



**SELECTBOARD MEETING  
TOWN OFFICE & ZOOM  
June 11th, 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 agenda
2. (6:25) – PUBLIC COMMENT (Items not on the agenda)
3. (6:30) – MINUTES: May 28th SB Meeting (Review and Approve)
4. (6:40) – CCRPC UPDATE (Ben Bornstein)
5. HIGHWAY DEPARTMENT
  - a. (6:50) – Review Road Schedule
  - b. (6:55) – Review FY'25 Highway budget status report
  - c. (7:00) – Review Town Truck Bid
6. TREASURER
  - a. (7:10) – Review FY'25 General Fund budget status report
  - b. (7:15) – Review and approve accounts payable and payroll warrants
7. DISCUSSION
  - a. (7:25) – Dog License Warrant
  - b. (7:30) – NEMRC Salary Approval
  - c. (7:40) – Planning and Zoning Report
  - d. (7:50) – Town Administrator Report
  - e. (8:00) – Dispatch Services (City of St. Albans)
  - f. (8:05) – Event on Common, potential damage
  - g. (8:15) – Fall Bike Ride Update
  - h. (8:20) – MOU with Library update
  - i. (8:30) – Update from Nominating Committee (Treasurer/Delinquent Tax Collector)
  - j. (8:40) – Update from contact with Essex/Westford School Board
8. (8:40) – CORRESPONDENCE
9. COMMUNICATION
10. ANTICIPATED EXECUTIVE SESSION – Legal Case Update
11. ADJOURN

***The next regular Selectboard Meeting will be held on June 25th, 2026.***

Disclaimer: If a quorum of the Board is attending in-person, the meeting will continue notwithstanding a disruption or disconnection in electronic participation. Therefore, in person attendance is recommended. The Vermont Department of Health recommends that each person decide if they want to take precautions, such as wearing a mask, based on their own personal level of risk. Please stay home if you are unwell. Any individual who believes that they need reasonable accommodation may submit a request to the Town Administrator. The Town will assess whether the request for reasonable accommodation is necessary to make the Town service, program, or activity available to an individual with a disability; whether there is an alternative accommodation which may provide an equivalent level of access and/or benefit; whether the requested reasonable accommodation would impose an undue financial or administrative burden; or whether the requested reasonable accommodation would require a fundamental alteration in the nature of the Town service, program or activity.

**SELECTBOARD MEETING**  
**May 28 2026**  
**Draft Minutes**

Present:	Pat Haller	Callie Hamdy
	Deb Jorschick	Tommy O'Connor
	Julia Andrews	Sean Cushing
	Casey Mathieu	
	Nick Nichols	

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**

Added Chittenden County Sheriff's Agreement Amendment to discussion.

**PUBLIC COMMENT – Items Not on the Agenda**

Max Tyler was present. A few meetings ago he'd asked about getting updates from the School District. He is not expecting anything tonight. P. Haller thought this was a good reminder; J. Andrews will take action on this.

**MINUTES**

Dave Gauthier was present. He wanted the public comment he had made last meeting about the newsletter to be included as well as the names of the volunteers who had assisted with Common spring cleanup.

J. Andrews moved to approve the May 14, 2026 minutes as amended. D. Jorschick seconded. Motion passed 5-0.

**CCRPC UPDATE**

Ben Bornstein, Chittenden County Regional Planning Commission (CCRPC) Representative, was present. On May 20<sup>th</sup> was the meeting when the Universal Planning Work Plan (UPWP) applications for Westford were discussed. All were approved. He noted that Harmony Cism had a huge amount of work in this along with himself and Max Tyler.

In the upcoming CCRPC meeting they will be electing the officers for the next year. He also attended a few Vermont League of Cities and Towns' (VLCT) online trainings that will assist him in being more effective with understanding the legal issues that the CCRPC is grappling with that will impact Westford.

Max Tyler was present. He had posted on Front Porch Forum (FPF) that at the Planning Commission (PC)'s June 13<sup>th</sup> meeting that CCRPC would be present. It is open to anybody who wants to participate.

**ROAD SCHEDULE**

Sean Cushing, Road Foreman, was present and went over the road schedule from May 15, 2026 to May 28, 2026.

**WESTFORD MILTON ROAD PAVING UPDATE**

Sean described the work being done on Westford Milton Road in June and the work schedule. The original date was pushed back one week, work begins June 8<sup>th</sup>.

**WESTFORD CONSERVATION COMMISSION**

C. Mathieu brought up that the town had agreed to provide stone from the town garage to a location at the school. He asked Sean to coordinate with Kirstin Tyler.

**NO PARKING SIGNS AROUND COMMON (RT 128 SIDE)**

It had been suggested that the town get signage for this area since during Winterfest there had been cars parked all along 128, which was dangerous. S. Cushing noted that since it wasn't our road he would have to reach out to VTRANS as it is their Right Of Way. He asked some clarifying questions regarding all the locations the board wanted signs at. There was a wedding happening on the Common this weekend and he didn't think he could have a conversation with VTRANS prior. The board discussed having the Town Administrator communicate with the wedding party to ensure none of their guests parked on the Common or along 128.

**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 FY'25 Highway Budget Status Report**

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

**Review and Approve Accounts Payable and Payroll Warrants**

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

**CHITTENDEN COUNTY SHERIFF CONTRACT AMEDEMMENT**

There had been an amendment to the hourly amount of pay in the Sheriff's contract. It had previously been approved. It was previously \$90 per hour, but they changed it to \$80, which is what it was last year. Nothing changes in the overall budget number, however. D. Jorschick motioned to approve the amended Chittenden County Sheriff's contract for the next fiscal year. J. Andrews seconded. Motion passed 5-0.

**STAFF RE-APPOINTMENTS**

The staff that are appointed on a 1-year and 3-year term basis needed reappointment.

Tree Warden – Owen Jacobs – Term of 1 Year  
Emergency Management Director – Francois Ross – Term of 1 Year  
Fire Warden – Steve Willard – PREVIOUSLY APPROVED – Term of 5 Years  
Zoning Administrator – Harmony Cism – Term of 3 Years  
Road Foreman – Sean Cushing – Term of 1 Year  
Assessor – Terri Sabens – Term of 1 Year  
Fence Viewer – Barb Peck – Term of 1 Year  
Fence Viewer – Scott Phillips – Term of 1 Year

Lumber and Weigher of Coal – Kyle Hobart – Term of 1 Year

J. Andrews moved to reappointed the named staff members for their appropriate terms. P. Haller seconded. Motion passed 5-0.

### **STAFF SALARY APPROVAL**

The salaries of staff were as described in the budget. J. Andrews moved to accept the salaries for all the positions named as listed for the coming fiscal year. C. Mathieu seconded.

N. Nichols noted the PC and Developmental Review Board (DRB) was a budget as a whole and not a specific stipend. The numbers were still correct. P. Haller noted it was not spelled out but it is defined by the number of board/commission members. D. Jorschick had asked if we could make the adjustment to the PC and DRB so that it was unified with the way the Selectboard's was described. T. O'Connor would make those changes.

Lori Johnson was present. She noticed that the assistant town clerk and town admin have the same number of hours and the same rate, but the salary total was different. There had been an error, Pat believes that this is hours per week, but the budgeted amount is assuming some overage in a couple cases such as for working elections. D. Jorschick and J. Andrews thought it was not laid out, they wanted to list the anticipated over time hours in a separate column.

Barb Peck was present. She wanted them to clear up the Dog Warden position weather it is one person and the stipend will go to that person or if they have decided to share it amongst several people on the board. She asked if the board had received the list of unlicensed dogs. J. Andrews explained that as they understand it they are not doing the job of the dog warden because they want to, this is the stop gap that is the responsibility of the board in absence of the dog warden. If there is a dog that is on the loose one of them is going to take care of it. The aim is to have a new dog warden in place. Nobody has asked for that list, and she doesn't have time to go door to door. Callie Hamdy, Town Clerk, clarified that traditionally at the first meeting in June the Town Clerk provides the board with the list of unlicensed dogs and it is at this meeting the SB gives the Dog Warden permission to go after unlicensed dogs.

There was more discussion on discrepancies on the sheet and clarifying changes the board wanted to make. J. Andrews withdrew her motion because they needed to do a deeper dive on this prior to approval.

### **FIDIUM PROPOSAL**

Fiberoptic upgrade had been suggested so we could upgrade the Town Office phones. One question that came up is that we have over \$3,000 in American Rescue Plan Act (ARPA) money for tech upgrades that needs to be spent by December so that could be a potential pot of monies to offset the costs. There is no cost to put fiber in, once it's running then the Town would start getting bills. It was a cost of about \$4,200 a year. C. Mathieu expressed concern about the amount of times Fidium is down for periods of time due to their smaller support team compared to Comcast. J. Andrews thought the other thing she finds surprising that our internet service is not fast enough to support six desk phones. She wonders how far off those tests are from what we're actually paying on our bill, and do we need to consider some diagnostic repair? T. O'Connor agreed. D. Jorschick also had concerns about Fidium's service speeds

and labor practices. She thinks we need to push Comcast and ask if they want to lose our business. C. Mathieu noted the positive thing with Fidium is that the phones are rented so that if the phone breaks they will send you another. What P. Haller heard is that we have \$3,000 for IT upgrades for us to use that must be used by December 31<sup>st</sup>. C. Mathieu noted the overall costs, and we are looking at \$4,800 vs \$3,000. P. Haller had additional ideas for the monies if not for the phone, such as the postage meter upgrade.

Lori Johnson believes Comcast/Xfinity provides municipal broadband for free. She doesn't think anybody has ever contacted them and told them to up our speeds. She wondered if it was a matter of just contacting them. All the ARPA funds were transferred into the general fund and do not have a deadline anymore. This was done by the previous Selectboard or reporting etc. She doesn't think we should start paying for internet if we are getting free internet.

Barb Peck was present. If we can stay with Xfinity/Comcast she thinks we should. She feels they are a more reliable company.

#### **UPDATE ON NOTICE OF ZONING VIOLATION**

Last meeting H. Cism had given the board an update. Part of the update were notices of zoning violations. The board then agreed to send one of the violators a notice to remove a post in the Right of Way (ROW). Then they said based upon the action after that we would discuss further action. H. Cism sent the notice of violation, and they received correspondence from the resident.

P. Haller explained out that the board also, back in September 12, 2024, the board had discussed this. He read those minutes out loud for the current meeting to provide context. P. Haller pointed out that the town has provided five notices of violation. He understands that these are our neighbors, but there comes a point where we have to uphold the zoning regulations because we adopt them. H. Cism had also checked with the attorney about what would constitute a cure. The attorney said as long as the zoning administrator, selectboard, and Road Foreman can agree that it's just cut off at ground level and wouldn't damage town equipment that would be sufficient. C. Cushing had agreed with this already.

C. Mathieu asked what the next steps would be. The resident is serving overseas right now and won't be back until November. D. Jorschick motioned to wait until the property owner was back so they could invite him to a meeting and have a discussion. She felt H. Cism had made every attempt she could during this process. She would hate to have anything escalate. J. Andrews is of two minds: She does want to hit pause on this action understanding that he is serving, but what she doesn't want to do is then get into a protractive conversation where we end up trying to figure out a way for him to do something that is not within our zoning regulations because the regulation is the regulation and the board needs to be cautious about making any sort of special dispensation. Doing so might make that action part of our regulations.

H. Cism asked if a conversation with the homeowner already happened on September 12, 2024. He was invited and he came late for the time that it was on the agenda, and it had already been discussed. Then Bill Cleary met with him outside of the board meeting and came

back to tell the board what the homeowner was thinking. P. Haller is very comfortable with delaying until the resident is back and having him in with a clear understanding that we are expecting that post to be removed from the ROW as soon as possible. C. Mathieu agreed and asked who would communicate to the resident. P. Haller suggested he would draft an email and the board with go ahead form other members would send it. C. Mathieu wanted to make sure that Josh directs his communications to the board and not to H. Cism.

#### **250<sup>th</sup> CELEBRATION UPDATE**

Caroline Brown from the Westford Historical Society (WHS) was present. The WHS is not having their usual numbers for the 4<sup>th</sup> of July Celebrations of years' past. This year they will lay a wreath at 3 soldiers gravesites where they have done some genealogy on them and their service to the country. At 2:30 they will have a fife and drum duo perform on the Common. After, there will be a demonstration of musket firing just using powder, no projectiles. They are still hoping to find reenactors, all current proposals for that have fallen through. Their building will be open, and they will have a focus on American revolution stuff in there. At Sunday at 2pm, they will have a talk on VT's role in the revolution by the 250<sup>th</sup> anniversary commissioner.

#### **1705 PLANNING**

We had a template of things to do from our application to the UPWP. P. Haller thought this would be a good starting point. We had won the UPWP proposal to have a lower cost, but high quality planning support with these efforts. It will be in FY'27. The exact schedule would be unknown. P. Haller went through the UPWP document.

J. Andrews wondered about the first steps, such as unearthing the past surveys and plans and going through that instead of sitting and producing a plan independent of the past. D. Jorschick had sent a piece that was done in Burlington where they had an interactive community event with stations set up where the townspeople could look at certain things and leave sticky notes for what they wanted collectively. It was not a sit down and talk at somebody situation it was a get up and move around situation. The only thing needed was to show up, no getting online, no survey in the mail etc. She thought it was unique and different. She thinks they need to not be afraid to put things out there. Lots of things have percolated and even if things seem off the wall she thinks it's good to have it out there so when the time comes and we have a Town Planner they can see the whole picture.

N. Nichols asked when and how does the CCRPC staff that we get with the UPWP start working with us and what is their role. H. Cism had partially answered this question earlier in the discussion. We need to reach out to CCRPC. M. Tyler reminded the board that last year we applied for a municipal planning grant which we did not get to fund a feasibility study of upgrading the town office on the 1705 property. He doesn't know if that's still on the table or not. He feels this is a more basic project of what do we want to do with the property and he feels the board has some ideas already. We've had the capstone project contributing information as well. He feels this information should be provided to CCRPC. B. Bornstein's understanding was that CCRPC will appoint a senior staffer. Once they do that we can move forward. He thinks it would behoove us to pull records and making copies of them, so they have that information ready to go. While he doesn't advocate for going to the public yet, he advised brainstorming items of interest and what the property can in fact support. The limits that we know of give us a guideline and help us with outreach.

H. Cism offered that she could find a lot of documents related to 1705. P. Haller noted there is a lot available on the Town Website. Harmony explained there is a PC meeting on Monday, and she thinks it would be helpful for the PC to know what role the selectboard would like them to play. P. Haller explained that they would like the PC involved as much as possible. J. Andrews felt the right order of operations was 1.) Gathering information 2.) getting a staff person 3.) meeting with staff person, Planning Commission (pc) and Selectboard (sb) to start formulating a plan.

M. Tyler explained that 1705 project is being run by the selectboard but the PC is ready and willing to assist. With B. Bornstein also now on the PC he feels they are set up well to figure this out. They have a meeting on Monday, and this subject is on the agenda. He wanted to use the opportunity to interject two other points: 1.) it is his intention that the PC are starting to move forward on a town plan update project and he wants the selectboard to a.) be aware that's what he's intending to do as a PC and agree that's appropriate. They have 20 months between now and when a new town plan needs to be approved. 2.) they are planning to apply again for a municipal planning grant. M. Tyler's thought is that the grant would be targeted at the town plan update and not at 1705. 1705 would be handled through the UPWP process as a parallel effort. The planning grant would help us get planning assistance from appropriate bodies and fund public outreach. N. Nichols thought this made sense and with the impending need to get input on the town plan he thinks it's important for the PC to be involved in 1705 to some degree so they can stagger things and not overwhelm residents with too many surveys.

P. Haller thought the selectboard could give the PC an answer as a body. He believes what M. Tyler outlines is a good direction. J. Andrews mentioned getting the town plan moving so that in 2028 we're close to having a town plan to meet the ECOS plan itself. The board was in agreement with this. P. Haller also thinks when we get our staff from CCRPC he would like to see if they can all meet as soon as possible in July. J. Andrews thought this was feasible. The town had also talked about river access being attractive and the flexibility the property gives us regarding potential town office renovation/expansion. P. Haller noted the next steps: receiving letter from CCRPC which will outline who the staffer is and other next steps, work with new staffer and get them on board in July with a joint meeting.

**NOMINATING COMMITTEE UPDATE (Treasurer/Delinquent Tax Collector)**

The Nominating Committee had met on Wednesday. The town has received 15 interest letters and resumes. They reviewed the resumes and condensed it down to 8 candidates they are interested in having a discussion with. They are hoping to have interviews as early as June 8<sup>th</sup> or 9<sup>th</sup>. It seems we have a rich opportunity in Treasurer, but this is not the case for Delinquent Tax Collector. It was unclear with most applicants if they were interested in just Treasurer or both. Vicky Ross will clarify when she talks with the candidates. The committee is expecting to recommend a treasurer hopefully by the June 14<sup>th</sup> meeting or the one after. T. O'Connor is the interim DTC. The candidates all look great and three of them have experience in the New England Municipal Resource Center (NEMRC) platform, the system we use for the role of Treasurer.

### **TOWN PLANNER UPDATE**

T. O'Connor explained that the town has launched this softly. Next week will have a bigger launch, but the Town is formally looking for a part-time Town Planner. Tommy described the advertising and application process.

### **TRAIL MARKER REMOVAL VIOLATION UPDATE**

The selectboard had asked T. O'Connor to turn the evidence over to the Sheriff. It was not a sheriff's matter and was turned over to the Vermont State Police (VSP). Through VSP's lens and the way the law reads it was not a criminal infraction, but it is civil gray area. There is a fine system associated with it. The conversation from the trooper was taken the information and leaving with the possibility it could be a citation, or it could be something that is dropped. They are talking next week.

### **CORRESPONDENCE**

Letter from resident discussing there were ATVs going down Plains Road and more of a wanting the board to be aware that's happening.

Kirstin Tyler, Westford Conservation Committee, there was an assessment report about Maple Shade logging road. As expected, the logger that did the work did follow best management practices and they saw no problem with how the roads were left after the logging was done. She suggested there are some historic problems with some of that but were not due to Evan Aiken's work.

Public Records Request that is ongoing which Tommy is responding to.

There was also an email from a resident on Brookside that suggests the goats have been out twice so far this year. P. Haller drives past that property every day and he does see the goats in the pens, and he thinks the goats are getting out and does not think it was as it was in the past where they were free roaming but thinks the board needs to keep an eye on it. N. Nichols asked if it was worth swinging by and checking in. P. Haller was happy to do that.

### **COMMUNICATION**

Communicate paving of Westford Milton Road information, 4<sup>th</sup> of July.

Dick Lavalee was present. He asked if there were any updates on the Covered Bridge repairs. The work was beginning on the second week of June. P. Haller suggested information on that in FPF. Lori Johnson suggested letting the immediate neighbors know so they can be prepared.

### **EXECUTIVE SESSION**

P. Haller motioned that premature public knowledge involving an ongoing legal case would place the town at a significant disadvantage and enter executive session at 8:49pm. C. Mathieu seconded. Motion passed 5-0. P. Haller moved to enter executive session at 8:37 p.m. and invited Tommy O'Connor. D. Jorschick seconded. Motion passed 5-0.

The Selectboard left executive session at 9:08PM

Selectboard Meeting  
May 28, 2026  
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J. Andrews moved that the Town Administrator contact Stitzel, Page, and Fletcher P.C. (SP&F), the Town Attorney, to begin next steps on the legal matter. C. Mathieu seconded the motion, the motion passed unanimously 5-0.

**ADJOURN**

The meeting adjourned at 9:09 p.m.

Respectfully Submitted,  
Pat Haller  
Selectboard Chair

Callie Hamdy  
Minute Clerk

**GUEST LIST**

Dave Gauthier  
Ben Bornstein  
Dave Lavallee  
Harmony Cism  
Lynn Gauthier  
Kim Guidry  
Iran Allen

Max Tyler  
Barb Peck  
Michael Miller  
Dick Lavallee  
Lori Johnson  
Caroline Brown  
Carol Winfield



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www.westfordvt.us

State of Vermont: )

Chittenden County, ss. )

To the **Dog Warden**, of the town of Westford :

By the authority of the State of Vermont, you are hereby commanded to impound all dogs and wolf-hybrids not duly licensed according to law without delay, except as exempted by 20 V.S.A. § 3587; and you are further required to make and return complaint against the owner or keeper of any such dog or wolf-hybrid. A dog or wolf-hybrid that is impounded may be transferred to an animal shelter or rescue organization for the purpose of finding an adoptive home for the dog or wolf-hybrid. If the dog or wolf-hybrid cannot be placed in an adoptive home or transferred to a humane society or rescue organization within ten days, or a greater number of days established by the municipality, the dog or wolf-hybrid may be destroyed in a humane way.

Hereof fail not, and due return make of this warrant, with your doings thereon, within 90 days from the date hereof, stating the number of dogs or wolf-hybrids destroyed and the names of the owners or keepers thereof, and whether all unlicensed dogs or wolf-hybrids in such town (or city) have been destroyed, and the names of persons against whom complaints have been made under the provisions of 20 V.S.A. chapter 193, subchapters 1, 2, and 4, and whether complaints have been made and returned against all persons who have failed to comply with the provisions of such subchapter. Given under our (my) hands at \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
**Pat Haller**, Selectboard Chair

\_\_\_\_\_  
**Julia Andrews**, Selectboard Vice Chair

\_\_\_\_\_  
**Deb Jorschick**, Selectboard

\_\_\_\_\_  
**Nick Nichols**, Selectboard

\_\_\_\_\_  
**Casey Mathieu**, Selectboard

Dog Name	Last Name	First Name	Mailing Address	Town State Zip	Requires Rabies for Renewal?	Paid?
Valkyrie	Ashley	Stuart & Christina	PO Box 105	Westford VT 05494	No	No
Edward Longshanks	Ashley	Stuart & Christina	PO Box 105	Westford VT 05494	No	No
Thorin	Ashley	Stuart & Christina	PO Box 105	Westford VT 05494	Yes	No
Virgil	Ashley	Stuart & Christina	PO Box 105	Westford VT 05494	No	No
Nova	Eckman	Chantal	14 Meadowlark Acres Rd	Westford VT 05494	No	No
Breeze	Ducharme	Jodie	10 Drinkwine Lane	Westford VT 05494	No	No
Kenzie	Ducharme	Jodie	10 Drinkwine Lane	Westford VT 05494	No	No
Trinket	Ducharme	Jodie	10 Drinkwine Lane	Westford VT 05494	No	No
Stella	Karnes	Vickie & Steve	950 Osgood Hill Road	Westford VT 05494	No	No
Rigby	Kendrew	Derrick & Heather	267 Huntley Road	Westford VT 05494	Yes	No
Eddie	Kitson	Tony	83 Allen Irish Road	Underhill VT 05489	Yes	No
Darius	Kolbenson	Ginny & Paul	18 River Bend Lane	Westford VT 05494	No	No
Homer	Letorney	Calef	PO Box 154	Westford VT 05494	Yes	Yes on 5/18, waiting on rabies
Chaplin Del Penon	Letorney	Calef	PO Box 154	Westford VT 05494	No	Yes on 5/18
Frida	Maurice	Katie	51 Brookside Road	Westford VT 05494	Yes	No
Noodle	Maurice	Katie	51 Brookside Road	Westford VT 05494	Yes	No
BJ	Montague	Darryl	173 Pettingill Road	Westford VT 05494	Yes	No
Zevon	Milne	Robert & Melissa	101 Stoney Ridge	Westford VT 05494	Yes	No
Violet	Milne	Robert & Melissa	101 Stoney Ridge	Westford VT 05494	Yes	No
Cici	Nehme	Eileen	7 Back Forty Lane	Westford VT 05494	Yes	No
Woodrow	Peloquin	Mark & Beth	1075 Osgood Hill Road	Westford VT 05494	Yes	No
Bailey	Perry	Laurie & Kevin	1266 VT Route 128	Westford VT 05494	No	No
Riley	Radcliffe	Amey	53 Machia Hill Road	Westford VT 05494	No	No
Navi	Roberts/Rawls	John/Lalauni	203 Plains Road	Westford VT 05494	Yes	No
Lil Bit	Sterling	Helen	606 Cambridge Road	Westford VT 05494	Yes	Yes on 5/4, waiting on rabies
Snickers	Sterling	Helen	606 Cambridge Road	Westford VT 05494	No	Yes on 5/4
Rhea	Stratton	Natalia	146 Allen Irish Road	Underhill VT 05489	No	No
Duncan	Thomas/Ring	Brian/Lucy	98 Huntley Road	Westford VT 05494	No	No
Eris	Thomas/Ring	Brian/Lucy	98 Huntley Road	Westford VT 05494	No	No
Dahlia	Westerfield	Pat	19 Parker Lane	Westford VT 05494	No	No
Miles	White	Carmen	877 Old Stage Road	Westford VT 05494	Yes	No

<b>Position</b>	<b>Rate Type</b>	<b>Proposed Hrs</b>	<b>Proposed Rate</b>	<b>Overtime</b>	<b>Est. Annual Income</b>
Town Clerk	Salary	24	\$27.00	20	\$34,236.00
Asst. Town Clerk	Hourly	12.5	\$22.93	20	\$15,363.10
Town Administrator	Salary				\$82,160.00
Assistant Town Admin	Hourly	12.5	\$22.93		\$14,904.50
Treasurer	Hourly	8	\$38.80		\$16,140.80
Bookkeeper	Hourly	28	\$29.81		\$43,403.36
Lister	Hourly	8	\$55.00		\$22,880.00
Zoning Officer & Planning Coord.	Hourly	40	\$30.03		\$62,462.40
Town Planner	Hourly	20	\$29.65		\$30,836.00
Road Foreman	Hourly	40	\$42.84	\$16,707.60	\$105,814.80
Road Crew 2	Hourly	40	\$35.46	\$13,829.40	\$87,586.20
Road Crew 3	Hourly	40	\$34.76	\$13,556.40	\$85,857.20
Road Crew 4	Hourly	40	\$32.64	\$12,729.60	\$80,620.80
DRB Minute Clerk	Hourly				\$500.00
SB Minute Clerk	Hourly				\$1,700.00
PC Minute Clerk	Hourly				\$1,800.00
Rec Coordinator	Stipend				\$12,000.00
Dog Warden	Stipend				\$300.00
Health Officer	Stipend				\$300.00
Fire Warden	Stipend				\$400.00
Cemetery Commissioner	Stipend				\$450.00
<b>Boards</b>					
Selectboard 1	Stipend		\$800.00	-	\$800.00
Selectboard 2	Stipend		\$800.00	-	\$800.00
Selectboard 3	Stipend		\$800.00	-	\$800.00
Selectboard 4	Stipend		\$800.00	-	\$800.00
Selectboard 5	Stipend		\$800.00	-	\$800.00
Planning Commission 1	Stipend		\$400.00	-	\$400.00
Planning Commission 2	Stipend		\$400.00	-	\$400.00
Planning Commission 3	Stipend		\$400.00	-	\$400.00
Planning Commission 4	Stipend		\$400.00	-	\$400.00
Planning Commission 5	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 1	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 2	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 3	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 4	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 5	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 6	Stipend		\$400.00	-	\$400.00
Dev. Rev. Board 7	Stipend		\$400.00	-	\$400.00

# Planning & Zoning Report

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To: Selectboard

From: Administrative Officer/Planning Coordinator

Reporting Period: May 9, 2026 to June 5, 2026

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## DEVELOPMENT REVIEW BOARD

The DRB did not meet during this reporting period.

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## PLANNING COMMISSION

The Planning Commission met twice during this reporting period.

### **May 18, 2026 PC Meeting Highlights:**

- Welcomed three new Planning Commissioners: Art Woolf, Kirsten Tyler, and Ben Bornstein.
- Discussed improving coordination between the Planning Commission and Development Review Board by sharing DRB meeting materials with Planning Commissioners to better understand implementation of adopted regulations.
- Agreed to begin posting Planning Commission meeting packets online prior to meetings to improve public access to information.
- Reviewed potential amendments to the Westford Land Use & Development Regulations, including changes requested by the DRB, updates needed for compliance with recent state legislation, and amendments suggested by commissioners and community members.
- Began discussing priorities and process for the upcoming Town Plan update.
- Discussed methods to increase public outreach and engagement throughout the Commission's work, including the Town Plan update and future regulatory amendments.

### **June 1, 2026 PC Meeting Highlights:**

- Reviewed draft campground standards and discussed whether certain site plan and conditional use review requirements should be modified to better reflect campground development.
- Continued discussion of potential amendments to the Water Resource Overlay District, including consideration of reducing portions of the required buffer from 100 feet to 50 feet.
- Identified zoning amendments, Town Plan development, and planning for the 1705 Route 128 property as the Commission's primary work priorities.

- Discussed three UPWP applications approved by the Chittenden County Regional Planning Commission, including grant writing assistance, planning support for the 1705 Route 128 property, and a pedestrian path scoping study.
  - Began development of a Town Plan charter and work plan to guide the Town Plan update process and establish project milestones.
  - Discussed strategies for public outreach and engagement as part of the Town Plan update process.
- 

## ZONING

### Permits:

During this reporting period, 12 zoning permits were issued:

- 2 new single-unit dwellings
- 3 new accessory structures (2 sheds, 1 garage)
- 1 after-the-fact permit for an existing accessory structure
- 1 permit for bringing in >50 cubic yards of fill for driveway improvements
- 5 additions to principal residences (1 mudroom, 1 living area, 3 decks)

0 Certificates of Occupancy were issued.

4 Certificates of Compliance were issued.

Permit activity continues to increase compared to recent months.

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### Enforcement:

There are currently 6 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 that the 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.
- The cure period has expired. Pursuant to Section 454.B(3) of the WLUDR, the Selectboard must determine whether and how the Town will pursue enforcement.
- The Selectboard discussed the violation at the May 28<sup>th</sup> meeting and has sent correspondence to the landowner. Enforcement has been delayed until second landowner returns home in November 2026.

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.
- District Wetland Ecologist Krystal Sewell has provided directive to either restore the property to its previous condition OR obtain a wetland delineation and apply for permits. Restoration is encouraged, as the activity in the wetland is unpermissible.
- Ms. Sewell hopes to conduct a site visit to close out the inspection after restoration is complete.

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 # 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.

1 perceived violation was **cured** during this reporting period:

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 obtained an after-the-fact permit for the accessory structure.
- **Cure of Violation** memo was issued on 5/13/26.

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### **Zoning Administrator Education:**

On June 3, 2026, ZA attended an online training on the **Vermont Protected Lands Database (VLPD)**, a statewide inventory of conserved lands that identifies where protected lands are located, how they are conserved, and who holds the conservation interest. ANR has developed an online application that allows municipalities and conservation organizations to identify conserved parcels missing from the database and submit information for review. ZA plans to use this tool to add information on conserved parcels in Westford, particularly open space parcels created through subdivision approvals.

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### **Items for Selectboard Awareness:**

- **Essentials of Land Use Planning** training to be provided by CCRPC at the June 15, 2026 Planning Commission meeting. Members of the Selectboard and Development Review Board are invited and encouraged to attend, either in person or via Zoom.
- On Friday, July 31<sup>st</sup> at 2pm, **Ash Inventory Training** will be provided to volunteers who have agreed to help with Westford's response to Emerald Ash Borer.



Town Administrator Report  
June 11<sup>th</sup> Selectboard Meeting

Over the past month I have been involved in several learning opportunities to strengthen my work as Town Administrator. One training was hosted by New England Municipal Resource Center (NEMRC) and it was all about Tax Bills and working inside their Tax Administration platform. It was a very valuable seminar and included Assessors, Finance Department Heads, and Administrators from all over Vermont. NEMRC will also be providing some support this year as we prepare the tax rate. We have a meeting scheduled to get our data points and processing needs together and will get hands-on support from them.

The other learning opportunity was a series of Zoom meetings with other Town Administrators from across Vermont. We covered several topics including public outreach, shared services/contracts, and some introductory research into AIs role in the public sector.

I also participated in a legislative session close-out call. The group recapped the session and looked forward to potential items that may show up next session. The main topic of course was ACT 181 and ACT 250. The team at Vermont League of Cities and Towns will be providing more updates in the coming weeks about the bills of interest and be providing additional recap materials.

I have also spent some time planning and supporting the July 4<sup>th</sup> festivities. The Recreation Committee is working to put together a fun day, and I have been working on the logistics side of things.

I was able to help program the new speed signs and the road crew assembled them and placed them. The signs are up and we will do our first data collection soon.

The first Veteran Banners have arrived. Two were sent back with errors that the printer is taking care of due to their mistake. We are awaiting the brackets that secure them to the poles.

Over the last month we had:

3 Excess Weight Permit Requests

3 Public Records Requests – these were all from outside firms that do large public records requests



More recently we have begun to receive resumes for the Part-Time Town Planner and I have worked closely with the Planning and Zoning Administrator to have those documents made available to the Planning Commission.

Some other important notes:

Terri Sabens, our Assessor has tentatively set a retirement date of August 15<sup>th</sup>. We will be working on finding a replacement for that role soon. Terri has agreed to remain available for onboarding support and has also provided the Town with a potential candidate for the position.

I will be out of Vermont from June 29<sup>th</sup> through July 14<sup>th</sup>. My maternal-grandmother had a last wish to be “returned” to Hickam Air Force Base (now known as Joint Base Pearl Harbor-Hickam). She also left behind some photos and items from her time at Hickam that will be donated to the University of Hawaii. I have set a few days aside for remote work and will be handling important items while away. This includes payroll, tax administration items with deadlines, and will also work with the chair on setting the agenda for the July 9<sup>th</sup> Selectboard meeting.

Mayor: Tim Smith  
Ward 1: Timothy Hawkins  
Ward 2: Lindsay Hunn  
Ward 3: Vacant  
Ward 4: Trudy Cioffi



Ward 5: Erik Johnson  
Ward 6: Chad Boudreau  
Clerk/Treasurer: Nicole Robtoy  
City Manager: Dominic Cloud

Town of Westford  
1713 Vermont Route 128  
Westford, VT 05494

December 19, 2025

Subject: Standardized Pricing for Dispatch Contracts

The City of St. Albans has implemented a standardized approach to billing for contracts pertaining to non-police dispatching services. For the upcoming contract year, the cost for non-police dispatch services will be assessed at a rate of \$15.00 per capita, utilizing the most recent population estimates provided by the U.S. Census Bureau's American Community Survey.

The U.S. Census Bureau estimates the population of the Town of Westford as 2,364 which would result in a contract cost of \$35,460. However, it's our understanding the Town of Westford only contracts for 50% of its dispatching coverage with the City so we will be using 50% of the population figure to result in a contract cost of **\$17,730** for July 1, 2026 - June 30, 2027.

Invoices will be issued in early July 2026 and will be due within 30 days of the invoice date. Upon request, a quarterly billing option is available. If you have questions about population data or pricing, please contact me. We appreciate your continued partnership.

Sincerely,

Sarah Macy  
Director of Finance and Administration  
[s.macy@stalbansvt.com](mailto:s.macy@stalbansvt.com)  
(802) 524-1500 x256



EMERGENCY COMMUNICATIONS AND DISPATCH SERVICES CONTRACT

This Agreement is made on the \_\_\_ day of \_\_\_, 2026, between the City of St. Albans ("City") and the Town of Westford ("Town").

1. Purpose: The Town of Westford wishes to contract with the City for emergency communications and dispatch services for their Rescue Department.

2. Services: Central Dispatch will provide the Town with emergency alerting, dispatching, and associated communications services 24 hours a day, 365 days a year (the "Services") for their Rescue Department.

3. Term and Termination: The term of this Agreement is one year, from July 1, 2026, to June 30, 2027. Either party may terminate this Agreement with six (6) months' written notice.

4. Payment: The Town will pay the City an annual fee of \$17,730.00 ("Annual Fee") for the Services. Payment is due within 30 days of the start of this contract. If one lump-sum payment poses a hardship, the City may, upon request at the time of returning this contract, accept four (4) equal installment payments due by July 1, October 1, January 1, and April 1.

5. Insurance: Both parties shall maintain general liability insurance at their own expense, in amounts sufficient to cover foreseeable liabilities and damages.

6. Entire Agreement and Modifications: This Agreement represents the entire understanding between the parties. Any prior understandings or representations are not binding unless incorporated here. Modifications to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as a sealed instrument by their duly authorized representatives on the date first written above.

CITY OF ST. ALBANS, VERMONT

TOWN OF WESTFORD, VERMONT

By: \_\_\_\_\_
Maurice Lamothe, Chief of Police

By: \_\_\_\_\_

Print Name and Title

Witness: \_\_\_\_\_
Print Name and Title

Witness: \_\_\_\_\_
Print Name and Title

**From:** [Harmony Cism](#)  
**To:** [Andrew Collier](#); [Dennis Angiono](#); [Francois Ross](#); [Greg Baker](#); [Jesse Labrecque](#); [Matt Wamsqanz](#); [pzarmata@yahoo.com](mailto:pzarmata@yahoo.com); [William Cleary](#)  
**Cc:** [selectboard](#)  
**Subject:** Essentials of Land Use Planning Training  
**Date:** Wednesday, June 3, 2026 4:10:37 PM

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Hello DRB and SB,

At its June 15, 2026 meeting, the Planning Commission will host a training presented by CCRPC titled *Essentials of Land Use Planning*. Members of all Town boards are invited and encouraged to attend. For many participants, the training may serve as a helpful refresher.

Please note that this is **not** a joint meeting. The training will take place as part of a Planning Commission meeting, and members of other Town boards are invited to attend as guests. No Selectboard or Development Review Board business will be discussed.

I wanted to provide advance notice so that you can mark your calendars. I will share the agenda once it has been finalized. A Zoom option will also be available for those who wish to attend remotely.

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).*

**From:** [Pat Haller](#)  
**To:** [Garrett Bartlett](#); [selectboard](#)  
**Subject:** RE: Saxson hill riders  
**Date:** Wednesday, June 3, 2026 12:00:42 PM

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Garrett,

Thank you for your email. I agree that we wouldn't want what happened to lead to the club to decide on a trail only to Jericho, and none through Westford. Although I was not the last SB member to discuss things with Andy Doe, I didn't get the sense that Saxons Hill Riders were leaning toward that, only that a spur trail to the Common was likely unappealing in the future.

We recently turned over our evidence regarding the person that removed the signs to the State Police. I personally find it offensive that a majority Board decision made with regard to overall public interest, following our required Open Meeting and transparency laws, was usurped hastily in a narrow private interest focused act.

I agree that one of us could take it upon ourselves to attend an upcoming meeting, I will look into it on my own, not representing the Board at large but as a single member of the SB that would want to make sure that the events of last year have not affected the Rider's seasonal plans and their usual trails through Westford

Sincerely, Pat Haller  
Chair, Westford Selectboard

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**From:** Garrett Bartlett <[gbartlett13@hotmail.com](mailto:gbartlett13@hotmail.com)>  
**Sent:** Tuesday, June 2, 2026 9:59 PM  
**To:** [selectboard](mailto:selectboard@westfordvt.us) <[selectboard@westfordvt.us](mailto:selectboard@westfordvt.us)>  
**Subject:** Saxson hill riders

Good evening,

I am writting the selectboard to voice my frustrations with how the issue at with vast and the common is being handled.

I am a former member/ trail groomer for the saxson Hill riders as my role with the fire dept. Was it was a volunteer roll. I don't know if the people in this town truly appreciate how much behind the scenes stuff it takes to make that trail happen? The volunteers spend countless hours pounding grade stakes from the end of toof road to john Leo's and sons garage in essex. Cutting down trees and clearing brush for the trail to run. Building bridges at water crossing. Preforming maintenance on the clubs Bombardier snow cat and drag. And the big thing spending countless hours at night into the early

morning hours grooming the miles of trails the club maintains.

My worry is that the saxson Hill riders might just say we are not running a trail through westford into fairfax just focus on there trails in jericho and essex. I wonder if more could be done to help mend fences with the club. Perhaps a member of the selectboard could attend one of there business meetings and let the club be heard. There held at the Grange hall in essex once a month. Or have the town make a donation to the club as a sign that the town does support the club and wants snowmobiling here.

It absolutely makes my blood boil that some people in the town feel like they can do whatever they want and have no repercussions. To me it makes me feel that the connector to the store is just a complete waste of time and effort if someone is just going to pull the stakes out because now that person knows they can with no consequences.

Look forward to hearing from you.

Garrett

Sent from my Galaxy

**From:** [LK Johnson](#)  
**To:** [selectboard](#)  
**Subject:** Fwd: Westford interested in Carl's help again  
**Date:** Saturday, May 30, 2026 8:14:13 AM  
**Attachments:** [Stone Shore Municipal Consulting 25-26\\_EXECUTEDsm.pdf](#)

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Dear Selectboard,

During the last SB meeting Tommy had mentioned that he was trying to contact Carl but didn't have a valid email for him. I realized Ron Rodjenski would probably have it and reached out to him. See messages below. FYI Ron was hired by the town to help with Town Planner/zoning issues when Melissa left. I didn't realize his contract was still in force. He is very knowledgeable and maybe could help with some current issues the SB is facing. He and Carl work together on other issues/Towns. Holly said she found Carl to be emmensely helpful, especially in financial matters.

Hope this information is helpful,  
Lori

Begin forwarded message:

**From:** Ron Rodjenski <ron@stoneshoremc.com>  
**Subject: Re: Westford interested in Carl's help again**  
**Date:** May 29, 2026 at 8:50:33 PM EDT  
**To:** Lori Johnson <lkjshopper@icloud.com>  
**Cc:** TownAdmin <townadmin@westfordvt.us>, Carl Rogers <crogersvt@gmail.com>, Brent Raymond <braymond@morristownvt.gov>, Kathleen Ramsay <kramsay@vlct.org>

Good to hear from you, Lori.

Yes, Carl, and several other former managers and administrators are here to help. Carl has been working regularly with Town of Johnson on economic development, and he should be asked about assistance to Westford due to his recent work with Holly and awesome manager experience, copied on this email.

My contract with Westford ends June 30 (attached), so the town could extend that if desired. Note: My recent Westford work was directly with Harmony on planning and zoning matters (not Selectboard or town administration).

My recommendation is that the town reaches out to Carl due to his past Westford experience and in-office service.

I always advise the town to also check these two free services before calling the "consultant".

- **Vermont Town and City Management Association**- they want to see new managers/administrators be successful - Please connect with Morristown Town Manager Brent Raymond:<https://www.vtcma.org/members>
- **VLCT** - Kathlen Ramsay is available to peer connect and provide support: [kramsay@vlct.org](mailto:kramsay@vlct.org). VLCT Municipal Assistance Center can provide some fee-based support after their free support - the town is welcome to reach out to any of us at any time.

Summary - Explore options and feel free to reach out anytime!

Ron

Ronald Rodjenski  
Project Manager  
Stone Shore Municipal Consulting, LLC  
802.316.6921



*Disclaimer: This response and any provided resource are only intended to provide information, and it does NOT constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. Some content may be prepared with AI-assisted research and drafting tools, with final review and professional judgment provided by Stone Shore Municipal Consulting, LLC.*

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**From:** Lori Johnson <[lkjshopper@icloud.com](mailto:lkjshopper@icloud.com)>  
**Sent:** Friday, May 29, 2026 6:25 PM  
**To:** Ron Rodjenski <[ron@stoneshoremc.com](mailto:ron@stoneshoremc.com)>  
**Cc:** TownAdmin <[townadmin@westfordvt.us](mailto:townadmin@westfordvt.us)>  
**Subject:** Westford interested in Carl's help again

Hi Ron,

Hope all is good with you.

Sadly Holly left Westford for greener pastures in Canada and we have a new Town Administrator again. He has asked if anyone knows how to contact Carl for possible Town admin help and training. It just occurred to me that you might have Carl's contact info. If you do, or know someone else who might serve the same function, please contact Tommy at [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us)

Lori

**From:** [Pat Haller](#)  
**To:** [sgtjoshuasmith@gmail.com](mailto:sgtjoshuasmith@gmail.com)  
**Cc:** [selectboard](#); [elisabethairoldismith@gmail.com](mailto:elisabethairoldismith@gmail.com); [Harmony Cism](#)  
**Subject:** RE: Kickback Brewery Sign Zoning Issue  
**Date:** Wednesday, June 3, 2026 11:25:24 AM

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Josh,

The Selectboard unanimously agreed during our Selectboard meeting on May 28<sup>th</sup> to the following

1. Require that the post that remains in the Town's Right of Way be removed, at the very latest upon a reasonable time after your return from deployment in November. At a minimum, the post should be cut to grade and the below grade concrete footing may remain. This is in alignment with Westford's Zoning Regulations.
2. Offer to meet with you during a regularly scheduled Selectboard meeting shortly after your return in November to discuss the issue.
3. Defer exercising any legal action for the violation until after your return from deployment in November.

We agree that it's preferable that we can close this issue without taking any legal action and we will consider the violation cured if condition A is met.

Sincerely, Pat Haller

Chair, Westford Selectboard

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**From:** Joshua Smith <[sgtjoshuasmith@gmail.com](mailto:sgtjoshuasmith@gmail.com)>  
**Sent:** Sunday, May 17, 2026 10:13 AM  
**To:** [selectboard](#) <[selectboard@westfordvt.us](mailto:selectboard@westfordvt.us)>; [PlanningCommission](#) <[planningcommission@westfordvt.us](mailto:planningcommission@westfordvt.us)>  
**Cc:** Elisabeth Smith (prev. Airoldi) <[elisabethairoldismith@gmail.com](mailto:elisabethairoldismith@gmail.com)>  
**Subject:** Kickback Brewery Sign Zoning Issue

Members of the Selectboard, Planning Commission, and Development Review Board,

I am writing to request formal closure of an issue I have with the Town Zoning Administrator, Harmony Chism, regarding the signage for my business, Kickback Brewery. I have been advised to reach out to all 3 boards to provide continuity and ensure maximum dissemination, and to bring this matter to a close. Attached, you will find my formal letter to the board, as well as a reference for decision-making. As a long-standing member of this community since 2013 and a longtime nearby resident of Essex with many ties to Westford, I look forward to

resuming my business in Westford in 2027 as a future tax-generating member of the community, providing a value-added service. I will await your response, and unfortunately, in-person meeting requests will be difficult as I am currently in Germany with the Vermont Army National Guard. I would like to see this resolved prior to my return in November of 2026. Thank you all for your time and consideration in this matter.

Josh Smith

Town Resident since 2013

Volunteer Firefighter for 5 years

Town Emergency Planner for 2 years

617 Osgood Hill Rd.

Westford, VT 05494