Cism (3/23/26) 9:40am to Seth Jensen " letter being put in the landowners file" (Seth's original letter attached dated 3/20/26 to Zoning Admin cc'd SB and town admin)

Tommy O'Connor

From: Seth Jensen <seth.m.jensen@gmail.com>
Sent: Saturday, May 2, 2026 12:17 AM
To: Pat Haller; selectboard
Cc: Matt Wamsganz; TownAdmin; Harmony Cism; PlanningCommission; Barb Bates Peck
Subject: Re: Request for a Select Board Agenda item

Members of the Westford Selectboard,

I will be providing a brief response. I understand that Matt Wamsganz, Chair of the Development Review Board, was CC'ed on the previous email.

Mr. Wamsganz was likely included due to the fact that my initial email has been mischaracterized as an "accusation" against the DRB. This is in no way an accurate characterization. This characterization did not originate with Barb, and I will not assign it to her or blame her for it.

That said, I will be removing Mr. Wamsganz from my response due to his role as the Chair of a Quasi-Judicial Board. I am notifying Matt of this change to the email recipient list as a courtesy and out of respect for the difficult role he plays as chair of a volunteer Board.

This in no way reflects negatively upon his service to the community. It is simply to protect the integrity of the DRB process. Judges cannot ethically or legally alter the substance of court transcripts, nor should the DRB alter public disclosure of communications received during their meetings.

Thank you,

Seth Jensen

On Wed, Apr 29, 2026 at 3:45 PM Barb Bates Peck <bpeck9191@gmail.com> wrote:

Pat:

Thank you.

I only found out Monday night at the DRB meeting (4/27/26) that the Jensen letter 3/20/26 unnamed person was referencing me. I was attending Monday nights DRB to ask about the PC status on their 5 issues that were discussed on 1/26/26.

I had no idea about the Exparte reference until I had a suspicion they were talking about me at the end of the DRB meeting when Harmony referred to some specifics at the end of the meeting that jogged my memory about ledge croppings.

Confirmation that it was me *was just yesterday* - Tuesday morning 4/28/26 when I asked at the Town Office to see whatever "file" or My file - Harmony was talking about the night before.

Needless to say. I would have brought this up earlier if I had known.

Barb

On Wed, Apr 29, 2026 at 1:47 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

Message received. Will consider it.

Pat

From: Barb Bates Peck <bpeck9191@gmail.com>

Sent: Wednesday, April 29, 2026 12:16 PM

To: selectboard <selectboard@westfordvt.us>

Cc: Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com

Subject: Request for a Select Board Agenda item

Hello SB Members:

I am requesting that a discussion item be placed on the agenda regarding this issue during your next meeting.

DISCUSSION ITEM:

Seth Jensen letter dated 3/20/26 addressed to H Cism cc'd to SB and Townadmin : " Possible Ex Parte Communication at 1/26/26 DRB meeting."

Specifically: The letter says there may have been a possible Ex Parte communication by an unnamed participant during the DRB meeting. The letter uses speculative language: i.e "The potential" , "There may have been" and "the appearance of".

QUESTION: What was the process by which this went from a speculative letter by a resident regarding an unnamed person, to me (Barb Peck) being identified as said unnamed person.

To then resulting in Seth's letter, with a handwritten notation from Harmony Cism, ending up in my "Zoning Records file" for review should I (and I suppose my husband) submit a (DRB) application for a waiver in the future (?)

My Opinion:

1) Lack of fact finding, Lack of transparency, Lack of fair treatment and Lack of impartiality and a process that took less than 3 days - shows a clear bias (against me) and shows extra favor and consideration toward (Seth Jensen) . Then whatever parties named me then failed to disclose to me. Thus failing to allow me to confront my accuser by keeping this secret. And finally - by ending with a notation by Harmony on Seth's letter which was placed in my Zoning Records File to be reviewed at some potential later date should I ever need a DRB waiver (hearing).(?)

2) If this was a DRB issue and their jurisdiction, I have no evidence they acted upon the letter .

3) If Seth wants to prove ExParte with the DRB's cooperation against me, then he needs to speak up now and do that.

4) Otherwise I want that letter removed from my file with the assurance from our town's highest governing board(s) that this secretive abuse of power will never happen again to me or anyone else.

With municipal authority comes responsibility and accountability. Who will be held accountable for this?

Barb Peck

VT 128

acting as an individual resident

- not as Westford's Fence Viewer

Attachments:

1) P. Haller (3/22/26) 11:37am to Seth Jensen cc Maria Barden

sending Seth a more formal complaint form.

P.Haller (3/22/26) 11:38am to SB "keeping you in the loop"

2) Cism (3/23/26) 9:40am to Seth Jensen " letter being put in the landowners file" (Seth's original letter attached dated 3/20/26 to Zoning Admin cc'd SB and town admin)

Tommy O'Connor

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Wednesday, April 29, 2026 3:45 PM
To: Pat Haller
Cc: selectboard; Matt Wamsganz; TownAdmin; Harmony Cism; PlanningCommission; seth.m.jensen@gmail.com
Subject: Re: Request for a Select Board Agenda item

Pat:
Thank you.

I only found out Monday night at the DRB meeting (4/27/26) that the Jensen letter 3/20/26 unnamed person was referencing me. I was attending Monday nights DRB to ask about the PC status on their 5 issues that were discussed on 1/26/26.

I had no idea about the Exparte reference until I had a suspicion they were talking about me at the end of the DRB meeting when Harmony referred to some specifics at the end of the meeting that jogged my memory about ledge croppings.

Confirmation that it was me *was just yesterday* - Tuesday morning 4/28/26 when I asked at the Town Office to see whatever "file" or My file - Harmony was talking about the night before.

Needless to say. I would have brought this up earlier if I had known.

Barb

On Wed, Apr 29, 2026 at 1:47 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

Message received. Will consider it.

Pat

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Wednesday, April 29, 2026 12:16 PM
To: selectboard <selectboard@westfordvt.us>
Cc: Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com
Subject: Request for a Select Board Agenda item

Hello SB Members:

I am requesting that a discussion item be placed on the agenda regarding this issue during your next meeting.

DISCUSSION ITEM:

Seth Jensen letter dated 3/20/26 addressed to H Cism cc'd to SB and Townadmin : " Possible Ex Parte Communication at 1/26/26 DRB meeting."

Specifically: The letter says there may have been a possible Ex Parte communication by an unnamed participant during the DRB meeting. The letter uses speculative language: i.e "The potential" , "There may have been" and "the appearance of".

QUESTION: What was the process by which this went from a speculative letter by a resident regarding an unnamed person, to me (Barb Peck) being identified as said unnamed person.

To then resulting in Seth's letter, with a handwritten notation from Harmony Cism, ending up in my "Zoning Records file" for review should I (and I suppose my husband) submit a (DRB) application for a waiver in the future (?)

My Opinion:

1) Lack of fact finding, Lack of transparency, Lack of fair treatment and Lack of impartiality and a process that took less than 3 days - shows a clear bias (against me) and shows extra favor and consideration toward (Seth Jensen) . Then whatever parties named me then failed to disclose to me. Thus failing to allow me to confront my accuser by keeping this secret. And finally - by ending with a notation by Harmony on Seth's letter which was placed in my Zoning Records File to be reviewed at some potential later date should I ever need a DRB waiver (hearing).(?)

2) If this was a DRB issue and their jurisdiction, I have no evidence they acted upon the letter .

3) If Seth wants to prove ExParte with the DRB's cooperation against me, then he needs to speak up now and do that.

4) Otherwise I want that letter removed from my file with the assurance from our town's highest governing board(s) that this secretive abuse of power will never happen again to me or anyone else.

With municipal authority comes responsibility and accountability. Who will be held accountable for this?

Barb Peck

VT 128

acting as an individual resident

- not as Westford's Fence Viewer

Attachments:

1) P. Haller (3/22/26) 11:37am to Seth Jensen cc Maria Barden

sending Seth a more formal complaint form.

P.Haller (3/22/26) 11:38am to SB "keeping you in the loop"

2) Cism (3/23/26) 9:40am to Seth Jensen " letter being put in the landowners file" (Seth's original letter attached dated 3/20/26 to Zoning Admin cc'd SB and town admin)

Tommy O'Connor

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Friday, May 8, 2026 2:03 PM
To: Pat Haller
Cc: selectboard; TownAdmin; Harmony Cism; Matt Wamsganz; seth.m.jensen@gmail.com; PlanningCommission
Subject: Re: Request for a Select Board Agenda item

All:

If Harmony's summary is in your packet, please make sure THIS RESPONSE summary from Ned and I is also in the packet.

I've added all the interested parties' emails in the dist list as I am not sure why they were dropped off.

Summary of this issue

- 1) The whole point of an open discussion on this issue is to determine that the "unnamed" person in Seths email somehow was determined to be me without any disclosure to me.
- 2) Then a determination was made in less than 3 days (in secret and without disclosure) on the advice of Seth Jensen who is outside of any municipal authority that his letter should end up in (Peck/Meehan) Zoning Records File "For Future use".

Upon realizing there was a letter in our file I told Harmony I wanted this letter taken out of our file she said " Oh that's not going to happen" Callie was witness to that.

We want that letter taken out of our file -

Please keep in mind there has to be transparency, responsibility and accountability within Municipal Government and there should never be decisions especially unilaterally made without disclosure to the partie(s) involved. As was done here.

Barb Peck/Ned Meehan (as residents)
VT 128

On Fri, May 8, 2026 at 1:17 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

I cannot be too specific or we'll definitely blunder the Open meeting laws but I intend to describe that we received an email, not naming names, but the subject. Then dbl check that the members have gone over a summary from Harmony from her proactive investigation of protocol. That summary will be In our packet next week, none of us have that yet. Then I'll open the floor for any discussion amongst the Board, then the public.

Sincerely, Pat

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Friday, May 8, 2026 1:03 PM
To: Pat Haller <Pat.Haller@westfordvt.us>
Cc: selectboard <selectboard@westfordvt.us>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>
Subject: Re: Request for a Select Board Agenda item

Pat [et.al](#):

Can you be more explicit about what you mean "we will touch on this".

Barb

On Fri, May 8, 2026 at 11:51 AM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

We have worked out the agenda for next week and during the Town Office Reports and within the Planning and Zoning report we will touch on this.

Sincerely, Pat Haller

From: Barb Bates Peck <bpeck9191@gmail.com>

Sent: Wednesday, April 29, 2026 3:45 PM

To: Pat Haller <Pat.Haller@westfordvt.us>

Cc: selectboard <selectboard@westfordvt.us>; Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com

Subject: Re: Request for a Select Board Agenda item

Pat:

Thank you.

I only found out Monday night at the DRB meeting (4/27/26) that the Jensen letter 3/20/26 unnamed person was referencing me. I was attending Monday nights DRB to ask about the PC status on their 5 issues that were discussed on 1/26/26.

I had no idea about the Exparte reference until I had a suspicion they were talking about me at the end of the DRB meeting when Harmony referred to some specifics at the end of the meeting that jogged my memory about ledge croppings.

Confirmation that it was me *was just yesterday* - Tuesday morning 4/28/26 when I asked at the Town Office to see whatever "file" or My file - Harmony was talking about the night before.

Needless to say. I would have brought this up earlier if I had known.

Barb

On Wed, Apr 29, 2026 at 1:47 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

Message received. Will consider it.

Pat

From: Barb Bates Peck <bpeck9191@gmail.com>

Sent: Wednesday, April 29, 2026 12:16 PM

To: selectboard <selectboard@westfordvt.us>

Cc: Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com

Subject: Request for a Select Board Agenda item

Hello SB Members:

I am requesting that a discussion item be placed on the agenda regarding this issue during your next meeting.

DISCUSSION ITEM:

Seth Jensen letter dated 3/20/26 addressed to H Cism cc'd to SB and Townadmin : " Possible Ex Parte Communication at 1/26/26 DRB meeting."

Specifically: The letter says there may have been a possible Ex Parte communication by an unnamed participant during the DRB meeting. The letter uses speculative language: i.e "The potential" , "There may have been" and "the appearance of".

QUESTION: What was the process by which this went from a speculative letter by a resident regarding an unnamed person, to me (Barb Peck) being identified as said unnamed person.

To then resulting in Seth's letter, with a handwritten notation from Harmony Cism, ending up in my "Zoning Records file" for review should I (and I suppose my husband) submit a (DRB) application for a waiver in the future (?)

My Opinion:

1) Lack of fact finding, Lack of transparency, Lack of fair treatment and Lack of impartiality and a process that took less than 3 days - shows a clear bias (against me) and shows extra favor and consideration toward (Seth Jensen) . Then whatever parties named me then failed to disclose to me. Thus failing to allow me to confront my accuser by keeping this secret. And finally - by ending with a notation by Harmony on Seth's letter which was placed in my Zoning Records File to be reviewed at some potential later date should I ever need a DRB waiver (hearing).(?)

2) If this was a DRB issue and their jurisdiction, I have no evidence they acted upon the letter .

3) If Seth wants to prove ExParte with the DRB's cooperation against me, then he needs to speak up now and do that.

4) Otherwise I want that letter removed from my file with the assurance from our town's highest governing board(s) that this secretive abuse of power will never happen again to me or anyone else.

With municipal authority comes responsibility and accountability. Who will be held accountable for this?

Barb Peck

VT 128

acting as an individual resident

- not as Westford's Fence Viewer

Attachments:

1) P. Haller (3/22/26) 11:37am to Seth Jensen cc Maria Barden

sending Seth a more formal complaint form.

P.Haller (3/22/26) 11:38am to SB "keeping you in the loop"

2) Cism (3/23/26) 9:40am to Seth Jensen " letter being put in the landowners file" (Seth's original letter attached dated 3/20/26 to Zoning Admin cc'd SB and town admin)

Tommy O'Connor

From: Pat Haller
Sent: Friday, May 8, 2026 1:18 PM
To: Barb Bates Peck
Cc: selectboard; TownAdmin; Harmony Cism
Subject: RE: Request for a Select Board Agenda item

Barb,

I cannot be too specific or we'll definitely blunder the Open meeting laws but I intend to describe that we received an email, not naming names, but the subject. Then dbl check that the members have gone over a summary from Harmony from her proactive investigation of protocol. That summary will be in our packet next week, none of us have that yet. Then I'll open the floor for any discussion amongst the Board, then the public.

Sincerely, Pat

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Friday, May 8, 2026 1:03 PM
To: Pat Haller <Pat.Haller@westfordvt.us>
Cc: selectboard <selectboard@westfordvt.us>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>
Subject: Re: Request for a Select Board Agenda item

Pat et.al:

Can you be more explicit about what you mean "we will touch on this".

Barb

On Fri, May 8, 2026 at 11:51 AM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

We have worked out the agenda for next week and during the Town Office Reports and within the Planning and Zoning report we will touch on this.

Sincerely, Pat Haller

From: Barb Bates Peck <bpeck9191@gmail.com>

Sent: Wednesday, April 29, 2026 3:45 PM

To: Pat Haller <Pat.Haller@westfordvt.us>

Cc: selectboard <selectboard@westfordvt.us>; Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com

Subject: Re: Request for a Select Board Agenda item

Pat:

Thank you.

I only found out Monday night at the DRB meeting (4/27/26) that the Jensen letter 3/20/26 unnamed person was referencing me. I was attending Monday nights DRB to ask about the PC status on their 5 issues that were discussed on 1/26/26.

I had no idea about the Exparte reference until I had a suspicion they were talking about me at the end of the DRB meeting when Harmony referred to some specifics at the end of the meeting that jogged my memory about ledge croppings.

Confirmation that it was me *was just yesterday* - Tuesday morning 4/28/26 when I asked at the Town Office to see whatever "file" or My file - Harmony was talking about the night before.

Needless to say. I would have brought this up earlier if I had known.

Barb

On Wed, Apr 29, 2026 at 1:47 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Barb,

Message received. Will consider it.

Pat

From: Barb Bates Peck <bpeck9191@gmail.com>

Sent: Wednesday, April 29, 2026 12:16 PM

To: selectboard <selectboard@westfordvt.us>

Cc: Matt Wamsganz <Matthew.wamsganz@globalp.com>; TownAdmin <townadmin@westfordvt.us>; Harmony Cism <zoning_admin@westfordvt.us>; PlanningCommission <planningcommission@westfordvt.us>; seth.m.jensen@gmail.com

Subject: Request for a Select Board Agenda item

Hello SB Members:

I am requesting that a discussion item be placed on the agenda regarding this issue during your next meeting.

DISCUSSION ITEM:

Seth Jensen letter dated 3/20/26 addressed to H Cism cc'd to SB and Townadmin : " Possible Ex Parte Communication at 1/26/26 DRB meeting."

Specifically: The letter says there may have been a possible Ex Parte communication by an unnamed participant during the DRB meeting. The letter uses speculative language: i.e "The potential" , "There may have been" and "the appearance of".

QUESTION: What was the process by which this went from a speculative letter by a resident regarding an unnamed person, to me (Barb Peck) being identified as said unnamed person.

To then resulting in Seth's letter, with a handwritten notation from Harmony Cism, ending up in my "Zoning Records file" for review should I (and I suppose my husband) submit a (DRB) application for a waiver in the future (?)

My Opinion:

1) Lack of fact finding, Lack of transparency, Lack of fair treatment and Lack of impartiality and a process that took less than 3 days - shows a clear bias (against me) and shows extra favor and consideration toward (Seth Jensen) . Then whatever parties named me then failed to disclose to me. Thus failing to allow me to confront my accuser by keeping this secret. And finally - by

ending with a notation by Harmony on Seth's letter which was placed in my Zoning Records File to be reviewed at some potential later date should I ever need a DRB waiver (hearing).(?)

2) If this was a DRB issue and their jurisdiction, I have no evidence they acted upon the letter .

3) If Seth wants to prove ExParte with the DRB's cooperation against me, then he needs to speak up now and do that.

4) Otherwise I want that letter removed from my file with the assurance from our town's highest governing board(s) that this secretive abuse of power will never happen again to me or anyone else.

With municipal authority comes responsibility and accountability. Who will be held accountable for this?

Barb Peck

VT 128

acting as an individual resident

- not as Westford's Fence Viewer

Attachments:

1) P. Haller (3/22/26) 11:37am to Seth Jensen cc Maria Barden

sending Seth a more formal complaint form.

P.Haller (3/22/26) 11:38am to SB "keeping you in the loop"

2) Cism (3/23/26) 9:40am to Seth Jensen " letter being put in the landowners file" (Seth's original letter attached dated 3/20/26 to Zoning Admin cc'd SB and town admin)

Tommy O'Connor

From: Deborah Jorschick
Sent: Friday, May 1, 2026 7:02 AM
To: selectboard; Tommy O'Connor
Subject: Planning and Public Outreach

No response needed; I just wanted to share this idea.

I just saw this on WCAX and it was light a lightbulb moment! As we discuss at many meetings the need for public outreach on 1705/Town Plan etc. This is a great way to engage the community. I think we have been stagnated in our tools; surveys, public meetings that are sit down etc.

Let's try to think outside the box a bit more. Let's envision a community gathering where we have all of our entities present, from Library, WC, RB, recreation, PC, DRB and so on. Each has a table to showcase what they do in the community and how they impact sustainability. This could be a great place to show the work UVM has accomplished to date. Each entity has a story board of ideas and where they want to be in 5 years. This will help to do the work within the Town Plan.

Just putting this out there and I would love to add this to our Top 20 list! This would dovetail nicely with a community dinner, maybe!?

<https://www.wcax.com/2026/05/01/burlington-launches-city-planning-initiative/>

Now I can get that out of my head!
Have a great weekend everyone!

DSJ

Tommy O'Connor

From: Keith Simpson <keith.simpson1971@gmail.com>
Sent: Thursday, April 30, 2026 7:41 PM
To: Sean Cushing; selectboard; TownAdmin
Subject: Mailbox repair for Sanctuary/Fieldstone

Just wanted to say thank you for addressing our concerns and fixing the mailboxes and ditch for the homes on Sanctuary Rd and Fieldstone Ln. Mailboxes are nice and level, and the bracing is a lot more substantial than what we were expecting. Should hold up for a long time. Great job all the way around. As agreed, we'll handle any future maintenance and upkeep moving forward.

Thanks again!

- Keith Simpson