SELECTBOARD MEETING
July 9, 2026
Draft Minutes

Present:	Pat Haller	Callie Hamdy
	Julia Andrews	Tommy O'Conner
	Casey Mathieu	Maria Barden
	Deb Jorschick	
	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 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'Conner 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