



**SELECTBOARD MEETING
TOWN OFFICE & ZOOM
August 27th, 2026, 6:15 P.M.**

<https://us02web.zoom.us/j/83677614523?pwd=CoYiP91RkRdVp7jYjSzyApghQbgZ9.1>

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: August 13th, 2026, SB Meeting (Review and Approve)
4. (6:35) – Update on Covered Bridge – Vermont Heavy Timber Company
5. (6:45) – CCRPC UPDATE (Ben Bornstein)
6. HIGHWAY DEPARTMENT
 - a. (7:00) – Review Road Schedule
 - b. (7:05) – Review FY'26 Highway budget status report
7. TREASURER
 - a. (7:15) – Review FY'26 General Fund budget status report
 - b. (7:25) – Review and approve accounts payable and payroll warrants
8. DISCUSSION
 - a. (7:35) – Errors & Omissions Report
 - b. (7:40) – Security concern for Town Office
 - c. (7:50) – Update on Unified Planning Work Program/Budget
 - d. (8:00) – Selectboard Calendar Check In
 - e. (8:10) – Draft MOU between Town and Library
 - f. (8:20) – Draft Legal Trails Maintenance Guidance
 - g. (8:40) – Communication Plan for Fire Truck Bond Re-Vote
9. (8:45) – CORRESPONDENCE
10. COMMUNICATION
11. ANTICIPATED EXECUTIVE SESSION – Personnel (Employee reviews)
12. ADJOURN

The next regular Selectboard Meeting will be held on September 10th, 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

August 13, 2026

Draft Minutes

Present: Pat Haller
Julia Andrews
Casey Mathieu
Nick Nichols

Callie Hamdy
Tommy O'Connor
Abby O'Neil
Sean Cushing

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

Resident Discussion on Current Land Taxes removed, added loan paperwork for the new 2026 western Star Dump Truck.

PUBLIC COMMENT – Items Not on the Agenda

Dave Gauthier was present and questioned about the four dead trees on Common Road. They have been dead for some time, and he was concerned they would fall into the road. He wanted to know when and/or if they were coming down. Pat clarified this is the first time the trees have been discussed and suggested we contact the Fluerys as the trees are on their property, but close to the power lines.

MINUTES

P. Haller moved to approve the July 23, 2026 minutes as written. J. Andrews seconded. Motion passed 4-0.

CCRPC UPDATE

Ben Bornstein, CCRPC Representative, was present. The Land Use Review Board approved Westford's request for a less than the full amount of Tier 1B. Kirsten Tyler has been working with him on the Municipal Energy Resiliency Program and use of the remaining funds. They will be submitting a report this week and for forward with helping the Conservation Commission create educational programs with an energy resiliency component to them. They've been interacting with the CCRPC in respect to 1705. They will be meeting early next week.

ROAD SCHEDULE

Sean Cushing, Road Foreman, was present and went over the road schedule from July 25, 2026 to August 13, 2026.

FY'27 HIGHWAY BUDGET STATUS REPORT

T. O'Connor went over the FY'27 Highway Budget Status Report. The new Treasurer, Abby O'Neil, was present as well.

TOWN HIGHWAY TRUCK LOAN PAPERWORK

Community Bank is who we've worked with recently, they came back with the strongest opportunity to have reasonable payments. T. O'Connor had the loan paperwork present for the Selectboard to sign. After, the Treasurer and Town Clerk will finalize the document. P. Haller motioned to approve. C. Mathieu seconded. Motion passed 4-0. J. Andrews moved to accept the loan for Community Bank. N. Nichols seconded. Motion passed 4-0.

TREASURER FY'27 GENERAL FUND BUDGET STATUS REPORT

T. O'Connor and A. O'Neil went over the FY'27 General Fund Budget Status Report.

REVIEW AND APPROVE ACCOUNTS PAYABLE AND PAYROLL WARRANTS

The Selectboard went over the Accounts Payable and Payroll Warrants.

EMPLOYEE REVIEW UPDATES

S. Cushing is conducting and finishing reviews for the road crew members. T. O'Connor conducted Sean's review. Maria and MJ's have also been done. DRB and PC have met in regards to Harmony and they have gotten a reminder to send it back. The Selectboard members are responsible for conducting a review of Tommy and a review of the reviews Tommy does of the employees.

P. Haller is hoping to use the same form Tommy has used for the employees. He asked the other Selectboard member's opinions on the process. J. Andrews thought the board is all pretty busy right now and all the members doing one task separately seems like a lot of work. She wondered if one or two people take the lead. P. Haller clarified that's how it was done the previous year. J. Andrews volunteered Deb Jorschick because she felt she had a good eye for something like that. P. Haller felt he should also be one of the reviewers because he was chair. After they complete the review they will share it with the rest of the board in an executive session.

ACCESS PERMIT APPROVAL – REPLACEMENT PERMIT

Last year the Selectboard had approved an access permit for a property at the end of Osgood Hill Road. Along the way H. Cism had misplaced the paperwork. S. Cushing had looked at it and approved it, H. Cism had provided a replacement application for approval. J. Andrews moved to approve the access permit. N. Nichols seconded. Motion passed 4-0.

DRB FEE WAIVER REQUEST – SKETCH PLAN REVIEW

A resident had gone through sketch plan reviews last July and they had not gone to the next DRB step in time and has to start at the beginning again with a new Sketch Plan Review. He is requesting a waiver of the fee since he has already paid it previously. In the past the board had approved similar requests. J. Andrews asked if H. Cism senses if this person has made progress towards getting the subdivision nailed down? H. Cism has talked to the surveyor a lot. He has all the steps laid out and once he finishes sketch plan review he'll have another calendar year to proceed. J. Andrews moved to waive the DRB fee for Allen Reynolds Jr. N. Nichols seconded. Motion passed 4-0.

ZONING ADMINISTRATOR REPORT

Harmony Cism, Zoning Administrator was present and gave the Zoning Administrator's report. She has noticed an increase in the number of permits from last year. The board and Harmony discussed several zoning violations and how to best proceed. They also discussed the outcome of the Emerald Ash Borer Training and next steps.

TOWN ADMINISTRATOR REPORT

Tommy O'Connor, Town Administrator, was present and gave the Town Administrator's report.

TOWN FACEBOOK PAGE SOFT LAUNCH

There's been some question and ideas about having a town Facebook page as another form of communication. Tommy explained there was a lot of nuance in creating the page, it has softly launched. Information from the town and town entities will be shared. Recreation has also relaunched their page. They hope is to treat the Town page similar to Front Porch Forum where it is not required to post there, but we will try our best to post there to increase communication. J. Andrews had concerns about it becoming a vitriolic dumpster fire as Facebook can sometimes be. One way to handle that would be to shut comments off. She thinks we need a social media policy for employees as well. T. O'Connor noted that each individual post has to be edited to be non-comment, which is why he soft launched the page, so he knew how to do that before proceeding. P. Haller agreed that if we have a page it must be no comments and just to get information out. N. Nichols noted that in many places of employment, managing social media is a job in itself.

INVASIVE SPECIES DISCUSSION- JAPANESE KNOTWEED

Kirsten Tyler of the Westford Conservation Commission (WCC) had let the board know a few meetings ago about some work they wanted to do along some of the town's trails in regards to invasive Japanese Knotweed. K. Tyler was present to update about that. She asked if the Selectboard would give the WCC permission to lead the effort of removal of the invasive knotweed on 1705. They included 1705 in their quote from the invasive species specialists because it was town property. She was inquiring about adding 1705 to that work plan. The WCC has budgeted for this year \$1400 for invasive species removal out of their budget. They would be requesting \$600 from the Selectboard to cover the rest of the cost. J. Andrews thinks putting it off is a bad idea because it will cost more to remove it the longer it goes. C. Mathieu asked if surrounding properties from 1705 also have knotweed. If we get rid of it, will it come back? K. Tyler thinks no matter what we do it will be a problem. We have a significant amount, but not as bad as some other towns. The patch we have at 1705 is quite large and if we don't deal with it now it will only get worse. It will be an annual or bi-annual treatment work plan that will have to happen because of how pervasive the plant is. K. Tyler thinks the best way to deal with it is to do so as early as possible and expects each subsequent clean up to be easier once we get past this initial point.

Lori Johnson was present. She thanked Kirsten for the amount of work she's done. She wanted to emphasize some of what Kirsten had said, namely that this would be an ongoing issue to address. She thinks it's something the board should keep that in mind. Additionally, there's knotweed on other town property such as on Brookside in the ROW. If we're going to treat 1705 and the school trails, what's going to be the end point of treatment and how much are we going to treat around town for the other patches? She thinks it's going to be a large

expense. C. Mathieu wondered if there was any grant that could help us. P. Haller is of the opinion that any invasive species in the ROW is the responsibility of the property owner because it is their property so he's not looking to control knotweed in all the ROWs. J. Andrews thinks we also need to consider regarding 1705, our ultimate aim on that property is to make significant changes such as a wastewater system etc. If we leave it unchecked we will disturb it and then be further doing that work later, knotweed is also terrible for wastewater systems, leach fields etc. An investment now is a good idea. She thinks the board would look to the WCC and budget time to be thinking about adding this item to their yearly budget request. T. O'Connor indicated some areas in the budget we are expecting excess funds we could pull from, such as Mowing.

Kim Guidry was present. She hears that goats do a nice number on knotweed and suggested using goats for control. N. Nichols noted you can hire goat herds to weed and clear areas.

P. Haller moved to authorize the WCC to use their \$1400 towards the \$2095 bid from Vermont Invasive Plant Control and for us to also fund the additional \$600 to meet the total cost. J. Andrews seconded. Motion passed 4-0.

POTENTIAL SEASONAL TRAIL CLOSURE (GOODRICH, COVEY, SCHULTZ, SEYMOUR)

James Hazen was requesting the Selectboard close the legal trails during hunting season, Oct 1 – Dec 14. This would not be the Misty Meadows or Maple Shade trail systems but trails that cross private lands. The town had quite a bit of correspondence from residents regarding this. C. Mathieu asked P. Haller what the timeline on the trail maintenance document was. P. Haller anticipates getting a draft to the next Selectboard meeting, but that only involves maintenance. Initially this document had contained many of the desires of the abutting landowners that was not maintenance related such as no hiking in the middle of the night, having dogs on leash as opposed to "verbally controlled or on leash" as well as possible closing trails during hunting season. Pat had come to the conclusion that those items in the Trail Ordinance and Dog Ordinance instead of the trail maintenance guidelines. T. O'Connor had already begun working on integrating those items into the ordinances upon the Selectboard's request for review.

J. Andrews asked if we are now just currently talking about closure for hunting season tonight? That was true. P. Haller noted this came up last year and that board had agreed to it unanimously. Most of what the town is trying to do with the maintenance policy is trying to show goodwill to our neighbors. The Town has a Right of Way (ROW), but we also need to be mindful of the properties those cross and to address things in a neighborly fashion. P. Haller suggested because we're not passing an ordinance that it cannot be permanent this time and suggested a temporary closure for this year only until it is brought up for review in an ordinance. He thinks that closing the trails for hunting season is a good effort. He didn't hear complaints last time it was closed but did hear from the residents with trail across their lands that they were appreciative, and they felt it was a great step forward.

C. Mathieu said there seems to be increased use in the trails when discussed. Opening day hunting season there's been a crowd of people going through there, which is what triggers these discussions. The town needs to be neighborly, most of these landowners are hunters. There's a lot of back history to it. J. Andrews sees both sides and came with an open mind. For residents, is it people using the trails to not access hunting, they're just using the trails for

a theoretically to curb people from hunting? One of the landowners indicated that's what it felt like to them. P. Haller noted people are using the trails, in the recent past whenever we're talking about hunting season it sparks people to go check out that trail. He thinks there might be some speculation of trail use to curb hunting, but we can't know if that's really happening. What they do see is when they closed it last year they didn't have residents saying, 'what you closed it??' etc. He also said the town hasn't been maintaining the trails because of the in progress maintenance document. So, use is currently down. T. O'Conner clarified that the closure would only be for general public/recreational use and would have no bearing on the individuals who need to use the trail to access their trails and have legal access across the trails for that use.

Marilyn Thomas was present. She asked what's the reasoning for closing the trail for hunting season? P. Haller believes it is to offer a neighborly gesture for the land owners who hunt on their properties that have town trails through them. From his understanding, when the trails are open to the public not only does it disturbs the direct hunt, but the animals stay away from those properties. M. Thomas understands hunting; she doesn't understand how somebody said safety. Milton Town Forest isn't closed during hunting season and hunting is allowed there. Most people are aware during hunting season you don't go out opening season and ending season, mornings and evenings. She doesn't understand why it's a big deal. The landowners bought those properties knowing public trails go through those properties and people use it on a regular basis and always have. A lawsuit has already been settled saying it's a ROW, but it is still the town's. The trails are dear to her heart, and she hates to lose them. Ken Tardie was present. The town spent \$30,000 keeping Schultz trail open to the public and now the new owners are trying to close it again? He's a hunter and he's hunted off Goodrich and Schultz before the previous owners were fighting about it. He's had people drive by him on ATV and it never bothered the deer at all.

Kirsten Tyler was present. She saw the email to the SB requesting the trail closure during hunting season. She'd prepared a statement which she read aloud: She was speaking for herself and not WCC. She respectfully opposed imposing a seasonal closure on the Goodrich, Covey, Schultz, or Seymour Trails. These four trails are not informal paths; they are legal trails and public ROW that existed before the current requesting landowners acquired their properties. They were roads back in the 1800s. Land crossed by a legal trail is owned subject to the public's established right of passage. That right should not have to be renegotiated whenever a landowner objects to trail use. The Town should listen respectfully to landowner concerns, but it must also protect the public interest. If one request is enough to close a ROW, even temporarily, it creates a precedent for similar requests based on other hunting seasons, privacy, dogs, noise, or simply a preference for less public use. One by one, these requests can gradually erode public access one exception and one season at a time. Westford's adopted policies point in the opposite direction. The Trails Ordinance says trails should remain open for public use and prohibits obstructions that hinder or prevent public travel. The land-use regulations reinforce that principle. They prohibit residential fences and walls from obstructing a public ROWs. They also urge any development to connect and extend existing trails, preserve pedestrian access through new subdivisions, and avoid interfering with access to public recreational areas. Our policies in Westford have been to preserve the continuity of public access, not narrow it. The Trail Use Guidelines are also clear: Westford trails are public and open to all. During hunting season, the established guidance is be aware, leash dogs, and wear orange. The Town Plan also reinforces

this, identifying Westford's legal trails as public ROWs that were once public roads connecting Westford with neighboring towns. It records that when the Town attempted to discontinue them in 1973, the Superior Court found that they had been discontinued in error and required their reestablishment as legal trails. The Town Plan calls for Westford to continue the use and conservation of public trails, improve access and connectivity, and promote responsible trail use through education.

Kirsten thinks it would be a good idea to come up with a compromise. The SB can post hunting-season notifications on the website, WCC can post hunting season signs on kiosks that include the same message as we use in Maple Shade: be aware, wear orange, and leash, and WCC can add high-vis vests at all trails, like we do at Maple Shade. She doesn't think that closure should become the default response to a landowner's request. Public ROWs should remain public.

Jim Anderson was present. He thinks the landowners are under no responsibility to accommodate the towns people. He thinks the trails are forced upon the land owners. He thinks they are invasive to people's property and doesn't just include the boundary of the paths.

Heidi Tardie was present and asked for clarification for what Jim was saying about property owners "granting use", she thought that was untrue. The ROW is the town's legal right of way. Her and Ken live on Machia Hill Road and have lived there for a long time. Their property is close to the trail. They walk and ride horses on them. She's confused on why she would be denied her right to walk on a public trail during hunting season. She would put orange on, and the question is if you're good neighbors what's next are you going to close driving on Machia Hill to everybody that doesn't live on Machia Hill Road? Her and Ken have problems with people coming on their property when its posted. So why do the trail abutting land owners get special treatment when they also have issues with their property? She finds this whole thing very weird. Hunting season is inherently dangerous, but on the other hand it's a right for the people. You don't buy property on a public trail and want to close it after. It wasn't a secret; you can find the lawsuit. Don't buy the property if the trail bothers you. Per the lawsuit the trail was required to be disclosed to them when they purchased the property.

Carol Winfield was present. She reiterated the points from Heidi and Marilyn. They are legal ROWs. It was ratified by the superior court in the 1970s and there's a procedure that needs to be followed to reclassify a public trail before it can be true. The speculation to the motivation of walkers on the trails is totally unsubstantiated and irresponsible to throw out in her opinion. The idea that the trail is not just a narrow trail is not the issue at hand and is irrelevant tonight. She agrees about being neighborly, but she doesn't think it is neighborly to everybody else in town that wants to use the public trails because people that recently came to town bought land on a public trail and then turn around and don't like that there's a public trail. She sympathizes with them, but the public trails were disclosed. Anybody who has been in Vermont more than a few months knows about hunting season and a lot of residents recreate outside year round. Whose going to limit access to the trail for some other reason next?

Dave Lavalley was present. He echoed what was said. They're public trails, just because its hunting season is a slippery slope and it's a public area you should be able to walk through. We shouldn't be closing them down at the whim of a few people. Lori Johnson was present.

She agrees. Why are we closing the trails for the request of just a couple being neighborly to them. What about everybody else? They're disenfranchising the rest of the town and people should be able to make their own decision on if they want to go on the trails or not. Barb Peck had written indicating there is state statute that the SB cannot close the trail without following lengthy legal procedure. Lori thought we should look into that and consider the other people in town. We're being unneighborly to 2 but what about the other 1,998?

N. Nichols asked if there's any information on what Lori had brought up re: Barb and state statute. J. Andrews had the statute referenced pulled up. It is part of a misc. transportation bill. The only thing she finds in there is that the town has the right to maintain legal trails (but not any infrastructure around it). She doesn't see anything about a legal process. T. O'Connor had testified on that bill. Closures have to be defined. Mud season, for example, is very ambiguous. Closures can be done for protection on an environmental level. The town has the legal standing. J. Andrews notes that this is 57 page bill and she is not a lawyer. P. Haller noted that if they closed the trail they would empower the town administrator to find out what legal steps we must take to do such a closure.

Ben Bornstein was present. He noted the actual ask is a permanent closure of the trails during hunting season with no end date. He would appreciate that clarified. A permanent closure is an encumbrance. There is a reference that raises concerns about safety and that causes him to be concerns because this is his driveway to access his property. If there's a safety concern for all of the public there's a legitimate safety concern for him and his family. They talk about neighborliness, but he's been available. He may not live in Westford, but he's incredibly involved in Westford itself and has been a diligent steward of the land for over 65 years. He's not just a landowner and he finds that insulting. In the past he has granted access to his property to one of the requesting landowners for the purpose of hunting, such as tracking an injured deer they were unable to take down amongst other requests. He's not opposed for the sake of being opposed, but he would like engagement and consultation. He was not told about this ahead of time and it impacts him. He's tried to be a team player but a permanent closure and only leaving him and his family subject to those safety concerns is not very neighborly. He's gone through 3 final court decisions regarding his right of access and egress for all purposes. To create an encumbrance, he's not open to the suggestion they're less than because somebody built a house. He doesn't feel that's very nice. The whole idea of the trail maintenance policy was open scope and wasn't meant to exclude. All the trails through private property are different from each other for a blanket decision. P. Haller disagreed that it's an adverse encumbrance.

James Hazen was present. Ben's been a good neighbor, and it has nothing to do with that. He thanked Ben for his stewardship. In his opinion if the town wants to be neighborly, recreation is a big part of why he bought his land and it's important to him. The amount of people walking the trails is borderline harassment in his opinion. He's not going to mow his lawn when somebody has a family dinner. Nobody should go for a walk when its hunting season there's plenty of places to walk in Vermont. He understands the precedent it sets.

Kati Anderson was present. She had no idea about hunting until she met Jim. She is appreciative of people that understand it but there's a lot of people that don't. She counts of venison meat for her family. The purpose of the temporary trail closure would be twofold:

safety yes but minimizing the number of domestic animals of the trail decreases the risk for an accident. Off leash dogs is a big issue for her. The number of people that come to her property on hunting season when the foliage is not that nice makes it hard to not see it as a purposeful process to interrupt hunting. She appreciates everybody who mentioned that they should have known about the trail when they bought the property. They did know and it was not a surprise. They were surprised by the harassment they've experienced. They keep their property posted, but they still have hunters looking to access their property. They didn't reach out to Ben because he hadn't come forward. They have had other neighbors expressing being thankful for the lack of hunters on the road.

P. Haller disagreed with Ben in regards that closing trails is an encumbrance on his ROW. He doesn't think it's an encumbrance any more than our lack of maintenance as well as how do we know how far one might go in suggesting they can't access their trail because of risk because of what others legally can do. He respects and understands the viewpoint but doesn't think the town can be put in a position of indicating what is the perceived risk and try to govern a perceived risk on things we do not have control of such as hunting. He suggested that if that was the logic they could turn the logic to the landowners themselves, but that wouldn't be correct either. They can't have a subjective rule, where when somebody feels they're not at risk because of legal activity that we can't close our trails. P. Haller was still in favor of doing a temporary trail closure but doesn't think there should be any permanent closure of the trails. P. Haller motioned to close the trails temporary from Oct 1 – Dec 14 to the general public except for all those with legal rights of access and egress. C. Mathieu seconded.

Dave Gauthier asked if somebody goes on a temporarily closed trail what happens? Just because they say the trails are closed, there's no enforcement what good is it? J. Andrews noted it does deter a good number of people. N. Nichols commented that he feels like the larger emotion and frustration that occurs outside of hunting season is getting mixed in with this discussion, especially in regards to closing the trails. He would love to have the trail maintenance guide done and see if that could help reduce tension around this issue. He has not heard persuasive argument to permanently close the trail. He liked what Kirsten mentioned about finding a compromised way to help everybody manage. He would love for ideas like that in regards to this issue and feel it should be another major focus. Motion passed 3-1. P. Haller, N. Nichols, & P. Haller voted in favor, J. Andrews voted against.

FIRE TRUCK BOND UPDATE

They have been looking into the fact that we had a bond vote in 2024, and we now know we're going to have to do a re-bond vote. The board had talked about having a communication plan about this. J. Andrews had drafted a first draft and passed it to Tommy. The 2024 vote unfortunately it was not warned correctly in newspapers at the time and therefore the bond bank will not issue a bond because we did not complete things properly. We have to go through the process again. It will be on the back of the General ballot in November.

CORRESPONDENCE

Lots of correspondence was received in regards to the temporary trail closure potential.

Turn around on a driveway, was given to Harmony

Town Planner, potential of sharing a town planner with Fairfax.

Common Drainage

Julia had sent in that the inclusion statement is ready for review.

New Library Director Robin

Kim Guidry thanks to those putting up curb signs.

COMMUNICATION

Communicate about Temporary Trail Closure once Attorney approves.

New Common Use form will be the only accepted form for Common Use. Old form is no longer accepted by the town.

ADJOURN

The meeting adjourned at 8:58 p.m.

Respectfully Submitted,
Pat Haller
Selectboard Chair

Callie Hamdy
Minute Clerk

GUEST LIST

Dave Gauthier
Harmony Cism
Carol Winfield
Michael Miller
Kirsten Tyler
Kim Guidry
Ira Allen
Dave Lavallee
Dick Lavallee

Ben Bornstein
Lori Johnson
James Hazen
Kati Anderson
Jim Anderson
Marilyn Thomas
Ken Tardie
Heidi Tardie



**VERMONT
HEAVY
TIMBER**

60 Sunrise Drive
Huntington, Vermont 05462
802.540.5988
VermontHeavyTimber.com

Change order proposal for the Browns River Covered Bridge of Westford Vermont

While effecting the repairs of the original contract, we removed the ends of the exterior line of Burr arch members and the eave sheathing on all corners of the bridge. After having done that, we unfortunately found that the Bolster beam and the last ~12' section of the bottom chord are completely rotten. This rot was hidden behind the Burr arch member, which is why we did not find it during our initial inspection. The cost to replace these members is \$11,500. To do these repairs, we will have to jack up the bridge on that corner in a more complicated way than we had to for the other repairs. Once the proposed work is done, we will properly flash and re-sheath that corner of the bridge.

Tommy O'Connor

From: Miles Jenness <miles@vermontheavytimber.com>
Sent: Thursday, August 20, 2026 1:26 PM
To: Tommy O'Connor
Subject: Re: Checking In
Attachments: Browns river change order, 82026 PDF.pdf

Hi Tommy,

Only one payment remaining for the original contract. Unfortunately, we found more rot, and a change order detailing the rot (and a picture) is below. We are currently on the hunt for another white oak bolster beam. Let me know if you have any questions, or would like me to appear before the Selectboard to answer any questions.

Thank you,

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



GENERAL FUND & HIGHWAY FUNDS			11-Jun		11-Jun			
			Actual %		Actual %		PR % 96	
Account	Budget	Actual	of Budget	Actual	of Budget	Change	GL % 95	
100-20 PROPERTY TAXES								
100-2000-00.00	Current Property Taxes	1,152,312	151,042.97	13.11%	1,630,284.65	141.48%	(1,479,241.68)	
100-2005-00.00	Advance Year Property Tax	0	0.00	0.00%	0.00	0.00%	0.00	
100-2009-00.00	Late Tax Interest	2,500	0.00	0.00%	210.31	8.41%	(210.31)	
100-2010-00.00	Delinquent Taxes	40,000	24,735.69	61.84%	26,396.72	65.99%	(1,661.03)	
100-2011-00.00	Delinquent Tax Penalty	4,000	1,978.84	49.47%	2,111.72	52.79%	(132.88)	
100-2012-00.00	Delinquent Tax Interest	3,000	1,861.95	62.07%	1,932.29	64.41%	(70.34)	
Total PROPERTY TAXES		1,201,812	179,619.45	14.95%	1,660,935.69	138.20%	(1,481,316.24)	
100-21 LICENSES & FEES								
					0.00		0.00	
100-2100-00.00	Liquor Licenses	185	0.00	0.00%	0.00	0.00%	0.00	
100-2110-00.00	Recording Fees	17,000	3,160.00	18.59%	4,395.00	25.85%	(1,235.00)	
100-2120-00.00	Dog Licenses	1,700	9.00	0.53%	15.00	0.88%	(6.00)	
100-2130-00.00	Building Permit	0	0.00	0.00%	0.00	0.00%	0.00	
100-2131-00.00	Access Permits	150	0.00	0.00%	0.00	0.00%	0.00	
100-2135-00.00	Excess Weight Permit	700	0.00	0.00%	0.00	0.00%	0.00	
100-2140-00.00	Marriage Licenses	150	15.00	10.00%	45.00	30.00%	(30.00)	
100-2145-00.00	Copies	1,700	334.50	19.68%	457.25	26.90%	(122.75)	
100-2146-00.00	Vault Time	200	17.00	8.50%	21.00	10.50%	(4.00)	
100-2150-00.00	Auto Registration Fees	20	6.00	30.00%	6.00	30.00%	0.00	
100-2155-00.00	Metal Dumpster	3,600	347.00	9.64%	652.00	18.11%	(305.00)	
Total LICENSES & FEES		25,405	3,888.50	15.31%	5,591.25	22.01%	(1,702.75)	
100-22 INTERGOVERNMENTAL								
					0.00		0.00	
100-2229-00.00	Current Use/Land Use	85,145	0.00	0.00%	0.00	0.00%	0.00	
100-2230-00.00	State - Planning Grant	0	0.00	0.00%	0.00	0.00%	0.00	
100-2234-00.00	Burlington Free Press Gt	0	0.00	0.00%	0.00	0.00%	0.00	
100-2241-00.00	State - Misc. Grants	0	0.00	0.00%	0.00	0.00%	0.00	
100-2242-00.00	State - Traffic Fines	4,500	775.50	17.23%	775.50	17.23%	0.00	
100-2245-00.00	State - Miscellaneous	0	0.00	0.00%	0.00	0.00%	0.00	
100-2248-00.00	Vt Act 68/Equalization	965	0.00	0.00%	0.00	0.00%	0.00	
100-2249-00.00	VLCT Grants	0	0.00	0.00%	0.00	0.00%	0.00	
100-2260-60.06	Wastewater Project RF1-26	0	0.00	0.00%	0.00	0.00%	0.00	
100-2260-60.07	VCDP - Grant - Pigeon Pro	0	0.00	0.00%	0.00	0.00%	0.00	
Total INTERGOVERNMENTAL		90,610	775.50	0.86%	775.50	0.86%	0.00	
100-23 PLANNING & ZONING								
					0.00		0.00	
100-2350-00.00	Vault time/copier/fax fee	0	0.00	0.00%	0.00	0.00%	0.00	
100-2359-00.00	Building Permits	8,000	2,556.40	31.96%	3,293.90	41.17%	(737.50)	
100-2360-00.00	DRB Subdivision - Sketch	700	0.00	0.00%	0.00	0.00%	0.00	
100-2361-00.00	DRB Subdivision - Prelimi	0	0.00	0.00%	0.00	0.00%	0.00	
100-2362-00.00	DRB Subdivision - Final	0	0.00	0.00%	600.00	100.00%	(600.00)	
100-2363-00.00	DRB Subdivision Amendment	350	0.00	0.00%	0.00	0.00%	0.00	
100-2363-10.00	DRB Waiver	0	0.00	0.00%	0.00	0.00%	0.00	
100-2364-00.00	DRB Site Plan	325	0.00	0.00%	0.00	0.00%	0.00	
100-2365-00.00	DRB Variance	0	0.00	0.00%	0.00	0.00%	0.00	
100-2366-00.00	DRB Boundary Line Adjustm	0	175.00	100.00%	175.00	100.00%	0.00	
100-2367-00.00	DRB Conditional Use	325	0.00	0.00%	325.00	100.00%	(325.00)	
100-2368-00.00	DRB Zoning Appeal	0	0.00	0.00%	0.00	0.00%	0.00	
100-2369-00.00	ZA Admin Amendment	0	0.00	0.00%	0.00	0.00%	0.00	
100-2370-00.00	Certificate of Compliance	500	80.00	16.00%	200.00	40.00%	(120.00)	
100-2371-00.00	Zoning Violation Fines	0	0.00	0.00%	0.00	0.00%	0.00	
100-2372-00.00	Certificate of Occupancy	700	75.00	10.71%	75.00	10.71%	0.00	
100-2373-00.00	Home Occupation	0	0.00	0.00%	0.00	0.00%	0.00	
100-2374-00.00	CCRPC-BWQC	0	0.00	0.00%	0.00	0.00%	0.00	
100-2380-00.00	Legal/Professional Review	0	0.00	0.00%	0.00	0.00%	0.00	

Account		Budget	Actual %		Actual %		Change	PR % 96
			Actual	of Budget	Actual	of Budget		GL % 95
Total PLANNING & ZONING		10,900	2,886.40	26.48%	4,668.90	42.83%	(1,782.50)	(1,782.50)
100-24 TOWN FUNCTIONS					0.00			0.00
100-2420-00.00	Metal Dumpster	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2421-00.00	Recycle Bins	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2422-00.00	CTCL - GRANT - ELECTION	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2423-00.00	1705 Rte 128	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2438-00.00	Holiday Basket Donations	2,000	0.00	0.00%	0.00	0.00%	0.00	0.00
Total TOWN FUNCTIONS		2,000	0.00	0.00	0.00	0.00	0.00	0.00
100-2705 TRANSFER IN					0.00			0.00
100-2705-00.00	Transfer In From Reserves	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2705-10.00	Transfer In - Fund Balanc	0	0.00	0.00%	0.00	0.00%	0.00	0.00
Total TRANSFER IN		0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-28 DOGS					0.00			0.00
100-2820-00.00	Dog Fines	200	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2821-00.00	Dog Shelter Fund	0	0.00	0.00%	0.00	0.00%	0.00	0.00
Total DOGS		200	0.00	0.00%	0.00	0.00%	0.00	0.00
100-29 MISCELLANEOUS					0.00			0.00
100-2900-00.00	Reimbursement School Exp	2,500	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2910-00.00	Use of Cash on Hand	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2920-00.00	Note Proceed Spiller Lot	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2930-00.00	Interest Income	12,000	817.72	6.81%	2,426.49	20.22%	(1,608.77)	(1,608.77)
100-2935-00.00	Interest-Restricted	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-00.00	Miscellaneous Revenue	0	13.00	100.00%	32.00	100.00%	(19.00)	(19.00)
100-2990-01.00	Misc Donations	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-02.00	Summer Concert Series	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-03.00	Nat'l Opioids Settlement	0	503.18	100.00%	579.67	100.00%	(76.49)	(76.49)
100-2990-04.00	CANNABIS VT CONTROL BD	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-05.00	Employee Training Grant	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-10.00	Town Sign Advertising	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-11.00	Maple Shade Town Forest-g	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-2990-12.00	Veteran Banners - REV	0	575.00	100.00%	575.00	100.00%	0.00	0.00
Total MISCELLANEOUS		14,500	1,908.90	13.16%	3,613.16	24.92%	(1,704.26)	(1,704.26)
Total Revenues		1,345,427	189,078.75	14.05%	1,675,584.50	124.54%	(1,486,505.75)	(1,486,505.75)
100-30 ADMINISTRATION					0.00			0.00
100-3000-10.00	Select Board Salaries	4,000	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-10.01	Select Board Minute Taker	1,700	143.00	8.41%	143.00	8.41%	0.00	0.00
100-3000-11.00	Town Administrator	97,066	9,881.28	10.18%	13,339.37	13.74%	(3,458.09)	(3,458.09)
100-3000-12.00	Bookkeeper Salary	43,398	6,267.56	14.44%	8,257.38	19.03%	(1,989.82)	(1,989.82)
100-3000-13.00	Fire Warden Stipend	400	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-13.01	Rec Coordinator Salary	12,004	1,384.62	11.53%	1,846.16	15.38%	(461.54)	(461.54)
100-3000-14.00	FICA Expense	26,671	2,650.22	9.94%	3,577.54	13.41%	(927.32)	(927.32)
100-3000-14.10	Childcare Tax	1,545	339.04	21.94%	451.11	29.20%	(112.07)	(112.07)
100-3000-15.00	Health Insurance	30,000	1,440.46	4.80%	2,880.91	9.60%	(1,440.45)	(1,440.45)
100-3000-15.01	Dental Insurance	1,000	163.28	16.33%	163.28	16.33%	0.00	0.00
100-3000-15.02	Disability Insurance	1,400	273.42	19.53%	273.42	19.53%	0.00	0.00
100-3000-15.03	Vision Insurance	250	0.00	0.00%	36.24	14.50%	(36.24)	(36.24)
100-3000-15.04	Cobra Ins Benefit	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-16.00	Pension Plan Employer Exp	10,152	867.01	8.54%	1,164.31	11.47%	(297.30)	(297.30)
100-3000-17.00	Unemployment	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-19.00	Office Equipment	2,500	(20.00)	-0.80%	-20.00	-0.80%	0.00	0.00
100-3000-20.00	Office Supplies & Repairs	5,000	417.13	8.34%	900.15	18.00%	(483.02)	(483.02)

Account			Budget	Actual %		Actual %		PR % 96
			Actual	of Budget	Actual	of Budget	Change	GL % 95
100-3000-21.00	Employee Appreciation	500	0.00	0.00%	0.00	0.00%	0.00%	0.00
100-3000-30.00	Legal Notices	1,300	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-34.00	Postage	6,000	1,613.10	26.89%	1,613.10	26.89%	0.00	0.00
100-3000-40.00	Education S/B & Town Adm	500	0.00	0.00%	99.00	19.80%	(99.00)	(99.00)
100-3000-42.00	Grant Writer	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-48.00	Property Casualty W/C	19,000	4,891.75	25.75%	4,891.75	25.75%	0.00	0.00
100-3000-50.00	Payroll Services Cintract	6,500	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-59.00	Admin Planning Consultant	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-60.01	Legal & Professional Fees	22,000	810.05	3.68%	1,557.01	7.08%	(746.96)	(746.96)
100-3000-60.02	IT Professional Services	15,000	1,959.62	13.06%	3,921.24	26.14%	(1,961.62)	(1,961.62)
100-3000-60.04	Software	1,500	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-60.05	Town Admin Computer	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-60.07	Audit Reserve Expense	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-60.08	Admin Cap't Budg't Exp	11,065	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-60.10	Holiday Basket Expense	1,200	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-62.00	Stationary & Printing	2,850	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-63.00	Newsletter printing	3,100	268.75	8.67%	555.55	17.92%	(286.80)	(286.80)
100-3000-74.00	S/B Town Adm Travel	300	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-75.00	Emerg'y Gener't Maint/Fue	2,000	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-76.00	Electric-Flag-Gaz-Street	1,800	174.31	9.68%	174.31	9.68%	0.00	0.00
100-3000-91.00	Interest Expense	50	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3000-92.00	Tax Abatements	1,000	0.00	0.00%	589.28	58.93%	(589.28)	(589.28)
100-3000-93.00	Estimated Uncollected Tax	0	0.00	0.00%	0.00	0.00%	0.00	0.00
Total ADMINISTRATION			332,750	33,524.60	10.07%	46,414.11	13.95%	(12,889.51)
100-32 CLERK/TREASURER						0.00		0.00
100-3200-10.00	Clerks Salary	49,598	6,208.93	12.52%	8,121.88	16.38%	(1,912.95)	(1,912.95)
100-3200-25.00	Treasurer Salary	16,142	0.00	0.00%	525.00	3.25%	(525.00)	(525.00)
100-3200-30.10	Membership Dues	150	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3200-40.10	Education - Clerk's Offic	300	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3200-40.20	Education - Treasurer's	200	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3200-60.03	Supplies - Town Clerk	300	0.00	0.00%	203.52	67.84%	(203.52)	(203.52)
100-3200-60.04	Supplies - Treasurer	500	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3200-60.05	Treas/Bookkeeper Computer	1,000	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3200-60.06	Clerks Computer	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3200-74.00	Travel	250	15.95	6.38%	23.93	9.57%	(7.98)	(7.98)
Total CLERK/TREASURER			68,440	6,224.88	9.10%	8,874.33	12.97%	(2,649.45)
100-33 BCA/ELECTION						0.00		0.00
100-3300-10.00	BCA Salaries	600	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3300-20.00	Election Workers	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3300-30.00	Ballots Supplies & Votin	5,000	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3300-40.00	CTCL - GRANT - ELECTION	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3300-99.00	Election Misc Expense	0	0.00	0.00%	0.00	0.00%	0.00	0.00
Total BCA/ELECTION			5,600	0.00	0.00%	0.00	0.00%	0.00
100-34 AUDITORS/DELINQ TAX						0.00		0.00
100-3400-10.00	Auditors Salaries	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3400-11.00	Audit/Independent	20,000	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3440-10.00	Delinq Tax Penalty Paymen	5,000	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3440-34.01	Delinq Tax Collectors Exp	100	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3440-40.00	Education-Auditors & D.Tx	50	0.00	0.00%	0.00	0.00%	0.00	0.00
Total AUDITORS/DELINQ TAX			25,150	0.00	0.00%	0.00	0.00%	0.00
100-35 LISTERS						0.00		0.00
100-3500-09.00	Assessor Contract Svcs	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3500-10.00	Listers Salaries	22,880	1,842.50	8.05%	2,310.00	10.10%	(467.50)	(467.50)
100-3500-10.01	Reappraisal	0	0.00	0.00%	0.00	0.00%	0.00	0.00
100-3500-20.00	Tax Mapping	1,250	0.00	0.00%	0.00	0.00%	0.00	0.00

Account		Budget	Actual %		Actual	Actual %		Change	PR % 96
			Actual	of Budget		of Budget	GL % 95		
100-3500-30.10	Membership Dues	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3500-40.00	Education Listers	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3500-50.00	Supplies/Equipment	200	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3500-60.04	Software	865	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3500-60.05	Computer	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3500-74.00	Travel	200	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3500-74.01	Listing Subcontractors	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
Total LISTERS		25,395	1,842.50	7.26%	2,310.00	0.091	(467.50)	(467.50)	
100-36 PLANNING/DRB/ZONING					0.00	0		0.00	
100-3600-10.01	Planning Comm Stipend	2,000	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-10.02	PC Minute Clerk	1,800	88.00	4.89%	126.50	7.03%	(38.50)	(38.50)	
100-3600-30.00	Planning Legal Notices	750	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-40.00	Planning Admin Education	300	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-60.01	Planning Legal & Professi	1,000	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-60.02	Planning Special Proje	7,000	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-60.06	Wastewater Project RF1-26	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-60.07	VCDP - Grant - Pigeon Pro	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3600-99.00	Planning Maps & Miscellan	500	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3601-09.00	Planning Consultant	0	238.00	100.00%	238.00	100.00%	0.00	0.00	
100-3601-10.00	Town Planner Salary	30,836	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3601-10.01	Planning Assistant	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3601-40.00	Town Planner Education	250	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3601-60.05	Town Planner Computer	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3601-74.00	Town Planner Travel	200	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3620-20.00	DRB Stipend	2,800	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3620-30.00	DRB Legal Notices	500	70.20	14.04%	147.16	29.43%	(76.96)	(76.96)	
100-3620-40.00	DRB Education	100	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3620-41.00	DRB Minutes	300	0.00	0.00%	22.00	7.33%	(22.00)	(22.00)	
100-3620-42.00	DRB Grant Writer	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3620-60.01	DRB Legal & Professional	2,000	420.03	21.00%	420.03	21.00%	0.00	0.00	
100-3620-99.00	DRB Miscellaneous	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3650-10.00	Zoning Admin Salary	62,462	7,466.22	11.95%	10,217.73	16.36%	(2,751.51)	(2,751.51)	
100-3650-40.00	Zoning Admin Education	500	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3650-60.01	Zoning Admin Legal & Prof	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3650-60.05	Zoning Admin Computer	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3650-74.00	Zoning Admin Travel	300	6.82	2.27%	7.69	2.56%	(0.87)	(0.87)	
100-3650-75.00	Zoning Admin CCRPC-BWQC	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3650-99.00	Zoning Admin Miscellaneou	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
Total PLANNING/DRB/ZONING		113,598	8,289.27	7.30%	11,179.11	0.0984	(2,889.84)	(2,889.84)	
100-37 TOWN OFF BLDG & PROPERTY					0.00	0		0.00	
100-3700-68.00	Maintenance/Repairs	5,000	870.00	17.40%	1,423.00	28.46%	(553.00)	(553.00)	
100-3700-69.00	1705 Route 128 Property	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3700-70.00	Custodial Services	2,600	300.00	11.54%	610.00	23.46%	(310.00)	(310.00)	
100-3700-71.00	Mowing	10,000	1,000.00	10.00%	2,000.00	20.00%	(1,000.00)	(1,000.00)	
100-3700-75.00	Fuel	1,700	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3700-76.00	Electric	3,000	1,062.59	35.42%	1,062.59	35.42%	0.00	0.00	
100-3700-77.00	Telephone	3,200	198.23	6.19%	396.91	12.40%	(198.68)	(198.68)	
100-3700-78.00	Water Office & Library	600	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3700-79.00	Common Port-o-let	1,500	395.00	26.33%	395.00	26.33%	0.00	0.00	
100-3700-81.00	Improvements	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3700-81.01	Septic System Upgrade	30,000	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3700-82.10	Maple Shade Town Forest	0	0.00	0.00%	0.00	0.00%	0.00	0.00	
100-3700-83.00	Sports Field Maintenance	5,000	5,114.32	102.29%	5,114.32	102.29%	0.00	0.00	
Total TOWN OFF BLDG & PROPERTY		62,600	8,940.14	14.28%	11,001.82	0.1757	(2,061.68)	(2,061.68)	
100-38 CUSTODIANS					0.00	0		0.00	
100-3800-10.00	Custodian Contract	0	0.00	0.00%	0.00	0.00%	0.00	0.00	

Account	Budget	Actual %		Actual	Actual %		Change	PR % 96 GL % 95
		Actual	of Budget		Actual	of Budget		
Total CUSTODIANS	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-41 DOG WARDEN				0.00	0			0.00
100-4100-10.00 Salary	300	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4100-40.00 Education	50	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4100-74.00 Travel	50	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4100-75.00 Dog Shelter Expense	200	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4190-00.00 Miscellaneous	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total DOG WARDEN	600	0.00	0.00%	0.00	0	0.44		0.00
100-42 LAW ENFORCEMENT				0.00	0			0.00
100-4200-00.00 Law Enforcement Contract	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4200-10.00 State Police	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4200-20.00 Chittenden County Sheriff	26,500	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4200-30.00 CUSI	1,000	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total LAW ENFORCEMENT	27,500	0.00	0.00%	0.00	0	0.00		0.00
100-43 EMERGENCY SERVICES				0.00	0			0.00
100-4310-00.00 Essex Rescue	12,655	0.00	0.00%	12,655.32	100.00%	(12,655.32)	(12,655.32)	
100-4320-00.00 Fairfax Rescue	14,000	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4330-00.00 Dispatching Services	15,160	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total EMERGENCY SERVICES	41,815	0.00	0.00%	12,655.32	0.3026	(12,655.32)	(12,655.32)	
100-45 FIRE DEPARTMENT				0.00	0			0.00
100-4500-00.00 Fire Department	69,086	15,000.00	21.71%	15,000.00	21.71%	0.00	0.00	0.00
100-4500-59.00 N/P 2018 Pumper Trk 9/07	28,852	0.00	0.00%	25,882.83	89.71%	(25,882.83)	(25,882.83)	
100-4500-60.00 N/P Fire Utility Tr -4/04	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-4500-60.01 Capital Budget Fire Res E	39,730	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total FIRE DEPARTMENT	137,668	15,000.00	10.90%	40,882.83	29.70%	(25,882.83)	(25,882.83)	
100-48 CONSERVATION				0.00	0			0.00
100-4800-00.00 Conservation Commission	2,500	194.70	7.79%	871.30	34.85%	(676.60)	(676.60)	
Total CONSERVATION	2,500	194.70	7.79%	871.30	0.3485	(676.60)	(676.60)	
100-61 HEALTH OFFICER				0.00	0			0.00
100-6100-10.00 Health Officer's Salary	300	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total HEALTH OFFICER	300	0.00	0.00%	0.00	0	0.00		0.00
100-63 TRASH/RECYCLE				0.00	0			0.00
100-6300-00.00 Solid Waste Disposal	262,955	46,995.26	17.87%	46,995.26	17.87%	0.00	0.00	0.00
100-6304-00.00 Recycle Bins	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-6305-00.00 Recycling Exp.	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-6306-00.00 Metals Recycling Exp	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total TRASH/RECYCLE	262,955	46,995.26	17.87%	46,995.26	17.87%	0.00	0.00	0.00
100-68 CEMETERY & TOWN PROPERTY				0.00	0			0.00
100-6800-00.00 Cemetery Commission	9,000	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-6800-10.00 Cemetery Comm Stipend	450	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total CEMETERY & TOWN PROPERTY	9,450	0.00	0.00%	0.00	0	0.00		0.00
100-78 LIBRARY				0.00	0			0.00
100-7800-99.02 Transfer Out To Library	98,441	98,441.00	100.00%	98,441.00	100.00%	0.00	0.00	0.00
Total LIBRARY	98,441	98,441.00	100.00%	98,441.00	1	0.00		0.00

Account	Budget	Actual %		Actual	Actual %		Change	PR % 96 GL % 95
		Actual	of Budget		Actual	of Budget		
100-83 DEBT SERVICE				0.00	0			0.00
100-8310-13.00 N/P Spiller House -9/30	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-8310-14.00 N/P Maple Shade Town Forr	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total DEBT SERVICE	0	0.00	0.00%	0.00	0	0.00	0.00	0.00
100-93 DUES/ASSESSMENTS				0.00	0			0.00
100-9300-30.10 Chittenden County Tax	15,000	6,904.50	46.03%	6,904.50	46.03%	0.00	0.00	0.00
100-9300-30.11 CCMPO	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9300-30.12 CCRPC	3,253	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9300-30.13 VLCT	4,139	4,139.00	100.00%	4,139.00	100.00%	0.00	0.00	0.00
Total DUES/ASSESSMENTS	22,392	11,043.50	49.32%	11,043.50	0.4932	0.00	0.00	0.00
100-99 DONATIONS/MISC				0.00	0			0.00
100-9900-00.00 Miscellaneous Expense	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-01.00 TLC Grant 04-05	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-01.01 Donations - Other	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-02.00 Misc Jackson Forest	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-04.00 Opioid Settlement Fund	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-05.00 Brick Meeting House	2,500	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-05.01 Westford Common Hall	2,500	2,500.00	100.00%	2,500.00	100.00%	0.00	0.00	0.00
100-9900-05.02 Summer Concert Series	2,700	2,050.00	75.93%	2,700.00	100.00%	(650.00)	(650.00)	(650.00)
100-9900-05.03 Historical Society	1,500	0.00	0.00%	775.13	51.68%	(775.13)	(775.13)	(775.13)
100-9900-07.00 Conservation Appropriation	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-08.00 Rec Dept Appropriation	750	500.00	66.67%	500.00	66.67%	0.00	0.00	0.00
100-9900-09.00 Grant Matching Appropriat	25,000	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-10.00 Covered Bridge Restoratio	12,000	0.00	0.00%	28,000.00	233.33%	(28,000.00)	(28,000.00)	(28,000.00)
100-9900-11.00 Stop Payment Refunds	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9900-12.00 Veterans Banners-EXP	600	0.00	0.00%	690.00	115.00%	(690.00)	(690.00)	(690.00)
100-9900-99.00 TRANSFER OUT GL	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9905-00.00 Visiting Nurse	6,500	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9910-00.00 Agency on Aging (Age Well	1,500	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9920-00.00 Fairfax Fletcher & Westfd	100	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9930-00.00 Front Porch Forum	270	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9931-00.00 GBIC- Greater Burl Indust	200	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9932-00.00 Winooski Natural Resource	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9933-00.00 Essex High School Robotic	300	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9934-00.00 Winterfest	750	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9936-00.00 Westford Farmers Market	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9937-00.00 Howard Center	750	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9940-00.00 Steps to End Domestic Vio	300	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9941-00.00 Hope Works	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9942-00.00 VT Center Independent Liv	100	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9943-00.00 VT Family Network	250	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9944-00.00 COTS-Committee on Temp Sh	250	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9945-00.00 CHIPS	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9950-00.00 Brookside Cemetery	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
100-9951-00.00 Pleasant View Cemetery	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
Total DONATIONS/MISC	58,820	5,050.00	8.59%	35,165.13	0.5978	(30,115.13)	(30,115.13)	(30,115.13)
Total Expenditures	1,295,975	235,545.85	18.18%	325,833.71	0.2514	(90,287.86)	(90,287.86)	(90,287.86)
Total GENERAL FUND	49,451	(46,467.10)		1,349,750.79	0		(1,396,217.89)	
110-20 HWY CURRENT TAX REVENUE				0.00	0			0.00
110-2000-00.00 Current Taxes Hwy	1,103,596	91,966.34	8.33%	183,932.68	16.67%	(91,966.34)	(91,966.34)	(91,966.34)
Total HWY CURRENT TAX REVENUE	1,103,596	91,966.34	8.33%	183,932.68	0.1667	(91,966.34)	(91,966.34)	(91,966.34)
110-2705-00.00 Transfer In	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00
110-2910-00.00 Use of Cash on Hand	0	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00

Account	Budget	Actual %		Actual %		Change	PR % 96 GL % 95
		Actual	of Budget	Actual	of Budget		
110-50 HIGHWAY DEPT REVENUE				0.00	0		0.00
110-5000-19.00 State Grants	200,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-19.01 Rogers Rd Culvert 2020	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-19.02 Rollin Irish Rd NWRPC GRT	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-19.03 Old Stage Road Grant	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-20.00 Note Proceeds New Vehicle	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-25.00 Proceeds Sale of Equipmen	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-30.00 Reimburse Hwy School Exp	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-40.00 State Aid Roads Hwy	100,000	27,601.08	27.60%	27,601.08	27.60%	0.00	0.00
110-5000-40.01 Better Roads/RPC Grants	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-40.02 CCRPC Grant Hwy Projects	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-44.00 FEMA OCT 2017 WIND STORM	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-45.00 FEMA July 2023 Flood Cowl	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-49.00 Hwy Insurance Claim	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-50.00 FEMA Oct 2019 halloween S	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-51.00 FEMA Public Safety Dec 20	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5000-90.00 Misc Highway Revenue	0	2,650.55	100.00%	2,650.55	100.00%	0.00	0.00
Total HIGHWAY DEPT REVENUE	300,000	30251.63	10.1%	30,251.63	0.1008	0.00	0.00
Total Revenues	1,403,596	122,217.97	8.71%	214,184.31	0.1526	(91,966.34)	(91,966.34)
				0.00	0		0.00
110-51 HIGHWAY DEPT - ROADS				0.00	0		0.00
110-5100-10.00 Highway Salaries	365,071	39,479.21	10.81%	51,161.81	14.01%	(11,682.60)	(11,682.60)
110-5100-14.00 FICA/MEDI Expense	27,928	2,916.04	10.44%	3,771.89	13.51%	(855.85)	(855.85)
110-5100-14.10 Childcare Tax	1,606	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-15.00 Health Ins Expense	45,000	4,115.06	9.14%	8,230.12	18.29%	(4,115.06)	(4,115.06)
110-5100-15.01 Dental Expense	1,940	326.56	16.83%	326.56	16.83%	0.00	0.00
110-5100-15.02 Disability Insurance Hwy	1,225	390.40	31.87%	390.40	31.87%	0.00	0.00
110-5100-15.03 Vision Ins Expense	435	0.00	0.00%	72.48	16.66%	(72.48)	(72.48)
110-5100-16.00 Pension Expense	10,796	917.39	8.50%	1,197.45	11.09%	(280.06)	(280.06)
110-5100-17.00 Unemployment	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-22.00 Gravel - Road Resurfacing	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-23.00 Town Ditching	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-24.00 Gravel	100,000	18,569.08	18.57%	26,853.72	26.85%	(8,284.64)	(8,284.64)
110-5100-24.01 Gravel - Road Rebuilding	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-24.02 Chloride	50,000	5,696.37	11.39%	11,555.07	23.11%	(5,858.70)	(5,858.70)
110-5100-24.03 Culverts	7,500	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-24.04 Road Fabric	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-24.05 Hot Mix & Cold Patch	2,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-24.06 Guardrails & Fences	1,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-24.07 Seed & Mulch	2,000	0.00	0.00%	991.94	49.60%	(991.94)	(991.94)
110-5100-24.08 Signs	2,500	1,555.17	62.21%	1,555.17	62.21%	0.00	0.00
110-5100-24.09 Stone for Culverts-Draina	7,500	0.00	0.00%	602.00	8.03%	(602.00)	(602.00)
110-5100-25.01 Sand	119,000	50,297.24	42.27%	64,318.24	54.05%	(14,021.00)	(14,021.00)
110-5100-25.02 Salt	28,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-25.03 Chains	5,500	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-26.01 Gravel - Mud Season	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-26.02 Gravel - Unusual events	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-27.00 Blades	5,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-28.00 Tires	9,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-58.00 Equipment Rental	3,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.00 Contr. Services-Reg Maint	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.01 Contr. Services-Mud Seas.	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.02 Contr. Services-Misc.	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.04 Contr. Serv.-Tree Removal	7,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.05 Contr. Serv.-Roadside Mow	10,400	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.06 Contr. Ser-Unusual events	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.07 Contr. Serv.-Engineering	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.08 Contr.Serv.-Ditching	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.11 High Priority Road Projec	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5100-59.15 Highway Cap't Budget Proj	0	0.00	0.00%	0.00	0.00%	0.00	0.00

			Actual %			Actual %			PR % 96
Account		Budget	Actual	of Budget	Actual	of Budget	Change		GL % 95
110-5100-59.16	Equipment Reserve Fund	55,230	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-60.00	State Grants	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-60.01	Rogers Rd Culvert - 2020	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-62.02	Westford Milton Rd Paving	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-62.03	Old Stage Road Grant	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-62.04	Cambridge Rd Paving	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.00	N/P 2012 Vol Grader-9/28	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.01	N/P 2014 West Star-8/05	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.02	N/P 2014 Ford F-550-2/21	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.03	N/P 2015 J. Deere Loader	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.04	N/P Current Exp Seymour 4	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.05	N/P Grant Anticipation	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.06	N/P 2017 West Star 7/05	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.07	N/P 2018 West Star-9/08	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.08	N/P 2020 International HX	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.09	N/P J.Deere/75G Excavator	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.10	N/P 2021 Chevrolet Silver	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.11	2022 Chevrolet Silverado	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.12	N/P 2023 GRADER 4/21/24	45,909	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.13	N/P 2024 47X WESTERN STAR	32,212	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.14	N/P NEW TRUCK 2025	32,000	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-65.15	2025 CAT 275 SKID STEER	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-66.00	Loan Interest N/P	13,248	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.00	R/M #527-Tk 2024 47X	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.01	#518-Tk 2014 - Ford F-550	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.02	#515 2008 Excavator Cat	5,000	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.03	#516 2012 Grader - Volvo	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.04	#524-TK 2021 Chevrolet Si	500	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.07	#504-Tk 2000 Int'l 250	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.08	#522-Tk 2020 Internat'l	0	48.14	100.00%	48.14	100.00%	0.00		0.00
110-5100-67.09	#509-Tk 2005 Int'l Tandem	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.10	#523-J.Deere/75G Excav't	4,000	125.14	3.13%	125.14	3.13%	0.00		0.00
110-5100-67.11	#517-Tk 2014 Westr'n Star	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.12	Brush Hog	1,000	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.13	#519 2015 J Deere Loader	5,000	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.14	#520-Tk 2017 Westr'n Star	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.15	Hydroseeder	1,000	0.00	0.00%	79.78	7.98%	(79.78)		(79.78)
110-5100-67.16	#521-Tk 2018 Westr'n Star	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.17	Wood Chipper (used 2015)	500	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.18	#525-Tk 2022 Chev Silvera	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.19	#526-Tk 2023 GRADER	5,500	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.20	John Deere Roller	500	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.21	Power Washer	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-67.22	#527-Tk 2024 47X Western	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-68.01	Repairs & Maint-Trucks	23,000	888.73	3.86%	3,158.03	13.73%	(2,269.30)		(2,269.30)
110-5100-68.05	Repairs & Maint-Sander	500	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-68.06	Repairs & Maint-Sm Equip	2,000	155.67	7.78%	155.67	7.78%	0.00		0.00
110-5100-74.00	Travel Expense	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-75.01	Diesel Fuel	65,000	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-75.02	Propane Gas - Generator	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-76.00	Streets - Electricity	0	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-95.00	Chloride tanks & pumps	500	0.00	0.00%	0.00	0.00%	0.00		0.00
110-5100-99.00	Transfer Out	0	0.00	0.00%	0.00	0.00%	0.00		0.00
Total HIGHWAY DEPT - ROADS		1,106,000	125,480.20	11.35%	174,593.61	0.1579	(49,113.41)		(49,113.41)
110-52 HIGHWAY DEPT - PERMITS					0.00	0			0.00
110-5200-20.00	MRGP Stormwater Permit	1,750	0.00	0.00%	0.00	0.00%	77.14%		0.00
110-5200-30.00	Petroleum Cleanup Fund	50	0.00	0.00%	0.00	0.00%	100.00%		0.00
Total HIGHWAY DEPT - PERMITS		1,800	0.00	0.00%	0.00	0	0.00		0.00
110-53 HIGHWAY DEPT - GARAGE					0.00	0			0.00

Account		Budget	Actual	Actual % of Budget	Actual	Actual % of Budget	Change	PR % 96 GL % 95
110-5300-20.00	Supplies	5,000	125.56	2.51%	237.85	4.76%	(112.29)	(112.29)
110-5300-21.00	Oil & Grease - Minor's Ga	1,300	40.69	3.13%	40.69	3.13%	0.00	0.00
110-5300-22.00	Shop Tools & Equipment	1,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-23.00	Equipment	2,000	1,500.00	75.00%	1,500.00	75.00%	0.00	0.00
110-5300-24.00	Communication Equipment	1,500	953.00	63.53%	953.00	63.53%	0.00	0.00
110-5300-25.00	Personal Protective Equip	1,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-40.00	Education Workshops	500	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-48.00	Property Casualty W/C Ins	40,500	10,598.74	26.17%	10,598.74	26.17%	0.00	0.00
110-5300-50.00	Fire/Security System	1,500	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-60.00	IT Service & Software	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-60.05	Computer	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-68.00	Bldg Maint & Repairs	6,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-68.10	Garage Drain	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-71.00	Salt Shed Reserve	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-76.00	Electricity	4,000	630.04	15.75%	630.04	15.75%	0.00	0.00
110-5300-77.00	Telephone	1,910	25.00	1.31%	81.02	4.24%	(56.02)	(56.02)
110-5300-78.00	Water	100	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-81.00	Bldg Improvements	10,000	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-83.00	Storage Shed	0	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-85.00	Clothing Allowance	2,400	0.00	0.00%	0.00	0.00%	0.00	0.00
110-5300-99.00	Miscellaneous	1,000	83.31	8.33%	83.31	8.33%	0.00	0.00
Total HIGHWAY DEPT - GARAGE		79,710	13,956.34	17.51%	14,124.65	0.1772	(168.31)	(168.31)
Total Expenditures		1,187,510	139,436.54	11.74%	188,718.26	0.1589	(49,281.72)	(49,281.72)
Total HIGHWAY FUND		216,086	-17,218.57		25,466.05			
Total All Funds		265,537	(63,685.67)		1,375,216.84			

Essex-Westford School Payments

Amount	Cumulative
15-Aug	
15-Nov	
15-Mar	
15-May	

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Westford are hereby supplying the following changes to the 2026 Grand List. Specifically:
(Year)

Owner <u>Benson Shane + Betty J - Life Estate</u>		SPAN <u>720-229-10063</u>
Change From <u>548,700</u>	Change To <u>508,700</u>	Difference <u>40,000</u>
Reason <u>Add Veterans exemption</u>		
Owner <u>Brendan Kelly</u>		SPAN <u>720-229-10186</u>
Change From <u>617,000</u>	Change To <u>657,000</u>	Difference <u>40,000</u>
Reason <u>Remove Veterans exemption</u>		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor  mally maskow	Date 8/25/26	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

TOWN CLERK

I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

Signature of Town Clerk 	Printed Name	Date
---	--------------	------

32 V.S.A. § 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.

- Needs to be added

2026	Westford	720-229-10063	Vet	Benson	Shane	167 Woods Hollow Rd	Essex Jct
2026	Westford	720-229-10102	Vet	Briggs	Dennis	31 Greenwood Ln	Westford
2026	Westford	720-229-10997	Vet	Burton	Matthew	6 Twinhill Rd	Westford
2026	Westford	720-229-10169	Vet	Couture Jr	Leonard	198 Huntley Rd	Westford
2026	Westford	720-229-10646	Vet	Devlin	Jeremy	3 Muddy Dog Run	Essex
2026	Westford	720-229-10103	Vet	Green	Edward	42 Duffy Hill Rd	Underhill
2026	Westford	720-229-10368	Vet	Irish	Mark	320 Rollin Irish Rd	Westford
2026	Westford	720-229-10457	Vet	Mantooth	Colby	357 Plains Rd	Westford
2026	Westford	720-229-11031	Vet	Mashia	Jason	41 Mountain Spring Ct	Westford
2026	Westford	720-229-10508	Vet	Myers	Sean	34 Learned Dr	Westford
2026	Westford	720-229-10556	Vet	Naas	Gerald	2 Pidgeon Ln	Westford
2026	Westford	720-229-11012	Vet	Oliver	Jody	6 Sawmill Ln	Westford
2026	Westford	720-229-10644	Survivor	Powers	Leta	865 Osgood Hill Rd	Westford
2026	Westford	720-229-10536	Vet	Quiet	Justin	20 Meadowlark Acres Rd	Westford
2026	Westford	720-229-10965	Vet	Simpson	Keith	45 Sanctuary Rd	Westford
2026	Westford	720-229-10773	Survivor	Stetson	Karen	943 Osgood Hill Rd	Westford
2026	Westford	720-229-10815	Vet	Theborge	Wayne	63 Deer Run Ln	Westford
2026	Westford	720-229-10833	Vet	Walker	Dale	45 Birchridge Rd	Westford
2026	Westford	720-229-10891	Vet	Will	Ty	56 Covey Rd	Westford

11/20/2025
CS

~~720-229-10186~~ = needs to be removed

08/18/2026

Westford 2026 As Billed Grand List

Page 1 of 2

10:06 am

VETERANS EXEMPTIONS

tsabens

By Name For All Parcels Main District

PARCEL	SPAN	NAME	ASSESSED VALUE	VETERANS EXEMPT AMOUNT	CAT CODE	GRAND LIST
05WD046.	720-229-10186	BRENDAN KELLY	657,000	40,000.00	R2	6,170.00
		Sold in 7/2025 to Kelly	Homestead	40,000.00		6,170.00
			Nonhomestead	0.00		0.00
02GW005.	720-229-10102	BRIGGS DENNIS K & BEVERLY A	562,900	40,000.00	R2	5,229.00
			Homestead	40,000.00		5,229.00
			Nonhomestead	0.00		0.00
01TH003.	720-229-10997	BURTON MATTHEW & ANDREA L	537,300	40,000.00	R1	4,973.00
			Homestead	40,000.00		4,973.00
			Nonhomestead	0.00		0.00
02HU025.	720-229-10169	COUTURE LEONARD JR - LIFE ESTATE	406,700	40,000.00	R2	3,667.00
			Homestead	40,000.00		3,667.00
			Nonhomestead	0.00		0.00
09WD029.	720-229-10646	DEVLIN JEREMY & OLIVIA	456,700	40,000.00	R1	4,167.00
			Homestead	40,000.00		3,406.00
			Nonhomestead	0.00		761.00
07DF011.Z	720-229-10103	GREEN EDWARD C, III & ELEXIA	518,200	40,000.00	R1	4,782.00
			Homestead	40,000.00		4,782.00
			Nonhomestead	0.00		0.00
08RI011.A	720-229-10368	IRISH MARK STEPHEN	563,800	40,000.00	R2	5,238.00
			Homestead	40,000.00		5,238.00
			Nonhomestead	0.00		0.00
02PL011.	720-229-10457	MANTOOTH COLBY	838,400	40,000.00	R2	7,984.00
			Homestead	0.00		0.00
			Nonhomestead	40,000.00		7,984.00
06MS006.	720-229-11031	MASHIA JASON M & JODI M	471,100	40,000.00	R1	4,311.00
			Homestead	40,000.00		4,311.00
			Nonhomestead	0.00		0.00
01PG001.	720-229-10556	NAAS GERALD M - LIFE ESTATE	373,900	40,000.00	R1	3,339.00
			Homestead	40,000.00		3,339.00
			Nonhomestead	0.00		0.00
02SM001.	720-229-11012	OLIVER JASON & JODY	506,800	40,000.00	R1	4,668.00
			Homestead	40,000.00		4,668.00
			Nonhomestead	0.00		0.00
10OS055.	720-229-10644	POWERS LETA A	264,900	40,000.00	R1	2,249.00
			Homestead	40,000.00		2,249.00
			Nonhomestead	0.00		0.00
02MK003.	720-229-10536	QUIET JUSTIN L & KRISTIN D	590,900	40,000.00	R1	5,509.00
			Homestead	40,000.00		5,509.00
			Nonhomestead	0.00		0.00
02SC002.	720-229-10965	SIMPSON KEITH F & JENNIFER A	523,400	40,000.00	R1	4,834.00
			Homestead	40,000.00		4,834.00
			Nonhomestead	0.00		0.00
10OS029.	720-229-10773	STETSON KAREN E	284,200	40,000.00	R1	2,442.00
			Homestead	40,000.00		2,442.00
			Nonhomestead	0.00		0.00
02DR015.	720-229-10815	THEBARGE JR WAYNE A	499,500	40,000.00	R1	4,595.00
			Homestead	40,000.00		4,595.00
			Nonhomestead	0.00		0.00
05BR008.	720-229-10833	WALKER DALE & MARY ELLEN	524,900	40,000.00	R1	4,849.00
			Homestead	40,000.00		4,849.00
			Nonhomestead	0.00		0.00

08/18/2026

10:06 am

Westford 2026 As Billed Grand List

VETERANS EXEMPTIONS

Page 2 of 2

tsabens

By Name For All Parcels Main District

PARCEL	SPAN	NAME	ASSESSED VALUE	VETERANS EXEMPT AMOUNT	CAT CODE	GRAND LIST
06CN003.	720-229-10891	WILL TY T & LINDA J	724,800	40,000.00	R2	5,610.00
			Homestead	40,000.00		5,610.00
			Nonhomestead	0.00		0.00

***** GRAND TOTALS

9,305,400	720,000.00	84,616.00
Homestead	680,000.00	75,871.00
Nonhomestead	40,000.00	8,745.00

Total Records Processed: 18

Tommy O'Connor

From: Town Clerk
Sent: Friday, August 21, 2026 9:20 AM
To: selectboard; TownAdmin
Subject: Office Security

Good morning, I wanted to send an email to you all so we can address this at an upcoming SB meeting. About a month ago one of our committees held a public forum at the Town Office downstairs. The following day when office staff came in, we found quite the mess.

- Someone seemingly had gotten into snacks that office staff buy with their own money and leave at the office.
- There was quite the sticky mess covering the back research table along with drawings and paper left out.
- We also found that someone had taken white out and pen to our ballot box sign that we leave out in the office for when people are returning ballots.

It looks like someone had left their children unattended upstairs in the office space while they met downstairs. It led to a conversation the office staff have had together about office security. We have a lot of important paper and documents that are left on desks or in filing cabinets that are easily accessible when upstairs, we also have special ordered paper that we have out for when we're printing important documents, etc. Although it was all smaller things that were damaged it feels important to discuss and see if we will need to lock the upstairs to the public when the office is closed and forums or meetings are happening. Not only does it feel like a risk to office space and materials but could also serve as a risk to a child left unattended upstairs with scissors, 128 being right outside the front door, etc.

Thanks,

Maria Barden
Assistant Town Clerk/Admin.
802-878-4587
Westford Vermont

Tommy O'Connor

From: Harmony Cism
Sent: Tuesday, August 25, 2026 9:32 AM
To: TownAdmin
Subject: FW: New FY27 Project - Brookside Road Path Study

Sincerely,

Harmony Cism

Administrative Officer & Planning Coordinator

Town of Westford

(802) 878-4587

This email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

From: Harmony Cism
Sent: Tuesday, August 18, 2026 10:11 AM
To: 'Eliana Fox' <efox@ccrpcvt.org>; TownAdmin <townadmin@westfordvt.us>
Cc: Marshall Distel <mdistel@ccrpcvt.org>
Subject: RE: New FY27 Project - Brookside Road Path Study

Good morning,

I just wanted to let you know that at their meeting last night, the Planning Commission voted to “approve the allocation of up to \$10,000 from the Special Projects Reserve to cover the Town’s 20% match required for the Brookside Road Pathway Scoping Report through CCRPC’s FY’27 Unified Planning Work Program, assuming no other funding mechanisms are found after a vigorous and timely search.”

In other words, they are hoping that there might be some sort of grant that may be able to fund that match, but they’ve approved the supplemental archaeological work in the new budget, and funds from the Special Project Reserve can be used if there are no grants available. I believe one or more of the Commissioners may be reaching out to Maya Balassa today regarding the grant question.

Sincerely,

Harmony Cism

Administrative Officer & Planning Coordinator

Town of Westford

(802) 878-4587

This email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

From: Eliana Fox <efox@ccrpcvt.org>
Sent: Monday, August 17, 2026 2:09 PM

To: Harmony Cism <zoning_admin@westfordvt.us>; TownAdmin <townadmin@westfordvt.us>

Cc: Marshall Distel <mdistel@ccrpcvt.org>

Subject: Re: New FY27 Project - Brookside Road Path Study

Thank you both for the follow up! I want to clarify that the town is not obligated to accept Hoyle Tanner's proposal as written if it is not amenable to the PC and the SB. We can stay within the originally budgeted \$35,000; we just wouldn't do the supplemental historic and archaeological resource assessment that Hoyle Tanner suggested.

However, if both bodies are in favor of spending the extra money now to complete the supplemental historic and archaeological resource assessment, I think that would be beneficial and save money in the long run. (This assessment would be required if/when this project goes to design construction)

Tommy: I think that timeline is totally fine and I appreciate the update.

Harmony: your math is correct!

- New total budget (100%) would be: \$41,759.00 with the breakdown being:
 - CCRPC (80%): \$33,407.20
 - Town (20%): \$8,351.80

Again, thank you both for the update and please let me know if you need any support from CCRPC as you meet with the PC and the SB.

Best,
Eliana

Eliana Fox (she/her)
Transportation Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
802-846-4490 (ext. 136)
www.ccrpcvt.org



Please be advised that your email communication with CCRPC staff, including any attachments, are considered public record and may be subject to disclosure under the Vermont Open Public Records Act or other applicable public disclosure laws.

From: Harmony Cism <zoning_admin@westfordvt.us>

Sent: Monday, August 17, 2026 1:24 PM

To: TownAdmin <townadmin@westfordvt.us>; Eliana Fox <efox@ccrpcvt.org>

Cc: Marshall Distel <mdistel@ccrpcvt.org>

Subject: RE: New FY27 Project - Brookside Road Path Study

EXTERNAL MESSAGE: Think Before You Click

Hi Eliana,

I just wanted to clarify one detail before I bring this up at the Planning Commission meeting tonight.

Am I correct in understanding that the Town will be responsible for 20% of the \$41,759 estimate? It would be helpful if I could provide the PC with a specific amount for approval to utilize Special Project Reserve Funds. If my calculation is correct, the Town's share would be \$8,351.80. I can recommend that the PC approve "up to" a certain amount to ensure any contingencies are covered....

Sincerely,

Harmony Cism

Administrative Officer & Planning Coordinator

Town of Westford

(802) 878-4587

This email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

From: TownAdmin <townadmin@westfordvt.us>

Sent: Monday, August 17, 2026 1:15 PM

To: Eliana Fox <efox@ccrpcvt.org>; Harmony Cism <zoning_admin@westfordvt.us>; TownAdmin <townadmin@westfordvt.us>

Cc: Marshall Distel <mdistel@ccrpcvt.org>

Subject: RE: New FY27 Project - Brookside Road Path Study

Hi Eliana,

The Planning Commission is meeting tonight and then our selectboard has a meeting on the 27th of this month and the items around budget will get final approval for their sourcing. Is that an ok timeline? If not I can work on a special meeting with the Selectboard to approve earlier.

Let me know.

Thanks

Attachment B – Budget

Property Planning and Community Engagement (Phase 1)

Task	Details/Recurrence	Rate	Cost
DIRECT EXPENSES			
Engagement Materials	Printing, displays, handouts, maps, engagement activities, etc.		\$150
Food & Refreshments	Meals, snacks and refreshments for focus groups, small group conversations, and tabling events.		\$300
Community Participant Stipends		\$75/person	\$750
Community Liaison Support	Outreach assistance, relationship-building, translation, or event support.		\$500
Childcare			\$300
		TOTAL	\$2,000
CCRPC STAFF TIME			
Phase 1 – Existing Conditions & Project Initiation	55 hours	\$70/hour	\$3,850
Phase 2 – Engagement Planning & Education	45 hours	\$70/hour	\$3,150
Phase 3 – Community Education & Engagement	120 hours	\$70/hour	\$8,400
Phase 4 – Findings & Recommendations	51.4 hours	\$70/hour	\$3,600
	271.4	TOTAL	\$19,000
TOTAL = \$21,000			

SCOPE OF SERVICES

Hoyle, Tanner & Associates, Inc.

August 1, 2026

Page 6

- All submissions will be in electronic (PDF) format.
- Cost estimates are conceptual in nature for the purposes of budgetary planning.

SCHEDULE

See Attached.

COST

We propose to provide the services as described above on an hourly basis using our standard billing rate schedule. The fee for the proposed Scoping Report for the project as detailed above is estimated at **forty-one thousand, seven hundred and fifty-nine dollars (\$41,759.00)**.

This total fee shall be understood to be a not to exceed estimate; if conditions change and the estimate is expected to be exceeded, CCRPC and the Town will be notified in advance.

Enc:

- Fee Estimate Breakdown
- Project Schedule
- Hartgen proposal

P:\CCRPC-VT\0 BD\Westford Brookside Road Path Study\CCRPC_Westford_Brookside_road_path_LaborHours 2025-07.xlsx|Laborhours

Check By: JAO

DATE: July 31, 2026

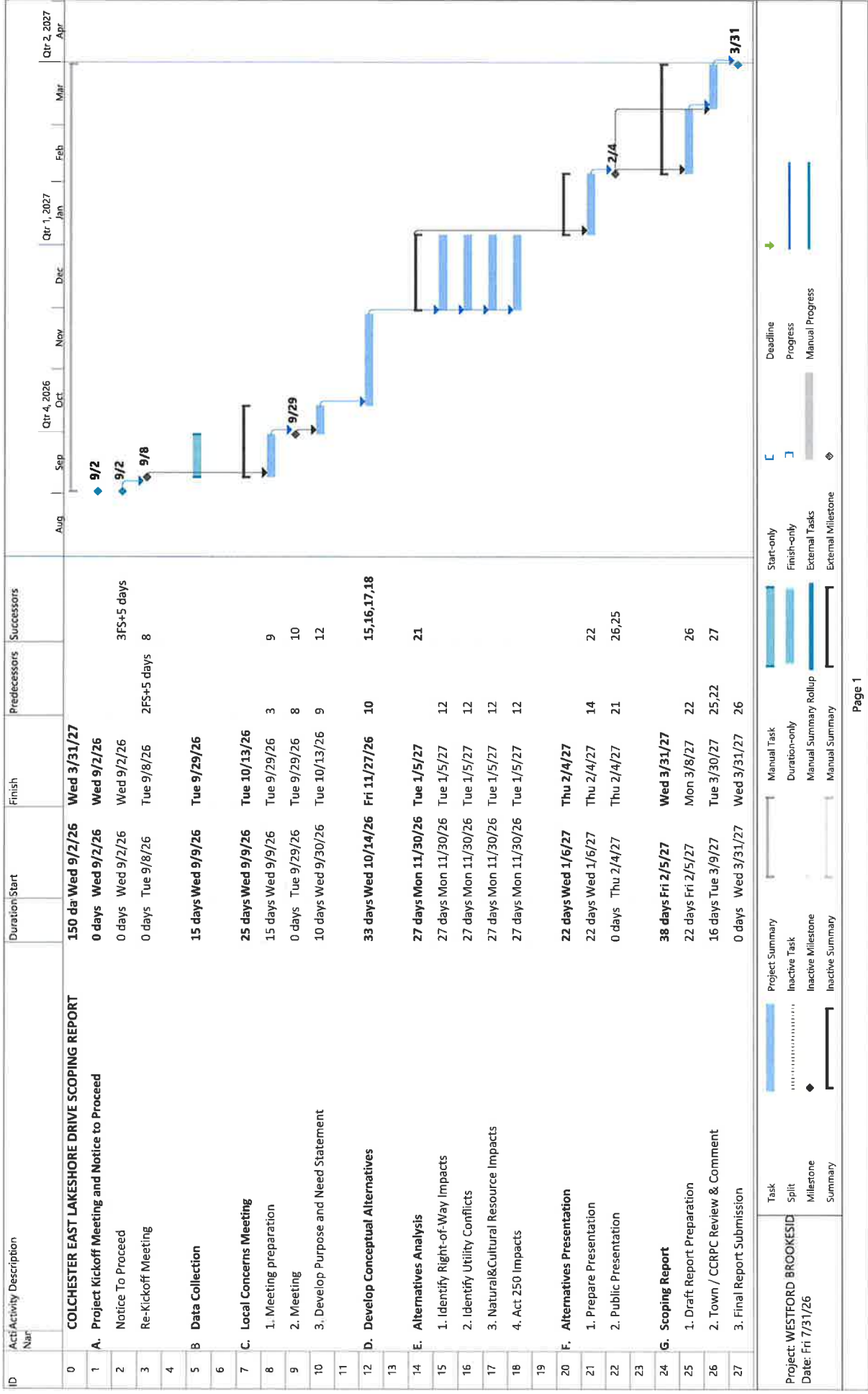
	LABOR HOURS BY BILLING RATE CLASSIFICATION (\$/Hour)							TOTAL	TOTAL BILLING
TASK DESCRIPTIONS	Senior Project Manager \$229.00 <i>Olin</i>	Project Manager \$192.00 <i>Crosin</i>	Project Engineer \$150.00 <i>Bryce-Stormwater</i>	Staff Engineer \$132.00 <i>Smith</i>	Staff Engineer \$132.00 <i>Paratore</i>	Senior Environmental Coordinator \$191.00 <i>Peace</i>	Project Assistant \$108.00 <i>Darisse</i>	HOURS	RATE COSTS
A. Project Kickoff Meeting									
1. Kickoff meeting with Town and CCRPC (virtual)	1	1		2	1			5	\$ 817.00
B. Data Collection									
1. Collect & Review Existing Information from Town/CCRPC		1		4	2			7	\$ 984.00
2. Perform a Site Visit		5			5			10	\$ 1,620.00
3. Develop Project Base Plans		1		2	6			9	\$ 1,248.00
C. Local Concerns Meeting									
1. Meeting Preparation		1		4	2			7	\$ 984.00
2. Meeting Presentation		4			4			8	\$ 1,296.00
3. Meeting Summary Notes / Purpose and Need Statement				1	1			2	\$ 264.00
D. Develop Conceptual Alternatives									
1. Alternative 1 Plan Development for Pedestrian Facilities		4	1	10	16			31	\$ 4,350.00
2. Alternative 2 Plan Development for Pedestrian Facilities		4	1	10	16			31	\$ 4,350.00
3. Cost Estimate Development		2		4	8			14	\$ 1,968.00
E. Alternatives Analysis									
1. Ability to Meet the Purpose & Need		1						1	\$ 192.00
2. Right-of-Way Impact Narrative		1		1				2	\$ 324.00
3. Utility Impact Narrative		1		1				2	\$ 324.00
4. Identify Natural & Cultural Resource Constraints									
a. Construction Stormwater Permit Assessment & Narrative		1	1	2				4	\$ 606.00
b. Stormwater General Permit Assessment & Narrative		1	1	2				4	\$ 606.00
c. Wetland Assessment & Narrative				2		3		5	\$ 837.00
d. Archaeological & Historic Resource Assessment				1		1		2	\$ 323.00
e. Impacts to 4(f) and 6(f) Lands						2		2	\$ 382.00
5. Act 250 impacts				1		2		3	\$ 514.00
6. Existing and Planned Land Use Narrative				1				1	\$ 132.00
7. Useful life and future maintenance		1		1				2	\$ 324.00
8. Cost Estimates		1		1	2			4	\$ 588.00
F. Alternatives Presentation									
1. Preparation of Presentation Materials		2		4	4			10	\$ 1,440.00
2. Alternative Matrix		1		2	2			5	\$ 720.00
3. Meeting with City to Review Presentation Material (virtual)		1		2	1			4	\$ 588.00
4. Public Meeting									
a. Alternative Presentation Meeting		4			4			8	\$ 1,296.00
b. Meeting Summary		1		1	1			3	\$ 456.00
G. Scoping Report									
1. Draft Report Preparation		4	2	12	1		2	21	\$ 3,000.00
2. Virtual Meeting with Project Team to Review Comments		1		1	1			3	\$ 456.00
3. Response to Review comments		1		4	2			7	\$ 984.00
4. Final Report Preparation		1		2	2		2	7	\$ 936.00
H. Administration									
1. Project Administration, Client Updates and Invoicing	1	6					2	9	\$ 1,597.00
TOTAL LABOR HOURS	2	52	6	78	81	8	6	233	
TOTAL BILLING RATE COSTS	\$458.00	\$9,984.00	\$900.00	\$10,296.00	\$10,692.00	\$1,528.00	\$648.00		\$34,506.00
REIMBURSABLE EXPENSES:									
TRAVEL- MILEAGE, ETC.	\$353.00								
POSTAGE & COMMUNICATION	\$0.00								
PRINTING	\$0.00								
LODGING AND MEALS	\$0.00								
TESTING EQUIPMENT RENTAL	\$0.00								
Other	\$0.00								
SUBTOTAL:	\$353.00								
SUBCONSULTANTS:									
Hartgen Archeological Associates.	\$6,900								
SUBTOTAL:	\$6,900								
TOTAL:									\$41,759.00

Hoyle, Tanner & Associates, Inc.

125 College Street Burlington, Vermont 05401

TOTAL BILLING RATE COSTS \$34,506.00

SUBCONSULTANTS: includes admin. fee of



HARTGEN



archeological associates inc

1744 Washington Ave. Ext Rensselaer NY 12144 : p +1 518 283 0534

July 20, 2026

Briana O. Cronin, P.E.
Hoyle Tanner
125 College Street 4th Floor
Burlington, VT 05401
p. 802.497.6947
e. bcronin@hoyletanner.com

Subject: CCRPC Westford Brookside Road Scoping Study, Town of Westford, Chittenden County, VT
Proposal for Archeological Resource Assessment and Historic Resource Identification
P2026-210

Dear Ms. Cronin,

This letter presents Hartgen Archeological Associates, Inc.'s proposal to implement the Scope of Work presented in Attachment 1, subject to the qualifying assumptions listed in Attachment 2. The following proposed fees assume that work will be conducted on a lump sum basis unless explicitly stated otherwise.

- Archeological Resource Assessment and Historic Resource Identification: \$6,900.00

This proposal is valid for 60 days.

Regards,

Benjamin Heckman, MA, RPA
Project Manager
p. 518.360.2644
e. bheckman@hartgen.com

Attachments

1. Scope of Work
2. Assumptions, Terms, and Conditions



SCOPE OF WORK (JULY 20, 2026)

This section defines Hartgen's proposed Scope of Work. All work will be overseen staff members who meet the Secretary of the Interior's Professional Qualification Standards outlined in *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines as Amended and Annotated* and required under Title 36 of the Code of Federal Regulations, Section 61 (36 CFR 61).

Project Information

Project Name	CCRPC Westford Brookside Road Scoping Study
Project Location	Town of Westford, Chittenden County, VT
Hartgen No.	P2026-210

Hartgen's understanding of the project is summarized below:

- The project has involvement from the Chittenden County Regional Planning Commission and is subject to compliance with Title 22 V.S.A. Chapter 14: Historic Preservation.
- The cultural resources investigation will be reviewed by the Vermont Division for Historic Preservation (VDHP).
- The project entails scoping of path options on either side of Brookside Road from the intersection of Brookside Road and town commons to the Westford Elementary School or Maple Shade Town Forest trailhead.

Applicable Guidelines

Work will conform to the following guidance document(s):

- *Guidelines for Conducting Archeology in Vermont* (VDHP 2017).
- *National Register Bulletin: Guidelines for Evaluating and Registering Archeological Properties* (National Park Service 2000).

Area of Potential Effects (APE)

- The area of potential effects (APE) measures approximately 9 acres as shown in Figure 1.
- The Historic Resource Identification Survey Area encompasses 17 properties as shown in Figure 1.

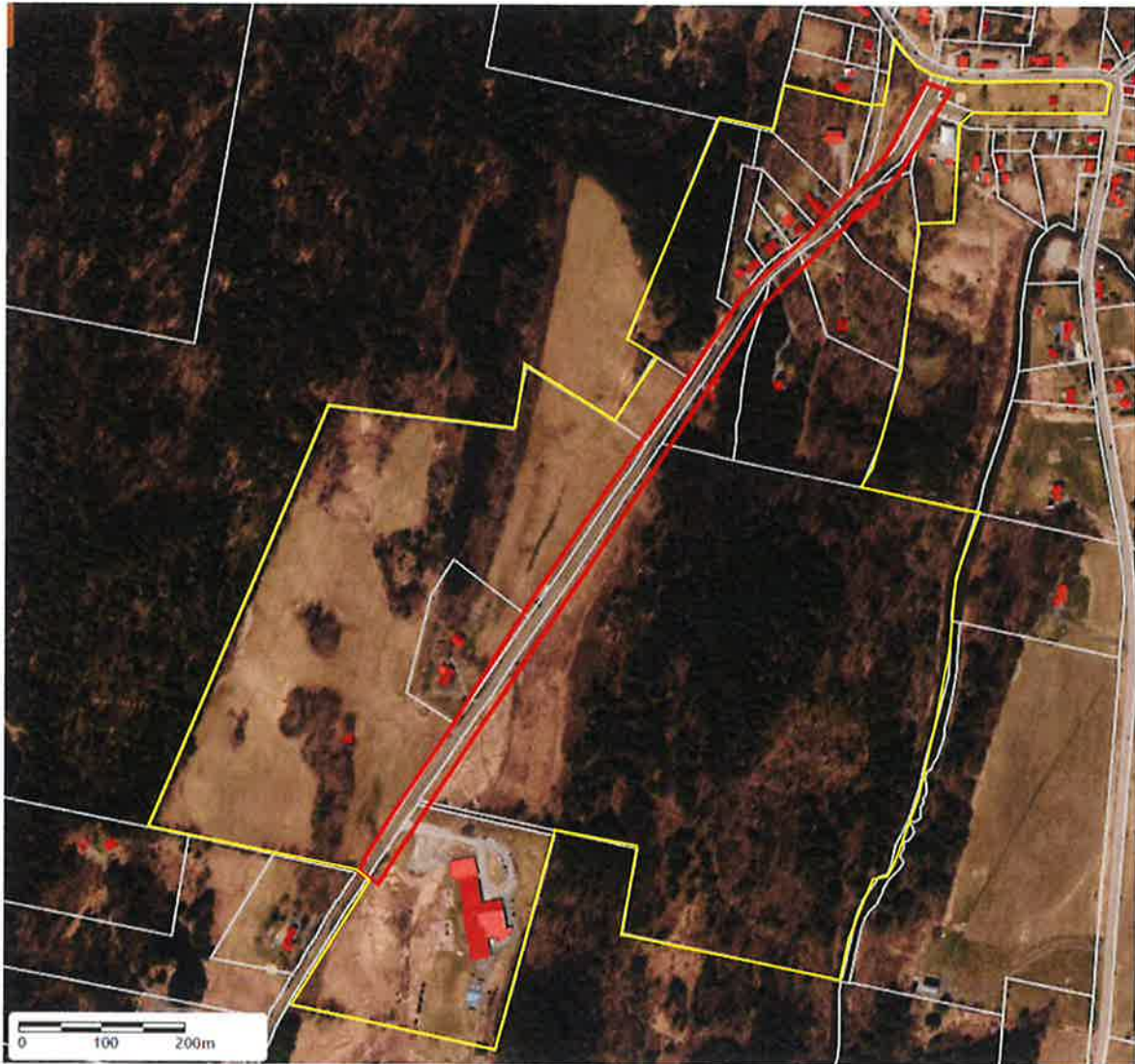


Figure 1. Area of Potential-Effect [APE] outlined in red along both sides of Brookside Road, the Historic Resource Identification Survey Area outlined in yellow.

Archeological Resource Assessment (ARA)

- **Literature Review:** Review archeological, historical, and environmental information to inform an assessment of the archeological potential of the APE.
 - Compile project information including the project size, location, and description of proposed undertaking.

- Review environmental information including soils, bedrock geology, topography and hydrology.
- Consult the Vermont Division for Historic Preservation's Online Resource Center (ORC) to identify known archeological sites, previous archeological surveys, and National Register listed and eligible properties and districts in the vicinity of the APE.
- Examine historical maps and provide an interpretation of potential historic resources.
- Conduct research using on-line and published resources to prepare a brief building and land-use history(ies) of the APE.
- **Site Reconnaissance:** Conduct a site visit to observe and photograph existing conditions, present land use, any evidence of prior soil disturbance, and any structures within the APE. Conduct a limited number of soil cores to investigate soil stratigraphy and assess soil integrity.
- **Assessment:** Assess the archeological sensitivity and potential and provide recommendations regarding Phase 1 archeological testing.
- **Report Preparation and Dissemination:** Prepare a report conforming to VDHP's *Guidelines for Conducting Archeology in Vermont* (2017). As appropriate, reports will contain text, tables, color maps and photographs, shovel test records, and an artifact inventory. Hartgen will provide a PDF version of the draft report for the client's review. The client will compile and submit all comments to Hartgen in a single submission. Hartgen will address one round of comments, revising the report as appropriate. Hartgen will issue a PDF copy of the final report. If the report contains detailed archeological site location information, Hartgen will also issue a redacted version.

Historic Resources Identification Report

Hartgen's Senior Architectural Historian will prepare a Historic Resources Identification Report. This report will include a brief background history and context statement for the project APE, brief descriptions of each structure, and historic maps and images necessary to support National Register status or eligibility determinations for each of the buildings. Captioned photographs of each of the buildings within the project APE will be keyed to a map. The study will encompass approximately 17 parcels containing 11 structures.

Project Communications

- Participate in Project-related client and agency consultation, meetings, telephone calls, videoconferences, and/or written correspondence for up to 2 hour(s).

Schedule

A preliminary schedule follows. Hartgen will commit to a schedule at the time of authorization. Fieldwork is weather dependent and inclement conditions may cause delays.

Task	Anticipated date of completion
Notice to proceed	August 14, 2026
ARA/HRI site visit	August 28, 2026
ARA/HRI draft report	September 18, 2026

**ASSUMPTIONS, TERMS, AND CONDITIONS**

Unless explicitly stated otherwise in the Scope of Work, the following assumptions, terms, and conditions apply.

- Changes to the Area of Potential Effects (APE) or Study Area while work is in progress will incur additional fees.
- Hartgen requires 2 business days advance notice to cancel scheduled fieldwork. Cancellations less than 2 business days in advance will incur charges equal to 50% of the first day of scheduled fieldwork.
- Work completed by Hartgen at the instruction of the Client that is not explicitly included in the Scope of Work will be billed on a time and materials basis as "Out-of-Scope" work.
- Artifacts not selected for curation at the Vermont Archeology Heritage Center will be shipped to the client or landowner upon request. If no such request is made upon completion of this scope of work, Hartgen will dispose of any samples collected during its work in the manner it deems appropriate. Shipping and handling charges apply to delivery requests.
- Hartgen will provide storage for artifact collections for up to three months from the date the final report is delivered. After the end of the three-month period, storage fees will be charged on an annual basis at a rate of \$100.00 for the first cubic foot and \$25 for each additional cubic foot thereafter.
- A request will be submitted by others to Dig Safe VT to mark utilities in all areas where excavation is proposed.
- Hartgen will not be required to obtain any permits as part of its Scope of Work.
- The archeological crew will be able to traverse the project area and complete on-site activities without the need to clear vegetation.
- When archeological fieldwork is included in the scope of work, hand excavation will be sufficient to reach the full depth of cultural deposits, and no mechanical excavation equipment will be required.
- Deliverables will be issued in digital format only.
- All necessary landowner coordination required for Hartgen to complete the Scope of Work will be completed by others.
- Mechanical excavation services, when required to complete the Scope of Work, will be procured by others.
- Plowing and disking of any areas identified for surface collection in the Scope of Work will be completed by others.
- The restoration of lawn or other plantings disturbed during archeological excavations is not included in the Scope of Work.
- Fencing or other site security measures required to ensure public safety during archeological fieldwork will be the responsibility of others.
- Hartgen will retain copies of publicly available source datasets used in the completion of the Scope of Work for one year following project completion.

SELECTBOARD ANNUAL TASK LIST

(please note that there may be other tasks not listed)

January

- Submit Selectboard report for Annual Town Report -*suggested to move to December*
- Hold budget informational meeting
- Finalize proposed budget for vote at Town Meeting
- Sign Town Meeting warning

February

- Sign Certificate of Highway Mileage to AOT (by the 20th)
- Sign Certificate of No Appeal or Suit Pending for Grand List

March

- Reorganization meeting (first meeting in March)
- Review and adopt Selectboard Rules of Procedure
- Appoint residents to positions (PC, DRB, CC, Rec, Tree Warden, Fence Viewers, etc.) *DEADLINE FOR APPLICATIONS IS USUALLY THE 15th of MARCH*
- Approve Annual Financial Plan for Highways (after Town Meeting, due to AOT by April 1st)

April

- Local Emergency Management Plan (due by May 1st)
- Review quotes for trash & recycling collection services (if contract is expiring in June)

May

- Employee evaluations

June

- Employee evaluations
- Dog Warrant
- Set salaries (last meeting in June)
- Law Enforcement Contract
- Dispatching contract with St. Albans (for Fairfax Rescue)

July

- Set tax rate
- Review (and approve) Financial Management Questionnaire prepared by Treasurer (due by July 31)
- Begin Capital Budget process

August

- None

September

- Public Hearing for Capital Budget

October

- Meet with boards, commissions, and organizations to receive proposals for town budget to be voted on in March

November

- Meet with auditors to review audit findings (report due to Town by Nov. 1st)
- Meet with boards, commissions, organizations to receive proposals for budget to be voted on in March
- Budget workshops

December

- Budget workshops – *suggested to make one of these during a regular meeting of the SB*
- Errors & Omissions Grand List Report
- Schedule informational meeting to present draft budget

Memorandum of Understanding

By and Between the Westford Selectboard and the Westford Library Board of Trustees

THIS AGREEMENT, made this _____ day of _____, 2026, by and between the TOWN OF WESTFORD, (hereinafter referred to as “the SELECTBOARD”) and the TRUSTEES OF THE WESTFORD PUBLIC LIBRARY, (hereinafter referred to as “the TRUSTEES”).

Preamble: The central purpose of this document is to establish an understanding of the different roles and responsibilities that the library trustees and the selectboard have with regard to the operations, maintenance, and general well-being of the Westford Public Library. It is with a spirit of collaboration, mutual respect, and shared responsibility that both the selectboard and library trustees enter upon this agreement with the shared purpose of making the Westford Library a welcoming haven for the citizens of Westford, as well as our neighbors in the surrounding towns who participate in the Homecard Library System.

The Role and Responsibilities of the Library Trustees:

- The Trustees are responsible for adopting and revising written policies to guide the operation of the library.
- The Trustees are responsible for developing the job description and the hiring, evaluation, and termination, if necessary, of the library director.
- The Trustees are responsible, with the participation and advice of the library director, for developing an annual budget and presenting it to the selectboard for inclusion in the town’s annual budget request.
- The Trustees should participate, along with the library director, in evaluating and assessing community needs with regard to the library, and finding means and methods to meet those needs, when found reasonable.
- The Trustees should meet once a month to consider any relevant issues that affect the operations of the library, including budgetary issues, operational issues, as well as community outreach efforts and fund-raising.
- The Trustees bear the responsibility of monitoring the physical well-being of the library building, and any maintenance needs that may be required to keep the library as a comfortable and safe location for its patrons, and reporting those needs to the selectboard for remediation.

The Role and Responsibilities of the Selectboard with regard to the library:

- The Selectboard will provide financial and administrative support to the Library as to any other Town department.
- The Selectboard, on behalf of the voters of the Town of Westford, shall designate funds to maintain the Library's building structure and systems, based on discussion with and recommendation of the Library Trustees.
- The Selectboard is responsible for the maintenance of the grounds and buildings that comprise the library, which may include the following:
 - regular service and inspection of equipment such as fire safety systems, water test, septic maintenance.
 - Upkeep of interior building finishes such as carpeting, painting, and interior furnishing.
 - Plowing and grounds maintenance.
 - Routine minor electrical and plumbing issues.
 - Renovations to the interior spaces of the building designed to improve library functions.
- The Selectboard shall provide support on legal matters concerning questions, claims, or suits involving property, casualty, liability and personnel issues. Requests for legal advice or opinions should first be brought to the attention of the Selectboard and Town Administrator by the Lead Librarian or Library Trustees.
- The Town shall provide property and liability insurance as it does for all other buildings and Departments.

Westford Legal Trails

Trail Maintenance Guidelines (DRAFT)

Purpose:

The purpose of this document is to set forth the maintenance responsibilities of the Selectboard, the Conservation Commission, and the landowners through which legal trails have been established, and to institute cooperation between the Town and landowners to maintain the legal trails. The term “Legal Trail” is legally specific to public right of ways that have been designated a trail but cross private property. Trails for which this policy applies are; Covey Trail, Goodrich Trail, Schultz Trail, and Seymore Trail.

Exempt from this policy:

Trails within Westford’s Public lands of Misty Meadows and Maple Shade forest do not fit this definition and this policy does not apply to those trails. This policy also does not apply to Roger’s Road Trail as it is a designated Class 4 road.

This document does not contain policy or ordinances governing public use of these trails. Please refer to Westford’s Ordinances Located here [Ordinances, Policies & Agreements – WESTFORD, VERMONT](#). (Comment, these have not yet been amended to reflect potential changes specific to legal trails, examples: dogs being leashed, hiking only during daytime, and any seasonal closures)

- [Use-of-Trails-Ordinance-No1.pdf](#)
- [2022-Trail-Use-Guidelines-Revised.pdf](#)
- [Dog-Ordinance1.pdf](#)

Authority:

VT State Act 178 of 2006 gave municipalities the option of researching their ancient roads, holding public hearings and adding them to the Town highway maps as legal trails by 2009, work that Westford’s volunteer Conservation Commission completed. Westford is fortunate to have a Conservation Commission that works hard to maintain, preserve,

and steward these trails for the public's benefit. These trails pass through private property and are 3 rods or 49.5 feet wide.

VT State Act 66, 2025¹ amended the town highway law to clarify that municipalities have authority to maintain legal trails.

Definitions:

- Legal Trail see 19 V.S.A § 301(8) & 19 V.S.A. § 304(5): a legally-established public right of way under the responsibility of municipalities, similar to town roads, but which are not Town Highways, and which:
 - (A) previously was a designated town highway having the same width as the designated town highway, or a lesser width if so designated; or
 - (B) a new public right-of-way laid out as a trail by the selectmen for the purpose of providing access to abutting properties or for recreational use.The land a legal trail crosses is typically owned by private landowners. The local Selectboard is responsible for regulating town rights-of-way, including all legal trails.
- Landowner: the owner(s) of property that is crossed or otherwise abutting one of Westford's legal trails
- Interested Person or Person Interested in Lands (see 19 V.S.A. § 701): a person who has a recorded legal interest in the property affected.
- Landlocked Parcel: land surrounded by other property and only accessible through the property that surrounds it.
- Maintenance: a minimal level of work done to keep the Trail passable and safe for foot travel, while preserving its natural, undeveloped character. Includes clearing downed trees or large branches, managing erosion, clearing overgrowth, installing and maintaining trail infrastructure including water bars, foot bridges, and signage.
- Walkable: ~~P~~assable on foot. May include natural obstacles like rocks, roots and uneven terrain, but is free from dangerous obstructions like impassable blowdowns, washed-out segments or dense undergrowth that fully blocks progress.

Commented [RKT1]: I think we need a definition for adding infrastructure (ie bridge) to make the trail passable / walkable

Commented [PH1R2]: PH added language to the bullet "Maintenance" to address this.

Commented [RKT2]: What about other allowed uses like horseback or bike?

Commented [PH2R2]: The use of legal trails is not intended to be restricted to such uses but the level of maintenance expected is for walkability.

Roles and Responsibilities:

- 1 Disputes: The Selectboard is responsible for resolving disputes.
- 2 Signage: The Westford Conservation Commission ("WCC") and Landowner will confer together to designate where signage (e.g. kiosk, blazes, closures, parking information) will be posted.
- 3 Trail Maintenance: The Town has elected to exercise its authority through Act 66 to maintain trails and empowers the WCC to be stewards of the trails. The Town also recognizes the strong ethic of landowners and invites their cooperation to maintain trails. The WCC will conduct routine scheduled maintenance unless a landowner wishes to assume some or all the responsibility for trails on or abutting their land.

3.1 Maintenance by the WCC:

Will be conducted at regular intervals with such intervals being publicized in Westford's monthly newsletter. For example, "The Westford Conservation Commission will conduct routine scheduled maintenance of legal trails Thursdays through Sunday, May through October." All maintenance by the WCC will be egal conducted between 8am and 6pm, or during daylight hours whichever is more restrictive.

The scheduled recurring maintenance of the legal trails will be reviewed and determined annually by means of an agenda item at a Selectboard meeting held in April of each year. The suggested initial 2027 maintenance year schedule is to designate Thursdays through Sunday, May through October. The Selectboard will use this initial year to learn if modifications of such a schedule is warranted.

- 3.1.1 The WCC will clear fallen trees and confer with the Landowner regarding cutting of public hazard trees or to clear within the right of way and what to do with the timber that is cut. All cut timber is the property of the landowner.

Commented [RKT3]: The language here directly contradicts language in 3.2.3 below

Commented [PH3R2]: Pat Haller reworded for clarity

Commented [RKT4]: I am a little concerned about this language because we are a group of "very" busy volunteers. when we get a moment to go weed whack or we get a call about a widow maker, we just go take care of it. it's so difficult to "force" a group of unpaid people to work in certain periods of time. I don't know how we make this right, but I'm willing to discuss and hopefully come to a compromise with landowners (if they are not ok with us maintaining the trails during daylight hours "when we can")

Commented [PH4R2]: Pat Haller changed to be Thursday-Sunday per WCC recommendation

Commented [RKT5]: Cut timber is the landowner's property, absolutely. But what happens when we need to cut a widow maker (I'm using the most extreme example) and they landowner doesn't respond to us? Do we wait until we hear back from them before we are allowed to go cut it?

Commented [PH5R2]: Understand the worry but we can't go out of the ROW (49.5 feet) otherwise I think it's trespassing. I think if the worst case, the town would need to close the section of the trail for public safety and request action by the property owner. If no adequate response, then the Town would still not be able to trespass but would have to take other legal actions to address safe passage of the right of way.

3.2 Land owner maintenance: Landowners may choose to perform maintenance of their section(s) of trails in lieu or in coordination with the WCC and by doing so agree to maintain walkability of the trails from May 1 through October 31. The Landowner will notify the WCC of their intent to maintain their section(s), in writing for public record. The time period of landowner maintenance will be no more than 1 calendar year, but will be automatically renewed yearly for a total of 5 consecutive years unless the WCC receives written notification of the landowner's desire to relinquish maintenance responsibility sooner. Landowners may opt to continue maintaining the trails after the 5 year period but must renew their commitment every 5 years in writing to the WCC.

3.2.1 If the landowner chooses to perform maintenance of their section of the trail, the WCC has the authority to determine whether a trail is walkable and will periodically check legal trails for walkability. If a trail is determined to be unwalkable by the WCC, they will notify the Landowner in writing of the recommended maintenance. The Landowner will have 14 days to complete the recommendation or negotiate a plan of action including a time frame of completing the work with the WCC. Failure to meet this 14-day guideline will result in the WCC notifying the Selectboard, and the WCC will recommend an action for the Selectboard to consider. A regular action to recommend to the Selectboard will be for the WCC to carry out the recommended maintenance, giving no less than 14 days written notice to the Landowner of the date and means by which the maintenance will occur.

3.2.2 Landowners may request help from the WCC in performing maintenance, in which case the Westford Conservation Commission will work with the Landowner to find a mutually agreeable date/time to complete the work.

3.2.3 Landowners who have committed to maintaining a section of trail may temporarily defer the maintenance to the WCC. The WCC will give no less than 2 weeks' notice to the Landowner of the date that maintenance will occur, how the maintenance will be completed, and whether the maintenance will cause loud

Commented [PH6]: This is largely new to the working document, especially regarding May to Oct commitment AND the annual renewal bit including annual time line and auto renewal for 5 years and requirement to renew commitment after 5 yrs. Purely something I added and not the work of others.

Commented [RKT6R2]: I like this!

Commented [RKT7]: This should be prefaced with 'if landowner chooses to perform maintenance of their section of trail....'

Commented [PH7R2]: PH added suggested wording

Commented [RKT8]: WCC

Commented [PH8R2]: Added "Westford"

Commented [RKT9]: This is in direct conflict with the above statement 3.1

Commented [PH9R2]: Reworded. Intent is if a landowner who normally would be maintaining can't for a temporary period (Long vacation or absense, or physical restriction)

END OF LEGAL TRAIL MAINTENANCE GUIDELINES

These guidelines shall become effective 60 days after it's adoption by the Westford Selectboard.

¹Act 66, Sec 44:

- (a) Findings. The General Assembly finds the following:
 - (6): While many trails in Vermont have been established through private easements or other agreements, a subset of trails, known as legal trails, lie along public rights-of-way that were once town highways and are governed by the provisions of 19 V.S.A. chapter 3.
- (b) Intent. It is the intent of the General Assembly to clarify municipalities' authority to exclusively or cooperatively maintain legal trails under the provisions of 19 V.S.A. chapter 3.

Chapter 3. Town Highways: DEFINITIONS as used in this chapter:

- (2) "Legislative body" means a legislative body as defined in 24 V.S.A. § 2001.
- (3) "Selectboard" means a selectboard as defined in 24 V.S.A. § 2001.
- (8)(A) "Trail" means a public right-of-way that is not a highway and that:
 - (i) municipalities have the authority to exclusively or cooperatively maintain pursuant to the provisions of this chapter; and
 - (ii)(I) previously was a designated town highway having the same width as the designated town highway, or a lesser width if so designated; or
 - (II) a new public right-of-way laid out as a trail by the legislative body for the purpose of providing access to abutting properties or for recreational use.
- (B) Nothing in this subdivision (8) shall be deemed to independently authorize the condemnation of land for recreational purposes or to affect the authority of legislative bodies to reasonably regulate the uses of recreational trails.

Suggestions regarding public use of legal trails.

During outreach to landowners through which the legal trails pass or for which a private legal right of way is coincident with the Town's right of way, several suggestions were made that the author firmly believes should not be placed in these maintenance guidelines but instead be considered as amendments to our Town-wide ordinances, guidelines or policies that govern use and restrictions of use.

If the SB concurs, this means we should follow all rules for adoption of new or edited ordinances and such changes, in my opinion we should not hold up the goal of adopting these guidelines relatively soon.

Things that were brought up by private individuals

1. Motor vehicle use. Trail ordinance already Prohibits. Section 5, except for landowner, allows for permits requested by abutting landowners. Might wish to

refine since a trail passing through a property is not really abutting. And ENFORCEMENT is called out (sheriff) in Section 8.

Commented [RKT10]: Agree we should add that language

2. Gates/blocking access: Trail Ordinance Prohibits. Section 4.

Some owners of these properties have a desire for blocking gates or other barriers because of recurring violations of Section 4 (Public misuse with motor vehicles such as trucks, ATV's). The consideration is how might the rules be enforced to prevent violations? The SB has answered in the past that enforcement of these and many of our ordinances is through the Sheriff's department. Also, at least one private property owner, Ben Bornstein, landowner off Goodrich trail, has direct legal standing from Vt Supreme Court that provides for a legal right of way that the Town cannot encumber, a gate or barricade would violate that right of way. Circles back to enforcement by sheriff.

Commented [RKT11]: This could be a trail by trail basis. If all landowners that abut / trail passes through are in agreement, I don't see why we can't add a blocking gate

3. Dogs: *Although the dog ordinance covers dogs everywhere in Town and requires dogs must either be on a leash or under verbal or non-verbal control, It was suggested that we should consider modifying the Ordinance to require all dogs on THESE specific trails have to be leashed, unless the dog is the direct landowner's and then the original leash or under verbal control would still be enforceable with the ROW of the trail. In otherwords, the landowner would still be responsible for their dog as if they were on other public rights of way or public lands. This would require some new definitions and restrictions in the Dog Ordinance.*

4. Trail closing during hunting season. *If this is desired, this likely fits in our Trails Ordinance and some changes to our Westford Trail Guide is needed. Our Trail Guide says trails are open year-round. Some landowners may have no direct interest in hunting and restricting trail use during hunting season, but I think closing down these specific trails for Deer season is what some landowners have been most appreciative of being considered. This idea would not affect Maple Shade trails*

Commented [RKT12]: This sounds good to me. However I do not think we should close trails "before" specific hunting seasons, which has also been requested. This would be too restrictive since we already close trails for mud season. They'd end up being closed more than they are open.

5. Trail Use, staying on trails, no trespassing. *I think should be added to Trail ordinance and differentiating between public owned property when going off trail is Ok versus these types of trails when going off trail is not.*

6. Trail use: Nighttime: Property owners have expressed interest in prohibiting night use of trails due to safety concerns. I think this is a reasonable request. If we choose, we'd also add this to the Trail ordinance AND should include something in the Trail Guide.

Commented [RKT13]: Agree. I assume this has never or rarely occurred (we have never heard of this before) but I don't think the language could hurt.

7. Additional Trail use etiquette, not part of Ordinance but some etiquette addressed in the trail use guide. The following items though are not but were concerns of the WCC and landowners and could be added to the Guide.

Commented [RKT14]: At this point in the document, there have been a number of cases where updating the Trail Guide has come into suggestion - I don't think this is necessary but instead we add a link to the Trail Ordinance, or add a copy of the Trail Ordinance to the end of the Trail Guide. This would be easier and more streamlined.

- Pass quietly over the Legal Trail
- Do not collect or take plants or rocks
- Pack out everything you bring in and leave in better shape than you found it. (Pack out any litter found on the Trail.)

Commented [RKT15]: Agree - does it make sense to add an etiquette section to the Trail Ordinance? Then we would just copy and paste the entire Trail Ordinance to the Trail Guide.

Although I do think it's nice to have general etiquette in the front of the trail guide...we should discuss this and see where it makes most sense. I don't want to be redundant.

Fire Truck Bond Re-Vote Communications Plan

Situation Overview

In 2024, the Town of Westford voted to approve a bond in the amount of \$XXX,XXX for the purchase of a new fire truck. This truck would replace the current truck, which is 30+ years old.

Unfortunately, a bond vote has unique notice requirements that were not met. In order to move forward with the purchase of the truck, the town needs to re-vote the bond, this time adhering to Vermont law about public notice.

This re-vote may cause confusion amongst Westford voters. A communications plan is necessary to make sure that we are coordinated and as concise as possible in our communications.

Messaging

- While the original bond vote was passed, it is important that we follow the law in terms of warning the vote correctly.
- The original bond vote passed with broad support (add vote totals and percentage of voters that voted in favor)
- Because a down payment has already been made with town funds, the bond amount is actually \$XX,XXX less than the original.
- This vote is NOT for an additional amount; it is a second vote on the same item to ensure the item is warned correctly.

Tactics

Town newsletter

FPF

Town website

Public meeting

Public notice- printed and posted in town

Facebook- TBD

NOTE: Add notice dates/locations into this doc to help coordinate timing.

August

Write a long-form explanation of why we are doing this to include in the September town newsletter and on FPF in early September.

Update the Voting section of the town website; add a page about the bond vote.

Talk about the bond vote in a regularly scheduled Selectboard Meeting.

Schedule public meeting.

September

Provide citizens with the long-form explanation of the bond vote. Include public meeting information (date/time/location). Do this as early as possible in September.

Respond to questions and concerns as they arise.

Late September- first ballots land in homes.

Timing TBD

At least two reminders about the public forum on FPF

Tommy O'Connor

From: Pat Haller
Sent: Friday, August 14, 2026 12:32 PM
To: Tommy O'Connor; Abby O'neil
Cc: selectboard
Subject: Help from Consultant

Carl Rogers called me back this morning responding to my call to him post "retreat" . We had a 5 minute conversation. He's helped Westford on our budgets and is extremely helpful.

Executive Summary: He's busy until October. I'm to call him back in early September to set up a time in Early October for him to come meet and for FREE (his offer and desire) to run over the existing CAP EX and discuss how to move forward with short term FY27/28, and then possibly if we want him to further help, we could contract with him...however, he mentioned that he believes Ron Rojdenki is possibly a resource for us too, especially in developing the longer term cap ex reserve funding. It did seem like Carl is winding down and sees Ron as his consulting guru successor.

I think we could get Carl here for us in the 1st week of October to the office.

I will be contacting Ron, if not today, next week. Asking him if he could be part of our longer term Cap Ex team.

Thanks, Pat Haller

Tommy O'Connor

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Thursday, August 20, 2026 6:22 PM
To: selectboard; Pat Haller; Westford Conservation Commission
Subject: Invasive knotweed treatment

Hello SB,

I received word from Dennis Bianco that he started treatment at the two sites (1705 and school trails) today. He had a last minute schedule change and I didn't see his message till now - sorry for the late info.

He will let us know when the second / last treatment for this year will occur.

Thanks!
Kirsten

Tommy O'Connor

From: Tommy O'Connor
Sent: Monday, August 17, 2026 10:00 AM
To: selectboard1
Subject: FW: Legal Trails

Response from VLCT, awaiting from the Town Attorney

From: Josh Hanford <jhanford@vlct.org>
Sent: Monday, August 17, 2026 9:55 AM
To: Tommy O'Connor <toconnor@westfordvt.us>
Subject: Re: Legal Trails

Hey Tommy,

Hope all is well. I think limiting the use of trails during hunting season is common. It's not actually closing it, because it's open to hunting. We have lots of trails (mt biking and hiking) that get closed during hunting season here in Randolph, but I think those are all on private property or state land. I personally think it makes sense to restrict use of a legal trail in a very popular hunting area, to only hunting during hunting season for safety and shared use reasons. On the other hand, if the legal trail was used as a popular walking trail, or short cut to "downtown" and not adjacent to popular hunting areas that might not make sense. I think the selectboard has the authority to consider these factors and make this decision.

I did some quick research online and with AI help, and what I found is summarized below. The summary makes sense to me.....but it's probably worth asking a Legal Question through the VLCT Municipal Assistance Center attorneys if you want something definitive: [Ask A Question | Vermont League of Cities and Towns](#)

Summary: Vermont Legal Trails and Hunting Season Closures

Conclusion: A Vermont municipality likely has the authority to restrict a Legal Trail to hunting use during hunting season, provided the restriction is properly adopted by the local selectboard and serves a reasonable public purpose such as public safety or management of recreational conflicts.

Key Points

- Legal Trails are public rights-of-way under municipal jurisdiction and are generally regulated by town selectboards.
- Selectboards have authority under Vermont law to reasonably regulate the use of recreational trails.
- Legal Trail uses and seasonal restrictions may be established through local policies or official selectboard action.
- A seasonal hunting-season restriction is more likely to be legally defensible when based on safety or management concerns rather than arbitrary exclusion of other users.

- Many Vermont trail systems implement hunting-season closures, although not all are Legal Trails.

Sources Referenced

Vermont Trails & Greenways Council, Legal Trails guidance and summaries of 19 V.S.A. §§ 302 and 304.
Vermont Legislature materials regarding Legal Trails and municipal authority.

Cheers,
Josh



Josh Hanford
Director, Intergovernmental Relations
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Direct: 802-262-1922
jhanford@vlct.org
VLCT.ORG

- **Early Bird Pricing for Town Fair** – vlct.org/townfair – Register in August for the best rate!
 - **Free Risk Management Training** – vlct.org/PACIFlearn – A broad selection of useful online courses for PACIF members.
 - **Nominations for VLCT Board of Directors** – vlct.org/VLCTBoardNomAug2026 – Nominate a qualified local official with our online form by August 29.
-

Tommy O'Connor

From: J Hazen <ridgerunner@gmavt.net>
Sent: Friday, August 14, 2026 4:56 PM
To: selectboard
Cc: James Hazen
Subject: 8/13 Board Meeting - Thank You

Dear Selectboard Members,

Thank you for taking the time last night to hear and discuss my request about the seasonal closure of the Goodrich and other trails. While emotions ran a bit high I found it to be a respectful approach to hear the perspectives of landowners, residents, and trail users.

My family understands the trail exists and look to work with the town to help preserve its natural character while keeping it safe and passable. My section of the Goodrich trail is fragile, wet, and difficult in places. Our home is a short distance from the trail. We recognize that responsible care requires cooperation with landowners.

Last year the temporary hunting-season closure in 2025 seemed to be seen by the Selectboard as a success with no formal complaints or criticism. My family, landowners, and many neighbors would loudly echo that view as it helped address safety concerns and reduced traffic. Since that decision, my family and Jim Anderson have helped ensure the trail is passable. On several occasions we've cut fallen trees, moved logs, and trimmed brush. I offer my assistance and thoughts to the maintenance guide that is actively being drafted.

My family appreciates the board's willingness to vote to this 2026 temporary hunting season closure while possibility of an ordinance is to evaluated. We look forward for the opportunity for continued communication and cooperation.

Thanks for your time, the service, and effort you put into Westford to make it a stronger and more neighborly community.

James Hazen

Sent from my iPad

Tommy O'Connor

From: Jim Anderson <jimandersonvt@gmail.com>
Sent: Monday, August 24, 2026 5:19 PM
To: selectboard
Subject: Trail Guidelines

Dear Selectboard Members,

Thank you for your time and consideration on the topic of the legal trails. I am grateful for the understanding that went in to supporting the temporary closure during hunting season and the ongoing discussion of the Trail Guidelines. I'm sharing this with you because these are things I've wanted to say for some time but have found difficult to fully express in a meeting, and I think it is important that the Board understand my concerns as the board moves forward with the guidelines. My hope is that putting them in writing will help provide some perspective on the need for appropriate oversight, respect for the underlying landowners, and a long-term approach that preserves public access

After listening to the statements from members of the CC and others at the last meeting, I'm concerned there is still considerable misunderstanding about what these rights-of-way actually are and what they permit. I think that distinction becomes particularly important when guidance from the Town, or other bodies may be interpreted differently or gradually broadened through its application.

My primary concern is the distinction between maintaining and administering an existing right-of-way and expanding its use or character into something more akin to a public recreation area. A right-of-way is an interest in land, not ownership of the underlying property. A landowner should not be expected to voluntarily participate in, facilitate, or accommodate uses that go beyond the rights established over their property. The existence of a right-of-way does not eliminate the landowner's underlying property rights or their ability to object to unreasonable interference, nuisance, or other impacts resulting from uses beyond the scope of the original intent of the right-of-way.

Ultimately, I believe the Town should preserve and administer the rights it has, while recognizing that those rights exist co-dependently with the property rights of the landowners. An established right-of-way is not an open-ended recreational easement whose scope and character can simply expand over time. If the Town wants these rights-of-way to remain viable and avoid continued conflict with landowners, there needs to be a clear understanding that public access and landowner property rights must coexist within the actual legal scope of each right-of-way—not through an expectation that landowners will continually accommodate new uses or interpretations.

That is the balance I hope the trail guide and the Selectboard's oversight can help establish. There is also, a practical tipping point that I think the Town needs to consider. Landowners may be willing to continue to bear the costs, responsibilities, and exposure that come with owning the underlying land, as long as they feel their property rights are respected and the public use remains within reasonable limits, but there is a point at which that balance can change. If landowners come to feel that they are carrying the costs and responsibilities of property that the Town and public are increasingly treating as a public recreational resource, they may reasonably decide that retaining the property is no longer worth that burden. Property can be subdivided, developed, fenced, or otherwise managed in ways that ultimately reduce or eliminate the very access the Town is trying to preserve. In that sense, protecting landowners from unfettered expansion of Town use is not necessarily in conflict with protecting public access—it may actually be essential to it. Seasonal closures during hunting season are a good example of how

recognizing reasonable limits on public use can help preserve the character of rights-of-way through good Town-landowner relationships and maintain viability over the long term. If the Town wants these trails and rights-of-way to remain available in their current states, it is important to recognize that the cooperation of and continued ownership by the underlying landowners are an integral part of what makes that access possible.

Thank you again,
Jim Anderson.

Sent from my iPad

Tommy O'Connor

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Wednesday, August 19, 2026 6:20 AM
To: Pat Haller
Cc: Harmony Cism; Ben Bornstein; selectboard
Subject: Re: Maps for 1705

Ok, thanks. I will share them with the UPWP team with explanation.

Kirsten

> On Aug 18, 2026, at 8:20 PM, Pat Haller <Pat.Haller@westfordvt.us> wrote:

>

> Yes, the one with ww-4-0877 is probably the best we can have for the existing wastewater location. It is the original permit drwg. I wouldn't expect that we have as-builts.

>

> Pat

>

> -----Original Message-----

> From: Kirsten Tyler <kirstenbeat@gmail.com>

> Sent: Tuesday, August 18, 2026 5:57 PM

> To: Pat Haller <Pat.Haller@westfordvt.us>

> Cc: Harmony Cism <zoning_admin@westfordvt.us>; Ben Bornstein

> <bornbj@yahoo.com>; selectboard <selectboard@westfordvt.us>

> Subject: Re: Maps for 1705

>

> Hi Pat and Harmony,

>

> Thank you both for confirmation. Pat, the maps you provided - 1. Was this one where we find the existing town office / library wastewater and well location?

> 2. And this one was focusing on the area of concern (I will assume we don't need this on public outreach maps because unless we know for a fact that it is owned by the town, we wouldn't plan anything for it)

>

> Let me know and I'll forward these along to Anne and Maya.

>

> Thanks,

>

> Kirsten

>

>> On Aug 18, 2026, at 12:25 PM, Pat Haller <Pat.Haller@westfordvt.us> wrote:

>>

>> Kirsten,

>>

>> The work of Krebs&Lansing that Harmony just shared, having both office/library and 1705 Property boundaries, wetland delineation, flood plane, orange dotted area that has the contaminated soil zone, proposed new 495 gpd wastewater on it was what I was thinking. (ignoring the Tudhope design, its not valid anymore.)

And finally, I think the EXISTING office/library wastewater and water well location should be depicted. I don't think the 1705 monitoring wells need to be on this outreach map.

>>

>> I also don't want to muddy the waters BUT, there is uncertainty about ownership of land on the river front. Our attorney provided this to us when doing title search for 1705 and it is within possibility that the Town could own the "Area of Concern".

>>

>> Sincerely, Pat

>>

>> -----Original Message-----

>> From: Kirsten Tyler <kirstenbeat@gmail.com>

>> Sent: Tuesday, August 18, 2026 11:35 AM

>> To: Harmony Cism <zoning_admin@westfordvt.us>; Pat Haller

>> <Pat.Haller@westfordvt.us>

>> Cc: Ben Bornstein <bornbj@yahoo.com>

>> Subject: Maps for 1705

>>

>> Hey Harmony and Pat,

>>

>> Ben and I just met with the folks from UPWP (awesome meeting - they are so great) and they wanted to confirm that they have the correct maps for 1705. The GIS team is going to be creating a map of the property with the necessary layers (wastewater etc). They were given one map from Harmony but I seem to remember that Pat, you had two maps that you wished were layered.

>>

>> Can you just confirm the correct maps that we should be using for the official GIS map and if the UPWP folks got them?

>>

>> Thanks,

>> Kirsten

>> <ww-4-0877_ww-4-0877 plan.pdf><Westford - Pigeon FINAL BOUNDARY

>> EXISTING CONDITIONS - 09-20-23 BPLS.pdf>

>

Tommy O'Connor

From: Pat Haller
Sent: Tuesday, August 18, 2026 12:25 PM
To: Kirsten Tyler; Harmony Cism
Cc: Ben Bornstein; selectboard
Subject: RE: Maps for 1705
Attachments: ww-4-0877_ww-4-0877 plan.pdf; Westford - Pigeon FINAL BOUNDARY EXISTING CONDITIONS - 09-20-23 BPLS.pdf

Kirsten,

The work of Krebs&Lansing that Harmony just shared, having both office/library and 1705 Property boundaries, wetland delineation, flood plane, orange dotted area that has the contaminated soil zone, proposed new 495 gpd wastewater on it was what I was thinking. (ignoring the Tudhope design, its not valid anymore.) And finally, I think the EXISTING office/library wastewater and water well location should be depicted. I don't think the 1705 monitoring wells need to be on this outreach map.

I also don't want to muddy the waters BUT, there is uncertainty about ownership of land on the river front. Our attorney provided this to us when doing title search for 1705 and it is within possibility that the Town could own the "Area of Concern".

Sincerely, Pat

-----Original Message-----

From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Tuesday, August 18, 2026 11:35 AM
To: Harmony Cism <zoning_admin@westfordvt.us>; Pat Haller <Pat.Haller@westfordvt.us>
Cc: Ben Bornstein <bornbj@yahoo.com>
Subject: Maps for 1705

Hey Harmony and Pat,

Ben and I just met with the folks from UPWP (awesome meeting - they are so great) and they wanted to confirm that they have the correct maps for 1705. The GIS team is going to be creating a map of the property with the necessary layers (wastewater etc). They were given one map from Harmony but I seem to remember that Pat, you had two maps that you wished were layered.

Can you just confirm the correct maps that we should be using for the official GIS map and if the UPWP folks got them?

Thanks,
Kirsten