



**SELECTBOARD MEETING
TOWN OFFICE & ZOOM
June 25th, 2026, 6:15 P.M.**

<https://us02web.zoom.us/j/83677614523?pwd=CoYiP91RkRdVp7jJyJSzyApghQbgZ9.1>

Meeting ID: 836 7761 4523 - Passcode: 943MWX

OR dial +1 646 931 3860 – Meeting ID: 836 7761 4523 – Passcode: 668077

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: June 11th, 2026, 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. (7:05) – Access Permit Approval and Signature (Balaun property)
6. **TREASURER**
 - a. (7:10) – Review FY'25 General Fund budget status report
 - b. (7:20) – Review and approve accounts payable and payroll warrants
7. **DISCUSSION**
 - a. (7:30) - E911 Updates and action
 - b. (7:40) - CCRPC Hazard Mitigation Grant Program Contribution
 - c. (7:45) - Covered Bridge Update
 - d. (7:50) – Update on Town Treasurer Search/Interviews
 - e. (7:55) – 1705 Outreach
 - f. (8:05) – Myers Trash Extension (2-Years)
 - g. (8:15) – Selectboard Retreat Conversation
 - h. (8:25) – Review Selectboard Calendar and Upcoming Deadlines
8. **(8:35) – CORRESPONDENCE**
9. **COMMUNICATION**
 - a. 4th of July Parade and Events
10. **ANTICIPATED EXECUTIVE SESSION** – Personnel
11. **ADJOURN**

The next regular Selectboard Meeting will be held on July 9th, 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
June 11, 2026
Draft Minutes

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

There were no changes to the agenda.

PUBLIC COMMENT – Items Not on the Agenda

There were no public comments.

MINUTES

J. Andrews moved to approve the May 28, 2026 minutes as amended. C. Mathieu seconded. Motion passed 4-0.

CCRPC UPDATE

Ben Bornstein, Chittenden County Regional Planning Commission (CCRPC) Representative, was present. June 17th is the annual election for the executive board of the CCRPC. There is an upcoming training provided by CCRPC on role of Planning Commission members on June 15. Ben had reached out and received a report from Taylor Newton. They've appointed senior staffers with respect to our Unified Planning Work Program (UPWP) projects. There has been contact to ask what kind of documentation we need to put together and how to best use their services with an eye towards keeping costs down. He also touched based with other staffers to determine if the Land Use Review Board (LURB) had responded to our explanation on our Tier 1B area selection. There has been no response as of yet. There are rotations for a number of subcommittees. Ben has volunteered to continue serving on the UPWP and Long Range Planning Sub Committees. He feels it's important for these sub committees to hear from a smaller community like Westford. There were stipends being offered, but Ben has declined them as he has in the past.

J. Andrews asked if the LURB has to respond to our reasoning around Tier 1B? Or can they let it lie? This was something that had been previously discussed. B. Bornstein believes the LURB is going to be too busy for some time and that they are not overly concerned about the comments they made in regards to Westford. Things are in flux, but we'll know better once they respond back.

ROAD SCHEDULE

S. Cushing, Road Foreman, was present and went over the road schedule from May 29, 2026 to June 11, 2026.

FY'25 HIGHWAY BUDGET STATUS REPORT

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

REVIEW TOWN TRUCK BID

We have a bid from Charlebois to purchase the Town highway truck that is out of service. S. Cushing went over the bid with the Selectboard. The original price of the new truck is \$280,750. We've already paid partial on that because we paid for the cab and chassis. We paid \$177,950. Their trade in value for our old truck is \$24,000.

C. Mathieu had contacted the Selectboard on behalf of CCR, that they'd be offering \$25,000 on that truck. P. Haller asked if the board wanted to do something in regards to the offer from CCR or continue with the trade in with Charlebois? In the past when we've shopped for purchase of the equipment and we've asked for bids. This did not come in as a request for bid. Additionally, P. Haller asked what's the risk to the town for our relationship with Charlebois if we don't take their trade in offer? S. Cushing spoke to a representative from Charlebois and they responded that they were fine either way. P. Haller believes if we want to do something other than the trade in we should put it out to bid so we can avoid any potential favoritism. P. Haller asked if there was any risk for that time and the \$79,000 + \$24,000. S. Cushing noted they were on a time table for the end of the fiscal year and wouldn't know how much of a problem it would create for bookkeeping department. The road crew is also down a truck because they are not driving the old truck to maximize its trade in value. It needs to happen fairly quickly. If you're going to go to a bid process people cannot drive it and we'd have to tighten things up. He doesn't want to play car salesman.

N. Nichols asked if we had enough time to go out to bid and would this create a huge amount of work on the road crew. P. Haller appreciated CCR's \$25,000 offer but felt that we might find that if we try to get that extra \$1,000 we might not get the responses we need to not seem like we're playing favorites. J. Andrews thinks for this particular item while she appreciated the offer from CCR, from a view of priority they should decline the offer and forego the extra \$1,000 for the sake of the municipality's reputation.

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.

DOG LICENSE WARRANT

This was the annual dog warrant and list of unlicensed dogs. It needed to be signed by the Selectboard. J. Andrews motioned to approve the dog warrant. N. Nichols seconded. Motion passed 4-0.

NEMRC SALARY APPROVAL

This was the salary report that needs to be given to the New England Municipal Resource Center staff that assist with our payroll. They want confirmation that the salaries and stipends

listed are correct. J. Andrews moved to accept the salaries as presented. N. Nichols seconded.

Carol Winfield was present. She asked when the salaries are listed in the town bulletin in the warning she was wondering if the salaries which are warned together be separated out? The board would take that into consideration.

Motion passed 4-0.

PLANNING & ZONING REPORT

Harmony Cism, Zoning Administrator & Planning Coordinator, was present and gave the Planning & Zoning Report.

P. Haller questioned the Open Space inventory the state was doing. Is that conserved land or open space? H. Cism clarified that sometimes an open space is conserved land.

Barb Peck was present. Why doesn't that board have a municipal email address like the other boards? H. Cism explained this is because applicants are not supposed to talk to the quasi-judicial board outside of a hearing and that could count as talking to them.

TOWN ADMINISTRATOR'S REPORT

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

There was an addition to the items listed in the report in the packet: The covered bridge work has begun.

Dave Gauthier was present. He asked who is putting up the Veteran Banners. We are working on it with a volunteer group that is interested. We are confirming the capabilities of that with insurance first.

DISPATCH SERVICES (CITY OF ST. ALBANS)

The City of St. Albans, which is where Westford gets some emergency service dispatching from was implementing a standardized approach to billing. It was \$15.00 per capita. Based on Westford's population and the fact we only use St. Albans for 50% of our dispatching, the cost for the upcoming fiscal year was \$17,730. The board discussed the increase and the general cost of this dispatch versus our other dispatch service. The town acknowledged that some of the disparity between the budget and funds was their fault and discussed methods of curing this error. J. Andrews thinks we cannot leave any portion of Westford not served by emergency services. We're going to have to cover it either way, but C. Mathieu thought next year we should dive deeper in the cost. P. Haller motioned to approve for FY'27. J. Andrews seconded. Motion passed 4-0.

EVENT ON COMMON, POTENTIAL DAMAGE

This was relating to a wedding event that happened last weekend where stakes for a tent were put in the ground on the Common. This is not allowed per the Common Use Policy and had been rectified prior to the day of the wedding.

Lori Johnson was present from the Common Committee. She thought the wedding went great and she thinks a lot of the young couple. They took responsibility and apologized and recognized there had been a miscommunication. The Common Committee had discussed making changes to their policies including stronger language and fines. They are going to write the couple a letter and explain the significance of their actions and the potential damage, and they are going to ask them to make a donation to the Common fund.

J. Andrews asked if the Common Committee would be willing to share that letter to the Selectboard before it went out to the couple. They were. P. Haller asked if the letter would be for the Selectboard's approval. J. Andrews thought it was, the Common Committee is an advisory body and the Selectboard is the governing body. She wants it to represent what the town wants.

FALL BIKE RIDE UPDATE

N. Nichols wanted to let people know that Jason Boyd's fall bike ride fundraising event is being postponed until possibly next fall. It is not happening this fall.

MOU WITH LIBRARY UPDATE

This came up a couple months ago. N. Nichols had met with the Library Trustees following their concerns about the budget. They'd talked about the potential value of having an MOU between the town and the library. The trustees are currently doing research into different versions of draft MOUs. He is meeting with them in July or August. In some point the trustees will come to the Selectboard with a suggested draft.

B. Bornstein was present. He will be up in end of July/August and would be happy to also join any meeting in person to assist.

UPDATE FROM NOMINATING COMMITTEE (Treasurer/Delinquent Tax Collector)

The nominating committee for Treasurer/Delinquent Tax Collector (DTC) had met this past week to interview candidates. They had received 14 applicants. 9 were identified as qualified. Vicky Ross, a member of the committee, did a call which each of those to discuss the position with them and they ended up with having 4 interviews this past week. Of the 9 candidates the 5 that dropped out, one dropped out because they were not comfortable being recorded in Selectboard meetings.

P. Haller announced that the committee is happy to make some recommendations to the selectboard to nominate multiple candidates to the treasurer position. He reserved who those were until executive session. We are not going to be making recommendations yet for DTC. They have some interest in that position, but that interest is mostly from the treasurer candidates. The committee thought because of this they needed to hire the treasurer position first. P. Haller is excited about the nominees. He thanked Marge McIntosh, the former DTC, for coming to one of the meetings to give a snap shot of what a DTC does, what sort of person that requires. He also thanked the committee, but especially Vicky Ross who spent a lot of time interviewing candidates and scheduling. He also thanked Martha Heath, Lynn Bursell, and Greg Bemis.

UPDATE FROM CONTACT WITH EWSD SCHOOL BOARD

J. Andrews had met with Ann and Marilyn. She learned there is already a regular newsletter that comes out of the board that gets posted to FPF. Anne was going to check on getting that sent to the selectboard email, so it was more accessible to the selectboard.

CORRESPONDENCE

From Harmony regarding the training happening on Monday.

Lori Johnson forwarding information regarding Carl.

Zoning violation response was sent to the resident as discussed last meeting.

Garrett Bartlett regarding the pulling of VAST Stakes from the Common. Pat responded.

Email from somebody who asked when the next SB meeting. Pat had responded.

Dave Lavallee regarding the covered bridge work. That started today.

COMMUNICATION

There was no communication.

EXECUTIVE SESSION

P. Haller motioned that premature public knowledge revolving personnel and legal would place the town at a significant disadvantage and enter executive session at 7:36pm. J. Andrews seconded. Motion passed 4-0.

PERSONNEL

J. Andrews motioned to accept the nominating committee's recommendations of two applicants to the Selectboard and further instructs that the Town Administrator or Nominating Committee Chair reach out to schedule second interviews. C. Mathieu seconded the motion. The motion passed unanimously 4-0

ADJOURN

The meeting adjourned at 8:09 p.m.

Respectfully Submitted,
Pat Haller
Selectboard Chair

Callie Hamdy
Minute Clerk

GUEST LIST

Dave Gauthier
Ben Bornstein
Harmony Cism
Lori Johnson
Maureen Wilcox
Dick Lavallee

Barb Peck
Michael Miller
Dave Lavallee
Carol Winfield
Kirstin Tyler

Application Rec'd 6/16/26

Fee: \$85.00 (new)

\$40.00 (culvert replacement w/ changes)

No charge (culvert replacement same length)

TOWN OF WESTFORD APPLICATION FOR ACCESS PERMIT

Applicant Craig A. Balaun Phone # 802-878-8642

Mailing Address 741 Chapin Road Essex Jct. VT 05452

Location of Property: 741 Chapin Road Parcel # 092H017

Intended use of access: ☒ Driveway (single family dwelling)
(Please check one) ☐ Private Road to serve _____ homes
☐ Commercial Establishment

The undersigned requests an Access Permit to allow John Leo (contractor) to construct an access in accordance with Vermont Department of Highways Standards to serve the applicant's property, located on the _____ side of Town Highway No. _____. (The local name for this road being Chapin Road.) The proposed access will be located approximately _____ (feet or miles) from the intersection of this road with Existing Access.

The applicant agrees to maintain said access and culvert, if needed, adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at 16 June, this 16 day of 2026, 20____.

Signature of Applicant Craig A. Balaun

ACCESS PERMIT

NOTICE:

This permit is issued in accordance with Title 19, Section 1111(b), V.S.A. relative to all highways within the control and jurisdiction of the Town of Westford. The issuance of this permit does not release the applicant from any requirements of statutes, ordinances, rules and regulations administered by other governmental agencies. The permit will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. Any change from the present land use will require a new permit. This permit is issued subject to the directions, restrictions and conditions contained herein and on the reverse of this form and any attachments hereto, and covers only the work described in this application, and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19, Section 1111(b), V.S.A. of fines of not less than \$100 nor more than \$10,000 for each violation.

DIRECTIONS, RESTRICTIONS AND CONDITIONS:

- Suitable culvert to be furnished and installed by applicant. Galvanized or plastic pipe at least fifteen inches (15") diameter, thirty feet (30') long, unless other wise instructed by Town Road Foreman. Conformance to the enclosed sketch required.
- Access must be installed according to *Section 320 of the Westford Land Use & Development Regulations* and as close to a 90 degree angle as possible to _____ Road and level for 20'.
- Additional conditions: _____
- Approval of this permit does not relieve the applicant from obtaining any other required State or local permits.

Culvert: Required _____ Not required _____ Initials _____ Date _____

Dated at Westford, this _____ day of _____, 20____.

Town Selectboard Chair _____

Inspected by _____ (Road Foreman) Date: _____

Tommy O'Connor

From: Town Clerk
Sent: Wednesday, June 17, 2026 12:06 PM
To: selectboard
Cc: TownAdmin
Subject: Machia Hill Road E911 - Additional Motion Needed
Attachments: Girr.png

Hi Selectboard,

You may recall in June of last year you made a decision regarding the e911 naming of the houses off of Goodrich Trail which were addressed as Machia Hill Road. The motion was "to change the e911 name to Machia Hill Road up to the subdivision of the Girrs and for it to continue to be Goodrich Trail from that point on". I will remind the board that this decision was against the recommendation of the e911 board at the state as it was against the state's e911 standards and would cause the board to do this process again if any future subdivisions occur. The board at the time knew this, but I believe the board's intent was to create as little change as possible for the existing residents. I will address this further down.

As the Girr's subdivision was recently approved and finalized this year I have been tasked with numbering a house (the new Girr house) within the constraints of the selectboards decision. This is difficult because the decision itself does not abide by the e911 standards I am, as e911 coordinator, beholden to use. Because of this difficulty I have spoken with the e911 board about this.

Tyler Hermanson at the e911 board informed me today that while the e911 board was happy to input this change into the system since it was passed by the Selectboard, that the motion the Selectboard made in 2025 was not specific enough and that the e911 board would like a more formal motion laying out where the Machia Hill Road naming is to end. Because the Girr subdivision was not finalized until March of this year, the previous motion applied only until the existing Girr house. E911 has provided a map where they outline in purple where they recommend the road naming switch. I recommend, based on my conversation with Tyler, that the board make this as specific as possible.

While this decision will not change the Machia Hill Road naming for the existing residents. The numbers for what is currently 143, 161, 162, and the new Girr house from the subdivision will need changing regardless. This is because the distances do not comply with the e911 standards as well as some of the numbers not being in compliance with the side of the road for even/odd #s. This is not something the Selectboard has control over, although I appreciate their previous attempts to try and keep peoples addresses the same as this is often a burden on residents. Sometimes these changes are not possible to avoid.

Again, because the Selectboard made their previous choice to go forward with a decision that was not in compliance with e911 road naming standards it is likely in the future (be that 5, 20, 30+ years from now) that this will have to be revisited again as subdivisions and developments occur. I will be changing the 911 numbers after you make the requested more formal motion. I have attached a map made up by e911 that shows where your 2025 motion applied to (Green Line) and where your requested formal motion needs to apply to (purple). I will also be forwarding an email chain between myself and e911 to provide full context.

Please let me know if you have any questions.

Callie Hamdy

Town Clerk – Westford, VT
802-878-4587





June 29th, 2026

Federal Emergency Management Agency
Hazard Mitigation Grant Program (HMGP) Westford

RE: Non-Federal Match Commitment Letter for HMGP Application

To Whom It May Concern:

This letter confirms that the Town of Westford commits to providing a proportional share, based on Grand List value, of the required non-federal cost share for the proposed Hazard Mitigation Grant Program (HMGP) project titled "CCRPC Chittenden County Multi-Jurisdictional All-Hazard Mitigation Plan."

The Federal Emergency Management Agency (FEMA) requires a 25% non-federal match for the HMGP-funded project. The Chittenden County Regional Planning Commission (CCRPC) will retain a consultant to complete a countywide All-Hazard Mitigation Plan, including municipal annexes for each participating municipality that satisfy FEMA requirements. The required match will be provided through cash contributions.

The Town of Westford commits to providing \$371.44 in FY2028 in matching funds and confirms that these funds are available, committed for this purpose, and will be used solely for completion of the proposed HMGP project in accordance with all applicable FEMA and program requirements.

Sincerely,

Tommy O'Connor
Town Administrator
Town of Westford
1713 Vermont Route 128
Westford, VT 05494
802-878-4587

Tommy O'Connor

From: Miles Jenness <miles@vermontheavytimber.com>
Sent: Wednesday, June 17, 2026 11:21 AM
To: Tommy O'Connor
Subject: Browns river covered bridge

Hi Tommy,

A huge thanks to you and the town for your patience. As you've probably seen, we have started in on our work on the bridge. I wanted to let you know that we found some additional rot. The ends of the cross braces are rotten, and we are splicing in new material to them. Usually this would be a change order, but as a small gesture of my appreciation we're doing this additional work for free. We have been in the shop cutting joinery into some of the new timbers and will be back tomorrow to work on install. Cheers,

Miles Jenness (he/him)
Vermont Heavy Timber
802.540.5988
instagram: vtheavytimber





