TOWN OF Westford

SELECTBOARD MEETING
TOWN OFFICE & ZOOM
November 12th, 2026, 6:15 P.M.

https://us02web.zoom.us/j/83574000385?pwd=Tvh8XBCUWOHkXDGP0G11J1KB3JB9Ba.1
Meeting ID: 835 7400 0385 - Passcode: 8YYyvE
OR dial +1 646 931 3860 – Meeting ID: 835 7400 0385 – Passcode: 853935
Please note that agenda times are approximate and are subject to change.

AGENDA

1. CALL TO ORDER
   a. (6:15) – Roll Call
   b. (6:15) – Changes to the agenda

2. (6:20) – PUBLIC COMMENT (Items not on the agenda)

3. (6:25) – MINUTES: October 22nd, 2026 SB Meeting (Review and Approve)

4. (6:30) – CCRPC UPDATE (Ben Bornstein)

5. HIGHWAY DEPARTMENT
   a. (6:40) – Review Road Schedule

   b. (6:45) – Access Permit – Chaplin

6. TREASURER
   a. (6:50) – Review FY'27 General Fund and Highway budget status report

   b. (6:55) – Review and approve accounts payable and payroll warrants

7. DISCUSSION
   a. (7:00) – Zoning Violation Discussion with Property Owner – Kickback Brewery

   b. (7:10) – Update on Fire Truck and Next Steps

   c. (7:15) – Parking concerns at Westford Common Hall

   d. (7:20) – Town Administrator Report

   e. (7:25) – Zoning Administrator Report

   f. (7:30) – Municipal Resolution Form

   g. (7:35) – Planning Commission VOREC Grant Request in relation to 1705 River Access

   h. (7:45) – IT Contract Change Language
      i. Potential updates to contract
      ii. Discussion on IT safety upgrade

i. (8:00) – Budget Presentations
    i. Essex Rescue (Re-submission)
    ii. Town Highway Department
    iii. Library
    iv. Westford Fire Department
    v. Planning & Zoning Administrator
    vi. Planning Commission
    vii. Development Review Board
    viii. Westford Common Hall
    ix. Vermont Center for Independent Living (VCIL)
    x. Chittenden Country Regional Planning Commission (CCRPC)

8. (8:30) – CORRESPONDENCE

9. COMMUNICATION

10. ANTICIPATED EXECUTIVE SESSION – N/A

11. ADJOURN

The next regular Selectboard Meeting will be held on December 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
October 22, 2026
Draft Minutes

Present:	Pat Haller	Callie Hamdy
	Nick Nichols	Tommy O'Connor
	Casey Mathieu	Abby O'Neil
	Deb Jorschick	

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
Removing Liquor License, Municipal Planning Grant. Adding Howard Center to Budget Requests.

N. Nichols and T. O'Connor discussed purchasing a booster microphone to alleviate some of the sound issues virtual attendees had been having.

PUBLIC COMMENT – Items Not on the Agenda
Lori Johnson was present. During the Selectboard retreat there had been a discussion about the financing and budgeting and capital reserve. There was talk of bringing Carl Rogers in. What is the status of that? T. O'Connor has been talking to Carl. He has the three excel sheets he helped us create and is reviewing them. He is going to get back to us with availability.

Barb Peck was present. She has been obsessed with Michael Miller, a recent attendee of the meetings that the board and others suspected was an AI ran by a news organization. Did we know who it was reporting to? We did not. She is going to try to find out where the bots that attend VT Selectboard meetings are coming from and will report back.

Carol Winfield was present. She is curious about the Brookside Pathway project. There is also talk of a path to Browns River Access and getting a grant for that. She is lost how that all started. She does not remember any public forum. Before we put time and money into it she wants to know if residents really want to have a path up Brookside. Do people want Browns River Access? The board will address it in Communication where there was already an ask about that.

MINUTES
P. Haller motioned to approve the minutes from October 8, 2026 as amended. N. Nichols seconded. Motion passed 4-0.

CCRPC UPDATE
Ben Bornstein, CCRPC Representative, was present and gave updates from the CCRPC. There had been an annual training for new members. 1705 project, they met with CCRPC staffers, and they produced a preliminary review.

ROAD SCHEDULE

Sean Cushing, Road Foreman, was not present. P. Haller went over the road schedule from October 9 25, 2026 to October 22, 2026.

ACCESS PERMIT
Maria and Alex Barden were requesting an Access permit off Covey Road for a driveway. Sean had reviewed it and sees no problem with it. P. Haller motioned to approve the Access Permit. C. Mathieu seconded. Motion passed 4-0.

TREASURER FY'27 GENERAL FUND BUDGET STATUS REPORT
A. O'Neil, Treasurer, 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.

BUDGET PRESENTATIONS
Westford Historical Society
Caroline Brown was present and gave their budget presentation. They are asking for $4,000. She discussed possible fundraising. They are trying to change out the exhibits for the appropriate times. The increased costs were due to programming, such as speaker's fees.

Red Brick Meeting House
Caroline Brown was present and gave the budget presentation. They are asking for $5,000.

Cemetery Commission
Lynn Gauthier was present and gave the budget presentation. They are asking for level funding. They were incredibly pleased with the new mowing vendor. Glenn Rogers was present. Their chair's stipend had also been level funded for a number of years and now they are asking the board if they could increase it to $600 due to the amount of volunteer time required.

Assessor's Office
The salary is not changing but the mapping costs were $5,000 higher than last year due to inaccuracies in how the tax mapping software was budgeted. Molly had put a small presentation together for the SB, Molly was not present at the meeting.

Chittenden Unit of Special Investigations
They are asking for $4,648.

Vermont League of Cities and Towns
Vermont League of Cities and Towns (VLCT) budget request was presented. It was an increase of 3.5% from last year.

Age Well
Age Well asked for $2,000 in their budget request.

Howard Center
The Howard Center asked for $2,000 in their budget request.

SCHEDULE PUBLIC HEARING FOR UPDATES TO WESTFORD LAND USE & DEVELOPMENT REGULATIONS
The board discussed scheduling a public hearing for updates to the Land Use & Development Regulations. They had up to 120 days since the Planning Commission (PC) approved the changes to meet. They have several meetings coming up including a public hearing on 10/26 for the Fire Truck bond. It can be held during a regular meeting. The board proposed one of their regular meetings in January.

Barb Peck was present. She attended the last PC meeting. She mentioned the topic of the changes to the town plan do not address the fact that the town has to decide whether or not they are going to align with what the state wants the towns to do or weather Westford wants to break with the state requirements. She felt there needs to be better transparency. P. Haller explained they are discussing the Land Use & Developmental Regulations, not the Town Plan. They are separate documents. We have an approved Town Plan right now and the Regulations support it. We cannot make regulations that do not support our current plan. When we do a new town plan we'll have to have the Land Use Regulations reflect that new town plan.

REVIEW SELECTBOARD CALENDAR
The board discussed their upcoming schedule through to Town Meeting Day 2027.

CORRESPONDENCE
Correspondence regarding the trails.

Trail Closures Signage posted by WCC.

Conversation between Barb Peck and abandoned dog owner.

Email from Harmony on Upcoming Local Concerns meeting.

COMMUNICATION
Brookside Pathway Study Local Concerns Meeting to be Scheduled.
In December last year the PC had brought ideas of what they wanted to pursue for UPWP. Right now, we are figuring out if its feasible and then it will go to the public to see how the town wants to proceed. Nick recalls that it had come up because multiple members of the public and the PC had brought it up in the past, so it is a revisiting of a concept.

November Newsletter and FPF will have notifications as well as affected landowners.

October 26th Special Town Meeting – Fire Truck Bond

November 3 – Election Day

ADJOURN
The meeting adjourned at 7:39p.m.

Respectfully Submitted,
Pat Haller
Selectboard Chair

Callie Hamdy
Minute Clerk

GUEST LIST

Dave Gauthier
Ben Bornstein
Harmony Cism
Dick Lavallee
Lori Johnson
Dave Lavallee
Carol Winfield
Barb Peck
Michael Miller
Caroline Brown
Alex Barden
Lynn Gauthier
Glen Rogers

DRAFT

SELECTBOARD INFORMATIONAL MEETING
October 26 2026
Draft Minutes

Present: Pat Haller, Julia Andrews, Casey Mathieu, Nick Nichols, Callie Hamdy, Tommy O'Conner

Guests: Bill Cleary, Kim Guidry,

The meeting was called to order at 7:03 p.m. The meeting was held in person and via Zoom.

PUBLIC INFORMATION MEETING ABOUT FIRE TRUCK BOND RE-VOTE
Pat Haller, Selectboard Chair, was gave the presentation. He explained that although that bond vote passed by 77% because we failed to meet the requirements of publishing the articles in the paper it needs to be voted on again so that its warned properly.

P. Haller opened the floor for questions. Kim Guidry was present. She asked about the bond amounts and how that had changed. The bond vote would be $475,000. The balance we owe is $422.724. The contract allows for changes during the build time if needed. If we bond for that and don't use it we'd repay that bond.

Bill Cleary was present and asked in the event that the town votes no what happens to the taxpayer money we've already spent? There is a % per for our contract. There are other alternatives for us other than not making the payment, but we could be out $160,000.

Bill generally feels like if people are interested they should be sitting at the meetings, but he feels like they could have done a story about this on FPF to better inform the public about it. He feels FPF is a place a lot of people go to look for that information. P. Haller appreciated what Bill's saying. They had the town attorney counsel them to not give too much out because they don't want the company to get the tanker to us before we get the bond vote to yes.

Bill asked what the Fire Departments volunteer status? There's 10 members right now and they have said if it goes lower they'd have problems.

ADJOURN
The meeting adjourned at 7:15p.m.

Respectfully Submitted,
Pat Haller
Selectboard Chair

Callie Hamdy
Minute Clerk

Application Rec'd 10/29/26

Fee: $85.00 (new)
$40.00 (culvert replacement w/ changes)
No charge (culvert replacement same length)

TOWN OF WESTFORD APPLICATION FOR ACCESS PERMIT

Applicant Robin Chaplin Phone # 802-777-3696

Mailing Address 732 Woods Hollow Rd

Location of Property: Same Parcel # 05W1016

Intended use of access: (Please check one)
- X Driveway (single family dwelling)
- ___ Private Road to serve ___ homes
- ___ Commercial Establishment

The undersigned requests an Access Permit to allow Town of Westford (contractor) to construct an access in accordance with Vermont Department of Highways Standards to serve the applicant's property, located on the West side of Town Highway No. 4 (The local name for this road being Woods Hollow Rd.) The proposed access will be located approximately 0.6 (feet or miles) from the intersection of this road with Rte. 128.
The applicant agrees to maintain said access and culvert, if needed, adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at October 26, this 1st day of _____, 2026.

Signature of Applicant Robin Chaplin

ACCESS PERMIT

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

DIRECTIONS, RESTRICTIONS AND CONDITIONS:
- Suitable culvert to be furnished and installed by applicant. Galvanized or plastic pipe at least fifteen inches (15") diameter, thirty feet (30') long, unless other wise instructed by Town Road Forman. Conformance to the enclosed sketch required.
- Access must be installed according to *Section 320 of the Westford Land Use & Development Regulations* and as close to a 90 degree angle as possible to Woods Hollow Road Road and level for 20'.
- Additional conditions: 18" Diameter 30' long - Plastic Culvert
- Approval of this permit does not relieve the applicant from obtaining any other required State or local permits.

Culvert: Required X Not required _____ Initials SC Date 11/3/26

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

Town Selectboard Chair _____

Inspected by _____ (Road Foreman) **Date:** _____

11/9/2026
10:05am

Current Yr Pd: 4 - Budget Status Report
GENERAL FUND & HIGHWAY FUNDS

Payroll	38.50%
General Ledger	36.54%

Account		Budget	10/22/2026 Actual	Actual % of Budget	11/12/2026 Actual	Actual % of Budget	Change
100-20 PROPERTY TAXES							
100-2000-00.00	Current Property Taxes	$ 1,152,311.50	$ 453,505.89	39.36%	$ 619,188.52	53.73%	(165,682.63)
100-2005-00.00	Advance Year Property Tax	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2009-00.00	Late Tax Interest	$ 2,500.00	$ 529.78	21.19%	$ 605.73	24.23%	(75.95)
100-2010-00.00	Delinquent Taxes	$ 40,000.00	$ 30,088.93	75.22%	$ 31,081.63	77.70%	(992.70)
100-2011-00.00	Delinquent Tax Penalty	$ 4,000.00	$ 2,407.08	60.18%	$ 2,486.50	62.16%	(79.42)
100-2012-00.00	Delinquent Tax Interest	$ 3,000.00	$ 2,311.76	77.06%	$ 2,386.22	79.54%	(74.46)
Total PROPERTY TAXES		$ 1,201,811.50	$ 488,843.44	40.68%	$ 655,748.60	54.56%	(166,905.16)
100-21 LICENSES & FEES					$ -		
100-2100-00.00	Liquor Licenses	$ 185.00	$ -	0.00%	$ -	0.00%	0.00
100-2110-00.00	Recording Fees	$ 17,000.00	$ 7,329.00	43.11%	$ 8,321.00	48.95%	(992.00)
100-2120-00.00	Dog Licenses	$ 1,700.00	$ 35.00	2.06%	$ 41.00	2.41%	(6.00)
100-2130-00.00	Building Permit	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2131-00.00	Access Permits	$ 150.00	$ 170.00	113.33%	$ 210.00	140.00%	(40.00)
100-2135-00.00	Excess Weight Permit	$ 700.00	$ -	0.00%	$ -	0.00%	0.00
100-2140-00.00	Marriage Licenses	$ 150.00	$ 90.00	60.00%	$ 90.00	60.00%	0.00
100-2145-00.00	Copies	$ 1,700.00	$ 852.70	50.16%	$ 1,053.20	61.95%	(200.50)
100-2146-00.00	Vault Time	$ 200.00	$ 67.00	33.50%	$ 69.00	34.50%	(2.00)
100-2150-00.00	Auto Registration Fees	$ 20.00	$ 9.00	45.00%	$ 9.00	45.00%	0.00
100-2155-00.00	Metal Dumpster	$ 3,600.00	$ 1,081.50	30.04%	$ 1,339.30	37.20%	(257.80)
Total LICENSES & FEES		$ 25,405.00	$ 9,634.20	37.92%	$ 11,132.50	43.82%	(1,498.30)
100-22 INTERGOVERNMENTAL					$ -		
100-2229-00.00	Current Use/Land Use	$ 85,145.00	$ -	0.00%	$ 88,129.00	103.50%	(88,129.00)
100-2230-00.00	State - Planning Grant	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2234-00.00	Burlington Free Press Gt	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2241-00.00	State - Misc. Grants	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2242-00.00	State - Traffic Fines	$ 4,500.00	$ 989.00	21.98%	$ 2,336.50	51.92%	(1,347.50)
100-2245-00.00	State - Miscellaneous	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2248-00.00	Vt Act 68/Equalization	$ 965.00	$ -	0.00%	$ -	0.00%	0.00
100-2249-00.00	VLCT Grants	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2260-60.06	Wastewater Project RF1-26	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2260-60.07	VCDP - Grant - Pigeon Pro	$ -	$ -	0.00%	$ -	0.00%	0.00
Total INTERGOVERNMENTAL		$ 90,610.00	$ 989.00	1.09%	$ 90,465.50	99.84%	(89,476.50)
100-23 PLANNING & ZONING					$ -		
100-2350-00.00	Vault time/copier/fax fee	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2359-00.00	Building Permits	$ 8,000.00	$ 6,426.50	80.33%	$ 7,478.70	93.48%	(1,052.20)
100-2360-00.00	DRB Subdivision - Sketch	$ 700.00	$ -	0.00%	$ -	0.00%	0.00
100-2361-00.00	DRB Subdivision - Prelimi	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2362-00.00	DRB Subdivision - Final	$ -	$ 1,500.00	100.00%	$ 1,500.00	100.00%	0.00
100-2363-00.00	DRB Subdivision Amendment	$ 350.00	$ -	0.00%	$ -	0.00%	0.00
100-2363-10.00	DRB Waiver	$ -	$ 325.00	100.00%	$ 325.00	100.00%	0.00
100-2364-00.00	DRB Site Plan	$ 325.00	$ -	0.00%	$ -	0.00%	0.00
100-2365-00.00	DRB Variance	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2366-00.00	DRB Boundary Line Adjustm	$ -	$ 175.00	100.00%	$ 175.00	100.00%	0.00
100-2367-00.00	DRB Conditional Use	$ 325.00	$ 650.00	200.00%	$ 650.00	200.00%	0.00
100-2368-00.00	DRB Zoning Appeal	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2369-00.00	ZA Admin Amendment	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2370-00.00	Certificate of Compliance	$ 500.00	$ 400.00	80.00%	$ 440.00	88.00%	(40.00)
100-2371-00.00	Zoning Violation Fines	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2372-00.00	Certificate of Occupancy	$ 700.00	$ 150.00	21.43%	$ 150.00	21.43%	0.00

100-2373-00.00	Home Occupation	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2374-00.00	CCRPC-BWQC	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2380-00.00	Legal/Professional Review	$ -	$ -	0.00%	$ -	0.00%	0.00
Total PLANNING & ZONING		$ 10,900.00	$ 9,626.50	88.32%	$ 10,718.70	98.34%	(1,092.20)
100-24 TOWN FUNCTIONS					$ -		
100-2420-00.00	Metal Dumpster	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2421-00.00	Recycle Bins	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2422-00.00	CTCL - GRANT - ELECTION	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2423-00.00	1705 Rte 128	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2438-00.00	Holiday Basket Donations	$ 2,000.00	$ -	0.00%	$ 100.00	5.00%	(100.00)
Total TOWN FUNCTIONS		$ 2,000.00	$ -	0.00%	$ 100.00	0.05	(100.00)
100-2705 TRANSFER IN					$ -		
100-2705-00.00	Transfer In From Reserves	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2705-10.00	Transfer In - Fund Balanc	$ -	$ -	0.00%	$ -	0.00%	0.00
Total TRANSFER IN		$ -	$ -	0.00%	$ -	0.00%	0.00
100-28 DOGS					$ -		
100-2820-00.00	Dog Fines	$ 200.00	$ -	0.00%	$ -	0.00%	0.00
100-2821-00.00	Dog Shelter Fund	$ -	$ -	0.00%	$ -	0.00%	0.00
Total DOGS		$ 200.00	$ -	0.00%	$ -	0.00%	0.00
100-29 MISCELLANEOUS					$ -		
100-2900-00.00	Reimbursement School Exp	$ 2,500.00	$ -	0.00%	$ -	0.00%	0.00
100-2910-00.00	Use of Cash on Hand	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2920-00.00	Note Proceed Spiller Lot	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2930-00.00	Interest Income	$ 12,000.00	$ 8,299.35	69.16%	$ 8,315.96	69.30%	(16.61)
100-2935-00.00	Interest-Restricted	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-00.00	Miscellaneous Revenue	$ -	$ 94.50	100.00%	$ 119.50	100.00%	(25.00)
100-2990-01.00	Misc Donations	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-02.00	Summer Concert Series	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-03.00	Nat'l Opioids Settlement	$ -	$ 579.67	100.00%	$ 579.67	100.00%	0.00
100-2990-04.00	CANNABIS VT CONTROL BD	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-05.00	Employee Training Grant	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-10.00	Town Sign Advertising	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-11.00	Maple Shade Town Forest-g	$ -	$ -	0.00%	$ -	0.00%	0.00
100-2990-12.00	Veteran Banners - REV	$ -	$ 920.00	100.00%	$ 920.00	100.00%	0.00
Total MISCELLANEOUS		$ 14,500.00	$ 9,893.52	68.23%	$ 9,935.13	68.52%	(41.61)
Total Revenues		$ 1,345,426.50	$ 518,986.66	38.57%	$ 778,100.43	57.83%	(259,113.77)
					$ -		
100-30 ADMINISTRATION					$ -		
100-3000-10.00	Select Board Salaries	$ 4,000.00	$ -	0.00%	$ -	0.00%	0.00
100-3000-10.01	Select Board Minute Taker	$ 1,700.00	$ 379.50	22.32%	$ 451.00	26.53%	(71.50)
100-3000-11.00	Town Administrator	$ 97,065.80	$ 26,713.14	27.52%	$ 33,612.12	34.63%	(6,898.98)
100-3000-12.00	Bookkeeper Salary	$ 43,398.12	$ 15,605.57	35.96%	$ 19,257.30	44.37%	(3,651.73)
100-3000-13.00	Fire Warden Stipend	$ 400.00	$ -	0.00%	$ -	0.00%	0.00
100-3000-13.01	Rec Coordinator Salary	$ 12,004.20	$ 3,692.32	30.76%	$ 4,615.40	38.45%	(923.08)
100-3000-14.00	FICA Expense	$ 26,670.71	$ 7,066.53	26.50%	$ 8,773.73	32.90%	(1,707.20)
100-3000-14.10	Childcare Tax	$ 1,545.00	$ 463.90	30.03%	$ 580.03	37.54%	(116.13)
100-3000-15.00	Health Insurance	$ 30,000.00	$ 5,761.81	19.21%	$ 7,202.26	24.01%	(1,440.45)
100-3000-15.01	Dental Insurance	$ 1,000.00	$ 326.56	32.66%	$ 408.20	40.82%	(81.64)
100-3000-15.02	Disability Insurance	$ 1,400.00	$ 546.84	39.06%	$ 546.84	39.06%	0.00

100-3000-15.03	Vision Insurance	$ 250.00	$ 72.48	28.99%	$ 72.48	28.99%	0.00	
100-3000-15.04	Cobra Ins Benefit	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3000-16.00	Pension Plan Employer Exp	$ 10,151.60	$ 2,285.79	22.52%	$ 2,845.99	28.03%	(560.20)	
100-3000-17.00	Unemployment	$ -	$ -	0.00%	$ 12,592.61	100.00%	(12,592.61)	
100-3000-19.00	Office Equipment	$ 2,500.00	$ 228.24	9.13%	$ 592.26	23.69%	(364.02)	
100-3000-20.00	Office Supplies & Repairs	$ 5,000.00	$ 1,785.06	35.70%	$ 1,907.76	38.16%	(122.70)	
100-3000-21.00	Employee Appreciation	$ 500.00	$ -	0.00%	$ -	0.00%	0.00%	
100-3000-30.00	Legal Notices	$ 1,300.00	$ 2,805.00	215.77%	$ 3,901.90	300.15%	(1,096.90)	
100-3000-34.00	Postage	$ 6,000.00	$ 2,178.17	36.30%	$ 2,189.48	36.49%	(11.31)	
100-3000-40.00	Education S/B & Town Adm	$ 500.00	$ 99.00	19.80%	$ 99.00	19.80%	0.00	
100-3000-42.00	Grant Writer	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3000-48.00	Property Casualty W/C	$ 19,000.00	$ 9,265.31	48.76%	$ 9,265.31	48.76%	0.00	
100-3000-50.00	Payroll Services Cintract	$ 6,500.00	$ 5,463.64	84.06%	$ 5,463.64	84.06%	0.00	
100-3000-59.00	Admin Planning Consultant	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3000-60.01	Legal & Professional Fees	$ 22,000.00	$ 4,504.55	20.48%	$ 4,504.55	20.48%	0.00	
100-3000-60.02	IT Professional Services	$ 15,000.00	$ 5,882.73	39.22%	$ 7,844.22	52.29%	(1,961.49)	
100-3000-60.04	Software	$ 1,500.00	$ -	0.00%	$ 159.90	10.66%	(159.90)	
100-3000-60.05	Town Admin Computer	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3000-60.07	Audit Reserve Expense	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3000-60.08	Admin Cap't Budg't Exp	$ 11,065.00	$ -	0.00%	$ -	0.00%	0.00	
100-3000-60.10	Holiday Basket Expense	$ 1,200.00	$ -	0.00%	$ -	0.00%	0.00	
100-3000-62.00	Stationary & Printing	$ 2,850.00	$ -	0.00%	$ -	0.00%	0.00	
100-3000-63.00	Newsletter printing	$ 3,100.00	$ 1,146.75	36.99%	$ 1,146.75	36.99%	0.00	
100-3000-74.00	S/B Town Adm Travel	$ 300.00	$ -	0.00%	$ 24.94	8.31%	(24.94)	
100-3000-75.00	Emerg'y Gener't Maint/Fue	$ 2,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-3000-76.00	Electric-Flag-Gaz-Street	$ 1,800.00	$ 529.09	29.39%	$ 704.62	39.15%	(175.53)	
100-3000-91.00	Interest Expense	$ 50.00	$ -	0.00%	$ -	0.00%	0.00	
100-3000-92.00	Tax Abatements	$ 1,000.00	$ 589.28	58.93%	$ 1,735.86	173.59%	(1,146.58)	
100-3000-93.00	Estimated Uncollected Tax	$ -	$ -	0.00%	$ -	0.00%	0.00	
Total ADMINISTRATION		$ 332,750.43	$ 97,391.26	29.27%	$ 130,498.15	39.22%	(33,106.89)	
100-32 CLERK/TREASURER					$ -			
100-3200-10.00	Clerks Salary	$ 49,598.41	$ 16,306.81	32.88%	$ 20,098.32	40.52%	(3,791.51)	
100-3200-25.00	Treasurer Salary	$ 16,141.80	$ 2,511.25	15.56%	$ 3,491.25	21.63%	(980.00)	
100-3200-30.10	Membership Dues	$ 150.00	$ -	0.00%	$ 50.00	33.33%	(50.00)	
100-3200-40.10	Education - Clerk's Offic	$ 300.00	$ -	0.00%	$ -	0.00%	0.00	
100-3200-40.20	Education - Treasurer's	$ 200.00	$ -	0.00%	$ -	0.00%	0.00	
100-3200-60.03	Supplies - Town Clerk	$ 300.00	$ 203.52	67.84%	$ 203.52	67.84%	0.00	
100-3200-60.04	Supplies - Treasurer	$ 500.00	$ 254.18	50.84%	$ 254.18	50.84%	0.00	
100-3200-60.05	Treas/Bookkeeper Computer	$ 1,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-3200-60.06	Clerks Computer	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3200-74.00	Travel	$ 250.00	$ 23.93	9.57%	$ 39.89	15.96%	(15.96)	
Total CLERK/TREASURER		$ 68,440.21	$ 19,299.69	28.20%	$ 24,137.16	35.27%	(4,837.47)	
100-33 BCA/ELECTION					$ -			
100-3300-10.00	BCA Salaries	$ 600.00	$ -	0.00%	$ -	0.00%	0.00	
100-3300-20.00	Election Workers	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3300-30.00	Ballots Supplies & Votin	$ 5,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-3300-40.00	CTCL - GRANT - ELECTION	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3300-99.00	Election Misc Expense	$ -	$ 65.45	100.00%	$ 65.45	100.00%	0.00	
Total BCA/ELECTION		$ 5,600.00	$ 65.45	1.17%	$ 65.45	1.17%	0.00	
100-34 AUDITORS/DELINQ TAX					$ -			
100-3400-10.00	Auditors Salaries	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-3400-11.00	Audit/Independent	$ 20,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-3440-10.00	Delinq Tax Penalty Paymen	$ 5,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-3440-34.01	Delinq Tax Collectors Exp	$ 100.00	$ -	0.00%	$ -	0.00%	0.00	
100-3440-40.00	Education-Auditors & D.Tx	$ 50.00	$ -	0.00%	$ -	0.00%	0.00	

Total AUDITORS/DELINQ TAX		$ 25,150.00	$ -	0.00%	$ -	0.00%	0.00
100-35 LISTERS					$ -		
100-3500-09.00	Assessor Contract Svcs	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3500-10.00	Listers Salaries	$ 22,880.00	$ 4,402.50	19.24%	$ 5,460.00	23.86%	(1,057.50)
100-3500-10.01	Reappraisal	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3500-20.00	Tax Mapping	$ 1,250.00	$ 437.39	34.99%	$ 1,503.75	120.30%	(1,066.36)
100-3500-30.10	Membership Dues	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3500-40.00	Education Listers	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3500-50.00	Supplies/Equipment	$ 200.00	$ -	0.00%	$ -	0.00%	0.00
100-3500-60.04	Software	$ 865.00	$ -	0.00%	$ -	0.00%	0.00
100-3500-60.05	Computer	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3500-74.00	Travel	$ 200.00	$ -	0.00%	$ -	0.00%	0.00
100-3500-74.01	Listing Subcontractors	$ -	$ -	0.00%	$ -	0.00%	0.00
Total LISTERS		$ 25,395.00	$ 4,839.89	19.06%	$ 6,963.75	0.2742	(2,123.86)
100-36 PLANNING/DRB/ZONING					$ -	0	
100-3600-10.01	Planning Comm Stipend	$ 2,000.00	$ -	0.00%	$ -	0.00%	0.00
100-3600-10.02	PC Minute Clerk	$ 1,800.00	$ 214.50	11.92%	$ 280.50	15.58%	(66.00)
100-3600-30.00	Planning Legal Notices	$ 750.00	$ 271.44	36.19%	$ 271.44	36.19%	0.00
100-3600-40.00	Planning Admin Education	$ 300.00	$ -	0.00%	$ -	0.00%	0.00
100-3600-60.01	Planning Legal & Professi	$ 1,000.00	$ -	0.00%	$ -	0.00%	0.00
100-3600-60.02	Planning Special Proje	$ 7,000.00	$ -	0.00%	$ -	0.00%	0.00
100-3600-60.06	Wastewater Project RF1-26	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3600-60.07	VCDP - Grant - Pigeon Pro	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3600-99.00	Planning Maps & Miscellan	$ 500.00	$ 120.00	24.00%	$ 120.00	24.00%	0.00
100-3601-09.00	Planning Consultant	$ 30,836.00	$ 2,995.49	9.71%	$ 2,995.49	9.71%	0.00
100-3601-10.00	Town Planner Salary	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3601-10.01	Planning Assistant	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3601-40.00	Town Planner Education	$ 250.00	$ -	0.00%	$ -	0.00%	0.00
100-3601-60.05	Town Planner Computer	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3601-74.00	Town Planner Travel	$ 200.00	$ -	0.00%	$ -	0.00%	0.00
100-3620-20.00	DRB Stipend	$ 2,800.00	$ -	0.00%	$ -	0.00%	0.00
100-3620-30.00	DRB Legal Notices	$ 500.00	$ 214.76	42.95%	$ 285.48	57.10%	(70.72)
100-3620-40.00	DRB Education	$ 100.00	$ -	0.00%	$ -	0.00%	0.00
100-3620-41.00	DRB Minutes	$ 300.00	$ 66.00	22.00%	$ 77.00	25.67%	(11.00)
100-3620-42.00	DRB Grant Writer	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3620-60.01	DRB Legal & Professional	$ 2,000.00	$ 420.03	21.00%	$ 420.03	21.00%	0.00
100-3620-99.00	DRB Miscellaneous	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3650-10.00	Zoning Admin Salary	$ 62,462.40	$ 19,801.08	31.70%	$ 24,665.95	39.49%	(4,864.87)
100-3650-40.00	Zoning Admin Education	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
100-3650-60.01	Zoning Admin Legal & Prof	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3650-60.05	Zoning Admin Computer	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3650-74.00	Zoning Admin Travel	$ 300.00	$ 20.02	6.67%	$ 86.58	28.86%	(66.56)
100-3650-75.00	Zoning Admin CCRPC-BWQC	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3650-99.00	Zoning Admin Miscellaneou	$ -	$ -	0.00%	$ -	0.00%	0.00
Total PLANNING/DRB/ZONING		$ 113,598.40	$ 24,123.32	21.24%	$ 29,202.47	0.2571	(5,079.15)
100-37 TOWN OFF BLDG & PROPERTY					$ -	0	
100-3700-68.00	Maintenance/Repairs	$ 5,000.00	$ 1,423.00	28.46%	$ 1,523.00	30.46%	(100.00)
100-3700-69.00	1705 Route 128 Property	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3700-70.00	Custodial Services	$ 2,600.00	$ 1,240.00	47.69%	$ 1,240.00	47.69%	0.00
100-3700-71.00	Mowing	$ 10,000.00	$ 4,600.00	46.00%	$ 4,600.00	46.00%	0.00
100-3700-75.00	Fuel	$ 1,700.00	$ -	0.00%	$ -	0.00%	0.00
100-3700-76.00	Electric	$ 3,000.00	$ 1,830.00	61.00%	$ 1,933.22	64.44%	(103.22)
100-3700-77.00	Telephone	$ 3,200.00	$ 797.90	24.93%	$ 822.90	25.72%	(25.00)
100-3700-78.00	Water Office & Library	$ 600.00	$ 306.52	51.09%	$ 306.52	51.09%	0.00
100-3700-79.00	Common Port-o-let	$ 1,500.00	$ 1,105.00	73.67%	$ 1,460.00	97.33%	(355.00)

100-3700-81.00	Improvements	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3700-81.01	Septic System Upgrade	$ 30,000.00	$ -	0.00%	$ -	0.00%	0.00
100-3700-82.10	Maple Shade Town Forest	$ -	$ -	0.00%	$ -	0.00%	0.00
100-3700-83.00	Sports Field Maintenance	$ 5,000.00	$ 5,114.32	102.29%	$ 5,114.32	102.29%	0.00
Total TOWN OFF BLDG & PROPERTY		$ 62,600.00	$ 16,416.74	26.22%	$ 16,999.96	0.2716	(583.22)
100-38 CUSTODIANS					$ -	0	
100-3800-10.00	Custodian Contract	$ -	$ -	0.00%	$ -	0.00%	0.00
Total CUSTODIANS		$ -	$ -	0.00%	$ -	0.00%	0.00
100-41 DOG WARDEN					$ -	0	
100-4100-10.00	Salary	$ 300.00	$ -	0.00%	$ -	0.00%	0.00
100-4100-40.00	Education	$ 50.00	$ -	0.00%	$ -	0.00%	0.00
100-4100-74.00	Travel	$ 50.00	$ -	0.00%	$ -	0.00%	0.00
100-4100-75.00	Dog Shelter Expense	$ 200.00	$ -	0.00%	$ -	0.00%	0.00
100-4190-00.00	Miscellaneous	$ -	$ -	0.00%	$ -	0.00%	0.00
Total DOG WARDEN		$ 600.00	$ -	0.00%	$ -	0	0.00
100-42 LAW ENFORCEMENT					$ -	0	
100-4200-00.00	Law Enforcement Contract	$ -	$ -	0.00%	$ -	0.00%	0.00
100-4200-10.00	State Police	$ -	$ -	0.00%	$ -	0.00%	0.00
100-4200-20.00	Chittenden County Sheriff	$ 26,500.00	$ 7,000.00	26.42%	$ 10,600.00	40.00%	(3,600.00)
100-4200-30.00	CUSI	$ 1,000.00	$ -	0.00%	$ -	0.00%	0.00
Total LAW ENFORCEMENT		$ 27,500.00	$ 7,000.00	25.45%	$ 10,600.00	0.3855	(3,600.00)
100-43 EMERGENCY SERVICES					$ -	0	
100-4310-00.00	Essex Rescue	$ 12,655.32	$ 12,655.32	100.00%	$ 12,655.32	100.00%	0.00
100-4320-00.00	Fairfax Rescue	$ 14,000.00	$ -	0.00%	$ -	0.00%	0.00
100-4330-00.00	Dispatching Services	$ 15,160.00	$ 17,730.00	116.95%	$ 17,730.00	116.95%	0.00
Total EMERGENCY SERVICES		$ 41,815.32	$ 30,385.32	72.67%	$ 30,385.32	0.7267	0.00
100-45 FIRE DEPARTMENT					$ -	0	
100-4500-00.00	Fire Department	$ 69,086.00	$ 15,000.00	21.71%	$ 15,000.00	21.71%	0.00
100-4500-59.00	N/P 2018 Pumper Trk 9/07	$ 28,852.00	$ 25,882.83	89.71%	$ 25,882.83	89.71%	0.00
100-4500-60.00	N/P Fire Utility Tr -4/04	$ -	$ -	0.00%	$ -	0.00%	0.00
100-4500-60.01	Capital Budget Fire Res E	$ 39,730.00	$ -	0.00%	$ -	0.00%	0.00
Total FIRE DEPARTMENT		$ 137,668.00	$ 40,882.83	29.70%	$ 40,882.83	29.70%	0.00
100-48 CONSERVATION					$ -	0	
100-4800-00.00	Conservation Commission	$ 2,500.00	$ 2,530.48	101.22%	$ 2,530.48	101.22%	0.00
Total CONSERVATION		$ 2,500.00	$ 2,530.48	101.22%	$ 2,530.48	1.0122	0.00
100-61 HEALTH OFFICER					$ -	0	
100-6100-10.00	Health Officer's Salary	$ 300.00	$ -	0.00%	$ -	0.00%	0.00
Total HEALTH OFFICER		$ 300.00	$ -	0.00%	$ -	0	0.00
100-63 TRASH/RECYCLE					$ -	0	
100-6300-00.00	Solid Waste Disposal	$ 262,955.00	$ 93,990.52	35.74%	$ 117,488.15	44.68%	(23,497.63)
100-6304-00.00	Recycle Bins	$ -	$ -	0.00%	$ -	0.00%	0.00
100-6305-00.00	Recycling Exp.	$ -	$ -	0.00%	$ -	0.00%	0.00
100-6306-00.00	Metals Recycling Exp	$ -	$ -	0.00%	$ -	0.00%	0.00
Total TRASH/RECYCLE		$ 262,955.00	$ 93,990.52	35.74%	$ 117,488.15	44.68%	(23,497.63)

100-68 CEMETERY & TOWN PROPERTY					$ -	0		
100-6800-00.00	Cemetery Commission	$ 9,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-6800-10.00	Cemetery Comm Stipend	$ 450.00	$ -	0.00%	$ -	0.00%	0.00	
Total CEMETERY & TOWN PROPERTY		$ 9,450.00	$ -	0.00%	$ -	0	0.00	
100-78 LIBRARY					$ -	0		
100-7800-99.02	Transfer Out To Library	$ 98,441.00	$ 98,441.00	100.00%	$ 98,441.00	100.00%	0.00	
Total LIBRARY		$ 98,441.00	$ 98,441.00	100.00%	$ 98,441.00	1	0.00	
100-83 DEBT SERVICE					$ -	0		
100-8310-13.00	N/P Spiller House -9/30	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-8310-14.00	N/P Maple Shade Town Forr	$ -	$ -	0.00%	$ -	0.00%	0.00	
Total DEBT SERVICE		$ -	$ -	0.00%	$ -	0	0.00	
100-93 DUES/ASSESSMENTS					$ -	0		
100-9300-30.10	Chittenden County Tax	$ 15,000.00	$ 6,904.50	46.03%	$ 13,809.00	92.06%	(6,904.50)	
100-9300-30.11	CCMPO	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9300-30.12	CCRPC	$ 3,253.00	$ -	0.00%	$ -	0.00%	0.00	
100-9300-30.13	VLCT	$ 4,139.00	$ 4,139.00	100.00%	$ 4,139.00	100.00%	0.00	
Total DUES/ASSESSMENTS		$ 22,392.00	$ 11,043.50	49.32%	$ 17,948.00	0.8015	(6,904.50)	
100-99 DONATIONS/MISC					$ -	0		
100-9900-00.00	Miscellaneous Expense	$ -	$ -	0.00%	$ 115.00	100.00%	(115.00)	
100-9900-01.00	TLC Grant 04-05	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9900-01.01	Donations - Other	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9900-02.00	Misc Jackson Forest	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9900-04.00	Opioid Settlement Fund	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9900-05.00	Brick Meeting House	$ 2,500.00	$ 3,673.00	146.92%	$ 3,673.00	146.92%	0.00	
100-9900-05.01	Westford Common Hall	$ 2,500.00	$ 2,500.00	100.00%	$ 2,500.00	100.00%	0.00	
100-9900-05.02	Summer Concert Series	$ 2,700.00	$ 2,700.00	100.00%	$ 2,700.00	100.00%	0.00	
100-9900-05.03	Historical Society	$ 1,500.00	$ 775.13	51.68%	$ 775.13	51.68%	0.00	
100-9900-07.00	Conservation Appropriatio	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9900-08.00	Rec Dept Appropriation	$ 750.00	$ 500.00	66.67%	$ 500.00	66.67%	0.00	
100-9900-09.00	Grant Matching Appropriat	$ 25,000.00	$ -	0.00%	$ -	0.00%	0.00	
100-9900-10.00	Covered Bridge Restoratio	$ 12,000.00	$ 36,500.00	304.17%	$ 36,500.00	304.17%	0.00	
100-9900-11.00	Stop Payment Refunds	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9900-12.00	Veterans Banners-EXP	$ 600.00	$ 690.00	115.00%	$ 690.00	115.00%	0.00	
100-9900-99.00	TRANSFER OUT GL	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9905-00.00	Visiting Nurse	$ 6,500.00	$ -	0.00%	$ -	0.00%	0.00	
100-9910-00.00	Agency on Aging (Age Well	$ 1,500.00	$ -	0.00%	$ -	0.00%	0.00	
100-9920-00.00	Fairfax Fletcher & Westfd	$ 100.00	$ -	0.00%	$ -	0.00%	0.00	
100-9930-00.00	Front Porch Forum	$ 270.00	$ -	0.00%	$ -	0.00%	0.00	
100-9931-00.00	GBIC- Greater Burl Indust	$ 200.00	$ -	0.00%	$ -	0.00%	0.00	
100-9932-00.00	Winooski Natural Resource	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9933-00.00	Essex High School Robotic	$ 300.00	$ -	0.00%	$ -	0.00%	0.00	
100-9934-00.00	Winterfest	$ 750.00	$ -	0.00%	$ -	0.00%	0.00	
100-9936-00.00	Westford Farmers Market	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9937-00.00	Howard Center	$ 750.00	$ -	0.00%	$ -	0.00%	0.00	
100-9940-00.00	Steps to End Domestic Vio	$ 300.00	$ -	0.00%	$ -	0.00%	0.00	
100-9941-00.00	Hope Works	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9942-00.00	VT Center Independent Liv	$ 100.00	$ -	0.00%	$ -	0.00%	0.00	
100-9943-00.00	VT Family Network	$ 250.00	$ -	0.00%	$ -	0.00%	0.00	
100-9944-00.00	COTS-Committee on Temp Sh	$ 250.00	$ -	0.00%	$ -	0.00%	0.00	
100-9945-00.00	CHIPS	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9950-00.00	Brookside Cemetery	$ -	$ -	0.00%	$ -	0.00%	0.00	
100-9951-00.00	Pleasant View Cemetery	$ -	$ -	0.00%	$ -	0.00%	0.00	

Total DONATIONS/MISC		$ 58,820.00	$ 47,338.13	80.48%	$ 47,453.13	0.8068	(115.00)
Total Expenditures		$ 1,295,975.36	$ 493,748.13	38.10%	$ 573,595.85	0.4426	(79,847.72)
Total GENERAL FUND		$ 49,451.14	$ 25,238.53		$ 204,504.58	0	
110-20 HWY CURRENT TAX REVENUE							
110-2000-00.00	Current Taxes Hwy	$ 1,103,596.12	$ 367,865.36	33.33%	$ 459,831.70	41.67%	(91,966.34)
Total HWY CURRENT TAX REVENUE		$ 1,103,596.12	$ 367,865.36	33.33%	$ 459,831.70	0.4167	(91,966.34)
110-2705-00.00	Transfer In	$ -	$ -	0.00%	$ -	0	0.00
110-2910-00.00	Use of Cash on Hand	$ -	$ -	0.00%	$ -	0.00%	0.00
110-50 HIGHWAY DEPT REVENUE					$ -	0	
110-5000-19.00	State Grants	$ 200,000.00	$ 200,000.00	100.00%	$ 224,000.00	112.00%	(24,000.00)
110-5000-19.01	Rogers Rd Culvert 2020	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-19.02	Rollin Irish Rd NWRPC GRT	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-19.03	Old Stage Road Grant	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-20.00	Note Proceeds New Vehicle	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-25.00	Proceeds Sale of Equipmen	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-30.00	Reimburse Hwy School Exp	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-40.00	State Aid Roads Hwy	$ 100,000.00	$ 27,601.08	27.60%	$ 57,852.69	57.85%	(30,251.61)
110-5000-40.01	Better Roads/RPC Grants	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-40.02	CCRPC Grant Hwy Projects	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-44.00	FEMA OCT 2017 WIND STORM	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-45.00	FEMA July 2023 Flood Cowi	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-49.00	Hwy Insurance Claim	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-50.00	FEMA Oct 2019 halloween S	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-51.00	FEMA Public Safety Dec 20	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5000-90.00	Misc Highway Revenue	$ -	$ 2,650.55	100.00%	$ 2,650.55	100.00%	0.00
Total HIGHWAY DEPT REVENUE		$ 300,000.00	$ 230,251.63	76.75%	$ 284,503.24	0.9483	(54,251.61)
Total Revenues		$ 1,403,596.12	$ 598,116.99	42.61%	$ 744,334.94	0.5303	(146,217.95)
					$ -	0	
110-51 HIGHWAY DEPT - ROADS					$ -	0	
110-5100-10.00	Highway Salaries	$ 365,071.10	$ 92,178.18	25.25%	$ 110,821.88	30.36%	(18,643.70)
110-5100-14.00	FICA/MEDI Expense	$ 27,927.94	$ 6,852.82	24.54%	$ 8,279.04	29.64%	(1,426.22)
110-5100-14.10	Childcare Tax	$ 1,606.31	$ 399.98	24.90%	$ 480.40	29.91%	(80.42)
110-5100-15.00	Health Ins Expense	$ 45,000.00	$ 14,027.86	31.17%	$ 16,926.73	37.61%	(2,898.87)
110-5100-15.01	Dental Expense	$ 1,940.00	$ 535.47	27.60%	$ 657.93	33.91%	(122.46)
110-5100-15.02	Disability Insurance Hwy	$ 1,225.00	$ 610.00	49.80%	$ 610.00	49.80%	0.00
110-5100-15.03	Vision Ins Expense	$ 435.00	$ 126.84	29.16%	$ 126.84	29.16%	0.00
110-5100-16.00	Pension Expense	$ 10,796.13	$ 2,120.23	19.64%	$ 2,522.56	23.37%	(402.33)
110-5100-17.00	Unemployment	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-22.00	Gravel - Road Resurfacing	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-23.00	Town Ditching	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-24.00	Gravel	$ 100,000.00	$ 46,186.88	46.19%	$ 51,439.50	51.44%	(5,252.62)
110-5100-24.01	Gravel - Road Rebuilding	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-24.02	Chloride	$ 50,000.00	$ 23,294.91	46.59%	$ 23,294.91	46.59%	0.00
110-5100-24.03	Culverts	$ 7,500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-24.04	Road Fabric	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-24.05	Hot Mix & Cold Patch	$ 2,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-24.06	Guardrails & Fences	$ 1,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-24.07	Seed & Mulch	$ 2,000.00	$ 1,677.12	83.86%	$ 1,677.12	83.86%	0.00
110-5100-24.08	Signs	$ 2,500.00	$ 1,555.17	62.21%	$ 1,555.17	62.21%	0.00
110-5100-24.09	Stone for Culverts-Draina	$ 7,500.00	$ 4,515.00	60.20%	$ 4,515.00	60.20%	0.00
110-5100-25.01	Sand	$ 119,000.00	$ 103,670.98	87.12%	$ 118,436.64	99.53%	(14,765.66)
110-5100-25.02	Salt	$ 28,000.00	$ -	0.00%	$ -	0.00%	0.00

110-5100-25.03	Chains	$ 5,500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-26.01	Gravel - Mud Season	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-26.02	Gravel - Unusual events	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-27.00	Blades	$ 5,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-28.00	Tires	$ 9,000.00	$ 1,763.50	19.59%	$ 3,250.02	36.11%	(1,486.52)
110-5100-58.00	Equipment Rental	$ 3,000.00	$ 5,062.15	168.74%	$ 5,062.15	168.74%	0.00
110-5100-59.00	Contr. Services-Reg Maint	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.01	Contr. Services-Mud Seas.	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.02	Contr. Services-Misc.	$ -	$ -	0.00%	$ 14,456.36	100.00%	(14,456.36)
110-5100-59.04	Contr. Serv.-Tree Removal	$ 7,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.05	Contr. Serv.-Roadside Mow	$ 10,400.00	$ -	0.00%	$ 5,200.00	50.00%	(5,200.00)
110-5100-59.06	Contr. Ser-Unusual events	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.07	Contr. Serv.-Engineering	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.08	Contr.Serv.-Ditching	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.11	High Priority Road Projec	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.15	Highway Cap't Budget Proj	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-59.16	Equipment Reserve Fund	$ 55,230.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-60.00	State Grants	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-60.01	Rogers Rd Culvert - 2020	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-62.02	Westford Milton Rd Paving	$ -	$ 200,000.00	100.00%	$ 200,000.00	100.00%	0.00
110-5100-62.03	Old Stage Road Grant	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-62.04	Cambridge Rd Paving	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.00	N/P 2012 Vol Grader-9/28	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.01	N/P 2014 West Star-8/05	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.02	N/P 2014 Ford F-550-2/21	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.03	N/P 2015 J. Deere Loader	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.04	N/P Current Exp Seymour 4	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.05	N/P Grant Anticipation	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.06	N/P 2017 West Star 7/05	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.07	N/P 2018 West Star-9/08	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.08	N/P 2020 International HX	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.09	N/P J.Deere/75G Excavator	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.10	N/P 2021 Chevrolet Silver	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.11	2022 Chevrolet Silverado	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.12	N/P 2023 GRADER 4/21/24	$ 45,909.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.13	N/P 2024 47X WESTERN STAR	$ 32,212.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.14	N/P NEW TRUCK 2025	$ 32,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-65.15	2025 CAT 275 SKID STEER	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-66.00	Loan Interest N/P	$ 13,248.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.00	R/M #527-Tk 2024 47X	$ -	$ 75.00	100.00%	$ 75.00	100.00%	0.00
110-5100-67.01	#518-Tk 2014 - Ford F-550	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.02	#515 2008 Excavator Cat	$ 5,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.03	#516 2012 Grader - Volvo	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.04	#524-TK 2021 Chevrolet Si	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.07	#504-Tk 2000 Int'l 250	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.08	#522-Tk 2020 Internat'l	$ -	$ 1,243.35	100.00%[2]	$ 1,243.35	100.00%[2]	0.00
110-5100-67.09	#509-Tk 2005 Int'l Tandem	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.10	#523-J.Deere/75G Excav't	$ 4,000.00	$ 125.14	3.13%	$ 125.14	3.13%	0.00
110-5100-67.11	#517-Tk 2014 Westr'n Star	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.12	Brush Hog	$ 1,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.13	#519 2015 J Deere Loader	$ 5,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.14	#520-Tk 2017 Westr'n Star	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.15	Hydroseeder	$ 1,000.00	$ 79.78	7.98%	$ 79.78	7.98%	0.00
110-5100-67.16	#521-Tk 2018 Westr'n Star	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.17	Wood Chipper (used 2015)	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.18	#525-Tk 2022 Chev Silvera	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.19	#526-Tk 2023 GRADER	$ 5,500.00	$ 3,490.66	63.47%	$ 3,490.66	63.47%	0.00
110-5100-67.20	John Deere Roller	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.21	Power Washer	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-67.22	#527-Tk 2024 47X Western	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-68.01	Repairs & Maint-Trucks	$ 23,000.00	$ 4,378.03	19.03%	$ 4,378.03	19.03%	0.00

110-5100-68.05	Repairs & Maint-Sander	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-68.06	Repairs & Maint-Sm Equip	$ 2,000.00	$ 194.52	9.73%	$ 194.52	9.73%	0.00
110-5100-74.00	Travel Expense	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-75.01	Diesel Fuel	$ 65,000.00	$ 13,277.95	20.43%	$ 13,277.95	20.43%	0.00
110-5100-75.02	Propane Gas - Generator	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-76.00	Streets - Electricity	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5100-95.00	Chloride tanks & pumps	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
110-5100-99.00	Transfer Out	$ -	$ -	0.00%	$ -	0.00%	0.00
Total HIGHWAY DEPT - ROADS		$ 1,106,000.48	$ 527,441.52	47.69%	$ 592,176.68	53.54%	(64,735.16)
110-52 HIGHWAY DEPT - PERMITS					$ -	0	
110-5200-20.00	MRGP Stormwater Permit	$ 1,750.00	$ -	0.00%	$ -	0.00%	0.00
110-5200-30.00	Petroleum Cleanup Fund	$ 50.00	$ 50.00	100.00%	$ 50.00	100.00%	0.00
Total HIGHWAY DEPT - PERMITS		$ 1,800.00	$ 50.00	2.78%	$ 50.00	0.0278	0.00
110-53 HIGHWAY DEPT - GARAGE					$ -	0	
110-5300-20.00	Supplies	$ 5,000.00	$ 993.18	19.86%	$ 1,207.72	24.15%	(214.54)
110-5300-21.00	Oil & Grease - Minor's Ga	$ 1,300.00	$ 94.51	7.27%	$ 94.51	7.27%	0.00
110-5300-22.00	Shop Tools & Equipment	$ 1,000.00	$ 165.56	16.56%	$ 165.56	16.56%	0.00
110-5300-23.00	Equipment	$ 2,000.00	$ 1,500.00	75.00%	$ 1,500.00	75.00%	0.00
110-5300-24.00	Communication Equipment	$ 1,500.00	$ 2,140.00	142.67%	$ 2,140.00	142.67%	0.00
110-5300-25.00	Personal Protective Equip	$ 1,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5300-40.00	Education Workshops	$ 500.00	$ -	0.00%	$ -	0.00%	0.00
110-5300-48.00	Property Casualty W/C Ins	$ 40,500.00	$ 20,074.79	49.57%	$ 20,074.79	49.57%	0.00
110-5300-50.00	Fire/Security System	$ 1,500.00	$ 490.00	32.67%	$ 490.00	32.67%	0.00
110-5300-60.00	IT Service & Software	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5300-60.05	Computer	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5300-68.00	Bldg Maint & Repairs	$ 6,000.00	$ 21.19	0.35%	$ 21.19	0.35%	0.00
110-5300-68.10	Garage Drain	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5300-71.00	Salt Shed Reserve	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5300-76.00	Electricity	$ 4,000.00	$ 757.56	18.94%	$ 827.60	20.69%	(70.04)
110-5300-77.00	Telephone	$ 1,910.00	$ 268.06	14.03%	$ 268.06	14.03%	0.00
110-5300-78.00	Water	$ 100.00	$ -	0.00%	$ -	0.00%	0.00
110-5300-81.00	Bldg Improvements	$ 10,000.00	$ -	0.00%	$ -	0.00%	0.00
110-5300-83.00	Storage Shed	$ -	$ -	0.00%	$ -	0.00%	0.00
110-5300-85.00	Clothing Allowance	$ 2,400.00	$ -	0.00%	$ 608.94	25.37%	(608.94)
110-5300-99.00	Miscellaneous	$ 1,000.00	$ 83.31	8.33%	$ 83.31	8.33%	0.00
Total HIGHWAY DEPT - GARAGE		$ 79,710.00	$ 26,588.16	33.36%	$ 27,481.68	34.48%	(893.52)
Total Expenditures		$ 1,187,510.48	$ 554,079.68	46.66%	$ 619,708.36	52.19%	(65,628.68)
Total HIGHWAY FUND		$ 216,085.64	$ 44,037.31		$ 124,626.58		
Total All Funds		$ 265,536.78	$ 44,037.31		$ 124,626.58		

Essex-Westford School Payments	Amount	Cumulative
9/24/2026	1,037,596.96	1,037,596.96
15-Nov		
15-Mar		
15-May		

Treasurer's Report – November 12, 2026

Town Admin – 100s

*Income received for more fees and permits, as well as Current Use Program monies. Property Taxes are also starting to come in for Payment #2

*Most expenses are related to payroll, including some unemployment pay that was settled recently. Others include payments to the sheriff and to Myers.

Highway – 110s

*Income received was from some more State Grant money and State Aid for Roads & Highway

*Expenses came from payroll and winter prep including purchasing our sand in advance. We also paid for some contracted services to get gravel hauled in.

Treasurer –

*Attended a VMCTA meeting last Thursday to continue learning more about how municipalities operate. And hoping to sign up for some NEMRC training this week (waiting for the link to go live)

*Finalizing getting my name and accessibility onto our Edward Jones accounts

*Met with Carl Rogers last week and learned so much, including different ways to present information. I am working on those changes and hope to share some of it soon.

Next Steps Fire Truck

Just as a FYI while we wait for the (hopefully positive) vote to become final over the next 30 days, I wanted to make sure we are all on the same page as to next steps. Once the vote becomes final, anticipated delivery of the truck will drive the payment deadline. Because the bond funds won't become immediately available after the bond closing, which typically occurs in late-March. So, depending on timing of delivery of the fire truck, a short-term loan to pay the balance of the amount due on the truck may be needed. If the truck is to be delivered between early December and late-March, we'll need to consult with a local bank (Union, Community, Passumpsic, among others) to obtain a bond anticipation note ("BAN"), which will provide cash to the Town to pay for the truck, which BAN can be paid off promptly once the bond closing occurs in March. The rates vary for those notes, though they're generally very low interest. Once we know that the bond vote passes, we will want to investigate BANs with local financial institutions to see which one may provide the best rate to the Town if it needs one.

Thanks again,

Dave

Tommy O'Connor

From: Marjorie Hamrell <mhamrell@comcast.net>
Sent: Monday, October 19, 2026 5:33 PM
To: TownAdmin
Subject: Signs on road

Tom,

Sunday was an example of trying to hold two events at either side of the Common and insufficient places to park. This has become a recurring problem as events become well attended. I organize the music series for the Common Hall and this past Sunday cars parked on both sides of Brookside Road . It would be good for town to address how we might create more parking around the Common.

For now I have purchased some signs that read. "No Parking on this Side of the Street", which I can place on a temporary basis during the concerts. I assume it best to not have parking on the left side of the road heading from Common toward the school.

It is not feasible for us to provide a bus from the school for a one hour concert.

Any suggestions?

Marge Hamrell
Sent from my iPhone

TOWN OF Westford

Town Administrator Report

November 12th, 2026

Over the last month I have been busy working with several departments, committees, commissions, and alike on the FY28 budget preparation. Another major component of that was a 2 hour sit down with Carl Rogers and Abby O'Neil (Town Treasurer). The work focused on Capital Improvement Budget, Tax Rate preparation, and improving our large item purchasing (mainly vehicles).

The current budget outlook has been a smoother endeavor compared to last year and we are able to have clearer information going forward. With the help of Carl, Abby and I have been updating some systems and adding new ones to the budget preparation process. The new systems will improve how the office shares information with the Selectboard and the public.

In early October I attended the Town Fair event in South Burlington. I attended sessions on internet security, engagement with the public, and resource sharing. The sessions were informative and I was able to gain some additional networking opportunities. Next year's event will be in Killington.

I led the Town Administrator's Network meeting in October. There were several towns inquiring about our recent review by Vermont Occupational Safety & Health Administration (VOSHA). I was able to help several towns navigate the process and provided details from what Westford saw and learned in an effort to help them prepare. Four of the town's represented on the call were taking active steps to contact VOSHA for inspections/walk-through based on Westford and the Town of Georgia.

The Hometown Hero Banners Program will conclude with a total of 17 this year. Thank you again to Lenny Couture and his team of volunteers that hung all 17 banners. Most importantly thank you to all of the veterans of our armed services.

Looking forward the primary focused will be the budget, Town Meeting Day preparation, and the Town Report. This will also serve as another reminder that all submissions to the Town Report need to be in by the end of December.

Planning & Zoning Report

To: Selectboard

From: Administrative Officer/Planning Coordinator

Reporting Period: September 21, 2026 to November 6, 2026

DEVELOPMENT REVIEW BOARD

September 28, 2026:

- Held a public hearing on a **Conditional Use** application for a property off Covey Road in the R10, and WRO Zoning Districts. The applicant requested approval to construct a driveway within the WRO and establish a second residential access to the subject property. This application was approved by the DRB on 10/9/26.

October 26, 2026:

- Held a public hearing on a **Final Plat Review** and **Waiver Review**. The application was for a minor, 3-lot subdivision (2 residential lots and 1 deferred development lot) off Machia Hill Road. The applicant also requested a waiver to construct an accessory structure within the front-yard setback. The DRB is currently reviewing its draft decision.

PLANNING COMMISSION

September 21, 2026 PC Meeting Highlights:

- Prepared for the public hearing on proposed amendments to the Westford Land Use & Development Regulations (WLUDR).
- Reviewed draft 1705 community engagement materials developed by CCRPC.
- Discussed Municipal Planning Grant (MPG) application to help with community outreach for upcoming Town Plan update.
- Discussed communications for Brookside Path Study.
- Voted to pause the Town Planner search while exploring the possibility of sharing a Town Planner with Fairfax.

October 5, 2026 PC Meeting Highlights:

- Held a public hearing on proposed updates to WLUDR.
- Received updates on UPWP projects, including the flagging of physical features on 1705 Property.

October 19, 2026 PC Meeting Highlights:

- Reviewed MPG draft application.
- Discussed FY'28 Budget proposal.
- Discussed potential application for VOREC grant to plan potential river access options on 1705 Property.
- Confirmed November 17, 2026 meeting date for Local Concerns meeting regarding Brookside Path Scoping Study.

November 2, 2026 PC Meeting Highlights:

- Approved the Municipal Planning Grant (MPG) application and recommended that the Selectboard support its submission.
- Discussed potential pre-application for VOREC grant and implications of river access on 1705 Property.
- Discussed possibility of future audit of WLUDR.
- Finalized FY'28 Budget Proposal.

UPWP Projects:

- **1705 Outreach Assistance**: CCRPC is finalizing outreach materials. The physical features and constraints on the site have been flagged, including the wetland buffer, river corridor, proposed septic system, brownfields area.
- **Grant Writing Assistance:** MPG application was approved by the PC, and recommended for approval by the SB.
- **Brookside Pedestrian Pathway Scoping Study:** Local Concerns meeting has been scheduled for 11/17/26. Affected landowners have been notified by email and USPS. The meeting has been publicized through the Town newsletter, FPF, and flyers posted throughout Town.

ZONING

Permits:

During this reporting period, 5 zoning permits and 1 agricultural exemption were issued for the following projects:

- 1 new accessory structure (shed)
- 1 permit for alterations to an existing residential structure (finishing attic space)
- 1 permit for adding >50 cubic yards of fill (horse arena)
- 1 permit for constructing driveway within the WRO (per DRB approval)
- 1 after-the-fact permit for an accessory dwelling unit (ADU) to resolve a violation
- 1 agricultural exemption to construct an addition to an existing barn on a working farm.

1 Certificate of Occupancy was issued.

4 Certificates of Compliance were issued.

Permit activity has decreased compared to recent months, which is typical for this time of year.

Enforcement:

There are currently 6 active and/or perceived zoning violations:

Parcel #05OC024

- Perceived Violation: Unpermitted sheds located in setback; Unpermitted culvert and parking area within Water Resource Overlay (WRO).
- Warning of Violation issued May 2, 2023.
- During a 6/1/23 phone conversation, the landowner indicated that the two unpermitted sheds were being used for equipment storage and would be relocated once construction of a new garage was complete. The landowner also indicated that the culvert was pre-existing and that the wetland buffer was not being used for parking.
- The ZA requested permission to conduct a site visit to verify compliance but was denied access. The landowner subsequently provided drone photographs on September 29, 2026, showing that one shed has been removed. **The status of the second shed remains unverified.**

Parcel #10OS071

- Violation: Failure to Cure Sign Violation.
- Warnings of Violation issued September 15, 2023, August 2, 2024, and October 10, 2024.
- **Formal Notice of Violation (NOV) issued July 21, 2025**. NOV was not appealed. Landowner never communicated whether they intended to clear up the violation.
- Visual inspection by ZA confirmed that the hanging sign was removed, but signpost remains in the ROW. Town Attorney has confirmed that the violation exists as long as the signpost remains in the ROW.
- The cure period has expired. Pursuant to Section 454.B(3) of the WLUDR, the Selectboard must determine whether and how the Town will pursue further enforcement. The Selectboard discussed the violation at its May 28th meeting and sent correspondence to the landowner. **Further enforcement has been delayed until the second landowner returns home in November 2026.**

Parcel #09PT015

- Perceived Violation: Unpermitted campground, lack of state wastewater permit
- Warning of Violation issued July 19, 2024.
- Landowner began compliance measures by obtaining DRB Conditional Use approval on March 12, 2025.
- Violation will not be cured until a zoning permit is obtained for the campground.

- A zoning permit cannot be issued until the landowner obtains a VT State Wastewater permit, as well as access permits from the Selectboard.
- To ZA's knowledge, the **campground continues to operate without the required zoning and State wastewater permits.**

Parcel #02CM036

- Perceived Violation: Unpermitted ditching and culverts within the Water Resource Overlay (WRO) and state wetland buffer.
- Warning of Violation issued August 22, 2025.
- District Wetland Ecologist Krystal Sewell has directed the landowner to either restore the property to its previous condition or obtain a wetland delineation and apply for the necessary permits. Restoration is encouraged, as the activity in the wetland is not permittable.
- **Ms. Sewell hopes to conduct a site visit to close out the inspection after restoration is complete.**

Parcel #07SE018

- Perceived Violation: Unpermitted accessory dwelling unit (ADU) (apartment above garage) discovered during town-wide reappraisal.
- Warning of Violation issued January 14, 2026.
- Current septic capacity/water supply are insufficient to support an ADU.
- Landowner will need to amend WW permit and apply for zoning permit, OR remove facilities for sleeping, cooking, and eating.
- **The landowner has recently obtained an amended wastewater permit.** The next step will be to apply for a zoning permit to establish the ADU.

Parcel #01MW003

- Perceived violation: Prohibited Salvage Yard and Extended RV Occupancy without permit.
- Warning of Violation issued October 14, 2026.
- Landowner is involved in court proceedings to evict individuals allegedly occupying the property without permission.
- Landowner has asked Town to submit correspondence to court in support of efforts to remove occupants.
- ZA is in contact with Town Attorney for guidance on how to proceed.

1 perceived violation was **CURED** during this reporting period:

Parcel #06EL015

- Perceived Violation: Unpermitted ADU (apartment in basement) discovered during town-wide reappraisal.
- Landowner obtained a WW permit and zoning permit, which cured this violation.

Zoning Administrator Education:

October 30, 2026
ANR Municipal Day – Theme "Maps, Maps, Maps!"
Annual training offered by Agency of Natural Resources.
Workshops attended:

- Planning & Tracking Insecticide Treatments in Emerald Ash Borer Mitigation
- How to Work with Your Local Conservation District

Items for Selectboard Awareness:

- **Brookside Pathway Scoping Study:** A Local Concerns Meeting will be held on Tuesday, November 17, 2026 at 6:30pm at the Westford School. The meeting will provide an opportunity for residents to learn about the project and provide input on the project.

Municipal Resolution Form

WHEREAS, the Municipality of Westford is applying for funding as provided for in the FY27 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

2. That the Municipal Planning Commission recommends applying for said Grant;

Max Tyler _____

(Name of Planning Commission Chair) *(Signature)*

3a. That (Name) Tommy O'Connor Title Town Administrator

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)
That (Name) Pat Haller Title Selectboard Chair

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) Harmony Cism Title Administrative Officer

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 22nd day of October, 2026.

☐ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. (*Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(Name)	(Signature)
Pat Haller	
Julia Andrews	
Casey Mathieu	
Deb Sawyer Jorschick	
Nick Nichols	

INSTRUCTIONS FOR RESOLUTION FORM

A. The Legislative Body of the Municipality must adopt this resolution. This Form requires filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.

B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.

C. This form must be either uploaded to the online application or grant, or in the event the form cannot be uploaded, it may be emailed to:

accd.cpr@vermont.gov

D. If emailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS:

For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

Municipal Planning Grant FY27 Application Guide

2.2 Project Title: Name the project as concisely as possible:

Westford Town Plan and Future Land Use Engagement

2.3 Project Subtitle: Provide a very brief statement of what the project will accomplish and produce:

Westford will conduct robust public engagement on Town Plan topics, focused on where and how development should happen, and produce a report of community priorities and recommendations to inform a future Town Plan update. The final report will also include a draft Future Land Use map.

2.4 Project Description: Provide an overall summary of the 1) issue, 2) approach to solving the problem, 3) project deliverables, and 4) intended long-term outcomes:

Issue: Westford's 2021 Town Plan names the Town Center as the growth area, supported by a community wastewater system. In November 2023 voters rejected the bond for that system, 532 to 488, and the community remains divided about the Town Center's role, where housing belongs, and what development Westford can support. Meanwhile, the HOME Act (2023) and Act 181 (2024) changed plan requirements, including housing targets and future land use maps. In 2025, Westford's Act 181 working group concluded it could not recommend land use changes to the municipal or regional Future Land Use map without more robust public input.

Approach: This project funds the engagement phase that will inform Westford's future Town Plan update. Westford will hire a consultant to perform community engagement covering key topics in the Town Plan, focused intentionally on the Future Land Use Map. This process will ask residents to consider where development should happen, what type of development (residential, commercial, mixed use, etc.), and at what pace. The engagement will also collect overall goals and priorities of residents for the following decade. CCRPC is separately conducting an initial review of the current Town Plan for conformance with state statute. The findings will reference the initial review where available.

Deliverables: An engagement plan, a report of findings and recommendations for the Town's subsequent Town Plan update, and a replicable toolkit for other small towns.

Outcomes: A report capturing community priorities and a community-informed direction for the Future Land Use Map that the Westford Planning Commission can carry directly

into the Town's subsequent Town Plan update, adoption, and RPC confirmation process.

2.5 Project Location: Describe the geographic area(s) the project will address:

Entire Town of Westford, focused on the Town Center (Common and Village districts, about 650 acres, including the designated Village Center and Neighborhood Development Area) and other areas residents identify as possible development locations.

Section 4: Project Readiness & Need

4.1 Project Issue & Urgency: What timely community issues, problems, challenges, or obstacles will the project address?

Westford's 2021 Town Plan (Goal 4 and Priority 1e) makes the Town Center the growth area, supported by a community wastewater system. That premise is now contested. In November 2023 voters defeated the wastewater bond 532 to 488, and the Town Center has no community wastewater system. During Regional Future Land Use map engagement, a small working group of residents raised the concern that the Future Land Use map from the 2021 plan may no longer be representative of resident interests. CCRPC's June 2025 Act 181 summary memo documents divergent views on whether the village should remain the development focus, be treated as a hamlet, be expanded, or be joined by a Village Center on Plains Road.

Housing pressure adds to the need. The median-home price of a primary residence in 2025 in Westford, according to housingdata.org, was $480,000. In 2024, the median household income in Westford was $113,600 (+/-$12,699). Westford has not yet decided how it will respond to regional housing needs and rising costs.

The Westford Town Plan expires in February 2029. Westford is planning to begin engagement on the updated plan and maps in 2027.

4.2 Funding Need: What other funding sources, if any, were considered, and why is the MPG program the best source to fund this project?

The Town considered several sources. Westford's planning budget supports staff and routine operations but doesn't have the resources to support a broad engagement process and plan update. VCDP planning grants are another funding avenue. Westford received one in 2020 for the 1705 VT Route 128 property; this grant funds feasibility work for specific projects, not town-wide plan engagement. State infrastructure programs, including DEC water infrastructure funding, support engineering and construction and depend on a community-supported plan that Westford does not yet have.

The MPG is the best fit because it is one of the few sources that funds community-wide planning and engagement. Westford last received an MPG in 2016. The Town's FY26 MPG application was not funded. The project fills a funding gap and supports planning and implementation work in the future that is supported by the community. Without it, land use decisions risk being made by default, through regional maps built on a plan the community no longer fully supports.

4.3 Must answer either (a) or (b), depending on your project:

4.3(a) Municipal Plan - Project Readiness: If the application is for a municipal plan adoption or amendment project, how will the project address the issues described earlier and any recommendations made by the RPC to bring the municipal plan into compliance with statutory requirements?

X Municipal plan project

This project is the engagement phase in preparation for Westford's routine Town Plan update, brought forward from the 2029 expiration date to spring 2027 so that engagement can happen before the update is drafted. The 2021 Plan is confirmed by CCRPC. This phase, while limited to engagement, is designed to address more than a routine update would.

First, state law has changed. The HOME Act requires municipal plans to include housing goals and actions consistent with municipal housing targets (24 V.S.A. 4382(a)(10)). Act 181 revised the state planning goals to direct dense residential growth primarily to centers and village areas, added a goal to equitably distribute environmental benefits and burdens, and changes how designated areas are mapped. Updated Act 174 energy standards and CCRPC energy data also apply.

Second, the community's action demonstrated that the Plan's land use direction needs revisiting. The 2023 wastewater vote and the 2025 Act 181 working group (Section 4.1) show that the Town Center development strategy no longer has clear community consensus. Engagement will inform validation, revision, or replacement of the existing policy.

The scope of the engagement covers all sections of the town plan. This project will produce a report of engagement findings and recommendations, not the plan amendments themselves.

The Town's subsequent Town Plan update will address all regulatory changes since 2021 and the comments and recommendations in CCRPC's initial review. That review is being conducted separately from this project and is planned to reach Westford in late winter/early spring 2027. This project's report will reference it where applicable so the two efforts stay aligned.

4.4 Other Background (Optional). Are there any additional community efforts or activities leading up to this application that would provide extra context for this project?

Westford has invested in Town Center planning for over a decade. It received Village Center designation in 2010, renewed in 2019, adopted a Form Based Code in 2016, and secured a Neighborhood Development Area designation in 2019. Under the state's new designation framework, these are now held as a Center designation and a Neighborhood designation. A 2019 Vermont Council on Rural Development Community Visit and community survey showed support for small-scale commercial development in the Town Center. In 2020 the Town received a VCDP planning grant and Clean Water State Revolving Fund Step 1 approval, and assembled nearly all the funding for a roughly $4 million community wastewater system.

The 2023 bond vote showed that some residents worried the system would lead to development that would change the Town Common and the town's rural character. Since then, the Selectboard paused the Wastewater Alternatives Committee and, in March 2025, purchased 1705 VT Route 128 next to the Town Office to partially address septic needs for municipal buildings.

From October 2024 through May 2025, CCRPC and the Town convened an Act 181 working group and held joint Planning Commission and Selectboard meetings, with 5 to 22 participants each. Participants agreed on respecting landowner choice and the need for attainable housing, but not on where compact housing should go. The Town opted into Tier 1B only for existing Neighborhood Development Area parcels and expressed openness to more after a broader public process.

The Town has three projects with the Chittenden County Regional Planning Commission in FY27 to do engagement to determine the future of the town-owned property in the Town Center, to apply for grants to complete necessary planning and implementation work, and to a scoping study for a pathway between the school and the village.

4.5 Project Overlap: *If a municipality received an MPG last year – or if the project is part of a larger or phased project – explain how the projects are related and address your capacity to complete the proposed project.*

X Not Applicable (single project with no overlap)

4.6 Project Management & Collaboration: How will the project and consultant(s) be managed and who will make decisions about the project and final products? Please identify one or two individuals in the community who will lead the project (for example: the Planning Commission Chair)

Max Tyler, Planning Commission Chair, will lead the project, serve as the consultant's primary contact, hold regular check-ins, and review all products. Harmony Cism,

Westford's Administrative Officer & Planning Coordinator will also attend regular check-ins, review products, maintain the project webpage, and coordinate notices. The project will result in a final report with findings and recommendations, which the Planning Commission will use, together with CCRPC's separate initial plan review, to guide the Town's subsequent Town Plan update and adoption process.

In future years, the Planning Commission will utilize the engagement report, drafted Future Land Use map, and CCRPC's initial plan review to draft the updated 2029 Westford Town Plan and move it through Planning Commission and Selectboard hearings to adoption and regional approval.

Section 5: Statewide Priorities

5.1 Project Outcomes & Goal Consistency: Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further statewide planning goals?

Success means Westford has a clear, well-documented record of community priorities and an informed backing for the drafted Future Land Use Map, delivered in a report the Planning Commission can carry directly into the Town's subsequent Town Plan update. The Future Land Use Map, compatible with the Regional Future Land Use Map, will be one that residents helped create and that shows where development belongs, what type of development, and how to best implement development opportunities.

This project's engagement will surface community priorities to help inform Westford's future municipal housing target and specific actions to expand attainable housing in areas planned for development. This is consistent with the HOME Act and the revised state goal directing intensive residential development to centers and village areas (24 V.S.A. 4302).

The process advances the citizen participation goal (24 V.S.A. 4302(b)(2)) and the principle of meaningful participation in Vermont's Environmental Justice Law by involving residents who rarely engage in planning. The plan will continue to maintain the historic settlement pattern of compact centers separated by rural countryside (4302(c)(1)) and conserve forests, farms, and natural resources, consistent with the regional plan and smart development principles (24 V.S.A. 2791(13)).

In the near term, progress will be measured by delivery of the engagement report and participation by underrepresented groups. Over the longer term, progress will be measured by the Town Plan update, adoption, and RPC confirmation it informs, and by additional projects launched to implement the plan.

5.2 Priority Project Categories: Which of the following statewide priorities does this project address? Select all that apply.

☐ Planning for a Step Up: Downtown Designation: Step 3 Center or Village Designation: Step 2 Center application (with a pre-application consultation with program staff)☐ Specific-Area Physical Improvement (Master) Plans for Designated Centers & Neighborhoods, including pre-engineering water/wastewater, multi-modal streets visioning, or neighborhood development for homes

☐ Comprehensive Capital Programming to support climate resilient development in Designated areas per 24 VSA 4430

X Statewide innovative project that includes a replicable template other communities can use as a work plan deliverable

☐ Projects in very small towns with populations of 1,000, and under or projects in municipalities that are not regularly/recently funded.

☐ Not Applicable (N/A) – Project is a local priority only

5.3 Priority Project Explanation: Explain how the project furthers the selected statewide priorities

Westford is a town that is not regularly or recently funded. Westford last received an MPG in 2016, has no open MPG, and its FY26 application was not funded.

In addition, the project creates a replicable template. Many small towns without wastewater infrastructure must now make Act 181 future land use decisions, often after contentious infrastructure votes. Creating an in-depth engagement process in a small town that asks residents to plan for development that supports the housing target could create a template for other small towns in Vermont to do the same.

Because housing is the state's highest priority, the project is focused on attainable housing. To accommodate Westford's municipal housing target, it will identify where housing can be accommodated in centers and village areas, and recommend specific actions that lay the groundwork for bylaw changes.

5.4 Designated Areas: Please select all legacy designations held by the municipality and explain how the project will relate to the designated area(s).

X Village Center

5.5 Designated Area Projects: If the project relates to any of the designated area(s) selected above, please explain how.

Projects that relate to state designated areas receive priority in accordance with 24 V.S.A. Chapter 76A

☐ Not Applicable (no designation)

In the legacy designation, Westford had a Village Center designation. Since CCRPC had their ECOS Plan and Regional Future Land Use map approved by the Land Use Review Board, Westford holds a Center designation and a Neighborhood designation. The central Future Land Use question is whether this area remains the primary development area, is reframed as a hamlet, is expanded to include more village center area, or is joined by another area. The answer determines the boundaries that the regional map and the state designation programs will use.

Tier 1B currently applies only to the legacy Neighborhood Development designation, and the Town has said it is open to including more eligible land after a broad public process. The 2021 Plan also calls for expanding this area (Economic Development Goal 4). This project provides a way to confirm and implement that goal.

This project's engagement will gather community input on whether to keep, expand, or change these designated areas, which the Town's subsequent Town Plan update will use to align the Future Land Use Map with them and identify how designation benefits can support attainable housing.

Section 6: Past Performance

6.1 Project History and Performance: Please list any Municipal Planning Grant projects or grants from the past 5 years, with key actions identified and implemented. This will inform ongoing status of projects beyond grant closeout.

Westford has not received a Municipal Planning Grant in the last five years. Westford applied in FY26 and was not funded.

Section 7: Municipal Resolution, Grant Roles & Good Standing Certification

7.1 Grant Roles: Identify the officials who hold the grant roles that correspond to those identified in the Municipal Resolution Form.

Municipal/Authorizing Official: [Select from drop-down list in GEARS-IGX]

Municipal/Authorizing Official Title: _____

Alternate Municipal/Authorizing Official: [Select from drop-down list in GEARS-IGX]

Alternate Municipal/Authorizing Official Title: _____

Grant Administrator: [Select from drop-down list in GEARS-IGX]

Grant Administrator Title: _____

Work Plan & Budget Form

Section 1: Work Plan, Public Outreach & Budget

Outline the project approach by listing the major tasks and associated costs in the table.

Local Match Waiver (for a bylaw implementation project): I certify that the Municipality does not have the type of Bylaw(s) proposed for this project? The match is waived for first-time bylaws.

Task Name	Task Description	Task Category: outreach/engagement, analysis, writing/drafting, mapping/GIS, public meeting, other	If other, specify	Type of Expense:	Unit Cost (hourly rate/ item cost)	Quantity (number of hours/ materials)	Total Cost (auto-calculates unit cost *quantity)
Consultant Time							
Collaborative Design with Community and Planning Commission	Develop an engagement strategy in collaboration with the Westford Planning Commission, Town staff, and local partners.	Outreach/engagement		Labor; consultant	70/hour	20	$1,400
Situation Assessment	Research the community context in Westford leading up to this town plan update and review previous engagement efforts with Westford residents' since 2021 to avoid duplicative outreach.	Analysis/research		Labor; consultant	70/hour	10	$700
Planning and Coordination	Staff coordination with Westford Planning Commission, staff, and partners. Develop engagement materials. In addition, coordinate to schedule and advertise engagement activities.	Writing, coordination		Labor; consultant	70/hour	40	$2,800
Engagement Activities	Conduct engagement activities including, small group conversations, one-on-one interviews, public meetings, attend community events, host a public survey.	Outreach/engagement		Labor; consultant	70/hour	250	$17,500
Report and Recommendations	Synthesize feedback, provide a summary and report of feedback with recommendations for integrating feedback into the Town Plan, and share a drafted Future Land Use map.	Analysis		Labor; consultant	70/hour	80	$5,600
							Total Labor: $28,000
Direct Expenses							
Engagement materials	Posters, printing, etc.	Outreach/engagement		Materials; printing			$500
Snacks for tabling events	3 events	Outreach/engagement		Materials	$33 per event		$100
Stipends for focus group and interviews	5 focus groups with 12 people/event and 10 interviews	Outreach/engagement		Materials	$40 per person		$2,800
Food for focus groups	5 focus groups	Outreach/engagement		Materials	$275 per event		$1,400
Space rentals	2 events	Outreach/engagement		Materials	$150 per event		$300
Childcare for events	2 events	Outreach/engagement		Materials	$100 per event		$200
							Total Direct: $5,300
							Total: 33,300

☐ **Yes:** no match required

X No: match required

Local Match Waiver (for a municipal plan project): I certify that the Municipality does not have an existing Municipal Plan? The match is waive for first-time municipal plans.

☐ **Yes:** no match required

X **No:** match required

- *The local match requirement is waived for applications for a first municipal plan or bylaw project enabled in 24 VSA Chapter 117.*

State Grant Funds: Enter the amount of state grant funds you are requesting.

Total Project Cost: (will auto-calculate in online form)

State Grant Funds (Grant Amount Requested): $_____

Total Match Funds: (will auto-calculate in online form)

Minimum Required Cash Match Funds (10% of Total Project Cost): (will auto-calculate)

Optional Additional Match Funds: (will auto-calculate in online form)

Section 2: Budget Documentation

Source of Match: Describe source(s) of match funds:

Budget & Cost Estimates: Explain how you developed a realistic budget.

The budget was developed by using prior projects that CCRPC has worked on with similar scope and budgets.

Section 3: Accounting

Accounting System: What type of accounting system does your municipality use?

X Automated

☐ Manual

☐ Combination of both

Accounting System: Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

X Yes

☐ No

Tommy O'Connor

From: William Dunkley <wdunkley65@gmail.com>
Sent: Wednesday, November 4, 2026 11:34 AM
To: selectboard; PlanningCommission; Harmony Cism
Subject: Planning Commission - VOREC Grant for 1705
Attachments: July4rthideas from residents.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Selectboard

On Monday night, the Planning Commission voted to ask the selectboard's approval to submit a pre application for a VOREC grant to study options for pedestrian access to the Browns River through the 1705 Rt 128 property. This grant is administered by the Department of Forest, Parks, and Recreation and is focused on leveraging outdoor recreation projects to promote economic growth and community wellbeing. The application itself is due in mid February. The PC plans to move carefully regarding the pursuit of this grant and will be receptive to the results of public engagement around the 1705 property. We want to be sure that pursuit of this grant is in line with community desires.

There is meaningful demonstrated community support and desire for public access to the river through the 1705 property. This 2021 survey ranks river access as the top priority regarding the redevelopment of the Pigeon property. The Town website itself mentions river access as a key reason for the Town purchase of 1705 in multiple locations. Pat Haller's document compiling comments from residents at this year's 4th of July celebration is attached and river access was mentioned in most entries.

Lastly, while this grant requires no local match, it is a *reimbursement grant.* The PC is unsure of what this project would cost and how much to request in a possible grant application. The PC may request further support for formal application for this grant/project in the future and may request funding as well. Below is an exchange between myself and someone from the Department of Forest, Parks, and Rec where logistics of reimbursement are overviewed.

- Would the grant funded project need to be fully funded before reimbursed by the grant, or could reimbursements come at agreed upon milestones?
  - *You do not need to complete the project before asking for reimbursement. Reimbursements are allowed every three (3) months during the grant period. We can also consider issuing reimbursement more frequently on a case-by-case basis if there are extenuating circumstances.*
- How long does it take for payments to be issued after a project (or milestone) is completed?
  - *Reimbursements typically take 4-6 weeks from the date we have accepted and sent the request to the business office. We email you when we do so you are aware of the payment timing.*

Respectfully,
Will Dunkley

1705 Comments from July 4rth of 2026

Table set up on Common, with 3 note books (Red, Yellow, Black) for comments to be entered.
Transcribed by Pat Haller, July 9, 2026

Red Notebook

My Vision for 1705 Property:
The most simple plan would be a tail and river access. We would love a river hangout close to the Common. If sewer treatment is an option, a small affordable senior housing option.

Mound system paid by those who are going to use it. Town folk pay taxes for Library and Town Hall Portion.

Waterfront Access & a Park
+ Permanent location for Westford Rink
+ Possibly a skate park in the summer

Waterfront fun and Access!

Maker Space

River Access!
The beach and River are beautiful
Residents should have access.
The Land is almost a natural amphitheater. It would be a beautiful location for Bands
I would teardown the building for extra parking
Additionally a large pavilion that would have a multi-use; Farmers Market- covered ice rink

Build the anti-common. A place we can park on, snowmobile on, grill, and have a huge playground!

River Access is super nice and the trail leading to it was great. I support the use of this space for Community Access.

Black Note book

A river access would be amazing. I love the idea of nature trails with information
I know the home needs work, but if possible, we should try to preserve it.
I am still concerned about the soil contamination
I'm not as excited about the amphitheater since we have the gazebo already
I would like to see an invasive management plan to address invasive species such as Japanese Knotweed.

Is there solar potential?
Signed: 4 Common Road

Nature Trail

Organic Farm/Farmstand

River Access is transformative for how the vitality of the grows (editor note, suspect missing a word). It becomes a destination rather than transactional

Yellow Note Book

What a beautiful property! A gentle walk down to the river with a peaceful sandy spot to sit near the water. This site must have river access. Place a few benches near the water. Up top is a great spot for additional parking for the Common. Picnic tables and grills near the water. The hill down would be a great spot for a natural anphitheater for a music venue!!! A large covered pavilion would be great!!! The draw is to the water. Maybe disk golf?

River Access would be great!!

Having it be a river access/beach would be great for the community!

Ditto (up arrow), Tom

Burn it. Fire Dpt Test site then build a nice Town Office, renovate current town office and rent it out for retail space. Burn the little garage too. Yes more park like area + access to River. Picnic Tables but frankly – I am still very discouraged that we have no comprehensive wastewater system that would have allowed the Town to thrive + GROW + hopefully the Provision store could have a hookup + be able to have sitdown inside for coffee etc. Enough with scare tactics of our town becoming like Essex. Shame. Some growth is Needed.

I like the idea of river access. There could be a few picnic tables down there. Model after what Fairfax has done. Access from BFA at the river. There are gravel and grass walking path with picnic tables.

. Your total should be 15 users, this invoice is only for 14 so when you consider how it should actually fall the total monthly cost will correct to $2034.62 if you stay on your normal plan and add no add ons, just correcting the counts. Lastly, there's one more document titled "Cyber MDR & SaaS alerts" this explains what the advanced cyber protection does in detail that is offered for option 3 and 4. This isn't the same as what's in option 2, that's just phishing protection and training, this is something that works along side that (and above it to be honest) but does not replace it.

We see you as having 4 options, which we will outline right now for you.

Option 1: Do nothing! Least advisable here, but it would keep you at your normal spend of $2034.62 adding or subtracting no services, protection etc. If that's what is chosen, your agreement will be up for renewal at it's normal date Jan 1 2028

Option 2: Add anti phish and training al la cart. That has a cost of 7.99 per mailbox across 15 mailboxes bringing you to $2,154.67 cents. We can't stress enough how much getting protection in here is necessary, but this email isn't to explain that and I think we have equipped you with enough resources in the last few communications to help you do that. If you need more, or want us to write a brief explanation intended for the selectboard to read just let us know. Same as option 1, you retain your renewal at Jan 1 2028

Option 3: Renew your contract early and upgrade to the new plans for 3 years. This option would go into effect likely starting December 1 2026 based on when you plan to present this, and would have your new contract expire December 1 2029. The new plans add all of the security tools we mentioned in the call (Email protection and training - 365 backup but you already pay for it - advanced cyber protection for the computers AND your 365 environment) plus all of the other benefits like free hardware diagnostic, device recycling etc. We ultimately decided on the call to move you to a gold plan that doesn't include onsite services in the normal monthly billing since you don't seem to use it much, so the only thing you would lose here is the included onsite. You can still request us to come onsite, it will just be billed hourly at the current rates - which right now is $150 per hour. This change would make your monthly cost $2,257.70

Option 4: Lastly, you can renew for 5 years on the new gold plans early. It has all of the above benefits, but would bring you to December 1 2031 (assuming the previous timeframe above holds true) and we can offer that at $2100 per month, which is less than what you would be paying with Option 2.

Ultimately, we suggest greatly that option 1 is not really considered an option. Leaving your email environment unprotected is a great risk to the town, and it's the most common way an intrusion happens to an environment.

ESSEX RESCUE, INC.
1 Educational Drive
Essex Junction, VT 05452 Phone (802) 878-4859

August 24, 2026

Town of Westford
1713 Vermont 128
Westford, VT 05494

Dear Selectboard,

Essex Rescue is proud to provide 24/7 emergency medical services to the Town of Westford, responding in all weather conditions. Our dedicated team of paid and volunteer clinicians delivers prompt, compassionate care, providing both basic and advanced life support to those in need. We remain committed to ensuring that every member of our community receives safe, efficient, and appropriate pre-hospital care.

For FY27, Essex Rescue made a deliberate decision to level-fund our request while we implemented significant operational changes. Most notably, we expanded our service model to include the consistent scheduling and deployment of an additional ambulance during periods of high call volume. This was an intentional investment in our ability to provide more reliable coverage when demand is greatest. Before requesting additional municipal funding, we believed it was important to allow sufficient time to evaluate the operational and financial impact of this change, including the actual reimbursement generated by the additional service.

Our experience over the past year has provided valuable insight into those financial realities. While we did not quite achieve the reimbursement levels we had projected, Essex Rescue was able to finish the year in a stable position, in large part because of the extraordinary generosity of our community, donors, and supporters.

We have also recognized that the reimbursement shortfall is not unique to Essex Rescue. Medical reimbursement continues to be a significant challenge across the healthcare industry, with payment rates and practices largely determined by insurers and other third-party payers. As a result, there are limits to what an organization such as Essex Rescue can do to directly improve reimbursement through operational changes alone.

At the same time, we have carefully evaluated the operational changes we have made this past year, including the cost and community benefit of consistently staffing and deploying an additional ambulance during periods of high call volume. We believe the additional coverage provides a meaningful benefit to the communities we serve and strengthens our ability to meet the needs of our residents when demand increases. Having evaluated both the benefits and the costs, we believe maintaining this service level is the right decision for the community.

The challenge, therefore, is identifying a sustainable way to support the cost of providing that service. Our experience this past year has given us a much clearer understanding of the resources required and has allowed us to incorporate those lessons into our FY28 financial planning.

For FY28, we are requesting a 4.1% increase in the Town's per-capita funding rate, from $19.56 to $20.36 per resident. This adjustment is consistent with the July 2026 release of the Consumer Price Index for the Northeast Region and represents a measured approach to addressing the increasing costs of providing emergency medical services.

The Town of Westford's population served by Essex Rescue is 647. Based on the new per-capita rate of **$20.36**, the total FY28 request from the Town of Westford is **$13,172.92**

This request is intended to help sustain the level of service Essex Rescue has worked to build while continuing to responsibly manage the Town's investment. We will continue to rely on a combination of insurance reimbursement, our annual subscription program, donations, and municipal support to fund our operations. We will also continue to

ESSEX RESCUE, INC.
1 Educational Drive
Essex Junction, VT 05452 Phone (802) 878-4859

evaluate our call volume, reimbursement experience, staffing needs, and operational costs to ensure that we are making sound decisions about the resources required to serve our communities.

We are proud of the partnership Essex Rescue has built with the Town of Westford and deeply appreciative of the confidence the Town has in our organization. Your support has helped Essex Rescue become a stronger and more financially stable organization while allowing us to continue adapting to the changing needs of the community.

Our FY28 request reflects what we have learned through the past year: we must remain financially responsible, we must carefully evaluate the services we provide, and we must ensure that the resources necessary to sustain those services are available. We believe the expanded coverage Essex Rescue has implemented provides real value to the residents of Westford, and we are committed to maintaining that level of service in a responsible and sustainable manner.

We are grateful for the Town's continued investment in Essex Rescue and for the opportunity to serve the residents of Westford. We look forward to continuing this partnership and working together to ensure that when our community needs emergency medical care, Essex Rescue is there—24 hours a day, 365 days a year.

Thank you for your continued trust and support.

Colleen M. Ballard, NRP
Executive Director

	A	B	C	J	K	L	M	N	O	P
1	**2027-2028 Draft Budget**									
2	As of:	9/16/2026								
3				**2025-26**	**2025-2026**		**2026-27**	**2027-2028**		
4				**Budget**	**Actual**		**Budget**	**Proposed**	**% Change**	**$ Change**
210		9931-00.00	GBIC - Greater Burlington Industrial Corp.	$200.00	$200.00		$200.00	$200.00	0.00%	$ -
211		9932-00.00	Winooski Nat'l Resources Conservation Dist	$0.00	$0.00		$0.00		#DIV/0!	$ -
212			Essex High School Robotics	$300.00	$0.00		$300.00		-100.00%	$ (300)
213			Winterfest	$750.00	$794.98		$750.00	$750.00	0.00%	$ -
214			Westford Farmer's Market	$250.00	$250.00		$0.00	$250.00	#DIV/0!	$ 250
215			Howard Center	$750.00	$750.00		$750.00	$2,000.00	166.67%	$ 1,250
216		9940-00.00	Steps to End Domestic Violence	$350.00	$350.00		$300.00		-100.00%	$ (300)
217		9941-00.00	Hope Works	$0.00	$0.00		$0.00		#DIV/0!	$ -
218		9942-00.00	VT Center for Independent Living	$0.00	$0.00		$100.00	$100.00	0.00%	$ -
219		9943-00.00	VT Family Network	$250.00	$250.00		$250.00		-100.00%	$ (250)
220		9944-00.00	COTS - Committee on Temporary Shelter	$350.00	$350.00		$250.00	$250.00	0.00%	$ -
221		9945-00.00	Essex CHIPS	$0.00	$0.00		$0.00		#DIV/0!	$ -
223			VT Trails and Greenways Council				$0.00		#DIV/0!	$ -
224			Covered Bridge Society				$0.00		#DIV/0!	$ -
225			Opiod Settlement Fund		$750.00		$0.00	$0.00	#DIV/0!	$ -
226			ARPA Repayment Schedule					$3,905.00	#DIV/0!	$ 3,905
227			CCRPC Hazard Mitigation Commitment					$371.44	#DIV/0!	$ 371
228		**Donations & Support Total**		**$24,520.00**	**$36,259.30**		**$58,820.00**	**$52,376.44**	-10.95%	$ (6,444)
229										
230	**Grand Total Expenditures - Admin**			**$1,189,227.25**	**$1,149,953.90**		**$1,295,976.36**	**$1,160,725.54**	-10.44%	$ (135,251)
231	Less Anticipated Non-Tax Revenue - General Fund			$194,418.00	$187,794.35		$193,115.00	$0.00	-100.00%	$ (193,115)
232	**Total Amount to be Raised by Taxes - Town**			**$994,809.25**	**$962,159.55**		**$1,102,861.36**	**$1,160,725.54**	5.25%	$ 57,864
233										
234	**Actual Town Tax Rate**			**0**	**0.3555**					
235	**Estimated Town Tax Rate**						**0**	**0.25**		0.2491
236	**Change in Town Tax Rate**						**0**	**0.25**	#DIV/0!	
237										
238	**110-51 Highway Department - Roads**						**0**	0.00		
239		5100-10.00	Salaries	$329,562.00	$317,794.70		$365,071.10	$365,079.00	0.00%	$ 8
240		5100-14.00	FICA & Medicare	$25,212.00	$23,914.85		$27,927.94	$27,928.54	0.00%	$ 1
241		5100-14.10	Childcare Tax	$1,450.00	$920.83		$1,606.31	$1,606.35	0.00%	$ 0
242		5100-15.00	Health Insurance	$43,311.00	$41,926.34		$45,000.00	$51,400.00	14.22%	$ 6,400
243		5100-15.01	Dental Insurance	$1,850.00	$1,631.39		$1,940.00	$1,940.00	0.00%	$ -
244		5100-15.02	Disability Insurance	$1,170.00	$864.96		$1,225.00	$1,225.00	0.00%	$ -
245		5100-15.03	Vision Insurance	$435.00	$380.52		$435.00	$435.00	0.00%	$ -
246		5100-16.00	Employee Pension Plan	$9,887.00	$6,814.61		$10,796.13	$10,796.37	0.00%	$ 0
247		5011-17.00	Unemployment	$0.00	$3,709.39		$0.00	$0.00	#DIV/0!	$ -
248		~~5100-22.00~~	~~Gravel - Road Resurfacing~~	~~$0.00~~	~~$0.00~~		~~$0.00~~	~~$0.00~~	~~#DIV/0!~~	~~$ -~~
249		5100-23.00	Town Ditching	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
250		5100-24.00	Gravel	$90,000.00	$94,860.66		$100,000.00	$103,500.00	3.50%	$ 3,500
251		~~5100-24.01~~	~~Gravel - Rebuilding~~	~~$0.00~~	~~$0.00~~		~~$0.00~~		~~#DIV/0!~~	~~$ -~~
252		5100-24.02	Chloride	$45,000.00	$44,070.75		$50,000.00	$50,000.00	0.00%	$ -
253		5100-24.03	Culverts	$7,500.00	$6,811.00		$7,500.00	$9,500.00	26.67%	$ 2,000
254		5100-24.04	Road Fabric	$0.00	$0.00		$0.00		#DIV/0!	$ -
255		5100-24.05	Hot Mix & Cold Patch/Crack Sealing	$3,000.00	$1,080.90		$2,000.00	$1,000.00	-50.00%	$ (1,000)
256		5100-24.06	Guardrails & Fences	$1,000.00	$0.00		$1,000.00	$500.00	-50.00%	$ (500)
257		5100-24.07	Seed & Mulch	$1,000.00	$1,695.24		$2,000.00	$2,000.00	0.00%	$ -
258		5100-24.08	Signs	$2,500.00	$850.50		$2,500.00	$2,500.00	0.00%	$ -
259		5100-24.09	Stone for culverts/drains	$6,000.00	$7,232.73		$7,500.00	$7,500.00	0.00%	$ -
260		5100-25.01	Sand	$115,000.00	$127,165.48		$119,000.00	$125,000.00	5.04%	$ 6,000
261		5100-25.02	Salt	$25,000.00	$25,029.24		$28,000.00	$30,000.00	7.14%	$ 2,000
262		5100-25.03	Chains	$4,000.00	$5,057.00		$5,500.00	$6,000.00	9.09%	$ 500
263		~~5100-26.01~~	~~Gravel - Mud Season~~	~~$0.00~~	~~$0.00~~		~~$0.00~~	~~$0.00~~	~~#DIV/0!~~	~~$ -~~
264		~~5100-26.02~~	~~Gravel - Unusual Events~~	~~$0.00~~	~~$0.00~~		~~$0.00~~	~~$0.00~~	~~#DIV/0!~~	~~$ -~~
265		5100-27.00	Blades & Plows	$5,000.00	$6,753.57		$5,000.00	$5,000.00	0.00%	$ -
266		5100-28.00	Tires	$7,500.00	$6,664.05		$9,000.00	$9,000.00	0.00%	$ -
267		5100-58.00	Equipment Rental	$3,000.00	$665.68		$3,000.00	$3,000.00	0.00%	$ -
268		5100-59.00	Contracted Svcs - Regular Maintenance	$0.00	$0.00		$0.00	$3,000.00	#DIV/0!	$ 3,000
269		5100-59.02	Contracted Svcs	$8,000.00	$8,367.54		$0.00	$8,000.00	#DIV/0!	$ 8,000
270		5100-59.04	Contracted Svcs - Tree Removal	$5,000.00	$6,175.00		$7,000.00	$7,000.00	0.00%	$ -
271		5100-59.05	Contracted Svcs - Roadside Mowing	$10,400.00	$10,400.00		$10,400.00	$10,400.00	0.00%	$ -
272		5100-59.06	Contracted Svcs - Unusual Events	$0.00	$0.00		$0.00		#DIV/0!	$ -
273		5100-59.07	Contracted Svcs - Engineering	$0.00	$0.00		$0.00		#DIV/0!	$ -
274		5100-59.08	Contracted Svcs - Ditching	$0.00	$0.00		$0.00		#DIV/0!	$ -
275		5100-59.16	Equipment Reserve Fund	$50,600.00	$50,600.00		$55,230.00	$37,630.00	-31.87%	$ (17,600)

	A	B	C	J	K	L	M	N	O	P
1	**2027-2028 Draft Budget**									
2	As of:	9/16/2026								
3				**2025-26**	**2025-2026**		**2026-27**	**2027-2028**		
4				**Budget**	**Actual**		**Budget**	**Proposed**	**% Change**	**$ Change**
276		5100-59.17	Paving Reserve Fund	-	-		$0.00	$41,000.00	#DIV/0!	$ 41,000
277		5100-62-03	Old Stage Road Grant	$0.00	$0.00		$0.00		#DIV/0!	$ -
279		~~5100-65.06~~	~~N/P #520 2017 Western Star~~	~~$0.00~~	~~$0.00~~		~~$0.00~~		~~#DIV/0!~~	~~$ -~~
281		5100-65.08	N/P #522 2020 International HX620		$0.00		$0.00		#DIV/0!	$ -
282		5100-65.09	N/P #523 2019 JD 75G Excavator	$0.00	$0.00		$0.00		#DIV/0!	$ -
283		5100-65.10	N/P #525 2021 K3500 Chevy - Single axel	$0.00	$0.00		$0.00		#DIV/0!	$ -
285		5100-65.11	2022 CHEVY SILVERADO		$0.00					
286		5100-65.12	N/P #526 2023 John Deere Grader	$45,909.00	$45,791.26		$45,909.00	$45,909.00	0.00%	$ -
287		5100-65.13	N/P #527 2024 Western Star	$32,212.00	$32,312.40		$32,212.00	$32,212.00	0.00%	$ -
288		5100-65.14	N/P NEW TRUCK 2025	$32,000.00	$32,000.00		$32,000.00	$51,460.40	60.81%	$ 19,460
289		5100-65.15	2025 CAT 275 SKID STEER		$895.29			$1,000.00		
290		5100-66.00	Loan Interest	$13,248.00	$13,243.86		$13,248.00	$15,000.00	13.22%	$ 1,752
291		~~5100-67.01~~	~~R/M #518 2014 Ford F-550~~	~~$0.00~~	~~$0.00~~		~~$0.00~~		~~#DIV/0!~~	~~$ -~~
292		5100-67.02	R/M #515 2008 CAT Excavator	$5,000.00	$0.00		$5,000.00	$5,000.00	0.00%	$ -
293		~~5100-67.03~~	~~R/M #516 2012 Volvo Grader~~	~~$0.00~~	~~$0.00~~		~~$0.00~~		~~#DIV/0!~~	~~$ -~~
294		5100-67.04	R/M #523 2022 Chevy Silverado	$0.00	$972.80		$500.00	$500.00	0.00%	$ -
295		5100-67.08	R/M #522 2020 International	$0.00	$10,601.76		$0.00	$0.00	#DIV/0!	$ -
296		~~5100-67.09~~	~~R/M #509 2005 International Tandem~~	~~$0.00~~	~~$0.00~~		~~$0.00~~		~~#DIV/0!~~	~~$ -~~
297		5100-67.10	R/M #523 John Deere 75G Excavator	$4,000.00	$401.44		$4,000.00	$4,000.00	0.00%	$ -
298		~~5100-67.11~~	~~R/M #517 2014 Western Star~~	~~$0.00~~			~~$0.00~~		~~#DIV/0!~~	~~$ -~~
299		5100-67.12	Brush Hog	$1,000.00			$1,000.00	$1,000.00	0.00%	$ -
300		5100-67.13	R/M #519 2015 John Deere Loader	$5,000.00	$3,989.96		$5,000.00	$5,000.00	0.00%	$ -
301		~~5100-67.14~~	~~R/M #520 2017 Western Star~~	~~$0.00~~	~~$10,740.77~~		~~$0.00~~		~~#DIV/0!~~	~~$ -~~
302		5100-67.15	Hydroseeder	$1,000.00	$0.00		$1,000.00	$1,000.00	0.00%	$ -
304		5100-67.17	Wood Chipper	$500.00	$0.00		$500.00	$500.00	0.00%	$ -
305		5100-67-18	R/M #525 2021 K3500 Silverado	$0.00	$315.96		$0.00	$0.00	#DIV/0!	$ -
306		5100-67.19	R/M #526 2023 John Deere Grader	$4,000.00	$7,792.75		$5,500.00	$7,500.00	36.36%	$ 2,000
307		5100-67.20	John Deere Roller	$500.00	$424.71		$500.00	$500.00	0.00%	$ -
308		5100-67.21	Power Washer	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
309		5100-67.22	R/M #527 2024 47x Western Star	$0.00	$659.65		$0.00	$0.00	#DIV/0!	$ -
310		5100-68.01	Repairs & Maintenance - Trucks	$23,000.00	$9,694.61		$23,000.00	$23,000.00	0.00%	$ -
311		5100-68.05	Repairs & Maintenance - Sander	$500.00	$0.00		$500.00	$500.00	0.00%	$ -
312		5100-68.06	Repairs & Maintenance - Sm Equipment	$1,000.00	$749.11		$2,000.00	$2,000.00	0.00%	$ -
313		5100-74.00	Travel	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
314		5100-75.01	Diesel Fuel	$65,000.00	$67,071.91		$65,000.00	$65,000.00	0.00%	$ -
315		5100-75.02	Propane	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
316		5100-95.00	Chloride Tanks & Pumps	$500.00	$0.00		$500.00	$500.00	0.00%	$ -
317		**Highway Department - Roads Total**		**$1,036,746.00**	**$1,039,095.17**		**$1,106,000.48**	**$1,183,521.66**	7.01%	$ 77,521
318										
319	**110-52 Highway Department Permits**									
320		5200-20.00	MRPG Storm Water Permit	$1,750.00	$1,350.00		$1,750.00	$1,750.00	0.00%	$ -
321		5200-30.00	Peteroleum Cleanup Fund	$50.00	$50.00		$50.00	$50.00	0.00%	$ -
322		**Highway Department Permits Total**		**$1,800.00**	**$1,400.00**		**$1,800.00**	**$1,800.00**	0.00%	$ -
323										
324	**110-53 Highway Department - Garage**									
325		5300-20.00	Supplies	$5,000.00	$3,440.67		$5,000.00	$5,000.00	0.00%	$ -
326		5300-21.00	Oil & Grease	$1,300.00	$1,110.92		$1,300.00	$1,300.00	0.00%	$ -
327		5300-22.00	Shop Tools and Equipment	$1,000.00	$1,060.61		$1,000.00	$1,000.00	0.00%	$ -
328		5300-23.00	Equipment	$2,000.00	$758.19		$2,000.00	$2,000.00	0.00%	$ -
329		5300-24.00	Communication Equipment	$1,500.00	$2,238.00		$1,500.00	$1,000.00	-33.33%	$ (500)
330		5300-25.00	Personal Protective Equipment	$1,000.00	$589.25		$1,000.00	$1,000.00	0.00%	$ -
331		5300-40.00	Education & Workshops	$500.00	$50.00		$500.00	$50.00	-90.00%	$ (450)
332		5300-48.00	Property & Casualty, Auto, W/C Insurance	$40,500.00	$35,194.26		$40,500.00	$40,500.00	0.00%	$ -
333		5300-50.00	Fire System	$500.00	$240.20		$1,500.00	$1,500.00	0.00%	$ -
335		5300-60.05	Computer	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
336		5300-68.00	Building Maintenance & Repairs	$6,000.00	$1,107.18		$6,000.00	$6,000.00	0.00%	$ -
337		5300-71.00	Salt Shed Reserve	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
338		5300-76.00	Electricity	$4,650.00	$3,716.69		$4,000.00	$4,000.00	0.00%	$ -
339		5300-77.00	Telephone	$1,910.00	$1,592.71		$1,910.00	$2,000.00	4.71%	$ 90
340		5300-78.00	Water	$100.00	$12.99		$100.00	$100.00	0.00%	$ -
341		5300-81.00	Building Improvements	$10,000.00	$0.00		$10,000.00	$10,000.00	0.00%	$ -
342		5300-83.00	Storage Shed	$0.00	$0.00		$0.00	$0.00	#DIV/0!	$ -
343		5300-85.00	Clothing Allowance	$2,400.00	$2,288.25		$2,400.00	$2,400.00	0.00%	$ -
344		5300-99.00	Miscellaneous	$1,000.00	$1,656.70		$1,000.00	$1,000.00	0.00%	$ -
345		**Highway Department - Garage Total**		**$79,360.00**	**$55,056.62**		**$79,710.00**	**$78,850.00**	-1.08%	$ (860)
347										

	A	B	C	J	K	L	M	N	O	P
1	**2027-2028 Draft Budget**									
2	As of: 9/16/2026									
3				**2025-26**	**2025-2026**		**2026-27**	**2027-2028**		
4				**Budget**	**Actual**		**Budget**	**Proposed**	**% Change**	**$ Change**
348	**Grand Total Expenditures - Highway Department**			**$1,117,906.00**	**$1,095,551.79**		**$1,187,510.48**	**$1,264,171.66**	6.46%	$ 76,661
349	Less Anticipated Non-Tax Revenue - Highway			$118,000.00	$125,136.59		$300,000.00	$100,000.00	-66.67%	$ (200,000)
350	**Total Amount to be Raised by Taxes - Highway**			**$999,906.00**	$970,415.20		**$887,510.48**	**$1,164,171.66**	31.17%	$ 276,661
351										
352	**Actual Highway Tax Rate**			0	**0.3395**					
353	**Estimated Highway Tax Rate**						0	**0.25**		0.2499
354	**Change in Highway Tax Rate**						0	**0.25**	#DIV/0!	
355										
356	**Total Amount Budgeted (Admin & Highway)**			**$2,307,133.25**	**$2,245,505.69**		**$2,483,486.84**	**$2,424,897.21**	-2.36%	$ (58,590)
357	Less Anticipated Revenue (Admin & Highway)			$312,418.00	$312,930.94		$493,115.00	$100,000.00	-79.72%	$ (393,115)
358	Less Unassigned General Fund Balance			$0.00			$0.00	$0.00	#DIV/0!	$ -
359	**Total Amount to be Raised by Taxes (Admin & Highway)**			**$1,994,715.25**	**$1,932,574.75**		**$1,990,371.84**	**$2,324,897.21**	16.81%	$ 334,525
360										
361	**Estimated Grand List**			**$2,600,443.00**	**$2,571,541.00**		**$2,626,447.43**	**$2,652,711.90**	1.00%	$ 26,264
362	**Estimated Exemptions (Veterans, Farm Stabilization)**									
363	**Estimated Taxable Grand List**			**$4,572,556.00**			**$4,641,985.00**	**$4,658,959.00**	0.37%	
364										
365	**Actual Tax Rate**			**0.4389**	**0.7049**					
366	**EstimatedTax Rate**						**0.4272**	**0.4990**		0.4990
367	**Change in Tax Rate**						**-0.0117**	**0.50**	#DIV/0!	
368	**Effect of increase on $100K Value**						**-1168.614%**	**499.02**		
369										
370										
371							0.2171			

Westford Vol. Fire Dept FY 28 (7-1-27 thru 6-30-28) Budget Proposal

Operating Budget Item		7/1/2026 to 6/30/2027 FY 27 Budget		7/1/2027 to 6/30/2028 Proposed FY 28 Budget		Change from prior FY Budget
Insurance		17,400	25.2%	17,400	25.2%	-
Equipment Maintenance & Repair		7,800	11.3%	7,800	11.3%	-
Gas, Oil, Fuel, Propane, Electric		300	0.4%	300	0.4%	-
Dues & Subscriptions		400	0.6%	400	0.6%	-
Fire Prevention / Public Education		500	0.7%	500	0.7%	-
Telephone		960	1.4%	960	1.4%	-
Communication Equipment & Repair		2,040	3.0%	2,040	3.0%	-
Administration		1,600	2.3%	1,600	2.3%	-
Training (Equipment & Schools)		2,200	3.2%	2,200	3.2%	-
Small Equipment Purchases		3,500	5.1%	3,500	5.1%	-
Station Supplies		400	0.6%	400	0.6%	-
Personal Safety Equipment & Maintenance		4,000	5.8%	4,000	5.8%	-
Awards & Donations		500	0.7%	500	0.7%	-
Fire Fighting Supplies		900	1.3%	900	1.3%	-
Dry Hydrant Installation & Repair		500	0.7%	500	0.7%	-
Equipment Testing		7,500	10.9%	7,500	10.9%	-
Paid On Call Stipends		18,586	26.9%	18,586	26.9%	-
Total		**$ 69,086**	100%	**$ 69,086**	100%	$ -
% Change from prior year				$ -	0.00%	

TOWN OF Westford

1713 Vermont Route 128 • Westford, Vermont 05494
Town Office: (802)878-4587 • Fax: (802)879-6503
www.westfordvt.us

9 November 2026

Dear Selectboard,

I respectfully submit the following FY '28 budget proposal for the Planning & Zoning Department. The proposal includes a modest adjustment to base compensation and level-funded education and travel budget line items.

Source of Expenses	FY '25 Budget	Actual Expenditure FY '25	FY '26 Budget	Actual Expenditure FY '26	FY '27 Budget	FY '28 Budget (Proposed & % Change)
Zoning Admin Salary	$33,642	$53,578	$63,467	$61,243	$62,462	$65,585 (+5%)
Zoning Admin Education	$500	$121	$650	$176	$500	$500 (0%)
Zoning Admin Computer	$2,300	$2,316	$0	$0	$0	$0 (0%)
Zoning Admin Travel	$400	$213	$400	$215	$300	$300 (0%)
Total	$36,842	$56,228	$64,517	$61,634	$63,262	$66,385 (+5%)

**The proposed salary line reflects base compensation and does not include overtime. Approximately $3000 in overtime is anticipated based on the previous year's meeting and training schedule.*

1. Salary and Overtime

I am requesting a 5% hourly salary increase to reflect a cost-of-living adjustment, bringing my hourly rate to **$31.53** and the total base salary to **$65,585.**

In FY '26, I accumulated approximately **58.5 hours** of overtime associated with evening meetings for the Planning Commission, Development Review Board, Selectboard, and various trainings - all requiring overtime pay. Assuming a similar schedule in FY '28, I am requesting that the Selectboard allow approximately **$3,000 for overtime**.

2. Zoning Education

I have continued to take advantage of educational opportunities to strengthen my skills in planning and zoning administration. During FY '26, I completed several webinars and seminars, including:

- Reimagining Community Technical Assistance (VRCD, 9/30/25)
- State Government Municipal Day (ANR, 10/17/25)
- Understanding FEMA's Flood Maps and Flood Mapping Updates "Mapping 101" (FEMA, 1/28/26)
- Regional Mapping of Future Land Use (ANR, 3/11/26)
- Investing in Municipal Infrastructure as a Tool to Reduce Sprawl (VNRC, 3/16/26)

- Vermont Protected Lands Database App Training (ANR, 6/3/26)
- 2026 Spring Planning & Zoning Forum (VLCT, 6/10/26)

I am proposing a ***level-funded*** **education budget of $500** to continue professional development in FY '28.

3. Zoning Travel
I am proposing a ***level-funded*** **travel budget of $300** to cover local travel for site visits and any off-site trainings or seminars.

4. Department Capacity and Staffing
I would like to highlight that I have been serving as both **Zoning Administrator/Planning Coordinator and de facto Town Planner** for nearly three years. While the Planning workload has been manageable during slower periods, it has been increasing in recent months and is expected to grow significantly with the Planning Commission's 1705 Property community engagement process and the upcoming **Town Plan update**, which is due in 2029 - a process that typically takes 2 - 3 years.

I remain hopeful that Westford will hire a professional **Town Planner** to guide these projects effectively. The Planning Commission will need dedicated staff support to manage technical analysis, public engagement, and regulatory consistency. In the meantime, I continue to carry responsibilities across both zoning administration and municipal planning, with compensation that falls below the average hourly rate reported for even a Zoning Administrator position in Chittenden County, as illustrated in the comparison below.

My requested 5% increase does not bring my compensation up to the reported county average for a Zoning Administrator, let alone a dual-role position. Even after the requested 5% increase, my hourly rate would remain approximately 5.6% below the reported Chittenden County Zoning Administrator average and approximately 23.5% below the dual-position county average. These figures don't take into account the additional Town Planner responsibilities that I have been covering for the past 3 years (see table below).

Thank you for your consideration of this proposal and for your continued support of the Planning & Zoning Department.

Respectfully submitted,
Harmony Cism
Administrative Officer & Planning Coordinator

Average Hourly Compensation (per *2026 Vermont Municipal Compensation and Benefits Report*)

Position	Average Hourly Rate
Zoning Admin Salary – Chittenden County	$33.39
Dual Position Salary (ZA + planning duties) – Chittenden County	$41.19
Dual Position Salary (ZA + planning duties) – all of Vermont	$34.86
My Proposed Hourly Rate (ZA, Planning Coordinator, AND de facto Town Planner)	$31.53

TOWN OF Westford

To: Selectboard

From: Planning Commission

Date: November 3, 2026

Re: FY '28 (July 1, 2027 - June 30, 2028) Planning Commission Budget Request

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PLANNING COMMISSION BUDGET:

Source of Expenses	FY 24-25 Budget	Actual Expenditure FY 24-25	FY 25-26 Budget	Actual Expenditure FY 25-26	FY 26-27 Budget	FY 2027-2028 (Proposed & % Change)
PC – Stipend	**$2,000**	$700	**$2,000**	$267	**$2,000**	**$2,000 (0%)**
PC – Legal Notices	**$750**	$118	**$750**	$0	**$750**	**$750 (0%)**
PC – Education	**$300**	$0	**$300**	$0	**$300**	**$300 (0%)**
PC – Legal & Professional Fees	**$1,000**	$0	**$1,000**	$0	**$1,000**	**$1,000 (0%)**
PC – Maps & Miscellaneous	**$500**	$179	**$500**	$120	**$500**	**$500 (0%)**
PC – Special Projects	**$4,000**	$0	**$4,000**	$4,000	**$7,000**	**$8,000 (+14%)**
PC – Minute Clerk	**$2,000**	$558	**$1,700**	$627	**$1,800**	**$1,800 (0%)**
Total	**$10,550**	$1,555	**$10,250**	$5,014	**$13,350**	**$14,350 (+7%)**

Special Projects Reserve balance as of July 1, 2026: $30,978

Request: The PC requests *increased funding* for FY '28.

TOWN OF Westford

To: Selectboard
From: Development Review Board
Date: November 3, 2026
Re: FY '28 (July 1, 2027 - June 30, 2028) Development Review Board Budget Request

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DEVELOPMENT REVIEW BOARD BUDGET

Source of Expenses	FY '25 Budget	Actual Expenditure FY '25	FY '26 Budget	Actual Expenditure FY '26	FY '27 Budget	FY '28 Budget (Proposed & % Change)
DRB - Stipend	$2,800	**$2800**	$2,800	**$2,410**	$2,800	**$2,800** *(0%)*
DRB - Legal Notices	$500	**$505**	$500	**$520.52**	$500	**$500** *(0%)*
DRB - Minute Clerk	$500	**$220**	$500	**$231**	$300	**$300** *(0%)*
DRB - Legal & Professional Fees	$1,325	**$3,284**	$1,325	**$2760.50**	$2,000	**$2,000** *(0%)*
DRB - Education	$100	**$0**	$100	**$0**	$100	**$100** *(0%)*
DRB - Miscellaneous	$50	**$0**	$50	**$0**	$0	**$0** *(0%)*
Total	$5,275	**$6,809**	$5,275	**$5,922.02**	$5,700	**$5,700** *(0%)*

Request:
The DRB requests *level funding* for FY '27.

WESTFORD
COMMON HALL

21 Brookside Rd
PO Box 53
Westford, VT 05494
info@westfordcommonhall.org
http://westfordcommonhall.org

November 9, 2026

Dear Westford Selectboard Members:

The Board of Directors of Westford Common Hall (WCH) appreciates the Town's continued support and the opportunity to request funding for FY 2027/2028. We respectfully request **$4,500 from the Town budget** to help cover operating expenses.

WCH's mission is to provide a welcoming gathering place where people can connect, share, celebrate, and strengthen community spirit. In fulfilling that mission, WCH provides space for community organizations and activities that might otherwise struggle to find an affordable venue. Community programs, events, grants, and support from the Town help us maintain a safe, economical space for people to gather.

Throughout 2026, WCH continued to open its doors to the community by hosting a wide-range of programs and activities. Most were offered on a free-will donation basis, while others were designed to generate modest revenue, all of which helped to support its operations. These include, and will continue in a similar fashion in 2027:

- **Music and cultural events:** The Westford Music Series and use of WCH as a backup venue for the Summer Concert Series, totaling more than 10 events this year. The Music Series is becoming a go-to destination for quality bands and sound. Bird walk and talk series occurred in partnership with the Westford Library.
- **Community organizations:** Monthly meetings of the Westford 4-H Club
- **Health and wellness:** Bone Builders, offered twice weekly by AmeriCorps Seniors and United Way of Northwest Vermont; weekly Buddhist meditation, summer yoga classes, and Martial Arts classes.
- **Recreation and seasonal activities:** Westford Recreation events, including Winterfest, with refreshments on the Fourth of July and planned for the fall Turkey Trot.
- **Arts and entertainment:** Two art gallery exhibitions displayed over eight months, featuring artists from Westford and surrounding communities; crokinole game night; bingo & potluck night; a screening of *Lost Nation*, featuring Jay Craven's film in partnership with the Westford Historical Society; Comedy Night, a fundraiser for the Barn School; the popular Westford Garden Tour; and a country-western dance party
- **Celebrations**: birthdays, weddings, USA 250th Anniversary ringing of the bells.

Ongoing Expenses and Building Maintenance

Utilities, insurance, grounds maintenance, and septic pumping account for a significant portion of WCH's operating expenses. The septic holding tank must be pumped several times a year, at an annual cost of approximately $1,500. For larger events at times, WCH also provides an ADA-accessible portable toilet at a cost of $200 per month (though none required this year).

Like many historic buildings, WCH faces ongoing maintenance and capital improvement needs. In 2024, a column on the front portico experienced significant damage. An historical architect determined that the building was safe, but estimated that replacing the single damaged column would cost $33,000. This work was paid for by insurance and a grant from 1772 Foundation and the Preservation Trust of Vermont. Despite delays in securing a contractor, and having to perform additional repairs to the foundational concrete, the work was completed in the third quarter of 2026 and the project stayed within budget.

Maintaining this approximately 200-year-old former church building requires ongoing attention and resources. Looking ahead, WCH expects to improve building electrical, lighting, and fire safety in 2027.

Challenges, Utilization of Funds and Closing

In 2026, a four-member Board of Directors managed the building's needs, raised funds to cover building and operating expenses, and offered more programs and events than ever before. Strong turnout at these events shows Westford residents want more community activities. This small, all-volunteer board has kept the hall running, but the arrangement cannot support future growth. To keep offering the programs our community values and to expand them, WCH needs more funding.

The Town's $4,500 contribution would help WCH cover essential operating expenses. Of that amount, $2,500 would go toward lawn maintenance and plowing, while the remaining $2,000 would help offset electricity costs. These expenses are essential to keeping the building and surrounding areas comfortable and safe for community use. The contribution would also free up equivalent funds for WCH to host additional events and undertake critical building maintenance being considered for 2027.

In this current year, the WCH received a donation of $2500 from the Town of Westford. That funding covers mowing ($1600) and plowing ($900). Also note that the cost for electricity for 1 year is approximately $3500.

WCH is deeply grateful for the Town's ongoing support and for the opportunity to serve the Westford community. We look forward to another year of bringing residents together and providing a home for community programs and events in FY 2027/2028.

Thank you for your consideration of our funding request.

Sincerely,

Deborah Parente

The Board of Directors
Westford Common Hall

VCIL **Vermont Center for Independent Living**

People with disabilities working together for dignity, independence, and civil rights

October 28, 2026

Pat Haller, Selectboard Chair
Town of Westford
1713 Route 128
Westford, VT 05494

Dear Pat and voters:

The Vermont Center for Independent Living (VCIL), a statewide, non-profit organization dedicated to improving the quality of life for people with disabilities, respectfully requests funding from the Town of Westford for our FY'27.

Annual support from over 125 cities and towns across the state helps the Vermont Center for Independent Living (VCIL) assist Vermonters with disabilities in achieving dignified and self-determined lives. VCIL provides direct services to individuals who can benefit from its programming, while also working to educate the community about disability-related issues and independent living. Direct services are available to Bethel residents in several ways. Peer counselors work with individuals in their homes, at community locations, or via Zoom. VCIL also offers small grants for adaptive equipment, Home Access modifications, individual and systems advocacy, youth programs, and Meals on Wheels for people with disabilities under the age of 60. Information, Referral, and Assistance is available to all residents by calling VCIL's I-Line at 1-800-639-1522 (Voice and TTY).

We are requesting $100.00 from the town to continue supporting people with disabilities in the coming year. Enclosed you will find a summary of VCIL's programs and services for the town and a copy of our FY'27 budget.

Thank you for your consideration. If you have questions or need additional information, please do not hesitate to call.

Sincerely,

Sarah Launderville

Sarah Launderville
Executive Director
slaunderville@vcil.org

Enclosures

453 Stone Cutters Way, Ste. B, Montpelier, VT 05602
802-229-0501, 800-639-1522 (voice & TTY), fax: 802-229-0503
email: info@vcil.org • website: www.vcil.org

THE VERMONT CENTER FOR INDEPENDENT LIVING #03-0271000
TOWN OF WESTFORD
SUMMARY REPORT

Request Amount: $100.00

For over 47 years, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (82% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

Preliminary numbers for FY'26 (10/2025-9/2026) show VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **131** individuals to help increase their independent living skills and our VCIL's Home Access Program (HAP) assisted **177** households with information on technical assistance and/or alternative funding for modifications; **68** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **102** individuals with information on assistive technology; **40** of these individuals received funding to obtain adaptive equipment. **561** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. Our Vermont Telecommunications Equipment Distribution Program (VTEDP) served **39** people and provided **33** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone

VCIL's central office is now located at **435 Stone Cutters Way, Ste. B** in Montpelier and we have four branch offices in Bennington, Chittenden, Rutland and Windham Counties. Our PACs and services are available to people with disabilities throughout Vermont.

During FY'26, **1** resident of **Westford** received services from the following program:

- Home Access Program (HAP) – resident's project started in early FY'27 (~$4,000)

Vermont Center for Independent Living				
FY'27 Approved Budget				
INCOME	**FY27 Budget Approved**		**EXPENSES**	**FY27 Budget Approved**
Federal Grants			**Specific Assistance**	
704 Balance Prior Year	280,000		VHCB	375,477
704	886,288		Meals on Wheels	359,641
704 Estimated Balance	223,709		SILC Grant	35,000
SILC grant	150,000		EDP equipment	36,359
NIDILRR	16,800		DAIL AT/HM	--
Pathways to Partnership (P2P)	**356,901**		Pathways to Partnership (P2P)	70,000
			Total Specific Assistance	**876,477**
State Grants			**Salaries & Fringe**	
VHCB	545,000		Salaries	1,160,212
Meals on Wheels	499,521		Fringe Benefits	406,271
DAIL AT/HM	--			
			Total Salaries & Fringe	**1,566,483**
Other Grants				
EDP grant	75,000		**Operating Expenses**	
			Professional Services	64,500
			Board Expenses	3,000
			Reasonable Accomodations	29,500
Misc Income			Occupancy	115,523
Cities & Towns	65,000		Travel-Mileage	16,300
Donations - Unrestricted	35,000		Printing & Publication	1,500
Program Restricted Donations	--		Telecommunications	28,876
Other	5,000		Supplies	57,350
Investment Income	--		General Insurance	22,077
			Postage	11,000
			Equip Lease, Repair & Maint	14,000
			Advertising & Outreach	16,451
			Dues & Subscriptions	8,500
			Training/conferences/travel	15,000
			Depreciation Expense	4,298
			Peer Skills/Stipends	1,000
			Special Projects - Dentures	30,000
			Reserve/Special Projects	32,675
			Contract Reserve (bal. 704 2nd yr)	223,709
			Total Operating Expenses	**695,259**
Total Income	**3,138,219**		**Total Expenses**	**3,138,219**
			Net Income	0

CCRPC

FY27 to FY28 Muncipal Assessments

TABLE 1

FY28 Approved Municipal Dues

10/21/2026

Municipality	EEG List January 2025	% of County	EEG List January 2026	% of County	2025 - 2026 $ Change	2025 - 2026 % Change	CCRPC FY27 Assessment	0% Increase CCRPC FY28 Assessment	FY27 - FY28 $ Change	FY27 - FY28 % Change
Bolton	2,404,600	0.65%	2,756,620	0.69%	$ 352,020	14.64%	$1,807	**$1,897**	$90	4.99%
Buels Gore	47,810	0.01%	47,870	0.01%	$ 60	0.13%	$36	**$33**	-$3	-8.30%
Burlington	70,326,850	19.12%	75,452,230	18.78%	$ 5,125,380	7.29%	$52,837	**$51,916**	-$921	-1.74%
Charlotte	14,795,720	4.02%	17,038,130	4.24%	$ 2,242,410	15.16%	$11,116	**$11,723**	$607	5.46%
Colchester	37,013,960	10.06%	41,508,160	10.33%	$ 4,494,200	12.14%	$27,809	**$28,560**	$751	2.70%
Essex Town	29,466,260	8.01%	31,003,810	7.72%	$ 1,537,550	5.22%	$22,138	**$21,333**	-$806	-3.64%
Essex Junction	20,821,770	5.66%	21,565,030	5.37%	$ 743,260	3.57%	$15,643	**$14,838**	-$805	-5.15%
Hinesburg	10,575,780	2.87%	11,295,130	2.81%	$ 719,350	6.80%	$7,946	**$7,772**	-$174	-2.19%
Huntington	3,693,270	1.00%	3,726,800	0.93%	$ 33,530	0.91%	$2,775	**$2,564**	-$210	-7.59%
Jericho	10,908,040	2.97%	12,843,870	3.20%	$ 1,935,830	17.75%	$8,195	**$8,837**	$642	7.84%
Milton	18,660,800	5.07%	21,015,400	5.23%	$ 2,354,600	12.62%	$14,020	**$14,460**	$440	3.14%
Richmond	8,540,150	2.32%	9,405,620	2.34%	$ 865,470	10.13%	$6,416	**$6,472**	$55	0.86%
St. George	1,371,280	0.37%	1,604,760	0.40%	$ 233,480	17.03%	$1,030	**$1,104**	$74	7.18%
Shelburne	26,824,010	7.29%	31,092,810	7.74%	$ 4,268,800	15.91%	$20,153	**$21,394**	$1,241	6.16%
South Burlington	57,322,800	15.58%	61,257,850	15.25%	$ 3,935,050	6.86%	$43,067	**$42,149**	-$918	-2.13%
Underhill	6,637,600	1.80%	7,330,080	1.82%	$ 692,480	10.43%	$4,987	**$5,044**	$57	1.14%
Westford	4,162,770	1.13%	4,380,540	1.09%	$ 217,770	5.23%	$3,128	**$3,014**	-$113	-3.63%
Williston	34,109,010	9.27%	37,369,890	9.30%	$ 3,260,880	9.56%	$25,626	**$25,713**	$87	0.34%
Winooski	10,195,140	2.77%	10,995,900	2.74%	$ 800,760	7.85%	$7,660	**$7,566**	-$94	-1.22%
TOTAL	**$367,877,620**	100.00%	**$401,690,500**	100.00%	**$ 33,812,880**	9.19%	**$276,388**	**$276,388**	**$0**	**0.00%**

Each town is assessed dues using their percentage of the Equalized Education Grand List. Their amount is determined by taking the total dues and multiplying it by the municipality's percentage of the total Grand List.

Equalized Education Grand List can be accessed at the Vermont Department of Taxes

October 29, 2026

Westford Summer Concerts Program

I have been getting continued positive feedback from audience participants, with maintained attendances being consistent with recent past seasons, having most shows approaching 100 people (some less when rain threatened). No shows were rained out this year (it started to rain merely 5 minutes after the last show concluded) and most evenings were delightful which helped bring folks out to enjoy the summer evenings.

All in all, people were still appreciative of both the quality and variety of presentations that were provided. I thank the Town of Westford for this continued support of this community building series.

The Westford Farmers Market continued again last year with a full regular season last year that overlapped the summer concert season and scheduled the market hours to end just before the concerts for every show. Some felt this was a benefit, since sometimes food vendors remained after the market to serve concert patrons. While others felt that people were likely to leave after market visiting and purchases and not stay for another couple hours for the show. They also have music scheduled for the market which may compete for the attention of patrons to the evening show. I will continue consulting with the market organizers to visit this issue and make adjustments we feel will maximize benefit to both endeavors.

Many folks continue to approach me to comment on appreciating the varied types and high quality of shows offered (which a good budget allows) and enjoying the general nature of many participants of all ages coming to gather to sit and listen, chat with friends and family, or toss a ball, throw a frisbee, or frolic with their pet. Everyone felt welcome and I think these events made a good opportunity for Westford residents to come and meet new friends and neighbors.

We ended up with 6 concerts last year and hope to offer the same for this coming year. I also hope that the Select Board can find continued funding to support this ongoing town tradition that is loved by many in these economically challenged times.

Funding Proposition

For next year, I would like to again schedule a block of 6 concerts each for July and August. I know funding continues to be tight and I will concentrate on band sizes and qualities to allow for this schedule that I'd like to present.

I would like to have at least level funding from last year for this season of shows, and anything in addition would make it possible for even an expanded enticing offering for the fine folks and families of Westford. Attracting more participants from nearby towns can only have a net benefit for Westford. Hopefully, this is not too much to ask for the 2027 season. Thank you for considering.

Most Sincerely,

$2,700.00

Michael P. Kirick

Tommy O'Connor

From: Pat Haller
Sent: Tuesday, October 20, 2026 7:58 PM
To: Kirsten Tyler; selectboard; Common Committee; Westford Farmers Market
Subject: RE: Winterfest Common Application

Thank you to all for volunteering!
Pat

-----Original Message-----
From: Kirsten Tyler <kirstenbeat@gmail.com>
Sent: Sunday, October 18, 2026 10:40 AM
To: selectboard <selectboard@westfordvt.us>; Common Committee <westfordcommoncommittee@gmail.com>; Westford Farmers Market <westfordfarmersmarketvt@gmail.com>
Subject: Winterfest Common Application

Hello SB,

Please find the Common application for Winterfest 2027. In case some of the wording on the description is left off, I have pasted it here:

Winterfest! Similar to previous years, Winterfest will include a chili cookoff, fire pits, horse-drawn carriage, smores and hot chocolate, a farmers market and food in the RBMH (need to confirm), music and raffle in the WCH. Foam Brewery will vend beer outside. In addtion, there will be music outside, a snow sculpture building contest, and hopefully (waiting to hear back) the ice rink with potential broom ball tournament. We will have at least two portapotties rented for the day. We will have many Myers trash bins available also. Common will be snowblowed in various places.

We are still in the planning process, and we are still exploring other simple outdoor activities that may not be listed here.

Please note that Foam Brewery will be vending again like last year. They will submit all documentation for permitting, as they have done for all other vending events in Westford.

Please let us know if you have any questions, thanks,

Kirsten, Kristin, Amy, Nicole, Troy, and Elias

Tommy O'Connor

From: William Dunkley <wdunkley65@gmail.com>
Sent: Saturday, October 24, 2026 1:33 PM
To: Barb Bates Peck
Cc: PlanningCommission; selectboard
Subject: Re: CCRCP info link

Thanks Barb. I think that's a good idea. I plan to get something in the town newsletter and also make a FPF post in the near future regarding the current scope of the study and the previous study.

Will

Sent from my iPhone

On Oct 23, 2026, at 9:10 PM, Barb Bates Peck <bpeck9191@gmail.com> wrote:

Hi Will (since you're the FPF poster guy)

May I suggest that the PC start with posting the following info to the public now, or very soon - so that on the 17th of November we have a more informed group attending (most people Im sure have forgotten about the 2003 study). You may already have plans to do this - as I haven't closely followed this current 2026 study project which is re-visiting the 2003 study.

Here's a link for the path study from the CCRPC 2026
https://www.ccrpcvt.org/our-work/transportation/current-projects/walk-bike/brookside-road-path-study/

Scroll down to Documents and click on "Previous Study" and click that - probably some of you were not in town in **2003** or too young when this study was done to remember it.

and here's the direct link to the 2003 study:

https://studiesandreports.ccrpcvt.org/wp-content/uploads/2017/01/Westford_BrooksideCambridge_Pathways_2003.pdf

and here is the **AI Overview** -
which is a synopsis what happened after the Hamlin Study
and pretty close to the way I remember it.

In September 2003, Donald L. Hamlin Consulting Engineers Inc. completed the **Brookside Road & Cambridge Road Pathways Study** for Westford, Vermont. [1]

The primary reasons the Town did not move forward with constructing the recommended walkway path infrastructure from that specific 2003 study—effectively putting it on hold for decades—revolved around **funding constraints, right-of-way concerns, and localized pushback**.

Key Factors Behind the Original Rejection / Inaction

- **Lack of Grant Funding & Matching Funds:** Implementation of the 2003 Hamlin alternatives required matching municipal funds. At the time, the town faced financial limitations and fell short of securing the necessary grant assistance to back the construction phase of the project. [1]
- **Right-of-Way (ROW) Intrusions:** The proposed path options along Brookside Road (which leads to the Westford Elementary School) sat within the town's 66-foot right-of-way. However, because this right-of-way cuts directly through or extremely close to private front yards and homes, it met localized resistance from property owners. [1, 2]
- **Unresolved Design Alternatives:** The 2003 study mapped out initial concept-level paths and potential traffic-calming measures, but it did not provide a definitive, community-vetted final route that balanced privacy, exact spatial configurations, and affordability. [1, 2]

Barb Peck

Tommy O'Connor

From: Garrett Bartlett <gbartlett13@hotmail.com>
Sent: Sunday, October 25, 2026 9:43 AM
To: selectboard
Subject: illegal dumping
Attachments: 20261025_093329.jpg

Good morning

it appears someone dumped a load of construction debris at the fill site south of the common. I would recommend making a report to vsp.

Garrett

Sent from my Galaxy

Tommy O'Connor

From: Town Clerk
Sent: Tuesday, October 27, 2026 10:27 AM
To: selectboard
Subject: Trail Closure Notice: Website & Town Office

Board,
In anticipation of the upcoming trail closures I have posted an updated trail closure notice to the town website and on the bulletin board in the town office. Red buttons notifying residents of the trail closures can be seen on the website's homepage as well as the "Town Lands & Trails" page. Both link to the trail closure notice. The notice reuses language from last year with updated dates for 2026:
https://westfordvt.us/wp-content/uploads/2026/10/TRAIL-CLOSURE-2026.pdf

Please let me know if you need any changes or updates,

Callie Hamdy
Town Clerk – Westford, VT
802-878-4587
https://westfordvt.us/

Tommy O'Connor

From: Vicky Ross <vicky.ross1@outlook.com>
Sent: Tuesday, November 3, 2026 9:18 AM
To: selectboard
Cc: Kirsten Tyler
Subject: Trail Closure Signs

Good Morning All,

Kirsten asked me to give you all an update...

I had some signs made to help out the WCC. Elias put them up on all the trails several weeks ago. We heard from Ben Bornstein that Goodrich required additional language. With Kirsten's approval, I had the second set of signs made and I put them up last Saturday, 10/21/2026.

We just wanted to keep you all apprised of the current status.

Best regards,
Vicky Ross


GOODRICH TRAIL
Will be Temporarily Closed
for Hunting Season
November 1, 2026 – December 13, 2026
GOODRICH TRAIL
This Trail Closure Does Not Apply To:
==========
Landowners with legal rights of access and egress, and other individuals who rely on the trail for access and egress to their respective parcels.

Tommy O'Connor

From: Town Clerk
Sent: Tuesday, November 3, 2026 9:52 AM
To: Vicky Ross; selectboard
Cc: TownAdmin
Subject: Re: Cannot Access Town Website

Hi Vicky

We have been aware of this problem and have been working on it for about a week or so. The issue is related to the website's security certificate we receive from the website's host GoDaddy needing renewal which is a normal process for us. Unfortunately, the renewal of the security certificate is taking longer than normal but this is the only issue.
Please give us some time to resolve this and please understand that this issue is occurring at a very busy time for us.

Callie Hamdy
Town Clerk - Westford VT
802-87-4587
https://westfordvt.us/

From: Vicky Ross <vicky.ross1@outlook.com>
Sent: Tuesday, November 3, 2026 2:22 PM
To: selectboard <selectboard@westfordvt.us>
Cc: TownAdmin <townadmin@westfordvt.us>; Town Clerk <townclerk@westfordvt.us>
Subject: Cannot Access Town Website

Good Morning All,

Several neighbors and I have been having issues accessing the Town's website for the past week or so. We get an error message that says...

This Connection is Not Private
This website may be impersonating "westfordvt.us" to steal your personal or financial information. You should close this page.

Can you please share what the problem is and perhaps provide an ETA when it will be resolved?

I would suggest a Front Porch Forum announcement would also be helpful.

Many thanks,
Vicky Ross

Tommy O'Connor

From: Harmony Cism
Sent: Wednesday, November 4, 2026 12:33 PM
To: PlanningCommission; selectboard
Subject: RE: 1705 flagging

Follow Up Flag: Follow up
Flag Status: Flagged

Hello again,

I wanted to follow up on this email after a resident raised some concerns at Monday's Planning Commission meeting that the proposed wastewater system on the 1705 Property may not have been accurately flagged. One of the Planning Commissioners echoed the concern, noting that the staked area appeared to be considerably smaller than the system depicted in the Krebs & Lansing design.

I contacted CCRPC, and they agreed that the area seemed too small for a wastewater system. The scale of the map for that feature may have been misread while in the field, and CCRPC confirmed that's a significant enough difference that it's worth correcting.

Someone from CCRPC will come out to move the stakes for the proposed wastewater system to the appropriate location. I'm not sure of their schedule, but please know it will be corrected!

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: Friday, October 23, 2026 1:09 PM
To: PlanningCommission <planningcommission@westfordvt.us>; selectboard <selectboard@westfordvt.us>
Subject: 1705 flagging

Hello all,

I wanted to let you know that Darren and Maya from CCRPC were on-site this morning and flagged several features on the 1705 property, including the wetland buffer, floodplain boundary, proposed septic location, and approximate boundary of the contaminated soils/brownfield area.

This should help everyone visualize where certain features are located and where potential future improvements or uses might be feasible.

- Pink flags on stakes are the wastewater system.
- Orange flags on stakes/porch are the wetland buffer.
- Green flags on stakes/tree are marking the river corridor.
- Orange ground flags/trees are the PAH soil contamination (approximation/fuzzy boundary).

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).

Tommy O'Connor

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Tuesday, November 3, 2026 3:12 PM
To: Tommy O'Connor
Cc: selectboard
Subject: Re: Abandoned Dog

The old lab was euthanized at his home today. RIP.

Barb

sent from my iPhone

On Fri, Oct 9, 2026 at 9:10 AM Tommy O'Connor <toconnor@westfordvt.us> wrote:

Hi Barb,

Thank you again for agreeing to support the end of life process for the abandoned dog. I forwarded your email to the Town Clerk email as they have been the ones who have had direct contact with the resident.

I will have them help make the connection between you and the resident.

Thank you again.

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Friday, October 9, 2026 8:55 AM
To: Tommy O'Connor <toconnor@westfordvt.us>
Cc: selectboard <selectboard@westfordvt.us>
Subject: Abandoned Dog

I am not sure of the process for the abandoned dog. I understand when he or she starts to have pain - that's the correct time. I also know the vet may need 2 or 3 days notice to come to a residence.

Please put me in touch with the person (who has the dog) and who the vet is (or agency PAWS?) so I can make the correct arrangements so this goes smoothly.

Barb

my cell is 802-310-2743

Tommy O'Connor

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Friday, October 23, 2026 10:41 AM
To: selectboard; Tommy O'Connor; Town Clerk
Subject: How to block a bot from a zoom meeting

Apparently Zoom has some built in security to block bots from attending meetings.

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0088381

So maybe this (Michael Miller) is a real person (or an Alias).

It's a mystery.
Barb

Tommy O'Connor

From: LK Johnson <lkjohnson4625@gmail.com>
Sent: Thursday, October 22, 2026 1:04 PM
To: selectboard
Subject: Fwd: Banner on the Westford Common

I understand the SB was also forwarded the request for a Veterans banner on the Common. I spoke to Tommy about it this morning and it is really just a standard Common Use request that he and I deal with 10-20 times a year. You can see my response to Elizabeth below. Unless the SB wants to get involved, this is an example of why the Common Use request was created-to remove some extraneous tasks from the SB. Once we receive the application it will be approved unless you want otherwise.

Best,
Lori Johnson

Begin forwarded message:

From: Common Committee <westfordcommoncommittee@gmail.com>
Subject: Banner on the Westford Common
Date: October 22, 2026 at 10:55:26 AM EDT
To: eploof@ewsd.org
Cc: TownAdmin <townadmin@westfordvt.us>

Hi Elizabeth,

I was forwarded your classes request to put a banner up on the Common. That's a nice idea!

I am the Chair of the Westford Common Committee and along with the Town Administrator we approve uses of the Common. We ask that all organizations complete the Common Use Application found here https://westfordvt.us/wp-content/uploads/2026/08/Common-Use-Application-2026.pdf and please be sure to initial the items on the second page. Then send the application to both townadmin@westfordvt.us, and to this email,

westfordcommoncommittee@gmail.com.

We follow this process so that there are no time conflicts or issues which require the Selectboards approval (usually when the event involves alcohol or food), and so that we have a record of the use. Tommy and I have aleady spoken about this request, and we want to emphasize a few things. Please attach the banner to the Gazebo with non-damaging means, so like rope, not nails. Because of the underground drainage system we do not want spikes or posts put into the ground. Please specify how long it will be up. We would appreciate no more than 5 or 6 days. If we get some serious wind, please check on

it and reattach it or remove it if necessary. And then just usual considerations like clean up any trash, be careful not to damage anything, etc as per page 2 of the application.

Any questions, just let us know.

Lori Johnson, Chair Westford Common Committee