

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 the fault of the town not conversing with St. Albans earlier. The office employees 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, spoke with each candidate by phone to discuss the position with them, and they ended up with having 4 interviews this past week. Of the 9 candidates, 5 applicants 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