



SELECTBOARD MEETING
TOWN OFFICE & ZOOM
July 23rd, 2026, 6:15 P.M.

<https://us02web.zoom.us/j/83677614523?pwd=CoYiP91RkRdVp7JjYjSzyApghQbgZ9.1>

Meeting ID: 836 7761 4523 - Passcode: 943MWW

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: July 9th, 2026, SB Meeting (Review and Approve)
4. (6:40) – CCRPC UPDATE (Ben Bornstein)
 - a. Unified Planning Work Program Update (7/16)
 - i. Public Outreach on 1705
 - ii. Grant Writing Technical Support
 - iii. Scoping Project for Pedestrian Pathway on Brookside Rd.
5. HIGHWAY DEPARTMENT
 - a. (7:00) – Review Road Schedule
 - b. (7:05) – Review FY'25 Highway budget status report
 - c. (7:15) – Final Update on Westford-Milton Rd. and Final Payment
6. TREASURER
 - a. (7:30) – Review FY'25 General Fund budget status report
 - b. (7:35) – Review and approve accounts payable and payroll warrants
7. DISCUSSION
 - a. (7:40) – Myers Town Wide Trash Discussion
 - b. (7:50) – Rec. Committee Discussion
 - i. Event Coordinators Timing and Expectations
 - ii. Ice Rink Discussion
 - iii. Volunteer Needs (Coaching, Event Support, Committee Members)
 - c. (8:10) – Speed Feedback Signs Data
 - d. (8:20) – Update from Essex Rescue
 - e. (8:25) – After Action Plan – Tax Bills
 - f. (8:40) – Japanese Knot Weed
 - g. (8:50) – Selectboard Retreat Date Options
 - h. (8:55) – Updates on open positions in the Town Office
 - i. Treasurer

- ii. Assessor
- iii. Town Planner
- i. (9:00) - VOSHA Visit on July 28th (Town Offices/Garage)
- j. (9:05) - Emerald Ash Borer Training on July 31st

8. (9:10) – CORRESPONDENCE

9. COMMUNICATION

10. ANTICIPATED EXECUTIVE SESSION – Legal

11. ADJOURN

The next regular Selectboard Meeting will be held on August 13th, 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
July 9, 2026
Draft Minutes

Present: Pat Haller
Julia Andrews
Casey Mathieu
Deb Jorschick
Nick Nichols

Callie Hamdy
Tommy O'Connor
Maria Barden

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 Access Permit.

PUBLIC COMMENT – Items Not on the Agenda

There were no public comments.

MINUTES

P. Haller moved to approve the June 25, 2026, minutes as amended. J. Andrews seconded. Motion passed 5-0.

J. Andrews moved to approve the July 3, 2026, minutes as written. D. Jorschick seconded. Motion passed 5-0.

CCRPC UPDATE

Ben Bornstein, CCRPC Representative, was present. They have a meeting coming up on the 16th of July with CCRPC staffers.

ROAD SCHEDULE

Sean Cushing, Road Foreman, was present. He went over the road schedule from June 26, 2026, to July 9, 2026.

Kim Guidry had brought it to the Road Crew's attention about a sharp curves warning sign. S. Cushing has reached out to the state; we will need to reach out further to determine the safety concerns. The board asked Sean how he would set up such signage, which he described. K. Guidry was consulted about a potential incident regarding one of her properties and a driver who did not take the curve well causing concerns from the tenants. C. Mathieu motioned to ask the state of Vermont about putting up the signs. J. Andrews seconded. Motion passed 5-0.

ACCESS PERMIT

Harmony Cism, Zoning Administrator, described a culvert replacement. It is an existing access and the resident needs permission to do the work in the ROW. S. Cushing has already approved this. J. Andrews moved to approve the permit as presented. D. Jorschick seconded. Motion passed 5-0.

FY'25 HIGHWAY BUDGET STATUS REPORT

P. Haller went over the FY'25 Highway Budget Status Report. We had excess money. J. Andrews wondered how the excess money is applied. S. Cushing believes it always ends up in the general fund. J. Andrews's recollection of the cost to properly clean the fire department's gear was that it was a couple thousand dollars. If it were up to her exclusively, she would consider appropriating some of that money to the Fire Department for that purpose. Nothing needed to be decided tonight, and the board wanted the Town Administrator to look into this further for next meeting.

There were some Library funds that were mistakenly missed on a page where they typically would have funded items, a loss of \$5,000 to the library's expected funds. P. Haller suggested making the library fund whole would also be a good use of excess funds. T. O'Conner noted that he wanted to talk with the auditors and make sure we are making transfers of excess funds properly.

N. Nichols thought that multiple times this past fiscal year things felt tight, so he wanted to make sure that we don't have any unexpected expenditures in the current year before allocating those extra funds.

TOWN ADMIN REPORT

P. Haller noted that this week was an extremely busy week for the town office staff, and he personally saw a level of commitment he finds admirable. He thanked Callie, Maria, MJ, Terri, Nanette Rogers, and Harmony. The tax bills had to be printed, stuffed, and mailed with less staff than normal as well as a reprinting of 1/3 of the tax bills that had errors on them. The board thanked the team as well as the team from NEMRC.

Tommy O'Connor was present and gave the Town Admin Report. He thanked the road crew for getting the new speed signs up and Tommy has been able to pull data already. Our hope is that we get the data from Cambridge Road and Woods Hollow and see what needs further addressing. J. Andrews asked that as we gather the data, we put it in a folder somewhere for historical records. In the future if there is a speeding issue, we should be able to pull that.

ZONING/PLANNING REPORT

Harmony Cism was present and she gave the Zoning/Planning Report. The DRB hasn't met in a little while, but they have a hearing scheduled for 7/27. The Planning Commission had a meeting on June 15, the bulk of which was a training from CCRPC.

FIRE WARDEN CHANGES

From what we understand the state has changed some of their requirements and although Steve Willard had volunteered to be the Fire Warden the state now requires that it be the Fire Chief. There is possibly a proposal on the table that would allow us to be within the state regs and keep Steve on as Fire Warden. S. Willard explained the law allows the appointment of a deputy who could be delegated the Fire Warden duties. J. Andrews moved that we appoint Steve Willard as the Deputy Forest Fire Warden for Westford. N. Nichols seconded. Motion passed 5-0.

COMMON DISCUSSION

First the board received an email from one of the Common Committee members. This was a draft of the letter the Common Committee had proposed sending to the wedding that had put tent stakes on the Common in error. J. Andrews thought the letter was great and had no feedback, she appreciated the Common Committee sharing it. P. Haller moved to ask the Common Committee to send the letter without any changes. J. Andrews seconded. Motion passed 5-0.

The Common Committee had made some changes to the Common Use policy out of the wedding tent stake issue. A draft was provided to the Selectboard for approval. Their hope is that Tommy will make the policy a fillable form. They had provided checkboxes by each point of the policy for policy signers for initialing might aid in better reading of the policy. They'd also strengthened some of the language. J. Andrews believes before the Common Committee was engaged in the way they are now, a family had slept out on the Common as part of a fundraiser effort. They'd cleaned up after themselves, minded the Common well etc. She wonders if it makes sense to have some language in there that indicates 'any other use might be considered on a case-by-case basis. J. Andrews didn't want to limit use of the Common just to daylight hours. L. Johnson thought that was covered in another item in the policy where it says special cases are referred to the Selectboard. N. Nichols questioned why the signage was limited to town center events. She'd recently moved some of the Recreation Department's signs of the Common. L. Johnson explained there was a desire to not have the Common covered with signs and that was an attempt to limit that. P. Haller understands why that exists, but because the Recreation Committee put signs on the Common and they were removed following the policy he'd like to see the policy reflect that things like the rec committee signs could be on the Common because they are for the overall benefit for the town. Maybe we do "Town Center and Town Sponsored events and programs." L. Johnson thought that was fine. H. Cism added that the Zoning regulations do briefly touch on signs on the Common. It prohibits private signs and political signs on the Town Common so that is an added layer of protection. J. Andrews moved to approve the Common Policy as amended. D. Jorschick seconded. Motion passed 5-0.

N. Nichols motioned to approve the approvals of use for application of the Common. J. Andrews seconded. Motion passed 5-0.

Westford Provisions had put in an application on Monday to use the Common during the Farmer's Markets to serve alcohol with a pop-up summer bar on the Common. P. Haller motioned to accept the application. C. Mathieu seconded. Motion passed 5-0.

NOMINATING COMMITTEE UPDATE

Mary has opted to stay with her candidacy, and the Nominating Committee was happy to hear that. She will have a second interview with the Selectboard. They also interviewed two candidates yesterday evening and had also nominated them to go forward to Selectboard interviews. The board was hoping to schedule all interviews for the coming week pending member and candidate schedules.

1705 UPDATE

The Selectboard provided a mowed path down to the river on the property during 4th of July and had collected comments. Those had been shared with the Conservation Commission, Planning Commission and Selectboard. The first meeting with CCRPC about outreach is forthcoming. Pat volunteered to maintain the brush hogging he had done for 4th of July. The Selectboard was supportive of that and thanked Pat for setting up the table at 4th of July and being available to talk with people. A majority of people were talking about river access on the property and how that was wanted. Nick thinks it's nice that people were able to check it out and see it.

TRASH PICK UP

There had been a litany of trash concerns in the past few weeks, including inconsistent pickup. The Selectboard wanted to invite Joe Sinagra from Myers to a Selectboard meeting to discuss the issues. J. Andrews thought a FPF post about how we know the schedule has been less consistent recently. Myers are not obligated to come to your house at a specific time.

Barb Peck was present and described her trash pickup issues. She had talked with Myers multiple times. They described some transition issues they had and lack of drivers. They also have communication issues and said that having phone numbers for the individual residents. She thought that it couldn't be put all on the Town Clerk's office. She thought that residents should call Myers directly. P. Haller thought it was nice that they'd call Barb, but he also thought that they should communicate with the Town Office so that the staff are aware there are issues.

C. Mathieu floated text messaging communications, but Callie and Maria had previously researched into TextMyGov and GoGov. Other towns had used them and were very happy with the service. At the time, the Selectboard had thought the cost was too high, but currently residents are expressing interest in having such a service again.

SELECTBOARD CALENDAR REVIEW

The Selectboard reviewed their calendar for the upcoming month. They discussed doing employees reviews. When Tommy gets back, he will be scheduling dates to do those.

TREASURER FY'25 GENERAL FUND BUDGET STATUS REPORT

There was no treasurer. MJ had shared the document with the Selectboard who went over it.

REVIEW AND APPROVE ACCOUNTS PAYABLE AND PAYROLL WARRANTS

The Selectboard went over the Accounts Payable and Payroll Warrants.

CORRESPONDENCE

Thank you from Age Well, Howard Center, Steps to End Domestic Violence.

Email from Kirsten Tyler to see if the board wanted to receive more information about H1.69.

Email from Wayne Brown clarifying what days the office was closed for the 4th of July Holiday.

Dave Lavallee had reached out to Sean and the SB.

Andy Fulton email thanking the board for clearing and mowing the path to the river.

COMMUNICATION

Trash Correspondence.

EXECUTIVE SESSION

P. Haller motioned that premature public knowledge revolving legal would place the town at a significant disadvantage and enter executive session and invite David Rue, Bill Fay, Maria Barden and Tommy O'Connor at 7:54 pm. J. Andrews seconded. Motion passed 5-0. The selectboard exited executive session at 8:41 p.m. and made no motions.

ADJOURN

The meeting adjourned at 8:41 p.m.

Respectfully Submitted,
Pat Haller
Selectboard Chair

Callie Hamdy
Minute Clerk

GUEST LIST

Lori Johnson
Harmony Cism
Barb Peck
Kim Guidry
Ira Allen
Ben Bornstein
Dick Lavallee
Michael Miller

Dave Lavallee
Tom Orfeo
Kirsten Tyler
Steve Willard
Bill Fay
Kathryn Kearns
Dave Rue



Pike Industries, Inc.
3 Eastgate Park Road
Belmont, NH 03220-3603

Invoice No:	48894
Invoice Date:	07/08/2026
Contract:	326325
Customer No:	8683
Terms:	Net 30 Days
Due Date:	08/07/2026
Application:	1
Invoiced Period:	-
Customer PO:	-

To: Town of Westford, VT
1713 Vt Route 128
Westford, VT 05494

Page 1 of 1

Job Name: Westford VT 2026

Item	Description	Contract			Completed to Date			Current Invoice		
		Units	U/M	Unit Price	Amount	Units	Amount	%	Units	Amount
1	Cold Planing	26,752.00	SY	2.25	60,192.00	26,752.00	60,192.00	100.00	26,752.00	60,192.00
2	Machine Pave	3,400.00	TON	87.67	298,078.00	3,320.58	291,115.25	97.66	3,320.58	291,115.25
3	Shoulder Gravel	420.00	TON	12.50	5,250.00	348.00	4,350.00	82.86	348.00	4,350.00
4	Paint For Line Markers- Yellow	19,855.00	LF	0.25	4,963.75	19,288.00	4,822.00	97.14	19,288.00	4,822.00
5	Paint For Line Markers-White	19,855.00	LF	0.25	4,963.75	19,201.00	4,800.25	96.71	19,201.00	4,800.25
6	AC ADJUSTMENT	0.00	EA	1.00	0.00	29,337.22	29,337.22	0.00	29,337.22	29,337.22
Original Contract		\$373,447.50			Subtotal		\$394,616.72		\$394,616.72	
					Retainage		\$0.00		\$0.00	
					Sales Tax/GRT		<u>\$0.00</u>		\$0.00	
							\$394,616.72			
					Total Due This Invoice				<u>\$394,616.72</u>	
					A late charge of 1 1/2 % per month which is an annual percentage rate of 18% or \$2.00 whichever is greater, will be charged on all accounts not paid per the terms of the agreement.					

Remit to: Pike Industries, Inc.
P.O. Box 416812
Boston, MA 02241-6812

Customer Name: Town of Westford, VT
Customer No: 8683
Invoice Number: 48894
Invoice Amount: 394,616.72
Contract No: 326325

Amount Remitted: _____

Treasurer's Report July 23rd 2026

As of July 16th 2026

REVENUES	
<i>Town</i>	
Taxes Collected	\$568,642.81
License/Fees	\$260.80
Planning/Zoning	\$619.00
<i>Highway</i>	
Grants/Aid	\$27,601.09
Total	\$597,123.70
EXPENSES	
<i>Town</i>	
Administration	\$25,753.50
Clerk/Treasurer	\$4,287.59
Assessors	\$1,375.00
Planning/Zoning	\$5,636.93
Town Office Property	\$7,482.55
Fire Department	\$15,000.00
Solid Waste	\$23,497.63
Transfer Out to Library	\$98,441.00
Dues/Assessments	\$11,043.50
Donations	\$3,900.00
<i>Highway</i>	
Administration/Roads	\$100,425.35
Garage	\$11,702.30
Total	\$308,545.35
<i>Remaining</i>	\$288,578.35

WESTFORD RECREATION DEPARTMENT

OUR COMMUNITY. OUR PROGRAMS. Our Future.

WE NEED
YOUR HELP
TO KEEP
THEM GOING!



Our recreation programs bring people together, build connections, and create lasting memories. **But they can't continue without YOU!**



WE HAVE IMMEDIATE NEEDS. PLEASE CONSIDER STEPPING UP!

VOLUNTEER COMMITTEE MEMBERS



We need 2 community members to join our Recreation Committee!

Help guide the future of recreation in Westford.

PAID COORDINATOR POSITIONS



TURKEY TROT



FOURTH OF JULY



ICE RINK

*Lead the planning.
Make an impact.
See your ideas come to life!*

FALL SOCCER COACHES



We need friendly volunteers to help support our players, encourage teamwork, and have fun!

*All who are willing
to help are welcome!*

IDEAS & PROGRAMS WELCOME!



Do you have an idea for a program you'd love to see in Westford?

We want to hear it!
Let's bring great ideas to life—together.

WHY IT MATTERS RIGHT NOW

If we don't fill these positions, our programs may not run.

The future of recreation in Westford is in our hands.

Let's keep it strong—together.

JOIN THE CONVERSATION!



Attend a Recreation Committee meeting to learn more, share ideas, and be a part of the solution.

*Everyone is welcome!
Your voice matters.*



INTERESTED? HAVE QUESTIONS? WE'D LOVE TO HEAR FROM YOU!

recreation@westfordvt.us

Thank you for supporting a strong, active, and connected Westford!



Master Data Report



Select Sign #	409588
Change Street Name	Woods Hollow
Set Speed Limit/ Bins	30 MPH

Bin Type: **NB**

SUMMARY TABLE 1/2 HOUR SEGMENT RECORDS

Serial # **409588**

Street: **Woods Hollow**

Speed Limit: **30 MPH**

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % Avg. Spd.	Speeders > 5 MPH based on Avg. Spd.	Speeders > 10 MPH based on Avg. Spd.	Speeders > 15 MPH based on Avg. Spd.	Fastest Time Period	Speeders > 5 MPH based on Peak Spd.	Speeders > 10 MPH based on Peak Spd.	Speeders > 15 MPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Jul 5	239	228	95%	74	17	5	9:00p	111	33	5	40	32.6
Jul 6	375	353	94%	135	31	5	12:30a	179	58	7	41	32.7
Jul 7	380	361	95%	117	29	5	1:30p	186	57	6	41	32.7
Jul 8	379	359	95%	130	43	8	11:00p	186	67	11	41	32.6
Jul 9	369	344	93%	119	36	7	12:00a	172	60	7	41	32.2
Jul 10	368	353	96%	131	28	3	7:00p	177	49	9	40	32.8
Jul 11	276	259	94%	78	16	0	6:30p	110	29	1	40	31.8
Jul 12	253	245	97%	97	27	4	3:00p	133	41	6	41	33.2

Charts Report



Sign# 409588
Street Woods Hollow

DAILY 1/2 HOUR SEGMENT RECORDS

SPEED BIN DATA

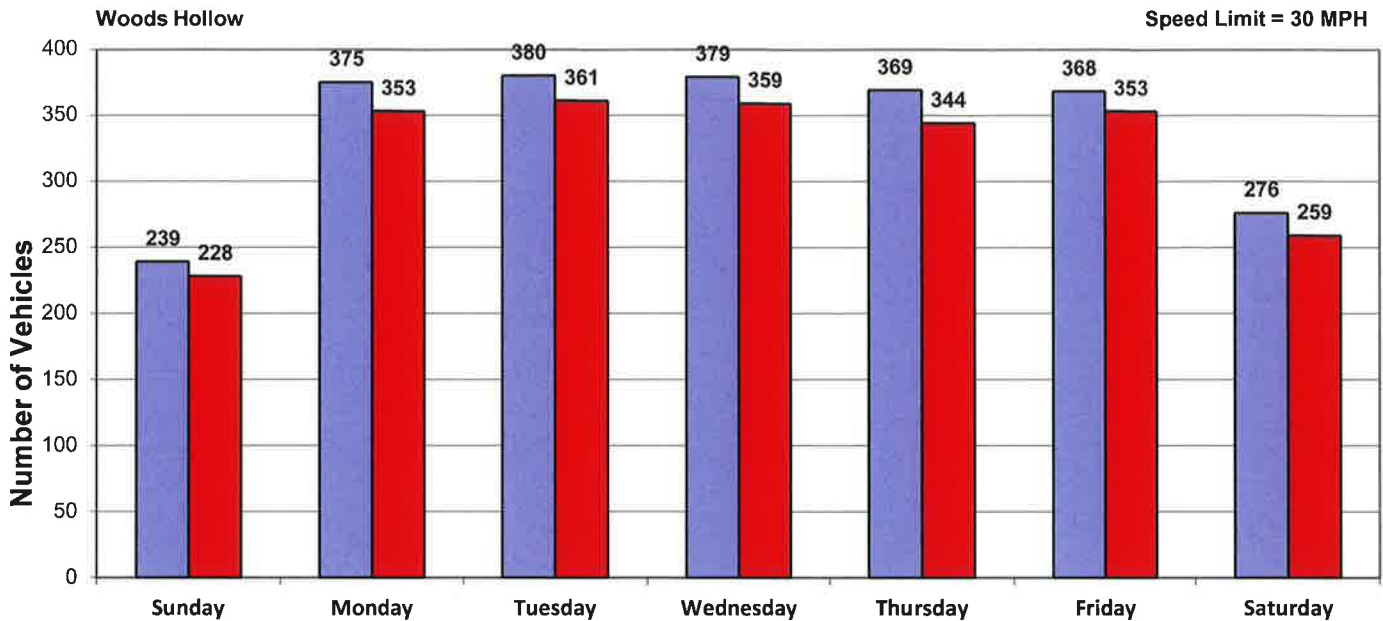
SUMMARY DATA

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	6	5	42	83.3%	30.8	5-10 MPH	6	3	Start Date	7/5/2026
12:30 AM	5	5	45	100.0%	39.2	11-15 MPH	40	14	Vehicle Count	2386
1:00 AM	0	0	0	0.0%	0.0	16-20 MPH	83	61	# Violations AVG	2257
1:30 AM	3	3	43	100.0%	36.7	21-25 MPH	185	90	% Violations AVG	94.60%
2:00 AM	1	1	33	100.0%	32.0	26-30 MPH	439	324	# Violations PK	1894
2:30 AM	1	1	40	100.0%	36.0	31-35 MPH	849	773	% Violations PK	79.40%
3:00 AM	1	1	45	100.0%	38.0	36-40 MPH	584	768	% Violators > 5 MPH AVG	32.90%
3:30 AM	0	0	0	0.0%	0.0	41-45 MPH	167	307	% Violators > 10 MPH AVG	8.40%
4:00 AM	0	0	0	0.0%	0.0	46-50 MPH	22	32	% Violators > 15 MPH AVG	1.40%
4:30 AM	0	0	0	0.0%	0.0	51-55 MPH	7	8	% Violators > 5 MPH PK	47.00%
5:00 AM	8	8	45	100.0%	32.6	56-60 MPH	3	5	% Violators > 10 MPH PK	14.80%
5:30 AM	3	3	36	100.0%	30.3	61+ MPH	1	1	% Violators > 15 MPH PK	1.90%
6:00 AM	9	8	45	88.9%	32.6				MPH Avg	32.5
6:30 AM	16	16	47	100.0%	36.2				Peak Speed	63
7:00 AM	22	22	45	100.0%	32.7				50th %tile	n/a
7:30 AM	31	30	41	96.8%	32.5				85th %tile	n/a
8:00 AM	43	35	43	81.4%	28.6				# Non-Speeders AVG	129
8:30 AM	47	47	42	100.0%	32.6				# Non-Speeders PK	492
9:00 AM	51	48	47	94.1%	31.8				# Speeders > 5 MPH AVG	784
9:30 AM	59	52	48	88.1%	30.4				# Speeders > 10 MPH AVG	200
10:00 AM	70	60	48	85.7%	30.0				# Speeders > 15 MPH AVG	33
10:30 AM	72	62	48	86.1%	29.9				# Speeders > 5 MPH PK	1121
11:00 AM	76	64	51	84.2%	30.2				# Speeders > 10 MPH PK	353
11:30 AM	58	52	42	89.7%	31.4				# Speeders > 15 MPH PK	46
12:00 PM	91	83	60	91.2%	31.2					
12:30 PM	82	76	49	92.7%	31.4				Calculated Speed Limit	20
1:00 PM	70	65	48	92.9%	30.4				Avg. Daily Totals (ADT)	341
1:30 PM	69	66	45	95.7%	31.3				Number of Days	7
2:00 PM	86	78	47	90.7%	29.9					
2:30 PM	98	91	46	92.9%	31.2					
3:00 PM	113	106	45	93.8%	32.3					
3:30 PM	106	105	53	99.1%	33.7					
4:00 PM	134	133	48	99.3%	33.4					
4:30 PM	131	129	52	98.5%	34.1					
5:00 PM	149	142	52	95.3%	34.1					
5:30 PM	132	132	48	100.0%	34.7					
6:00 PM	104	102	48	98.1%	34.4					
6:30 PM	60	57	45	95.0%	34.1					
7:00 PM	66	63	41	95.5%	32.6					
7:30 PM	67	66	63	98.5%	33.8					
8:00 PM	52	50	59	96.2%	33.7					
8:30 PM	47	47	44	100.0%	32.7					
9:00 PM	38	36	54	94.7%	33.9					
9:30 PM	32	31	46	96.9%	32.0					
10:00 PM	29	28	48	96.6%	33.3					
10:30 PM	16	16	46	100.0%	36.1					
11:00 PM	19	19	53	100.0%	36.1					

Charts Report

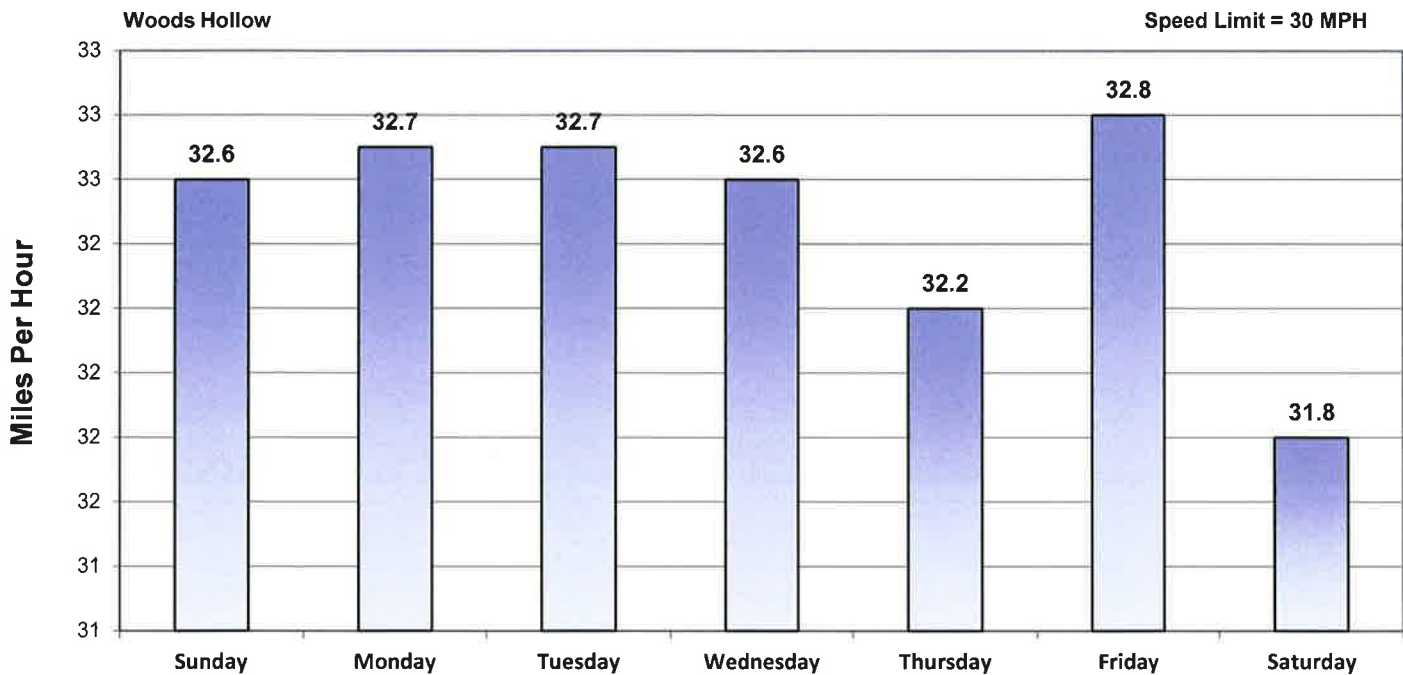
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



Week (7 days): 7/5/2026 - 7/11/2026

Daily Average Speeds

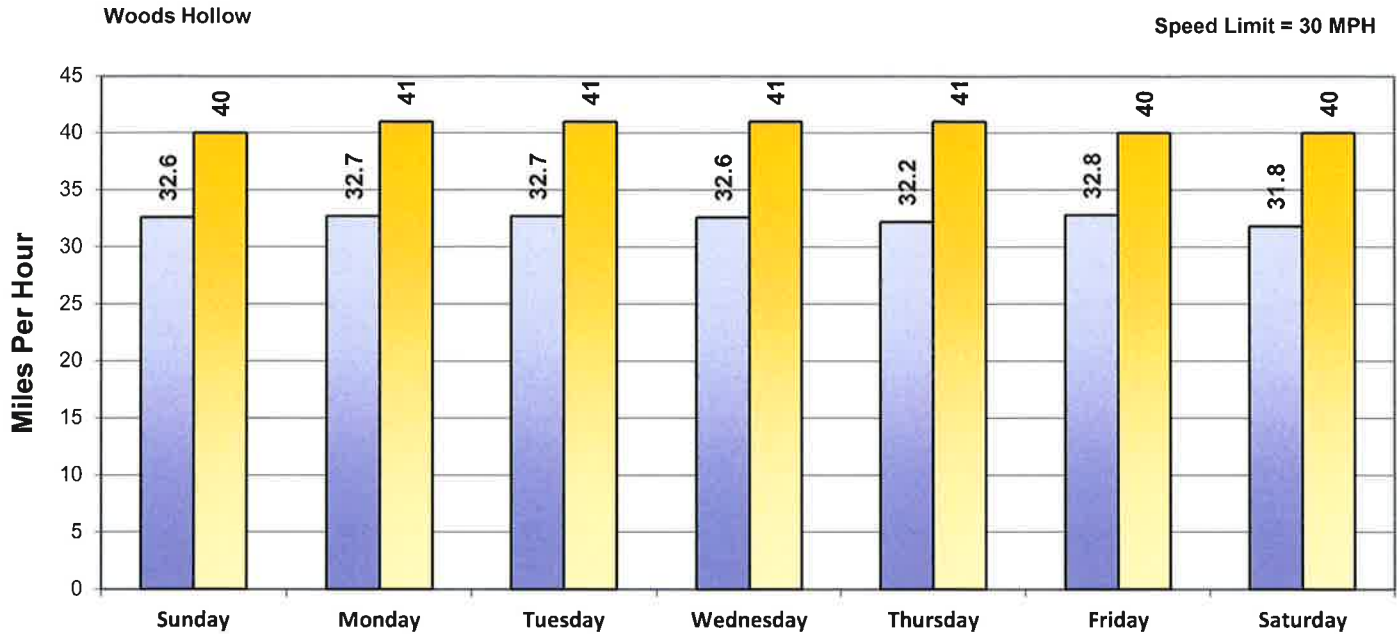


Week (7 days): 7/5/2026 - 7/11/2026

Charts Report

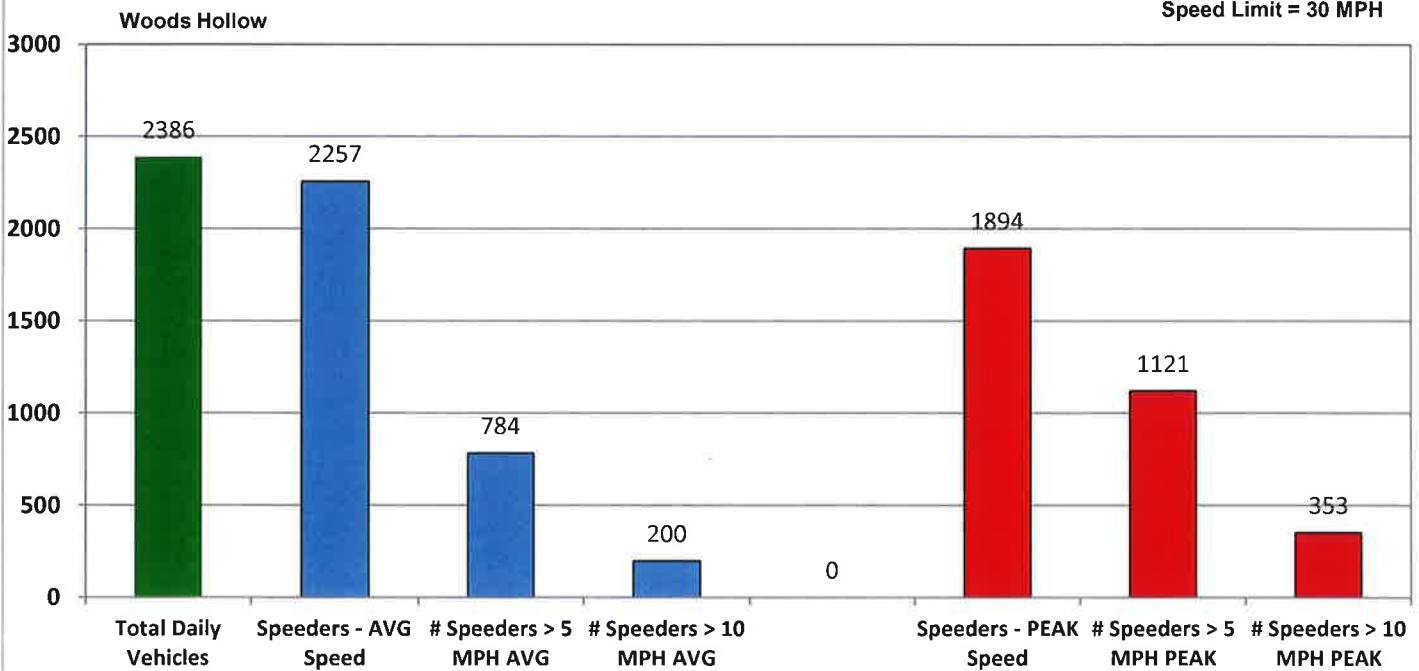
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



Week (7 days): 7/5/2026 - 7/11/2026

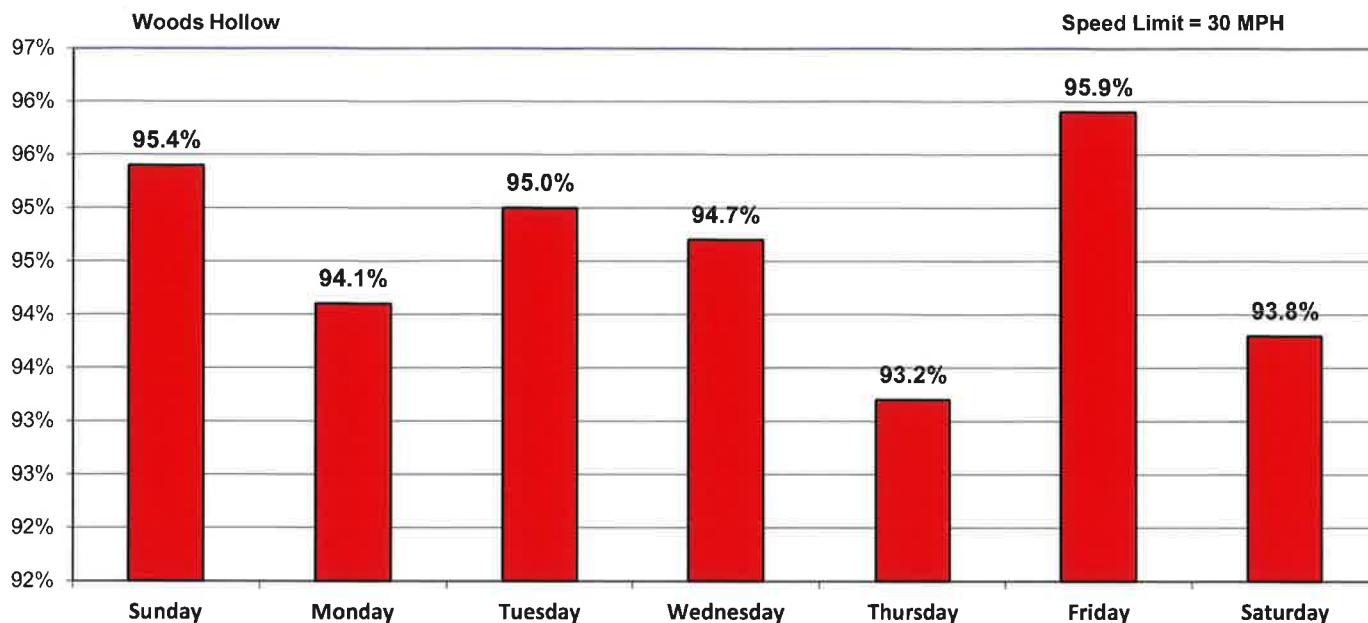
Weekly Speed Summary - Vehicle Counts



Week (7 days): 7/5/2026 - 7/11/2026

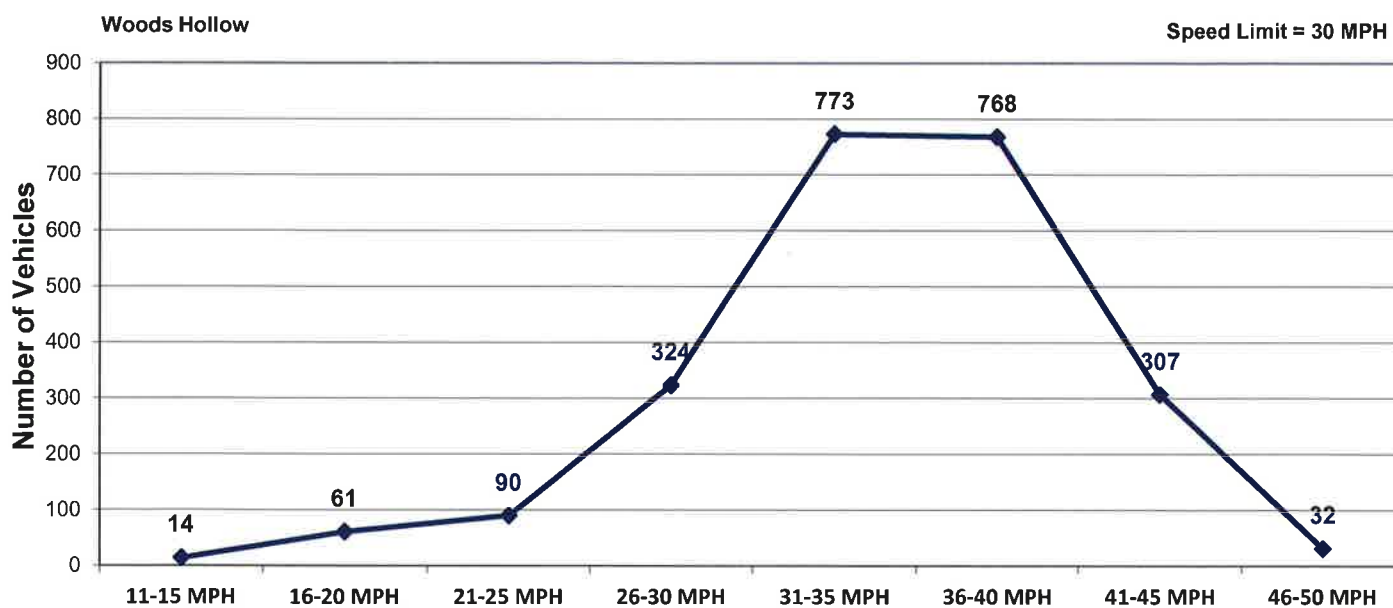
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 7/5/2026 - 7/11/2026

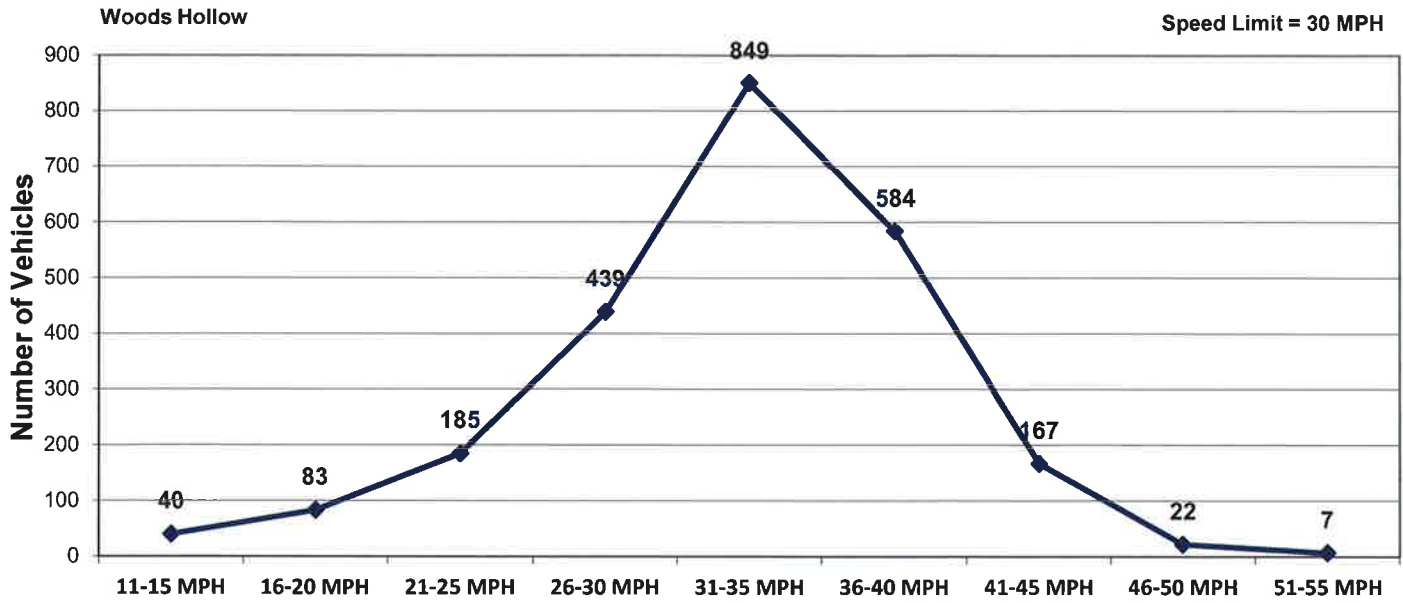
Vehicle Count by Peak Speed Bins



Week (7 days): 7/5/2026 - 7/11/2026

Charts Report

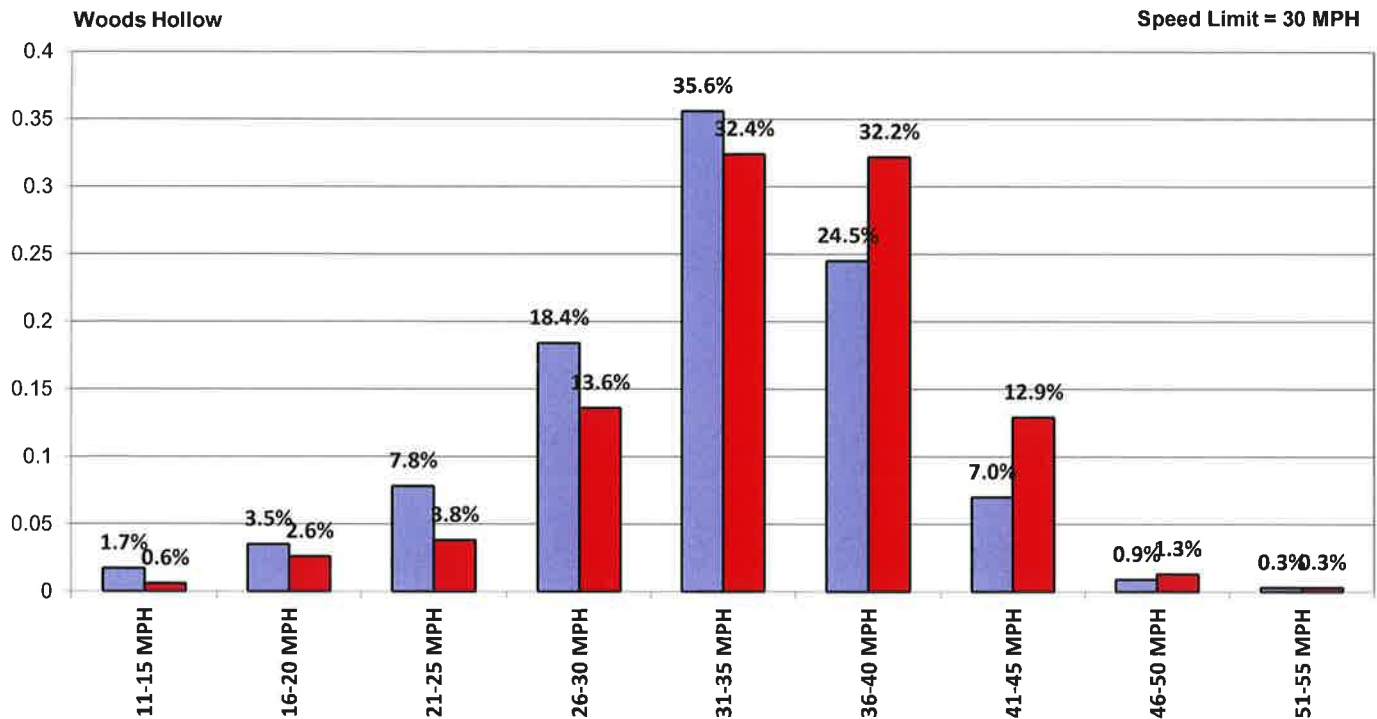
Vehicle Count by Avg. Speed Bins



Week (7 days): 7/5/2026 - 7/11/2026

Avg. vs. Peak Speeds by Percentage

■ AVG ■ PEAK



Week (7 days): 7/5/2026 - 7/11/2026

Master Data Report



Select Sign #

409589

Change Street Name

Cambridge Rd

Set Speed Limit/ Bins

35 MPH

Bin Type: NB

SUMMARY TABLE 1/2 HOUR SEGMENT RECORDS

Serial # 409589

Street: Cambridge Rd

Speed Limit: 35 MPH

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 5 MPH based on Avg. Spd.	Speeders > 10 MPH based on Avg. Spd.	Speeders > 15 MPH based on Avg. Spd.	Fastest Time Period	Speeders > 5 MPH based on Peak Spd.	Speeders > 10 MPH based on Peak Spd.	Speeders > 15 MPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Jul 1	457	261	57%	114	33	9	4:00p	155	48	14	45	32.7
Jul 2	332	222	67%	97	28	10	12:00a	141	34	17	45	37.3
Jul 3	305	193	63%	74	10	5	8:00p	112	13	5	43	36.4
Jul 4	372	164	44%	75	15	4	5:00p	107	19	7	42	32.3
Jul 5	547	186	34%	56	13	2	8:30p	92	20	5	41	27.4
Jul 6	537	216	40%	74	14	2	8:30p	125	26	6	42	29.5
Jul 7	548	223	41%	103	27	8	3:30p	145	37	11	42	30
Jul 8	489	244	50%	83	21	8	11:30p	135	31	11	43	32

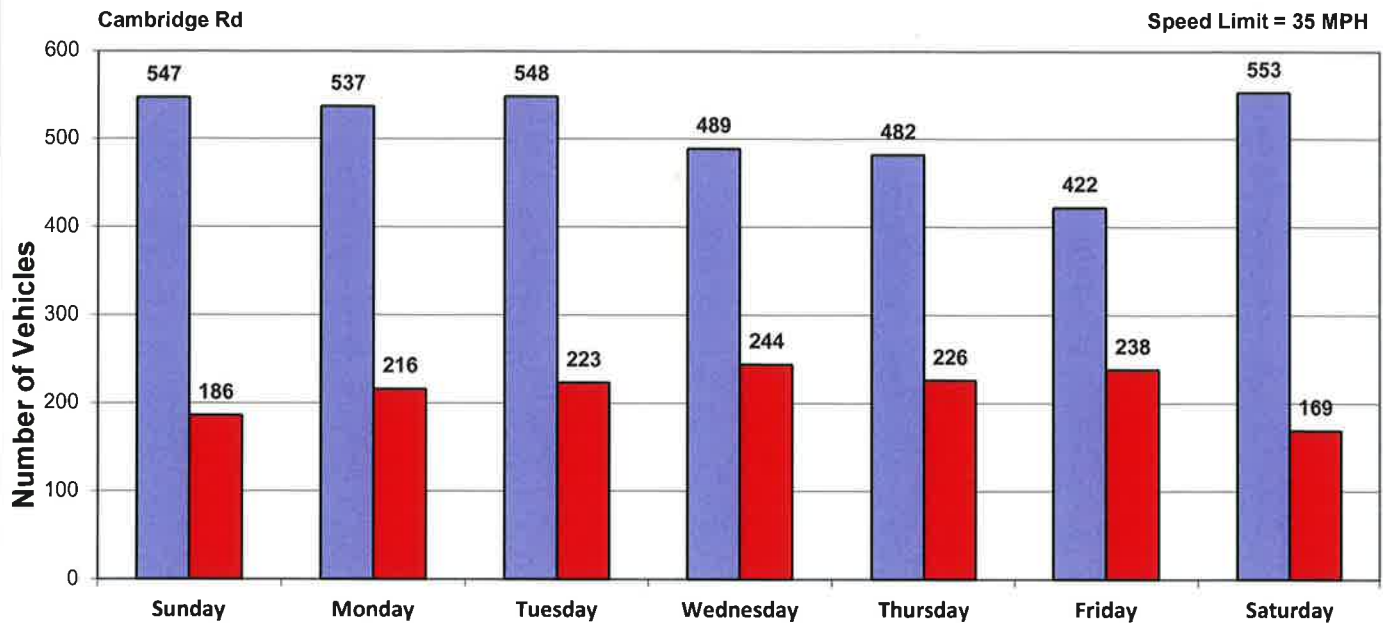
Master Data Report

DAILY 1/2 HOUR SEGMENT RECORDS						SPEED BIN DATA			SUMMARY DATA	
Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	43	2	47	4.7%	18.2	5-10 MPH	67	26	Start Date	6/28/2026
12:30 AM	27	0	40	0.0%	18.7	11-15 MPH	323	256	Vehicle Count	3114
1:00 AM	34	1	45	2.9%	18.6	16-20 MPH	342	330	# Violations AVG	1477
1:30 AM	30	0	33	0.0%	18.7	21-25 MPH	168	199	% Violations AVG	47.40%
2:00 AM	25	1	52	4.0%	18.0	26-30 MPH	193	151	# Violations PK	1746
2:30 AM	30	0	45	0.0%	18.1	31-35 MPH	544	406	% Violations PK	56.10%
3:00 AM	40	1	54	2.5%	19.0	36-40 MPH	851	831	% Violators > 5 MPH AVG	20.10%
3:30 AM	55	3	47	5.5%	19.6	41-45 MPH	475	708	% Violators > 10 MPH AVG	4.80%
4:00 AM	49	4	48	8.2%	21.2	46-50 MPH	108	136	% Violators > 15 MPH AVG	1.40%
4:30 AM	63	3	47	4.8%	22.0	51-55 MPH	34	53	% Violators > 5 MPH PK	29.40%
5:00 AM	69	23	45	33.3%	27.3	56-60 MPH	6	13	% Violators > 10 MPH PK	6.60%
5:30 AM	103	49	70	47.6%	32.1	61+ MPH	3	5	% Violators > 15 MPH PK	2.30%
6:00 AM	118	57	55	48.3%	30.4				MPH Avg	31.5
6:30 AM	71	49	51	69.0%	34.9				Peak Speed	79
7:00 AM	89	65	48	73.0%	36.0				50th %tile	n/a
7:30 AM	97	77	57	79.4%	38.6				85th %tile	n/a
8:00 AM	93	62	51	66.7%	37.6				# Non-Speeders AVG	1637
8:30 AM	116	80	56	69.0%	38.3				# Non-Speeders PK	1368
9:00 AM	97	54	51	55.7%	36.7				# Speeders > 5 MPH AVG	626
9:30 AM	104	62	54	59.6%	35.3				# Speeders > 10 MPH AVG	151
10:00 AM	91	50	51	54.9%	35.6				# Speeders > 15 MPH AVG	43
10:30 AM	81	54	55	66.7%	37.8				# Speeders > 5 MPH PK	915
11:00 AM	95	60	59	63.2%	37.2				# Speeders > 10 MPH PK	207
11:30 AM	95	51	63	53.7%	36.1				# Speeders > 15 MPH PK	71
12:00 PM	62	45	53	72.6%	38.3					
12:30 PM	67	45	57	67.2%	35.8				Calculated Speed Limit	35
1:00 PM	52	33	54	63.5%	36.3				Avg. Daily Totals (ADT)	445
1:30 PM	75	41	49	54.7%	34.5				Number of Days	7
2:00 PM	70	49	55	70.0%	37.7					
2:30 PM	71	40	64	56.3%	36.3					
3:00 PM	68	50	53	73.5%	37.8					
3:30 PM	65	40	56	61.5%	37.3					
4:00 PM	71	56	51	78.9%	37.5					
4:30 PM	66	51	60	77.3%	38.2					
5:00 PM	54	39	56	72.2%	38.4					
5:30 PM	49	34	58	69.4%	38.6					
6:00 PM	46	37	79	80.4%	40.0					
6:30 PM	50	25	48	50.0%	27.5					
7:00 PM	62	23	45	37.1%	25.4					
7:30 PM	44	16	47	36.4%	27.7					
8:00 PM	32	18	47	56.3%	35.7					
8:30 PM	26	7	46	26.9%	31.3					
9:00 PM	42	4	58	9.5%	21.5					
9:30 PM	52	7	52	13.5%	22.3					
10:00 PM	63	3	44	4.8%	18.8					
10:30 PM	61	4	48	6.6%	20.6					
11:00 PM	95	2	46	2.1%	17.5					
11:30 PM	56	0	35	0.0%	17.7					

Charts Report

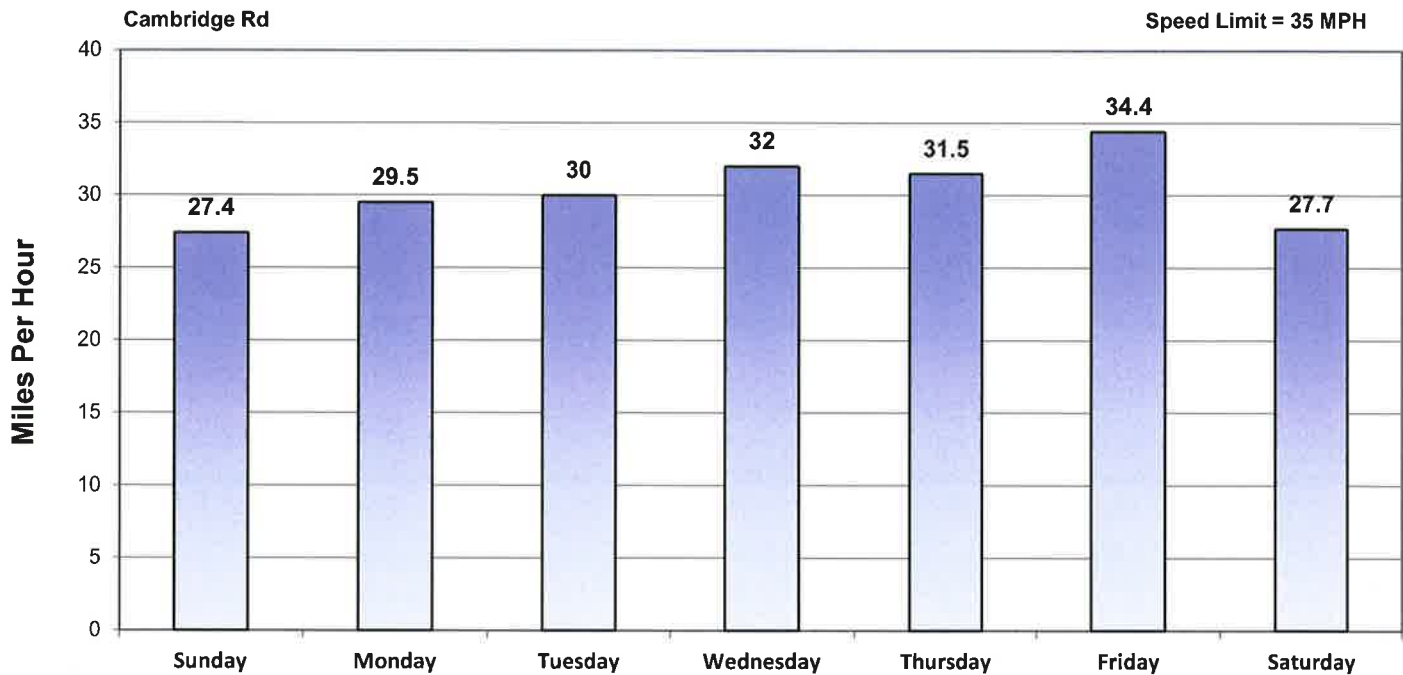
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



Week (7 days): 7/5/2026 - 7/11/2026

Daily Average Speeds



Week (7 days): 7/5/2026 - 7/11/2026

Charts Report

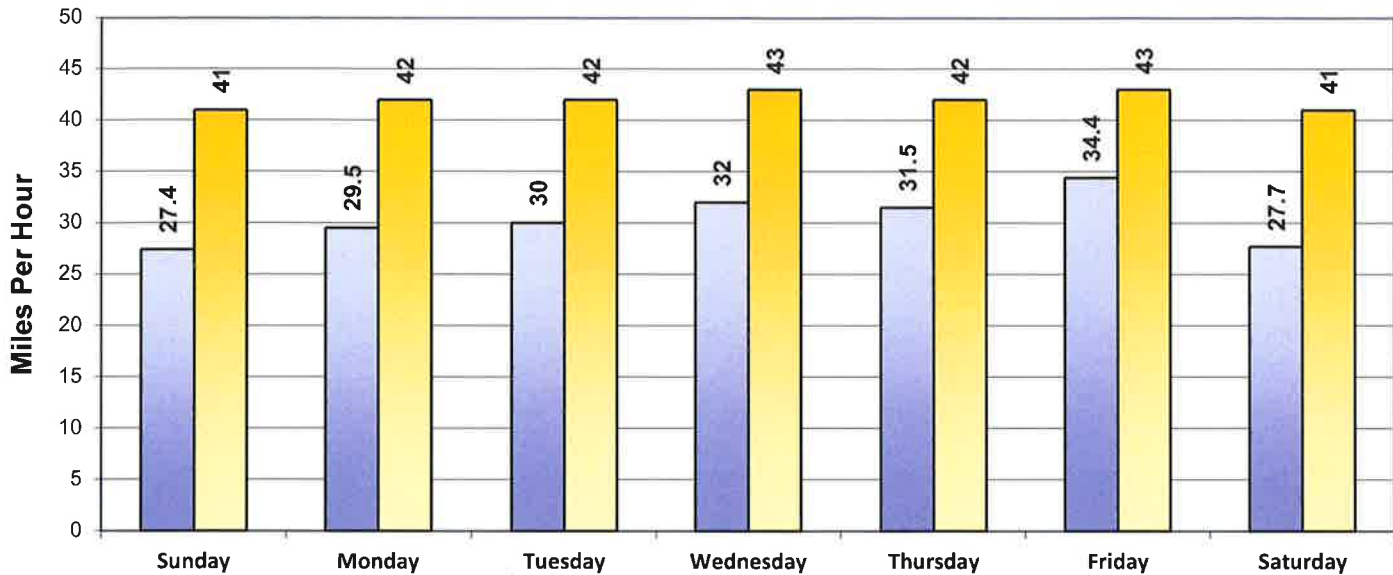
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



Cambridge Rd

Speed Limit = 35 MPH



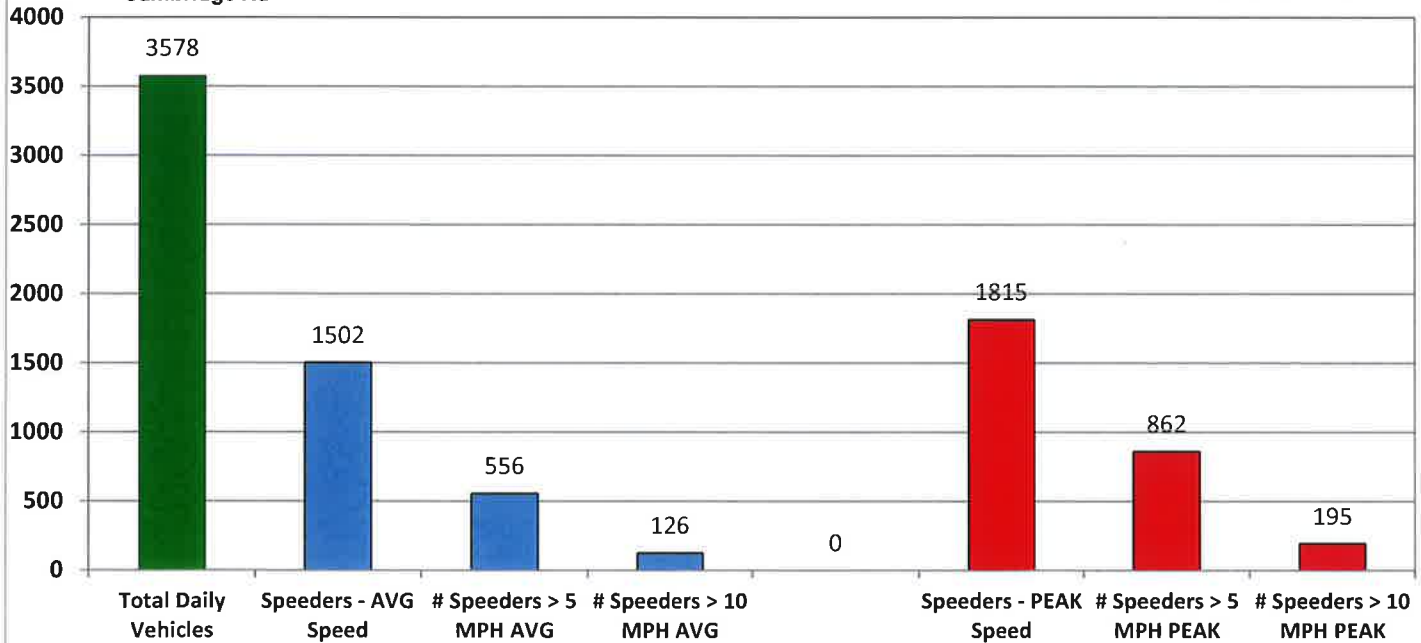
Week (7 days): 7/5/2026 - 7/11/2026

Weekly Speed Summary - Vehicle Counts



Cambridge Rd

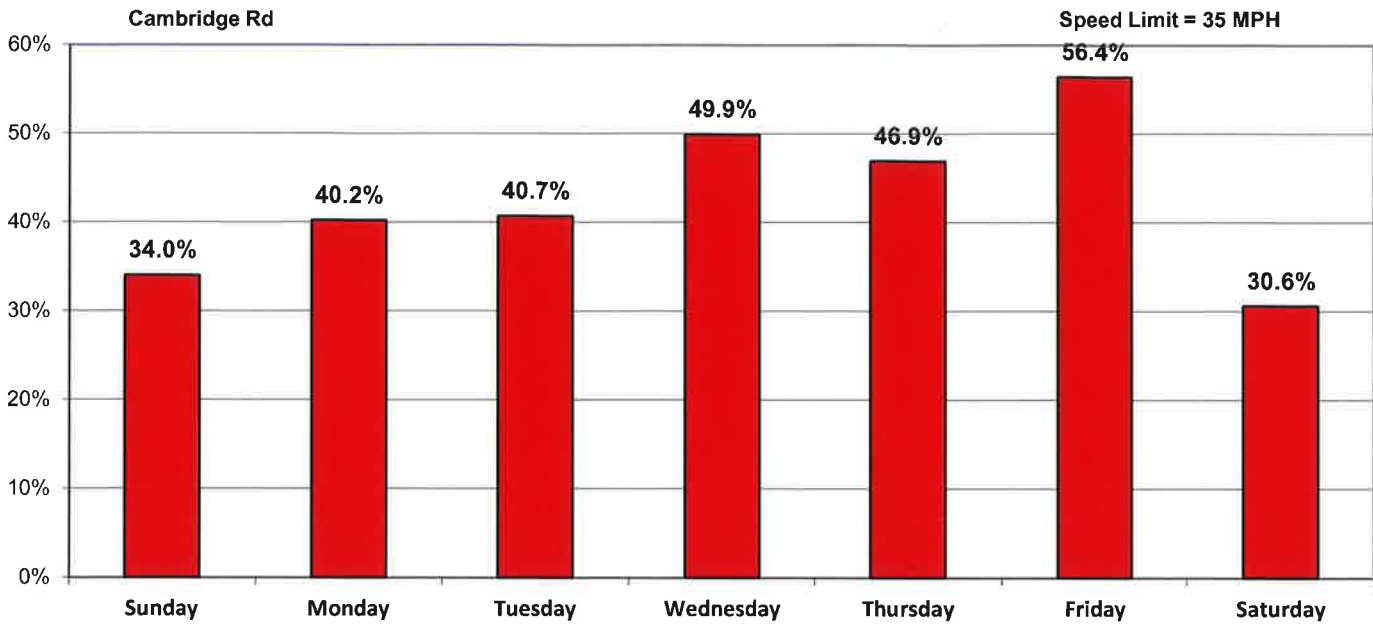
Speed Limit = 35 MPH



Week (7 days): 7/5/2026 - 7/11/2026

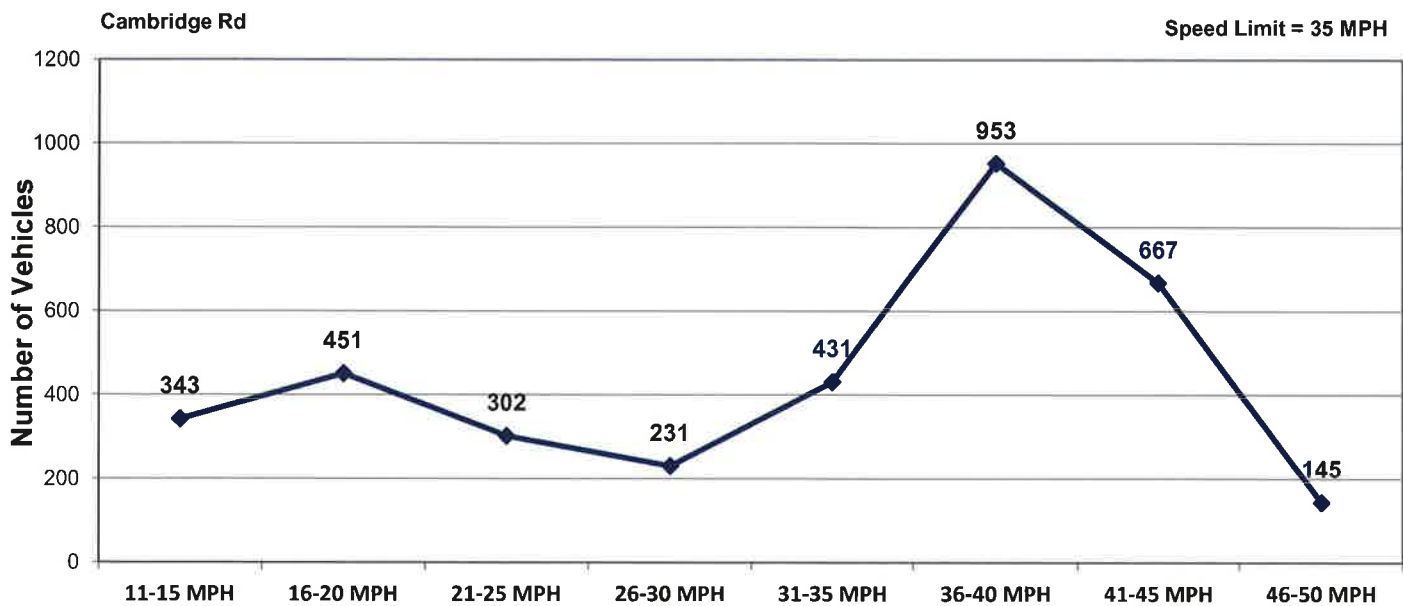
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 7/5/2026 - 7/11/2026

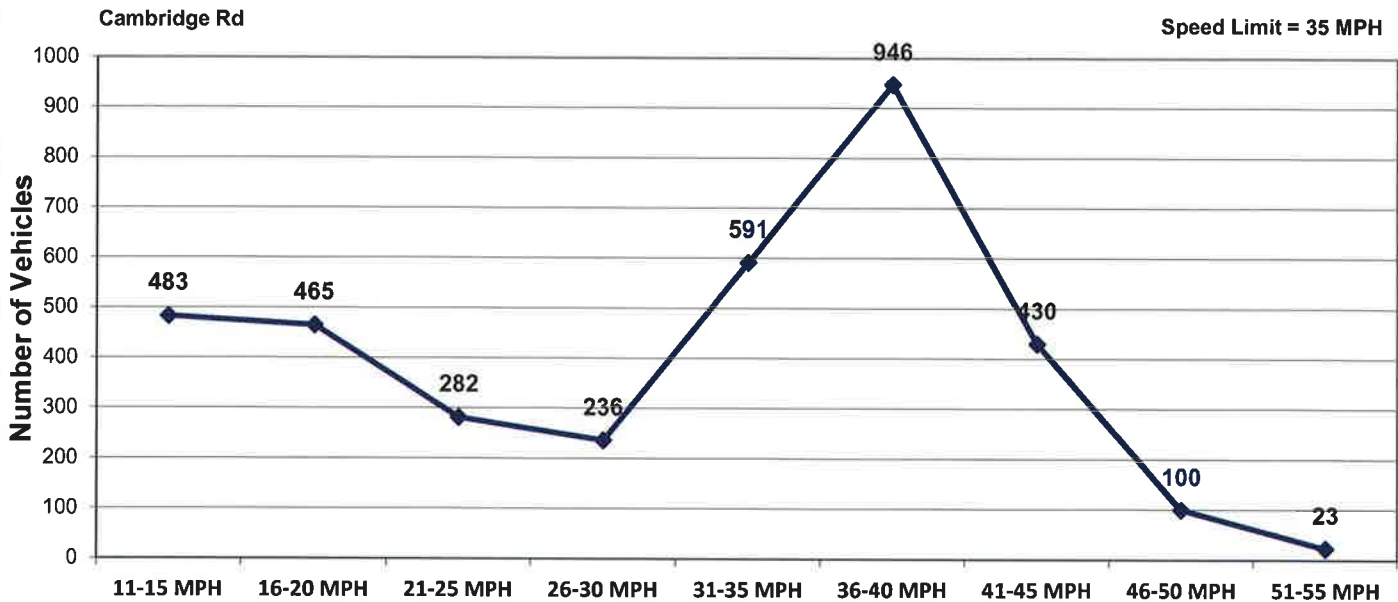
Vehicle Count by Peak Speed Bins



Week (7 days): 7/5/2026 - 7/11/2026

Charts Report

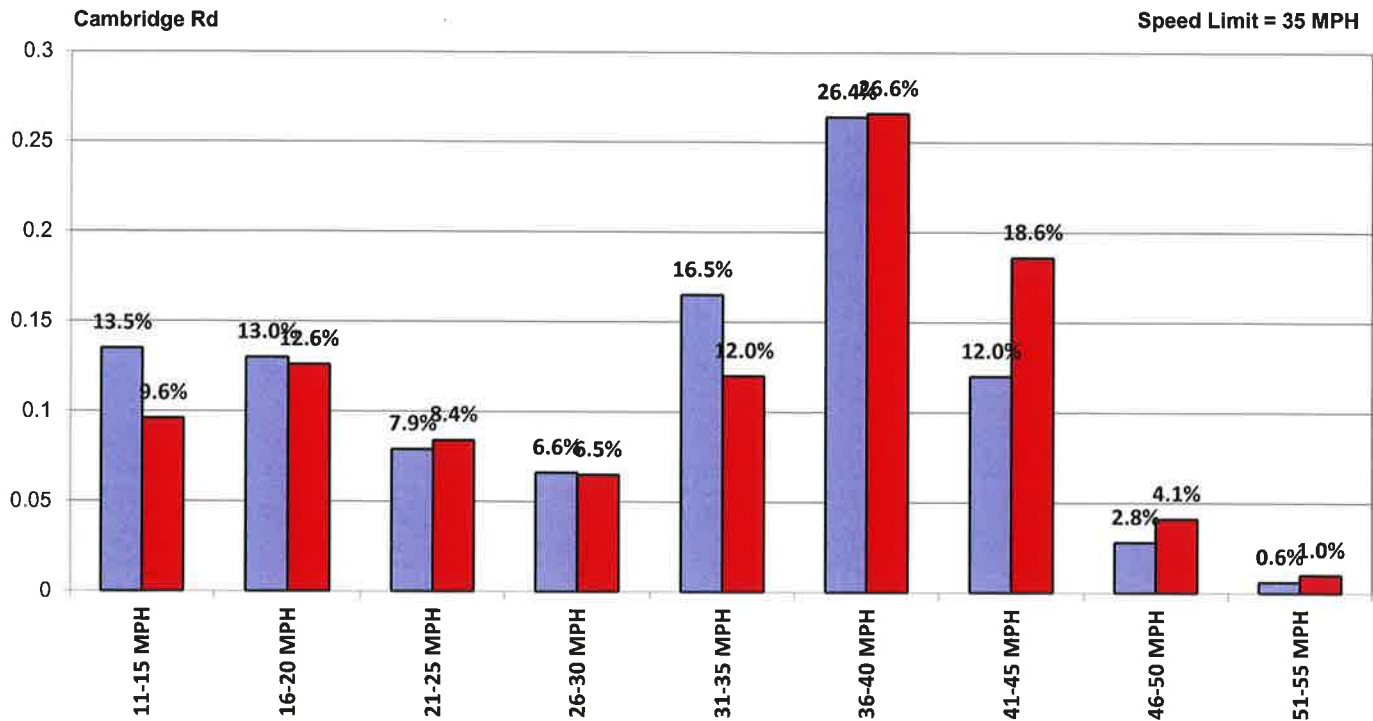
Vehicle Count by Avg. Speed Bins



Week (7 days): 7/5/2026 - 7/11/2026

Avg. vs. Peak Speeds by Percentage

■ AVG ■ PEAK



Week (7 days): 7/5/2026 - 7/11/2026

Good Afternoon,

Please find the 2nd quarter data for 2026 below. As you review the data there are some details which are worth noting.

The last few months have been a challenge for us between truck issues and decreased staffing. We had a fair amount of part-time staff turnover. Many of our part-time staff started as volunteers and upon achieving crew chief rank they are offered a part-time position. This has been extremely beneficial retention practice for us. At the point they have been with us long enough to complete that training program- we know they are close to their planned departure point. Their actual departure time, however, is dependent on acceptance into programs so it is hard to hire and train more people without an exact deadline from a financial standpoint. We had several seasoned providers leave us to medical school/PA school this spring and summer which hurt the schedule a bit.

We were thrilled to receive our new truck but not thrilled to deal with all the mechanical issues which came with it. Since January we have gone between Ford and Braun as the technical side of the truck isn't communicating leaving us without a truck. We normally have 3 ambulances, but one is being remounted so that's not available, the new one has been unreliable (hopefully we made headway with re-wiring last week) and the 3rd truck is older and needs new springs but cannot go into the shop until the new one is reliable. It has been stressful to say the least and has certainly had an impact on the number of times we could staff our swing truck. We are incredibly grateful to Saint Michaels Fire and Rescue and Richmond Rescue for their unwavering support and willingness to share their trucks when available.

Overall Call Volume

Out of service hours:	5 (all mechanical issues)
Volume since January 1, 2026:	1549
Volume last quarter (2026 Q1):	715
Volume this quarter (2026 Q2):	843

Overall Call Details

Ratio of calls taken by ER:	694 : 843
Day/night Truck:	578
Swing Truck:	112
Both Trucks:	3

Mutual Aid

Requests for mutual aid to respond into ER service area:	149
Requests for ER to respond outside our service area:	33

<u>Town/City Specific Data</u>	<u>2026 / Qtr 1</u>	<u>2026 / Qtr 2</u>
City of Essex Junction:	210	279
Town of Essex:	367	391
Town of Jericho:	56	80
Town of Underhill:	26	54
Town of Westford	10	4

Finance

We are currently in the process of closing out our budget. Once that has been closed out I will send a financial update with our closing Budget vs. Actuals report. I will also provide a copy of our new FY27 budget and summary at that time.

Please do not hesitate to reach out to us if you have any questions about our operations.

Sincerely,

Colleen Ballard – Executive Director



After Action Plan – Tax Bills

Background:

On July 6th and 7th 2026 the Town Office Staff were working on printing the Tax Bills for the upcoming Fiscal Year. The tax bills had a deadline of being printed and sent out based on the first payment due date of August 15th. Once the bills were initially printed the Town Clerks began stuffing the envelopes in preparation for mailing. During this process a resident called asking about their specific tax bill and an error was spotted. The clerks along with the bookkeeper then realized that 288 bills in total had errors. The error was related to state payments.

State Payments: State payments refer to any specific program or declaration that lowers a tax bill.

People Involved:

Tax Bill Printing

Terri Sabens – Town Assessor
Callie Hamdy – Town Clerk
M.J. Featherstone – Bookkeeper

Nannette Rogers – Former Town Clerk
Maria Barden – Asst. Town Clerk
Chip Stearns- NEMRC Support

After-Action Plan

Tommy O'Connor – Town Administrator
Callie Hamdy – Town Clerk
M.J. Featherstone – Bookkeeper

Chris Miele – Vice-President NEMRC
Maria Barden – Asst. Town Clerk

Errors & Sources:

On July 16th, Tommy O'Connor and Chris Miele of New England Municipal Resource Center (NEMRC) spoke over the phone and identified 3 potential reasons for the errors. Unfortunately all the research and discussion did not provide one single reason for the errors only the three possible reasons.

- 1) Remote Desktop Error- there were notifications on the support side in NEMRC that a remote connection may have triggered an error state and then the entry process did not properly compute to the NEMRC platform.
- 2) One other potential issue identified was a possible error in an entry into the system stemming from the Town Office. The likely spot would be from the input of a state payment download. State payments are sent weekly and require a download in order to



then process in the NEMRC system. The potential error could have been a corrupted or out date version of the download. Chris seems to think that this is very unlikely but it is something that has happened to other municipalities.

- 3) The final potential error would a general global update did not fully complete its restart and caused some of the discrepancies. The global update would include the physical terminal in the office as well as updates from the NEMRC platform that are done in conjunction with the specific terminal accessing the platform.

Solutions & Fixes:

During and after the phone call with Chris, an action plan was drafted for the upcoming year.

People involved in the draft plan of solutions & fixes:

Chris Miele – NEMRC

Tommy O'Connor – Town Administrator

M.J. Featherstone – Bookkeeper

Maria Barden – Asst. Town Clerk

- 1) The first solution is to continue to review and process the information provided by NEMRC as it pertains to Tax Administration. This includes online tutorials as well as attending the annual conference that discusses Tax Administration. Within this solution is also setting up a direct meeting during Tax Bill creation with a member of the NEMRC staff. Chris currently assists several other municipalities in this capacity and Westford will look to be added to his direct support.
- 2) The second solution is to force updating the local terminal and software platforms. With one of the identified issues being a potential global update error, forcing a terminal to update in the week leading up to printing will allow for adequate time in ensuring the terminal is ready for such a large processing data load, as well as ensure all programs are running at their peak performance as to not drain resources away from what is needed. The software update will include coordinating with NEMRC to make sure any and all updates are available and downloaded, while also having a support team member review the Westford based modules and check for any potential errors.
- 3) The next part of the plan is to change how the Town works with the printing process. There are a few more added steps for the upcoming year that will add extra checkpoints. The check points will be added at:
 - a. Data entry completion
 - b. Tax Book Printing
 - c. Download File Printing
 - d. Data Confirmation Process

The check points are all based on task completion and will include multiple staff members reviewing the checkpoint and identifying when it is ready for the next phase. The primary points



of contact will be the Town Administrator and the Bookkeeper. The Town Treasurer and Assistant Town Clerk will also be asked for spot checking throughout the process. The other set of eyes will be from NEMRC. The support team will be able to review the data inside the module specific to the Town of Westford and will help with matching the report to the data inside the module. The multiple sets of reviews with Town staff and also NEMRC will make sure that all items are in sync during each individual phase of the Tax Bill process.

- 4) The last component of this action plan is to have an annual review of the Tax Bill process after the mailing is sent to the Post Office. The team will again review the process within the Town Office and with the support team from NEMRC. The review will continue to identify any areas of need and adapt the plan each year to fit the situations at hand. This review shall also be made available to the Selectboard at a regular scheduled meeting for their input and comment.

This after action plan for 2026 will be presented to the Selectboard on July 23rd at the regular meeting.

After Action Plan was compiled by:

Tommy O'Connor
Town Administrator
Town of Westford

Tommy O'Connor

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Saturday, June 20, 2026 8:48 AM
To: selectboard; Town Clerk; Conservation Commission
Subject: Japanese knotweed on town lands (agenda item for 6/25?)

Members of the Selectboard,

WCC is writing to bring attention to a growing Japanese knotweed problem in several locations in town and to request discussion of a coordinated management approach.

Recently, the WCC identified a patch of Japanese knotweed along the school trails and began exploring options for professional removal. During a site visit in Maple Shade for a different matter, state foresters were present, including a specialist in invasive species management. While he was in town we asked him to assess the knotweed patches at the school trails and on 1705 and to provide removal estimates.

In addition to the school trails knotweed, we are aware of significant knotweed patches on and around the Common, including areas behind 1705 and near the library. Shortly after this site visit, the WCC received correspondence from resident Becca Davanon regarding knotweed spreading from the Westford Historical Society property onto her property. Becca has expressed concern because new knotweed shoots are emerging near a recently installed septic mound, where root expansion could pose risks to infrastructure.

Japanese knotweed is an extremely aggressive invasive species that spreads rapidly through underground rhizomes and plant fragments. Once established, it is very difficult and expensive to control. It can damage septic systems, foundations, pavement, retaining structures, and underground drainage infrastructure. It is especially concerning near waterways because it spreads easily through floodwaters and flowing streams.

Mechanical mowing is not recommended, as very small stem fragments can sprout and worsen spread. Professional treatment is most effective in late summer through fall, when the plant is actively transporting energy to its root system.

WCC has a couple requests from the Selectboard:

WCC would like to move forward with removing the knotweed patch along the school trails using the (or an) invasive species specialist, with WCC funds covering that work.

We also request that the Selectboard discuss the possibility of addressing knotweed infestations in and around the Common area. We are aware of multiple patches in this area, including patches on town-owned land, on Westford Historical Society property, and on nearby private properties, including near the covered bridge.

We believe a coordinated removal effort that addresses multiple nearby knotweed infestations may be the most cost-effective and effective long-term approach. Potential partners could include:

- The WCC, covering the school trails infestation and contributing toward town-owned areas on the Common
- The Town, for knotweed on municipal land
- The Westford Historical Society, for infestations on its property and to help cover costs of the spillover onto private land
- Adjacent private landowners, for infestations on private property

Longer term, this issue may require broader coordination with upstream landowners, neighboring towns, and the Winooski NRCD (Natural Resources Conservation District, which acts on a watershed scale) as effective management will benefit from a watershed scale approach.

We would like the Selectboard to discuss this issue on an upcoming agenda (sooner the better) and consider whether the Town would like to participate in a coordinated knotweed management effort. Some examples of other towns' projects are linked below along with the VT Invasives fact sheet. I will reach out to Warren to get an idea of how they coordinated their multi-town effort.

Let us know what you think.

Thanks,
WCC

* Warren Conservation Commission has run a dedicated knotweed project since 2019 focused on watershed scale management in the Mad River. <https://conservation.warrenvt.org/knotweed-project/>

* The towns of Waitsfield, Warren, and Fayston built a joint conservation commission effort using mapping, prioritization, and coordinated treatment. <https://vtdigger.org/2025/07/14/to-fight-knotweed-mad-river-valley-towns-let-goats-pig-out/>

* VT Invasives emphasizes that knotweed control works best with targeted professional treatment and long-term monitoring; mowing is usually ineffective and can worsen spread. <https://www.vtinvasives.org/invasive/knotweed-japanese>

**Selectboard Retreat # of Available Members Quorum
Dates Offered**

25-Jul	3	YES
1-Aug	3	YES
8-Aug	3	YES
15-Aug	1	NO
22-Aug	1	NO
29-Aug	2	NO

Tommy O'Connor

From: Pat Haller
Sent: Friday, July 10, 2026 10:55 AM
To: Common Committee
Cc: selectboard
Subject: FW: Wild Parsnip

FYI. No action needed from you so far as I think.
Sincerely, Pat

From: Pat Haller <Pat.Haller@westfordvt.us>
Sent: Friday, July 10, 2026 10:52 AM
To: Rebecca DaVanon <rdavanon@gmail.com>
Cc: Maria Barden <mbarden@westfordvt.us>; selectboard <selectboard@westfordvt.us>
Subject: RE: Wild Parsnip

Rebecca,

I understand and Thanks.

You may find me near your property later today or Saturday morning. Although I'm sure the CC members might be willing, a precedence to maintain invasive species that are public property from spreading onto others property is far from what I think the Town should managing short of how we've tried to schedule mowing roadsides before these plants go to seed. I know this is small issue and I don't mind.

Sincerely,
Pat

From: Rebecca DaVanon <rdavanon@gmail.com>
Sent: Friday, July 10, 2026 10:44 AM
To: Pat Haller <Pat.Haller@westfordvt.us>
Cc: Maria Barden <mbarden@westfordvt.us>; selectboard <selectboard@westfordvt.us>
Subject: Re: Wild Parsnip

That's my instinct but there is a history of things on the Common being very protective. I'd prefer have official permission or perhaps the common committee can come dig it up?

Rebecca "Becca" DaVanon

Pronouns: she/her
4 Common Rd | Westford, VT 05494
(615) 636-5933
rdavanon@gmail.com

On Fri, Jul 10, 2026, 10:09 AM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Rebecca,

I appreciate you asking, but I can only provide my individual opinion and not that of the Board unless we warned a meeting and discussed it in a meeting. My opinion is that removing invasive species from any public property is a public good, and as long as it puts no public in harm's way by doing so there's no reason to not. Seeing these are small plants and, opposed to say cutting down a tree or improperly cutting Japanese Knotweed that might spread if done improperly, I think it's a benefit and no-one would likely object.

Sincerely, Pat

Tommy O'Connor

From: Pat Haller
Sent: Friday, July 10, 2026 5:11 PM
To: ben.mcelvany@gmail.com
Cc: Bayley Greer; hockeygirl13d@gmail.com; 'Greig Arendt'; selectboard; Tommy O'Connor; gtselliott@gmail.com
Subject: RE: WRC signs on the green

Hi Ben,

Thank you for bringing this up and it was very timely. The Common Committee had asked us to approve some changes to the Common Policy and due to your bringing this up, the Selectboard approved the changes to their policy but with an amendment to allow signs for Town sponsored events and programs. This includes signs of the Westford Recreation Department.

Sincerely, Pat Haller
Chair, Westford Selectboard

From: ben.mcelvany@gmail.com <ben.mcelvany@gmail.com>
Sent: Friday, July 3, 2026 10:41 AM
To: selectboard
Cc: hockeygirl13d@gmail.com; Bayley Greer <bmg01240@gmail.com>; 'Greig Arendt' <greig.arendt@gmail.com>; gtselliott@gmail.com
Subject: WRC signs on the green

Good Friday morning to you all,

I'm writing this morning to ask the select board why we, the Westford Recreation Committee (which is a town volunteer run non profit organization trying to provide high quality recreation experiences for the lowest cost possible for our local community) can't post signs on the town common to inform the community of our wonderful offerings and ask for help to get more volunteers to run our programs. Isn't the town common a part of, well, the town?

Westford is a smaller town and getting volunteers to do anything is quite difficult, our programs routinely are hard to run because of both low registration numbers and low mentors/coaches/volunteers/board members. In an effort to increase our exposure, we brainstormed some ideas and thought (like many other towns around) we could use signage on the most visited space in town to increase our visibility. So it came as a huge shock and blow to us to hear that we aren't allowed to use the town common space for this purpose! We thought being a non profit town sponsored organization would mean that we could use town property for such purposes.

Interestingly, the privately owned school property has no issues with our signage...probably because they view it as the GREAT resource that it is and want to help us help out community.

Best,
Ben McElvany

Ben McElvany

Tommy O'Connor

From: J Hazen <ridgerunner@gmavt.net>
Sent: Sunday, July 12, 2026 10:12 AM
To: selectboard
Subject: Goodrich Trail / Hazen / Closure

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good morning all -

My family and I hope you are all enjoying this beautiful summer. It is our first summer living on our property as Westford homeowners and not just landowners. We officially moved into our new build house late in 2026. Before we realize it fall will be upon us and we have started preparing for the upcoming hunting season.

We'd like to express a sincere thanks for the efforts you made to address the concerns about safety and the comfort of citizens and landowners by closing the trails in October 2025 for the hunting season. The 2025 temporary closure helped ensure not only the safety of our family but is a clear indication the Selectboard's willingness to cooperate and respect landowners rights.

I am officially asking that the Selectboard move to permanent close the trails during hunting season to the public again starting October 1, 2006. I don't believe I've had any correspondence on the trail matters for a few years now, but I hope you can realize what a positive message and action this would be.

Respectfully,

James Hazen
108 Repa Rd
Westford, VT 05489
802.922.5820

Tommy O'Connor

From: William Dunkley <wdunkley65@gmail.com>
Sent: Wednesday, July 15, 2026 12:40 PM
To: Pat Haller
Cc: selectboard; PlanningCommission; Conservation Commission
Subject: Re: July4rth comments

Thanks Pat. Seems like river access is a through line. Thanks also for mowing a path down to the river!

On Thu, Jul 9, 2026 at 2:10 PM Pat Haller <Pat.Haller@westfordvt.us> wrote:

Hi all,

I transcribed the comments from the handwritten notes people input during July 4.

Sincerely, Pat