PLANNING COMMISSION MEETING
WESTFORD TOWN OFFICE & ZOOM
MONDAY, NOVEMBER 2, 2026

Join Zoom Meeting:
https://zoom.us/j/97262238054?pwd=ZRI7BQxdhMRjpV7ctH0aDuDzQWQ26Y.1
Meeting ID: 972 6223 8054 | Passcode: 8JFtDu

Please note that agenda times are approximate and subject to change.

1. **(6:30) – Call to Order**
    a. Roll Call
    b. Amendments to the Agenda
2. **(6:33) – Citizens to be Heard - *Items not on agenda***
3. **(6:35) – Approval of Minutes (Action Item)**
    a. October 19, 2026
4. **(6:40) – Discussion: FY'27 Municipal Planning Grant**
    a. Application Review and Resolution Recommendation (Action Item)
    b. Source of Matching Funds
5. **(7:10) – Discussion: Budget**
    a. Identification of and Funding for Future Projects
    b. FY'28 Budget Proposal (Action Item)
6. **(7:30) – Discussion: Town Report**
7. **(7:45) – Discussion: Grants**
    a. VOREC Community Grant Program (VCGP)
    b. Charge Vermont EV Charger Funding
8. **(8:15) – Update: Unified Planning Work Program (UPWP) Projects**
9. **(8:25) – Correspondence**
10. **(8:35) – Work Plan Review**
11. **Adjournment**

Next Regular Meeting: Monday, November 16th at 6:30pm

Disclaimer:
If a quorum of the board is present in person, the meeting will continue even if electronic participation is disrupted or disconnected.
The Vermont Department of Health advises individuals to assess their own risk and decide whether to take precautions, such as wearing a mask. Please stay home if you are feeling unwell.
Individuals requiring reasonable accommodation may request assistance from the Planning & Zoning Department. The Town will evaluate each request to determine if the accommodation is necessary for access to a Town service, program, or activity; if an alternative accommodation could provide equivalent access; if the requested accommodation would cause an undue financial or administrative burden; or if the accommodation would fundamentally alter the nature of the Town's service, program, or activity.

TOWN OF WESTFORD
PLANNING COMMISSION MEETING
MINUTES FOR OCTOBER 19TH, 2026
APPROVED ON ***, 2026

Commissioners Present: Will Dunkley, Kirsten Tyler, Max Tyler, Ben Bornstein

Commissioners Absent: Art Woolf

Also Present: Harmony Cism (Planning Coordinator & Zoning Administrator), Maria Barden (Minute Clerk), Maya Balassa (CCRPC), Barb Peck

The meeting began at 6:30pm.

Amendments to the Agenda
None.

Citizens to be Heard - Items not on agenda
None.

Approval of Minutes - October 5th, 2026
M. Tyler motioned to accept the minutes from October 5th, 2026 as amended. B. Bornstein seconded, motion passed 4-0.

Discussion
1. FY'27 Municipal Planning Grant-

a. Application, Review and Resolution Recommendation:

M. Balassa says she is helping draft a couple grants this year to help support the Town's planning work. This first one is the Municipal Planning Grant through the State. It is for bylaw updates, plan updates, and other initiatives. The application opened October 1st and will be due December 1st. She will be attending the SB meeting this Thursday and is looking for feedback from the Planning Commission about any changes or discussion they may have for the draft application. The current draft is for engagement leading up to the Town Plan update and focused on future land use, asking where, how, and at what rate if at all the town wants to grow. There is a focus on housing, density, and growth since that is something the State is looking for, she wants to make sure the town is competitive.

B. Bornstein asks about paragraph E talking about having to register and create an account, is that something that has already been done?

H. Cism already has an account and has added M. Balassa as an editor.

B. Bornstein asks about Westford staff being responsible for final submission on page one, he would like more clarity on this in the resolution since the town is the applicant and therefore would be the grantee. He also asks if "Selectboard" be more uniformly spelled out throughout the application for consistency. **M. Balassa** says this language is not changeable because this document comes from the State. She says she will provide that feedback to the State for future years. **M. Tyler** asks if there are any comments or revisions to the application. **K. Tyler** had some concerns around the general sense that conservation is not included in the application at all. An update to the Town Plan is looking at the whole plan in

all forms and right now we're focusing on development, housing areas, and designated areas. The scope says it covers all aspects of the Town Plan. She thinks in conjunction with looking at development/future growth she thinks we should also add a future conservation and natural resources priority as a compliment to the development priority as a more balanced public engagement. The Planning Commission had a broader discussion regarding the application and what they can do to add a more balance to what K. Tyler is saying.
W. Dunkley asks M. Balassa about her drafting a competitive grant, his understanding is this application is centered around town growth, and would it make it more competitive if it was broader? **M. Balassa** says it's hard to know, one category questions if this project creates a template for other towns to use as a high point association. She specifies that the application does not limit what questions you can ask the community, it's not a boundary, it's just a source of money and whatever questions align, align.
M. Tyler reminds everyone that this is not for a Town Plan update; it's for engagement related to a Town Plan update. His assumption is there will be limited funding that the town will get and it's not going to be anything crazy, so he does feel it is focused on the controversial parts of the Town Plan.
B. Peck feels the Town Plan was not revised when it should have been. She feels the public needs to understand what aligning with the State means for the Town.
M. Tyler asks M. Balassa what happens if we delay the SB on this, is there any downside?
M. Balassa says she needs the resolution before December 2nd. If they want to wait until the November 12th SB meeting, that is fine, it will give her time to edit the application to create less focus on growth in the questioning if that is what the Planning Commission wants. **M. Tyler** asks W. Dunkley and K. Tyler to draft changes to the Municipal Planning Grant application to have for their November 2nd meeting so they can get it to the SB for November 12th meeting.
B. Bornstein thinks this is a good approach and wants to stress that we're not trying to exclude any aspect of the outreach.
W. Dunkley and K. Tyler will connect and draft those changes with M. Balassa.

2. Budget-

Identification of and Funding for Future Projects:
There has been no identification of any new line items. **M. Tyler** discussed some of the current line items and where he feels they're landing on each one. The Planning Commission feels that keeping the budget around the same would be wise, but they should look at it a little closer at what projects might be coming up. **M. Tyler** says if the Planning Commission meets on November 2nd, they have one more meeting before he must take their budget to the SB on November 12th. **B. Bornstein** wonders if the Planning Commission would be willing to budget for him to have coverage of ink toner for printing off Planning Commission related information/packets. **H. Cism** says if the Planning Commission wants to find an area of the budget to take that from, they can vote on it. M. Tyler and H. Cism will discuss and they can reevaluate it on November 2nd.
The Planning Commission is going to look at the Town of Jericho to see what they spend on UPWP and then discuss it at the next meeting.

3. Town Report-

The Planning Commission will review a draft at the next meeting.

4. VOREC Community Grant Program-

W. Dunkley says they've heard some feedback about the desire to get stuff moving at 1705. Is it too soon to get a grant to design a trail to the river? **M. Tyler** asks K. Tyler if they looked at it from the Conservation Commission's point of view and decided that it didn't make sense. **K. Tyler** says this was one of the three grants that she had sent to the Planning Commission from the Conservation Commission. She said this one is more appropriate for Planning Commission work but not Conservation Commission work, the Conservation Commission will be going for the trails grant instead. **M. Tyler** says when he first read it, he thought it was great because it's designed for planning, the negative was that it's a reimbursement grant so the town would need the money to get the grant. The Planning Commission discussed some of the potential projects that this could apply to, including but not limited to the pedestrian pathway connecting with the town center, river access, connecting the trails in town including the town forest, the town common, and open spaces for subdivisions. **W. Dunkley** thinks it's clear that people have shown interest in having river access and believes this grant could be beneficial for looking into that, other members of the Commission agree that it could be a good starting place.

B. Bornstein mentions a new grant he just got notice of, for putting in electric vehicle charging stations, something to investigate and find out how much it might cost.

H. Cism will include that notice in the next packet.

W. Dunkley will conceptualize what the project is and how it will benefit from the VOREC funding; get an estimate of how much it would cost and then they'll bring it to the SB to see if they approve of the Planning Commission applying for the grant. The pre application is due December 12th so they should work on this soon.

Update - UPWP Projects

a. Hoyle Tanner and CCRPC visited Brookside Rd. last Thursday, they checked in with H. Cism after they took pictures; They talked to a couple of landowners who popped out while they were there. The date for the Local Concerns meeting will be Tuesday, November 17th at the school. CCRPC will make up an informational flyer for the meeting and H. Cism will share that with the community.
b. K. Tyler sent the notes from the Planning Commission to Anne Nelson on the engagement plan priorities for activities.

Correspondence

a. K. Tyler's notes from the ACT 250 Criterion 8C Workshop.
b. Affordability Article substack written by A. Woolf.
c. Notice of Jericho Bylaw Amendments - Updates to Regulations.
d. ANR Municipal Day - October 30th.

Work Plan Review

a. Next regularly scheduled meeting will be November 2nd.
b. EV Charging Grant and VCGP Grant will be on the next agenda.
c. W. Dunkley and K. Tyler will modify wording for the Municipal Planning Grant.
d. M. Tyler will create a draft submission for the Town Report.

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e. W. Dunkley will work on creating a project proposal for 1705 recreational/economic impact study for potential VOREC application.
f. The Commission should check out the Jericho Planning Commission pages.
g. M. Tyler will follow up with H. Cism regarding B. Bornstein's budget request.
h. M. Tyler will produce rough proposals for the special projects budget line item.
i. The Commission will look at UPWP spreadsheet for current year, and what kind of projects other towns have in there.
j. Two meetings in November, discuss December and January meetings at next meeting.

W. Dunkley made a motion to adjourn the meeting at 8:30pm. B. Bornstein seconded, motion passed 4-0.
The meeting adjourned at 8:30pm.

DRAFT

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

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 _____ day of _____, 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.

Harmony Cism

From: Max Tyler <maxxxtyler@gmail.com>
Sent: Wednesday, October 28, 2026 6:28 PM
To: PlanningCommission
Cc: Harmony Cism
Subject: Fwd: Westford UPWP Idea: Housing Audit of LURs

Commissioners,

As I mentioned at our last meeting, I have been thinking about the idea of an independent review of our land use regulations. I took the liberty of discussing the idea with Darren Shibler at CCRPC today. Although perhaps not limited to affordability, that lense certainly came up in our discussion today.

Darren has summarized our discussion and provided some examples of previous projects CCRPC has facilitated previously in the email below.

I'd like to reserve a few minutes in our meeting on Monday to discuss the appropriateness and timing of such an endeavor. We can cover it either under the budget discussion or correspondence.

Thanks,

Max

Begin forwarded message:

From: Darren Schibler <DSchibler@ccrpcvt.org>
Subject: Westford UPWP Idea: Housing Audit of LURs
Date: October 28, 2026 at 4:35:16 PM EDT
To: Max Tyler <maxxxtyler@gmail.com>
Cc: Kate McCarthy <kmccarthy@ccrpcvt.org>, Maya Balassa <mbalassa@ccrpcvt.org>, Marshall Distel <mdistel@ccrpcvt.org>, Taylor Newton <TNewton@ccrpcvt.org>

Hi Max,

Thanks for the call earlier today about your idea for a Housing Audit of Westford's Land Use Regulations. As I mentioned, I'm looping in a few other CCRPC staff for their awareness to briefly explain the concept.

- Goal: Understand what changes Westford can make to density, lot size, and other restrictions to enable more housing development that is affordable while maintaining its rural character. Acknowledge that site limitations (i.e., wastewater capacity) are a significant driver in how housing is developed in Westford, but identify if there are opportunities to maximize potential for the greatest number of

non-luxury units (i.e., shared wastewater systems for multiple units in a single building or cluster of buildings).
- Timing: Recognizing that Westford is applying for an MPG for updates to the Town Plan that address this issue, this audit could run in parallel so that LUR changes could be considered more quickly based on the results of the planning process. There may be opportunities (as well as pitfalls) in trying to do both things at the same time.
- Examples of similar bylaw audits CCRPC has done in the past, with budgeted hours that you can use to gauge a UPWP request:
    - 2022 Charlotte bylaw audit (about 50 hours of work)
    - 2018 Essex Town bylaw audit (about 100 hours of work)

As I mentioned, this may be a request worth submitting for the FY28 UPWP, but I think it would be good to flesh out some of the details and questions that might arise. Once you've floated the idea to the PC and others, let us know if you'd like to set up a follow-up meeting.

Darren

Darren Schibler
Senior Planner & Project Manager, CFM
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 540-2508
www.ccrpcvt.org

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

To: Selectboard

From: Planning Commission

Date: ***

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	**$7,000**	**$*** (0%)**
PC – Minute Clerk	**$2,000**	$558	**$1,700**	$627	**$1,800**	**$1,800 (0%)**
Total	**$10,550**	$1,555	**$10,250**	$5,014	**$13,350**	**$*** (0%)**

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

Request: The PC requests *[increased /level] funding* for FY '28.

The Westford Planning Commission's last fiscal year featured membership turnover and reorganization, debates over the impact of Vermont’s Act 181, exploration of potential projects with the Chittenden County Regional Planning Commission (CCRPC), and an ongoing review of Westford’s land-use and development regulations.

As part of its regular duty, the Commission formulated and debated proposed updates to the land use and development regulations based on feedback received from the public, the Development Review Board and the Zoning and Planning Administrative Officer. In addition, it considered changes to ensure compliance with state legislation and to correct and clarify spelling, grammar, punctuation, and document-reference errors. Although this work remains ongoing, the Commission moved to conclude this round of amendments near the end of the fiscal year and prepare a package for public review and submission to the Selectboard for consideration during the current fiscal year.

A very active subject of debate was the impact of Vermont’s Act 181 regarding regional housing targets and land use designations as reflected in the CCRPC proposed updates to the region’s future land use map. Many aspects of this legislation's impact were debated at the state, regional and local levels. For Westford, one key decision was whether and how the town should participate in the Tier 1B designation, which encourages housing in places communities have planned for growth by reducing the burden of Act 250 permitting. In February, the Commission unanimously recommended expanding Westford’s proposed Tier 1B area beyond the existing Neighborhood Development Area (NDA) to include all eligible village areas. The Selectboard ultimately decided to designate the smaller existing NDA instead, citing the need for community engagement before expanding it. This was submitted to the Land Use Review Board (LURB) for adoption. The LURB requested additional information from the town regarding the limited area designation, and the Planning Commission, in conjunction with the Selectboard, submitted justification to the LURB, which ultimately accepted it.

The Commission undertook advanced planning regarding projects the Selectboard might recommend for inclusion in CCRPC’s Unified

Planning Work Program (UPWP). The UPWP represents CCRPC's 'work plan' for the fiscal year and is the mechanism through which towns can request assistance from CCRPC. The Selectboard submitted three projects to CCRPC, and CCRPC accepted all three. These three projects- 1705 property planning, an updated school-to-common pedestrian-path study, and grant-writing assistance- are now underway in the current fiscal year. Also related to the 1705 property, the Commission facilitated the completion of the wetland delineation.

In the spring of 2026, the Commission experienced member turnover and reorganization. After serving as a member from 2019 to 2026 and for part of that time as chair, George Lamphere left the Commission when his term expired. After serving as a member from 2022 to 2026 and, for part of that time, as vice chair, Mo Reilly resigned from the Commission; and after serving as a member from 2024 to 2026 and, for part of that time, as clerk, Ian Gelbach resigned from the Commission. The Planning Commission is grateful to all three citizens for their time and dedication to the Commission's important work.

The Select Board has appointed three new members, and a brief introduction of each follows. Please join us in welcoming them to the Commission.

Arthur Woolf - Mr. Woolf is a long-time resident of Westford and previously served on the Westford School Board while raising a family in town, teaching economics at the University of Vermont, and partnering in a consulting firm in town. He maintains a pragmatic approach to balancing community and private property interests and a realistic assessment of growth opportunities in Westford. His experience and economic analysis skills will be a valuable contribution to the commission.

Ben Bornstein - Mr. Bornstein is a long-time property owner in town and has served as the town's CCRPC liaison for 3 years and has recently been reappointed to that role by the Selectboard. He is an attorney and appears well-versed in Vermont property rights case law. In addition, during his tenure as CCRPC representative, he has shown an indefatigable willingness to research thorny issues and use his network of CCRPC contacts to understand regional and statewide issues confronting the town. His legal knowledge, research skills, and CCRPC relationships will be a valuable addition to the commission.

R. Kirsten Tyler - Ms. Tyler is the current chair of the Westford Conservation Commission and serves as a Director of the Westford Farmers Market. She holds a PhD in forest ecology from the University of Vermont, teaches there part-time, and operates a farming business in town. She has actively participated in debates on many issues confronting the town, including the future direction of Westford Elementary School. She has educated various town boards and commissions about opportunities for collaboration with the University of Vermont through her connections there. Her commitment to Westford's future, high energy, and UVM network make her a valuable contributor to the commission.

Respectfully submitted,

Town of Westford Planning Commissioners

R. Kirsten Tyler, Arthur Woolf, Benjamin Bornstein, Will Dunkley and Max Tyler

VOREC Community Grant Program

The VOREC Community Grant Program (VCGP) is intended to fund community projects that support and grow local economies by leveraging outdoor recreation.

- ***Current status:*** **2027 grant round is now open. Pre-Application materials are due December 13, 2026**
- ***Eligible applicants:*** **Municipalities, non-profit organizations and other governmental entities**
- ***Funding source:*** **One-time State General Funds, Vermont Recreational Trails Fund**
- ***Total funds available:*** **$285,000+**

The Vermont Outdoor Recreation Economic Collaborative (VOREC) Community Grant Program, also known as VCGP, supports outdoor recreation projects that drive economic growth and enhance community well-being. Funded by one-time allocations by the Vermont General Assembly, this is the fifth VCGP grant round.

In order to maximize the impact of the available funding, the upcoming grant round will focus on project development and promotion. This grant will fund projects that will support local outdoor recreation economies, but need design, scoping, or planning work done to unlock other funding. This program will also help communities and organizations share information about their amazing recreation resources and businesses by supporting marketing, branding, and other promotion.

The grant round will be closely tied to the vision, common objectives, and themes of Move Forward Together Vermont. The scoring system will be designed to elevate projects that address equity and climate resilience.

Please use the links below to locate information on this page:

- Timeline
- Eligibility and Requirements
- Application Process and Resources

2027 Grant Round Anticipated Timeline

- Pre-applications open and application materials released by Tuesday, October 6, 2026
- Pre-application submission deadline: Sunday, December 13, 2026
- Full application submission deadline: Wednesday, February 17, 2027
- Grant application review and selection: mid-February – late March 2027
- Compliance reviews and grant agreement development: April – June 2027
- Anticipated project implementation period: July 1, 2027 - December 31, 2028

Eligibility and Requirements

Applicant Eligibility

Eligible applicants will include municipalities and nonprofits. New grantees will be prioritized, but previous successful grantees will still be eligible to apply. Current VCGP grantees with active grants as of Dec 13, 2026, will not be eligible.

Project Eligibility

Example eligible projects that might score well could include:

- Contracting a landscape architect to complete a park design for a FEMA buyout property
- Creating a regional outdoor recreation marketing plan to attract outdoor recreationists to downtown businesses
- Community-informed planning for both building and sharing information about accessible trails
- Program development for classes or community events focused on building confidence in the outdoors
- Creating a town-wide outdoor recreation wayfinding plan and installing signs/kiosks using accessible signage principles
- Developing a community economic recovery plan focused on supporting local businesses, and outdoor recreation resources following emergencies and natural disasters.
- Developing a climate risk mitigation plan and preparing permit applications for identified trail improvement projects.

All projects must be successfully completed within the designated implementation period.

Award and Match Requirements

Grant amounts will range from $7,500 recommended minimum to $50,000 maximum. Holding true to VCGP history, no match will be required.

This round will be supplemented by Vermont Recreational Trail Funds. This portion of the funding will be available only to trail planning projects, due to statutory funding constraints.

Reimbursement Requirements

VCGP is a reimbursement program, and grantees must be capable of financing the project and (after a grant agreement is fully executed) first paying for expenditures and then submitting a request to the State for reimbursement using the required documentation.

Application Process and Resources

To apply for VCGP funding, there is a two-step application process that begins with a short pre-application submission. Pre-application submissions will be reviewed for compliance with the VCGP program. Selected applicants will then be invited to submit a proposal for full review.

How to Submit a Pre-Application

Pre-application submissions will close at 11:59 PM on December 13, 2026. Email all of following required documents to ANR.FPRRecreationGrants@vermont.gov by the deadline to submit a pre-application:

- VCGP Pre-Application Form
- VCGP Workplan
- VCGP Budget

Pre-applications must include all of the required documents. Grants staff will screen submissions received before 5 pm on Wednesday, December 9, for completeness and notify applicants of any missing documentation that still needs to be submitted by 11:59 pm on Sunday, December 13, 2026.

For proposals submitted after 5 pm on December 9, applicants are strongly encouraged to carefully review their email submission to ensure all required materials are submitted by the deadline as incomplete proposals will not be considered for moving to the Full Application stage.

How to Submit a Full Application

If invited to submit a full proposal, the full grant application will be offered through the ANROnline portal. To complete your full grant application, you will need to follow the steps below.

1. Download, review, and complete all other required templates and supplemental materials for your project.

2. Complete the 2027 VCGP Grant Application Form and submit it online.

Upcoming Webinars and Open Office Hours

VOREC Community Grant Program Webinar: Project Planning | Thursday, October 8, 2026, 2:00-3:00PM – See webinar recording and slides

- The webinar will include a presentation explaining the goals of the grant program, an overview of the process, and eligible activities to help inform project planning. There will be time at the end of the session for questions from attendees related to project planning and design. The webinar will be recorded and posted on this webpage afterward.

VOREC Community Grant Program Webinar: Pre-Application Materials | Thursday, October 29, 2026, 10:00-11:00AM – Register for this webinar

- The webinar will provide technical and content guidance about how to complete the specific materials required for the pre-application phase, including the workplan and budget. There will be time at the end of the session for questions from attendees related to the templates and resources. The webinar will be recorded and posted on this webpage afterward.

Open Office Hours

Staff at FPR will host virtual open office sessions for prospective applicants to learn more details about the grant program and ask questions. Open office hours will be recorded and posted on this webpage afterward.

- Tuesday, November 10, 2026, 2:00-3:00PM – Register for this session.
- Thursday, December 3, 11:00AM-12:00PM– Register for this session.

Our goal is to give everyone an equal opportunity to connect with us. We are unable to meet 1:1 with every prospective applicant during the pre-application phase. If the webinars and open office hours don't work for you, please email your questions to us at ANR.FPRRecreationGrants@vermont.gov. We will only meet 1:1 with applicants if we are unable to fully address questions via email.

Application Resources

2027 Pre-Application Resources

- VCGP Pre-Application Guidance
- VCGP Pre-Application Form
- VCGP Workplan
- VCGP Budget
- 2027 VCGP Grant Agreement Sample

Department Home

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GRANT MANAGEMENT RESOURCES

GRANT PROGRAM IMPACTS AND PAST AWARDS

Contact Us

Outdoor Recreation Grants Team

ANR.FPRRecreationGrants@vermont.gov

Or subscribe to our mailing list to stay up to date about outdoor recreation grant opportunities and resources.

WHEN IN DOUBT, REACH OUT!

Contact Information

Department of Forests, Parks and Recreation
Commissioner Danielle Fitzko
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801
Email | 802-828-1534

2027 VOREC COMMUNITY GRANT PROGRAM PRE-APPLICATION

APPLICATION INSTRUCTIONS

Use this form to submit part of your Pre-Application for the 2027 VOREC Community Grant Program (VCGP) managed by the Vermont Department of Forests, Parks, and Recreation. To submit a Pre-Application:

1. Complete the form below.
2. Email this form along with completed workplan and budget to ANR.FPRRecreationGrants@vermont.gov.

All materials MUST be submitted by 11:59 pm on December 13, 2026 for consideration. Incomplete proposals will not be considered after that date, so be sure to complete BOTH the form and email your additional documents before that time.

Learn more about this program at https://fpr.vermont.gov/recreation/recreation-grants/vorec-community-grant-program

Apply Entity Information

1. Applying Entity Name

2. Applicant Entity Eligibility
   - ☐ Nonprofit
   - ☐ Municipality
   - ☐ Other Governmental Entity
3. Main Office Full Address

Application Contact

4. First and Last Name

5. Email

6. Phone Number

Enter the 10-digit phone number, plus any extensions if relevant. Ex: 802-XXX-XXXX, ext. XXX

2026. Vermont Department of Forests, Parks and Recreation.

2027 VOREC COMMUNITY GRANT PROGRAM PRE-APPLICATION

Project Overview

In this section, tell us about your project. See Pre-Application Guidance for additional information.

7. Project Title

Please choose a project title that concisely describes the project. Ex: "ABC Trail: Reroute and Maintenance" or "XYZ Trail Spur Construction"

8. Project Location

Please list the cities/towns where your project will occur. If your project is statewide, enter that.

9. Brief Project Description (100 words or less)

10. Project Activities (please select all that apply)

- ☐ Project Conceptual Planning (e.g. scoping, feasibility study, community engagement)
- ☐ Project Design (e.g. architectural design, engineering design, professional trail design/assessment, map design, signage design, wayfinding plan)
- ☐ Promotion (e.g. marketing, branding, web content development, advertising)
- ☐ Pre-Construction Assessments (e.g. permitting, wetland delineation, appraisals)
- ☐ Wayfinding/Kiosk/Signage Installation
- ☐ Outdoor Recreation Curriculum Design
- ☐ Other

11. Recreation Type (select all that apply)

- ☐ Sports Courts/Fields
- ☐ Playgrounds
- ☐ Picnic Facilities
- ☐ Trails
- ☐ Swimming/Boating
- ☐ Fishing/Hunting/Shooting
- ☐ Winter Sports
- ☐ Camping
- ☐ Outdoor Interpretive
- ☐ Exhibits
- ☐ Community Gardens
- ☐ Accessible Facilities
- ☐ Recreation Support Facilities
- ☐ Other

2026. Vermont Department of Forests, Parks and Recreation.

2027 VOREC Community Grant Program Workplan Template:

The Workplan must describe the activities that will be undertaken to accomplish the project, the expected time frame for accomplishment in order of work, the projected results (measurable final products, projected improvements, etc.). Be sure to include all activities funded by your grant request. Put the steps in timeline order! Refer to the Application Guidance documents for additional information. ***NOTE: Applicants should plan for grant-funded work to occur July 1, 2027-December 31, 2028.***

Project Name				
Location - City(ies)/Town(s)				
Activity (Briefly describe work component)	***Description (What tasks are included? In general terms, who will do the work?)***	***Anticipated Results (List of what you will accomplish/how you will define success)***	***Anticipated Start Date (Month/Year)***	***Anticipated End Date (Month/Year)***
A.				
B.				
C.				
D.				
E.				
F.				

Budget Form for 2027 VOREC COMMUNITY GRANT PROGRAM Applications

See the Grant Application Guidance for what is eligible and instructions to help you complete the Project Budget. Enter information in the yellow cells only. Only eligible project costs will be allowed.

Expense Name	Description/Calculation Explanation	Requested Grant Amount
Project/Grant Administration		
Sub-Total:		$0.00
Workplan Component A	***Activity Name From Workplan***	
Sub-Total:		$0.00
Workplan Component B	***Activity Name From Workplan***	
Sub-Total:		$0.00
Workplan Component C	***Activity Name From Workplan***	
Sub-Total:		$0.00
Workplan Component D	***Activity Name From Workplan***	
Sub-Total:		$0.00
Workplan Component E	***Activity Name From Workplan***	
Sub-Total:		$0.00
Workplan Component F	***Activity Name From Workplan***	
Sub-Total:		$0.00

Westford River Access Path Planning & Design

Introduction: The Westford Planning Commission seeks to create a preliminary design and undertake associated site, safety, and environmental assessments for a public path that would access the Browns River on the 1705 Route 128 Property. The Planning Commission would like to apply for the VOREC Community Grant through the Department of Forest, Parks, and Recreation. This grant supports outdoor recreation projects that drive economic growth and enhance community well-being. This grant is a reimbursement program and the town would need to pay for expenditures and then submit documentation to the state for reimbursement. No local match is required.

Project Description:

- Hire a consultant to assess, scope, and create a preliminary design for a public path from the road / parking area to the river.
- Existing informal path already provides some access.
- Goal: create safe, simple public access for swimming, fishing, kayaking, and enjoying the river.
- Consultant will evaluate site conditions, path alignment, water access, safety, environmental constraints, accessibility, permitting, and construction costs.
- Community input will be included.
- Optional river overlook will be evaluated based on feasibility, cost, and community interest.
- Planning work will position the Town to pursue future funding for construction.

Project Activities:

- Project Conceptual Planning
- Project Design
- Pre-Construction Assessments
- Other: Construction cost estimating

Recreation Types:

- Trails
- Swimming / Boating
- Fishing (?)
- Outdoor interpretive (signs?)
- Accessible Facilities (?)

Workplan

1. Hire consultant

- Develop scope of work.
- Select qualified trail/landscape/environmental planning consultant.

2. Site assessment

- Evaluate existing entrance and 'parking area' (this ties into 1705 possible parking plans).
- Assess existing informal path.
- Evaluate slopes, terrain, vegetation, drainage, and riverbank conditions.
- Identify feasible path alignment(s).

3. Safety assessment

- Evaluate safe access to the river.
- Assess hazards associated with swimming, fishing, and boat / kayak access.
- Consider emergency access.
- Identify need for signs, railings, barriers, or other safety measures.

4. Environmental assessment

- Identify wetlands and other sensitive resources (wetlands already delineated, so just need to take them into account and identify other sensitive resources).
- Evaluate potential impacts of the proposed path.
- Consider flooding and erosion at river access site and path down to river.
- Identify any required environmental review or permitting.

5. Preliminary design

- Develop conceptual path.
- Recommend path surface (mowed grass, gravel, any steps, etc), width, drainage, and other basic design elements.
- Develop concept for safe water access.
- Evaluate accessibility.

6. Potential river overlook (maybe?)

- Evaluate if a wooden boardwalk overlook is feasible.
- Gather community input on whether it is desirable.
- Develop a basic concept and cost estimate if appropriate.
- Keep this planning / exploration separate from the basic river-access path.

7. Community engagement

- Part of larger 1705 public outreach.
- Gather input on desired recreational uses.
- Gather input on safety concerns.
- Gather input on the potential overlook.

8. Cost and implementation

- Develop preliminary construction cost estimate.
- Identify permitting requirements.
- Identify additional studies / design work needed before construction.
- Identify potential future funding sources.
- Identify basic maintenance considerations.

Final Deliverables

- Site assessment.
- Preliminary path design.
- Recommended river-access approach.
- Safety assessment and recommendations.
- Environmental/permitting assessment.
- Accessibility recommendations.
- Optional river-overlook concept, maybe.
- Preliminary construction cost estimate.
- Implementation/funding plan.

Budget

- Consultant fees for site assessment and planning.
- Professional trail / path design.
- Safety and environmental assessment.
- Community engagement.
- Preliminary cost estimating.
- Optional overlook assessment / design.
- Implementation recommendations.

Overall Project Outcome

- A professionally developed plan for creating safe public access to the river.
- A clear understanding of what can realistically be built at the site.
- Construction cost estimate.
- Identification of permitting and other requirements.
- Community input incorporated into the project.
- Completed planning and design package that can be used to pursue a future construction grant.

Brief Project Description (100 words or less)

The Town of Westford will hire a consultant to scope and develop a preliminary design for a public path from the newly acquired 1705 Rte 128 property to the Browns River. The project

will establish Westford's first public river access for swimming and was envisioned as part of the original plans for the property. The project will evaluate safe access for swimming, fishing, kayaking, and other recreation, along with environmental constraints, accessibility, permitting, and costs. Community input will shape the design. The planning work will position Westford to pursue implementation funding, expand recreation opportunities, and support the local outdoor recreation economy by attracting residents and visitors to the Town Common and its events and businesses.

Budgeting Needs and Ideas

As stated in the Introduction, the Town of Westford would need to pay for expenditures related to this grant and later would be reimbursed through the VOREC Grant. In its planning for FY 28, the Planning Commission requests that the Selectboard allocate $30,000 to be used by the Planning Commission to execute this project with the understanding that the funds would be reimbursed by the VOREC Grant. The grant application, selection, and implementation timeline is below.

- Pre-applications open and application materials released by Tuesday, October 6, 2026
- Pre-application submission deadline: Sunday, December 13, 2026
- Full application submission deadline: Wednesday, February 17, 2027
- Grant application review and selection: mid-February – late March 2027
- Compliance reviews and grant agreement development: April – June 2027
- Anticipated project implementation period: July 1, 2027 - December 31, 2028

Concerning the reimbursement process and timeline, reimbursements are allowed every 3 months during the grant period and the State will consider issuing funds more frequently on a case by case basis if we have extenuating circumstances. Payments typically arrive 4-6 weeks after the State receives and accepts the request for reimbursement.

Harmony Cism

From: Vermont Planners Association <VPA@list.uvm.edu> on behalf of Cooke, Bronwyn <Bronwyn.Cooke@VERMONT.GOV>
Sent: Friday, October 16, 2026 12:19 PM
To: VPA@LIST.UVM.EDU
Subject: [VPA] Charge Vermont: Incentives for Electric Vehicle Charging

Charge Vermont has additional funding available for EV Charging at multifamily properties, workplaces, and community public attractions.

Charge Vermont has updated its website with additional funding availability for EV Charging!
Key updates are outlined below.
Please go the website for more details, and consider sharing with individual property owners and businesses you think would be interested!

There is funding available in ALL COUNTIES.

The county caps have been increased to 30% of the total grant funds (up from the previous 10% cap).

The maximum funding for L2 Public Attractions was increased to $125,000 per county.

Public attractions are:

- A location that is open to the general public year-round for the purpose of recreation, entertainment, education, civic engagement, music, history, agriculture, the arts, and artisan products.

A public attraction EV charging project must:

- Be located in a parking area that is available to the general public.
- Meet at least one of the two following criteria
    - Be located within a designated village or downtown
    - Be located such that it serves 2 or more independently owned public attractions within a 10 minute safe walking distance

There is additional funding available for workplace locations.

Incentive amounts per project and per applicant remain the same, and could cover 90%-100% of the cost to install L1 or L2 charging.

Applications for L1 and L2 equipment are still reviewed and awarded on a first come, first serve basis as funding is available in each county, and each location type (multiunit, workplace, and public attraction).

**Applicants that had been previously denied due to a lack of funding were notified of these program funding adjustments and given the opportunity to re-open their application to be reviewed in the order it was originally received*.

My sincere apologies if you receive this message more than once due to cross posting.

Bronwyn Cooke AICP (she, her) | Community Planning and Policy Manager
Community Planning + Revitalization
Vermont Department of Housing and Community Development
1 National Life Dr, Davis Bldg, 6th Floor Montpelier, VT 05620-0501
802-636-7126 | accd.vermont.gov

Level 2 EV Charging at Public Attractions Incentive Program

Incentives will support comprehensive turnkey services which include technical assistance, a design for siting of the chargers, completion of a full plan for installation, make-ready upgrades, charging hardware, and full installation of charging hardware.

Program Funding: $1,750,000

Program Caps:

- No county may receive greater than 30% of the total program funds, inclusive of all L1 & L2 incentive categories, but not inclusive of DCFC awards. This threshold is currently $2,401,791.
- No county may receive greater than $125,000 in L2 public attraction incentives
- No applicant may receive more than $100,000 in total program incentives, inclusive of all L1 & L2 incentives categories.
- Projects in GMP territory may not receive greater than 75% of the total program funds, not inclusive of DCFC funds.

Projects Caps:

	Ports	Level 2 Chargers
Hardware – Maximum incentive per OCPP compliant port		$3,000
Hardware – Cap on # of ports per project location	12	$36,000
Make-ready work and installation – cap per project location		$20,000

Match Requirements

- For all for-profit applicants, all incentives grant funding cannot exceed 90% of the total project cost. For non-profit and government agency applicants, grant funding cannot exceed 95% of the total project cost.

- Federal, state and/or utility incentives may be used for applicant match and grant-eligible out-of-pocket costs for make-ready and hardware exceeding program caps. Any utility incentive amounts in excess of required applicant out-of-pocket costs for eligible hardware, utility make-ready, and labor or costs above program caps will be reduced from grant-provided funding.

- For women and minority owned businesses, all incentives when combined with federal, state, and/or utility incentives may cover up to 100% of the total project cost. Refer to Burlingtonvt.gov for definitions of women and minority ownership:

https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Registry_Documents/WMBE%20FAQx.pdf

- Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Utility incentives may only be used for grant-eligible costs. Any utility incentive amounts in excess of applicant out-of-pocket eligible costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.

- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out of-pocket costs while maximizing the state-wide impact of the grant.

Program award method and timelines

- Applications may be submitted beginning June 2023.
- Applications will be processed on a first-come first-serve basis until funds are fully subscribed.
- Applications closed due to lack of available funds will be notified if additional funds become available.

Projects must be installed within 12 months of confirmation of project eligibility.*

*Reasonable accommodation will be considered based on a case by case basis.

Project award method and timeline

- Applicant submits a pre-application on Chargevermont.com
- Applicant receives a phone call or email from the grant administrator to pre-screen for eligibility
- If applicant does not meet eligibility criteria, they will be notified and the application will be closed out.
- If applicant meets the eligibility criteria, the applicant continues along the following process.
    - The applicant works with an installer/contractor to prepare, and submit to the grant administrator, a project Design & Estimate.
        - *grant administrator may connect the applicant to an installer/contractor if needed
    - Grant administrator reviews and approves application materials
    - Upon approval of the Design & Estimate, grant administrator sends a grant incentive offer and grant agreement to the applicant, property owner (if not the applicant), and the contractor/installer (if they are receiving the incentive payment directly)
    - Upon execution of the grant agreement, the first grant incentive payment is dispersed via check or ACH to the applicant or contractor
    - EVSE is installed within 12 months of grant incentive payment
    - Applicant submits project completion documentation (photos of installed chargers and documentation that they are functioning) and final project invoices
    - Within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated the Grant Administrator reviews documents, updates final incentive amount, and issues final incentive payment to the applicant or installer.

Projects must meet all eligibility requirements. Eligibility requirements can be found in Appendix III.

Appendix III

Level 2 EV Charging at Public Attractions Incentive Eligibility and Program Requirements

Program Funding: $1,750,000

Limitations:

- No funding shall be awarded for EVSE (Electric Vehicle Supply Equipment) mandated under federal, state, or local requirements (such as EVSE that is required to obtain a land use permit or is required per the building energy code). If a project includes mandated EVSE, funding may be awarded for any EVSE that exceeds the mandate. *
- No applicant shall receive incentives for charging ports that exceeds the number of parking spaces at the site.
- No applicant shall be awarded funding to cover costs of construction completed prior to application approval
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- Funding for replacement of EVSE without an active warranty will be awarded on a case-by-case basis.
- Funding for expansion of EVSE at a location with existing EVSE will be awarded on a case-by-case basis.
- No funding shall be awarded for public attraction projects at locations with existing public EVSE, if the project will result in a total number of public EVSE ports at the location exceeding the project caps for the number of ports.

*Projects that include mandated EVSE must provide separate estimates for the portion of the project required by code and the marginal cost of the additional EVSE.

Eligible Applicants:

- Eligible applicants include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), commercial property owners, businesses, non-profits, electric utilities, and EVSE equipment providers.

  Please note: If the applicant is not the property owner, the property owner must authorize the application.
- Applicants must be in good standing with the Vermont Department of Taxes.

Eligible Sites:
The proposed project must be located so as to serve public attractions.

A public attraction is a location that is open to the general public year round for the purpose of recreation, entertainment, education, civic engagement, music, history, agriculture, the arts, and artisan products.

The proposed project must:

- Be located in a parking area that is available to the general public.
- Meet one or both of the two following criteria
    - Be located within a designated village or downtown
    - Be located such that it serves 2 or more independently owned public attractions within a 10 minute safe walking distance.

Site must:

- Be designed to consider reasonable proximity to existing infrastructure, while balancing users' needs.
- Provide sufficient daytime and nighttime illumination to operate the charging equipment.
- Have a level and well-maintained surface with parking striping preferred.
- Meet ADA or HUD accessibility requirements, whichever applies, unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.
- If the project is located in the public right of way, provide on-site general EVSE service sign approved by the Manual on Uniform Traffic Control Devices. See example here: https://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm.
- If the project is located in the public right of way, provide on-site EVSE parking dwell time management sign(s) approved by the Manual on Uniform Traffic Control Devices, such as "no parking except for electric vehicle charging" unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site-specific needs.
- Allow vehicles to safely park front-to-back, back-to-front, or pull-through to accommodate charging port variations across different vehicles.
- Be designed to prevent physical damage to the charging equipment (e.g., bollards and curbing).
- Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
- Be located and designed to prevent water from accumulating around the site during conditions of flooding.

Eligible Equipment must:

- Be Level 2
  Meet Society of Automotive Engineers (SAE) J1772 standard for EV charging plug connector and operational requirements
- Be certified by the National Type Evaluation Program (NTEP)
  https://www.ncwm.com/ntep-certificates
- Be licensed by the Weights & Measures section of the Agency of Agriculture and Food Markets. https://agriculture.vermont.gov/electric-vehicle-charging-stations
- Be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules
- Be registered on PlugShare and the US Dept of Energy's US Dept of Energy's Alt. Fuels Database.
- Be either pedestal or wall mounted. Pedestal: hard-wired to a permanent pole or box. Wall: hardwired to a wall and typically includes a mounting plate.
- Be ADA-compliant with accessible buttons and components.
- Be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Labs, UL) for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- Meet NEMA Type 3R or 4 certifications for outdoor electrical enclosures.
- Not have advertising visible from a public road, except as permissible by Vermont's sign law and local regulation.
- Be designed to prevent water from entering or accumulating within the components during conditions of flooding.
- If corded, have a minimum cord length of 18 feet and comply with National Electric Code (NEC) article 625.
- Have a minimum 3-year warranty
- Operate on a network that meets Open Charge Point Protocol standards -to ensure EVSE hardware is not "locked" to a single service provider in perpetuity.
- Not require payment of a subscription fee or membership to use the EVSE.
- Accept credit card, debit card, or other common forms of payment.
- Have customer service assistance available during hours of operation.

Applicant Obligations:

- Projects must obtain all necessary State and local permits required to complete the project.
- Equipment must be maintained and kept in good repair for 5 years.
- Snow removal must be provided to ensure access during/after inclement weather.
- Equipment must operate with a maximum downtime of 10% in any 30-day period.
- All signage, notices and instructions posted at the site regarding EVSE use are legible in both daytime and nighttime conditions.
- Any fees that are charged for use of the EVSE are fully disclosed prior to charging the consumer.
- Fees for use of the equipment must be consistent with the State's Method of sale regulations.
- Equipment will not be sold or relocated during the terms of the incentive without prior written permission.
- Register equipment on PlugShare and the US Dept of Energy's Alt. Fuels Database.

Workplace EV Charging Incentive Program

Incentives will support comprehensive turnkey services which includes technical assistance, a design for siting of the chargers, completion of a full plan for installation, make-ready upgrades, charging hardware, and full installation of the chargers.

Program Funding: $3,127,986

Program Caps:

- No county may receive greater than 30% of the total program funds, inclusive of all L1 & L2 incentive categories, but not inclusive of DCFC awards. This threshold is currently $2,401,792.
- No applicant may receive more than $100,000 in total program incentives, inclusive of all L1 & L2 incentives categories.
- Distribution of funds will be prioritized to employers with 100 or fewer employees by reserving 60% of the total workplace program funding for these applicants.
- Projects in GMP territory may not receive greater than 75% of the total program funds, not inclusive of DCFC funds.

Project Caps:

	Ports	Level 1 Chargers	Level 2 Chargers
Hardware - Maximum incentive per OCPP compliant port/non-OCPP complaint port		$500/$500	$3,000/$2,000
Hardware - cap on # of ports at workplaces with 1-50 employee(s) per location	4	$2,000/$2,000	$12,000/$8,000
Hardware - cap on # of ports at workplaces with 51-100 employee(s) per location	8	$4,000/$4,000	$24,000/$16,000
Hardware - cap on # of ports at workplaces with 101+ employee(s) per location	12	$6,000/$6,000	$36,000/$24,000
Make-ready and installation - cap per project location		$3,600	$20,000

Match Requirements

- For all for-profit applicants, all incentives grant funding cannot exceed 90% of the total project cost. For non-profit and government agency applicants, grant funding cannot exceed 95% of the total project cost.

- Federal, state and/or utility incentives may be used for applicant match and grant-eligible out-of-pocket costs for make-ready and hardware exceeding program caps. Any utility incentive amounts in excess of required applicant out-of-pocket costs for eligible hardware, utility make-ready, and labor or costs above program caps will be reduced from grant-provided funding.

- For women and minority owned businesses, all incentives when combined with federal, state, and/or utility incentives may cover up to 100% of the total project cost. Refer to Burlingtonvt.gov for definitions of women and minority ownership: https://www.burlingtonvt.gov/sites/default/files/CEDO/Business/Business_Registry_Documents/WMBE%20FAQx.pdf

- Federal, state and/or utility incentives may be used for out-of-pocket costs for make-ready and hardware that exceed project caps. Utility incentives may only be used for grant-eligible costs. Any utility incentive amounts in excess of applicant out of-pocket eligible costs for hardware, utility make-ready, and labor will be reduced from grant provided funding.

- Applicants are encouraged to seek federal, state, and utility incentives to reduce their out of-pocket costs while maximizing the state-wide impact of the grant.

Program award methods and timelines

- Applications may be submitted beginning June 2023.
- Applications will be processed on a first-come first-serve basis until funds are fully subscribed.
- Applications closed due to lack of available funds will be notified if additional funds become available.
- Projects must be installed within 12 months of confirmation of project eligibility*.

*Reasonable accommodation will be considered based on a case by case basis.

Project award method and timeline

- Applicant submits a pre-application on Chargevermont.com
- Applicant receives a phone call or email from the grant administrator to pre-screen for eligibility
- If applicant does not meet eligibility criteria, they will be notified and the application will be closed out.
- If applicant meets the eligibility criteria, the applicant continues along the following process.
    - The applicant works with an installer/contractor to prepare, and submit to the grant administrator, a project Design & Estimate.
      **grant administrator may connect the applicant to an installer/contractor if needed*
    - Grant administrator reviews and approves application materials
    - Upon approval of the Design & Estimate, grant administrator sends a grant incentive offer and grant agreement to the applicant, property owner (if not the applicant), and the contractor/installer (if they are receiving the incentive payment directly)
    - Upon execution of the grant agreement, the first grant incentive payment is dispersed via check or ACH to the applicant or contractor
    - EVSE is installed within 12 months of grant incentive payment
    - Applicant submits project completion documentation (photos of installed chargers and documentation that they are functioning) and final project invoices
    - Within 30 days of the applicant submitting invoices for project costs and demonstrating the chargers have been installed and activated the Grant Administrator reviews documents, updates final incentive amount, and issues final incentive payment to the applicant or installer.

Projects must meet all eligibility requirements. Eligibility requirements can be found in Appendix I.

Appendix I

Workplace EV Charging Incentive Eligibility and Program Requirements

Program Funding: $3,127,986

Limitations:

- No funding shall be awarded for EVSE (Electric Vehicle Supply Equipment) mandated under federal, state, or local requirements (such as EVSE that is required to obtain a land use permit or is required per the building energy code). If a project includes mandated EVSE, funding may be awarded for any EVSE that exceeds the mandate.*
- No applicant shall receive incentives for charging ports that exceeds the number of parking spaces at the site.
- No applicant shall be awarded funding to cover costs of construction completed prior to application approval
- No funding shall be awarded for replacement of existing EVSE where the EVSE manufacturer and/or installation warranties are active.
- Funding for replacement of EVSE without an active warranty will be awarded on a case-by-case basis.
- Funding for expansion of EVSE at a location with existing EVSE will be awarded on a case-by-case basis.
- No funding shall be awarded for workplace projects at locations with existing EVSE dedicated for site employees, if the project will result in a total number of workplace EVSE ports at the location exceeding the project caps for the number of ports.

*Projects that include mandated EVSE must provide separate estimates for the portion of the project required by code and the marginal cost of the additional EVSE.

Eligible Applicants:

- Eligible applicants include Governments (federal, municipal, public education institutions, public utilities, and other public institutions), commercial property owners, businesses, non-profits, electric utilities, and EVSE equipment providers.

  **Please Note: If the applicant is not the landowner, the landowner must authorize application.*
- Applicants must be in good standing with the Vermont Department of Taxes.
- Site can only qualify for one funding category.

Eligible Sites:

- The proposed project must be located in parking that serves employees at their workplaces.
- Sites must:
  - Provide employees sufficient and priority access to the charging station to meet their charging needs.
  - Be designed to account for reasonable proximity to existing infrastructure, while balancing employees' needs.

- Provide sufficient daytime and nighttime illumination to operate the charging equipment. Have a level and well-maintained surface with parking striping preferred.
- Meet ADA or HUD (Housing and Urban Development) accessibility requirements, whichever applies, unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.
- Allow vehicles to safely park front-to-back, back-to-front, or pull-through to accommodate charging port variations across different vehicles.
- Be designed to prevent physical damage to the charging equipment (e.g., bollards and curbing).
- Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
- Be located and designed to prevent water from accumulating around the site during conditions of flooding.

Eligible Equipment must:

- Be either Level 1 or 2 equipment.
- Be either pedestal or wall mounted. Pedestal: hard-wired to a permanent pole or box. Wall: hardwired to a wall and typically includes a mounting plate.
- Be ADA-compliant with accessible buttons and components.
- Be certified by a Nationally Recognized Testing Laboratory (e.g., Underwriters Labs, UL) for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).
- Meet NEMA (National Emergency Managers Association) Type 3R or 4 certifications for outdoor electrical enclosures. ○ Not have advertising visible from a public road, except as permissible by Vermont's sign law and local regulation.
- Not have advertising visible from a public road, except as permissible by Vermont's sign law and local regulation.
- Be designed to prevent water from entering or accumulating within the components during conditions of flooding.
- If corded, have a minimum cord length of 18 feet and comply with National Electric Code (NEC) article 625.
- Have a minimum 3-year warranty.
- Be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules

If equipment users will be charged a fee for use of the equipment:

- Users shall not be required to pay a subscription or membership to use the EVSE.
- The equipment shall accept credit card, debit card, or other common forms of payment.
- Customer service assistance must be available during hours of operation.
- Equipment and the network it operates on must adhere to cyber security standards for transmission of financial information.
- Fees that are charged for use of the EVSE must be fully disclosed prior to charging

the consumer.

- Fees for use of the equipment must be consistent with the State's Method of Sale regulations.

If equipment is available to the general public (e.g. outside of employee hours), and users will be charged a fee for the use of the equipment, equipment must:

- be certified by the National Type Evaluation Program (NTEP) https://www.ncwm.com/ntep-certificates
- be licensed by the Weights & Measures section of the Agency of Agriculture and Food Markets. https://agriculture.vermont.gov/electric-vehicle-charging-stations
- operate on a network that meets Open Charge Point Protocol standards -to ensure EVSE hardware is not "locked" to a single service provider in perpetuity.
- Be registered on PlugShare and the US Dept of Energy's US Dept of Energy's Alt. Fuels Database.

Level 2 Equipment must:

- Meet Society of Automotive Engineers (SAE) J1772 standard for EV charging plug connector and operational requirements.

Applicant Obligations:

- Projects must obtain all necessary State and local permits required to complete the project.
- Equipment must be maintained and kept in good repair for 5 years.
- Snow removal must be provided to ensure access during/after inclement weather.
- Equipment must operate with a maximum downtime of 10% in any 30-day period.
- All signage, notices, and instructions posted at the site regarding EVSE use are legible in both daytime and nighttime conditions.
- Equipment will not be sold or relocated during the incentive's terms without written permission.

Harmony Cism

From: Harmony Cism
Sent: Friday, October 23, 2026 1:09 PM
To: PlanningCommission; selectboard
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).

1705 Property – Community Engagement (UPWP)
November 2, 2026 Meeting Notes

Participants:

- Harmony Cism, Town of Westford
- Maya Balassa, CCRPC
- Anne Nelson Stoner, CCRPC

Discussion:

1. Existing Conditions & Project Scope

- Anne Nelson and Maya incorporated feedback received from the Selectboard (SB) and Planning Commission (PC) into an updated Existing Conditions document. Harmony will distribute the revised document to both boards.
- Anne Nelson and Maya offered to attend future PC and/or SB meetings to provide updates and answer questions. The November 16 PC meeting was identified as a possible opportunity.
- It is important that the SB and PC have a shared understanding of the project's scope, priorities, and overall direction. Maintaining a unified perspective from both boards will help ensure consistency throughout the community engagement process.
- CCRPC has received several questions regarding potential project costs. However, developing detailed cost estimates is outside the scope of the current UPWP project. Costs associated with different development options would need to be evaluated by the appropriate professionals. A potential Phase 2 could include more detailed cost estimates for selected options.
- Anne Nelson and Maya are preparing a presentation summarizing the project's current status ("where we are") and outlining anticipated next steps.

2. Base Assumptions & Property Considerations

The updated Existing Conditions document now includes several preliminary base assumptions to help guide the engagement process:

- Wastewater (WW) infrastructure will be needed to serve the Town Office and Library.
- Stormwater management will need to be addressed.

- The existing garage will most likely be removed.
- Municipal space is an identified community need.

It will be important to distinguish between elements that are established needs, those that remain open for discussion, and those that may not be feasible given site constraints or other considerations.

3. Community Engagement Approach

- Each engagement activity, both in-person and online, will include an opportunity for participants to rank or prioritize their preferences.
- Respondents' names will be collected to help prevent duplicate submissions. Names will not be published as part of the engagement results.
- Anne Nelson and Maya emphasized the importance of having representatives from both the SB and PC present at community engagement activities.
- Project leads should also be present at these check-in meetings to ensure continuity and coordination.

4. Outreach & Engagement Schedule

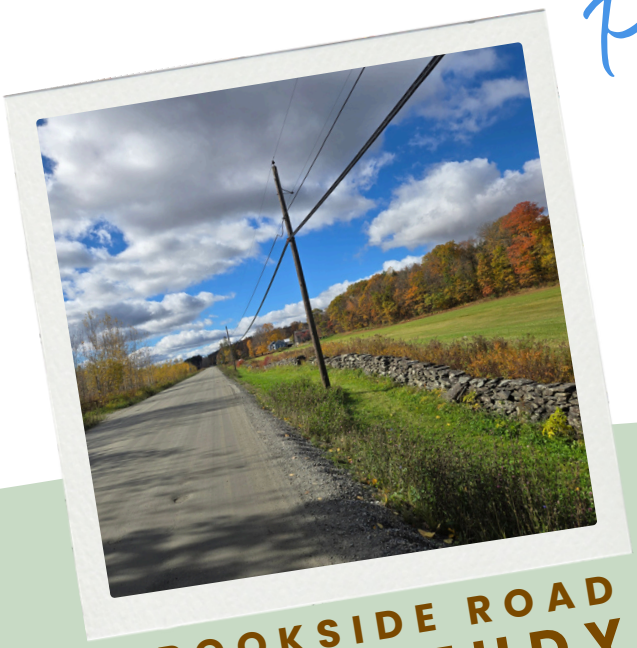
The following activities were discussed:

- **Senior Luncheon:** The December Senior Luncheon will likely be the first engagement opportunity. Harmony will confirm the date and time.
- **Public Meeting:** Schedule a public meeting for early December. The Westford School was identified as a potential location; the venue remains to be determined.
- **Property Walk-Throughs:** Schedule multiple opportunities for community members to visit the property, including:
    - Winterfest;
    - An additional walk-through before snowfall, if feasible; and/or
    - A spring walk-through after the snow melts.

5. Educational & Informational Materials

- CCRPC is finalizing educational outreach materials this week.
- Anne Nelsoon and Maya will share informational materials and website content with Harmony for publication on the Town website.

- A UVM intern is preparing an educational handout/pamphlet summarizing the Existing Conditions document.
- CCRPC had questions regarding stormwater limitations on the property. Harmony will share the available findings and information with CCRPC.



Please

SHARE YOUR INPUT!

BROOKSIDE ROAD PATH STUDY

LOCAL CONCERNS

PUBLIC MEETING

TUESDAY, NOV. 17 at 6:30PM

IN PERSON

Westford Elementary School

146 Brookside Rd,
Westford, VT 05494

VIRTUAL

Via Zoom
ID: 979 4639 3520

Passcode: *6A5hvB*

ccrpcvt.org/brookside

ABOUT

The study will explore options for a path connection along Brookside Road between the Town Common and Westford Elementary School.



Share your experiences, concerns, and ideas to help shape the study's goals and guide the development of pathway alternatives.

All are welcome! Light refreshments will be provided.

CONTACT

Comments or questions?
Contact Eliana Fox:
efox@ccrpcvt.org
(802) 846-4490 x 136

Project website

ccrpcvt.org/brookside

TOWN OF Westford

CHITTENDEN COUNTY RPC

HOYLE TANNER

The Chittenden County Regional Planning Commission (CCRPC) will ensure its public meetings and materials are accessible to all. To request free interpretation, translation, assistive devices, or other reasonable accommodations, contact Emma Vaughn, CCRPC Title VI and ADA Coordinator, at 802-846-4490 ext. 121 or evaughn@ccrpcvt.org, at least 5 business days prior to the meeting when possible.

Public Meeting: Brookside Road Path Scoping Study

Westford residents and landowners are invited to attend a Local Concerns Public Meeting on Tuesday, November 17th, at 6:30 PM at the Westford School.

The meeting will provide an opportunity to share your thoughts, concerns, and priorities regarding the potential Brookside Road Path project, which is exploring the feasibility of a path within the Brookside Road right-of-way between the Town Common and Westford School.

This is a scoping study only; no construction is currently proposed as part of this project. Input gathered at the meeting will help Hoyle, Tanner & Associates develop a final Purpose and Need Statement to guide the study.

This study is funded through grants at no cost to the town and is following up on a previous 2003 study that explored path options along Brookside road. Relevant goals of the Westford Town Plan that this study addresses are community connectedness, pedestrian safety, and town center vitality.

Learn more about the project: The Chittenden County Regional Planning Commission (CCRPC) has a project page at https://ccrpcvt.org/brookside. The previous 2003 study is also available here: https://studiesandreports.ccrpcvt.org/wp-content/uploads/2017/01/Westford_BrooksideCambridge_Pathways_2003.pdf

Light refreshments will be provided. Residents who are unable to attend in person may participate remotely via Zoom by following this link: https://zoom.us/j/97946393520?pwd=GJabMUdqsuUmNSCITfDVOpRhEamD10.1
(Meeting ID: 979 4639 3520 | **Passcode:** 6A5hvB)

We encourage residents and landowners to attend and share their perspectives as we explore potential options for travel along Brookside Road.

We hope to see you there!

EXTERNAL MESSAGE: Think Before You Click

I don’t think I will be attending the November 17 meeting and in case I don’t I just thought I’d put in my two cents. I know that we often use the parking at the elementary school to come down for Towne events in the common area in Westford common hall board so it does seem like a prudent idea to have a dedicated side sidewalk if the public so decides has there been problem walking on the road that’s my only question it seems like a small area, but I think it probably would be very good for events. Certainly safer for children.
Orah Moore
Sent from my iPhone

Harmony Cism

From: Garry Scott <gscott@ewsd.org>
Sent: Thursday, October 29, 2026 11:24 AM
To: Harmony Cism
Cc: info@westfordcommonhall.org; sweetsciencevt@gmail.com; mahoneyliam2@gmail.com; lunarviolets@hotmail.com; vtgoldwing@aol.com; dondale73@gmail.com; phaller@veic.org; dave.baczewski@gmail.com; elleng129@gmail.com; muthas@alum.mit.edu; golden516@myfairpoint.net; sheacobb19@gmail.com; jeff@jhutchinsinc.com; tmartin@ewsd.org; nwheel@ewsd.org; William Dunkley; Heather Bushey
Subject: Re: Public Meeting: Brookside Road Path Scoping Study

Thank you for the invitation. Unfortunately, I have prior commitments and will be unable to attend the November 17th meeting.

EWSD fully supports the concept of a walkway connecting the Town Common and Westford School. We recognize the value of providing safe opportunities for students and community members to walk to school, and EWSD participates in Local Motion's Walk to School programs to encourage safe, active transportation.

Additionally, the Brookside Road route is part of our emergency evacuation planning for Westford School, making safe and reliable pedestrian access an important consideration from both a daily transportation and emergency preparedness perspective.

We appreciate the Town's efforts to explore this project and look forward to seeing how the study progresses. Please know that EWSD is supportive of the overall goal of improving pedestrian access and safety for the Westford community.

Best,

Garry Scott
Director of Facilities and District Safety
Essex Westford School District

Garry Scott
Director of Facilities and District Safety
Essex Westford School District
2 Educational Drive
Essex Jct., VT 05452
(office) 802-857-7043

On Thu, Oct 29, 2026 at 11:14 AM Harmony Cism <zoning_admin@westfordvt.us> wrote:

> Good morning,

The Town of Westford invites you to attend a **Local Concerns Public Meeting** on Tuesday, November 17th, at 6:30 PM at the Westford School to discuss the Brookside Road Path Scoping Study.

The study is exploring the feasibility of a path within the Brookside Road right-of-way between the Town Common and Westford School. This is a planning and scoping study only; no construction is currently proposed as part of this project.

The purpose of the meeting is to give residents and landowners an opportunity to share their thoughts, concerns, and priorities regarding the potential project. Your input is particularly valuable, as you may have firsthand knowledge of the road, surrounding properties, and local conditions that could help inform the study. Feedback gathered at the meeting will help Hoyle, Tanner & Associates develop a final Purpose and Need Statement to guide the study.

A flyer with information about the meeting has also been sent to your mailing address and is attached to this email for your reference.

Funded through a grant at no cost to the Town, this study builds on a previous 2003 study that explored path options along Brookside Road. It also supports relevant goals of the Westford Town Plan, including community connectedness, safety, and town center vitality.

For more information on the current study, the Chittenden County Regional Planning Commission (CCRPC) has a project page available at ccrpcvt.org/brookside.

Light refreshments will be provided. If you are unable to attend in person, you may participate remotely via Zoom:

Join the Zoom meeting

Meeting ID: 979 4639 3520
Passcode: 6A5hvB

We hope you will be able to join us and share your perspective as we explore potential options for a path along Brookside Road. Thank you for your time and consideration.

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).

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Harmony Cism

From: Eliana Fox <efox@ccrpcvt.org>
Sent: Friday, October 30, 2026 2:24 PM
To: Wayne Brown
Cc: Harmony Cism; William Dunkley; Briana Cronin
Subject: Re: Brookside Path proposal

Hi Wayne,

Thank you for taking the time to share your input on the Brookside Rd Path project. I agree that public funds should be used thoughtfully, and the uncertainty about the school's future is an important consideration for the town in this process.

This particular project is a planning study. It is not a construction project or a commitment to build the path. The goal is to help the town understand its options and be prepared if an opportunity to build the path arises in the future. As far as funding goes, this planning study is funded by the CCRPC at no cost to the town. Any protentional construction in the future would require separate consideration.

I've copied the rest of the project team on this reply, so they are aware of your comments also. Please let us know if you have any other thoughts or questions.

Best,
Eliana

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

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

From: Wayne Brown <enyaw4@hotmail.com>
Sent: Thursday, October 29, 2026 5:14 PM
To: Eliana Fox <efox@ccrpcvt.org>
Subject: Brookside Path proposal

You don't often get email from enyaw4@hotmail.com. Learn why this is important

EXTERNAL MESSAGE: Think Before You Click

Before we spend taxpayer dollars (yes, grant money comes from the taxpayers) on this project it would be prudent to first determine the probability of the Westford Elementary school closing as the Essex Westford School District has already issued precursors for exactly that. In the cold weather there won't be any foot traffic and in the warm weather there's no school. This is a very similar situation to the pressure for all the grossly underused bicycle paths.

Harmony Cism

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Friday, October 23, 2026 9:10 PM
To: PlanningCommission
Cc: selectboard
Subject: CCRCP info link

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

Harmony Cism

From: Barb Bates Peck <bpeck9191@gmail.com>
Sent: Monday, October 19, 2026 12:23 PM
To: selectboard
Cc: Tommy O'Connor; Town Clerk; PlanningCommission
Subject: OPINION- Trail closure

Good morning Commissioners:

This will be posted today or tomorrow in FPF if they elect to post it.

It's my opinion on the decision to close selected trails for the record.

Barb Peck VT 128

Referenced post

On Sept, 24, 2026 , the Westford Selectboard voted 3-2 to close most of the Legal Public Trails from 11/1/26 to 12/16/26 (Maple Shade Trails remain open). They did this at the request of 3 large landowners - even though there was a petition not to close them signed by 124 Westford legal voters. Additionally they did this even though VT Select Boards are bound by Vermont Statute to give priority to protect public access to legal trails.

The link to the minutes of the Sept 24 Selectboard meeting is here:
https://westfordvt.us/wp-content/uploads/2026/09/SELECTBOARD-SEPTEMBER-24-2026-V2-Draft.pdf

In my opinion:
While the Selectboards decision may seem insignificant to some people. It is not insignificant. It's a decision to mollify 3 large landowners and against a petition with over 100 signatures not to do so. This is an overreach and results in an erosion of Public Rights.

There is a clear connection between the Selectboards decision and what is happening with the overwhelming disregard at our National Level to the Rule of Law and to suppress the voting rights of the public.. On the national level we have seen the erosion of public rights brick by brick by officials who ignore what they were elected to uphold. Do we want this at our local level?

What is done is done for this year -
There is discussion amongst the board to amend the Westford Trail Ordinance to make their closure decision permanent.

Lets NOT let there be an amendment to Westford's Trail Ordinance to codify their decision.

We MUST demand a vote be allowed on this if this ordinance amendment is put forward by the Selectboard.

Make your voice known to the Selectboard now.

Barb Peck
VT 128

Harmony Cism

From: Lori Johnson <lkjshopper@icloud.com>
Sent: Thursday, October 22, 2026 1:11 PM
To: William Dunkley; PlanningCommission
Subject: RE:Notes From Oct. 19 Planning Commission Meeting

Hi Will and PC,,

Thanks to Will for his updates on the PC meetings. They are a good summary. I wasn't able to be at the meeting this week, but wanted to provide some input.

I am surprised that the PC is applying for a grant to develop a trail for the river access on 1705 when the town has not decided if they want river access. Shouldn't the PC first determine if the town wants river access? It is not a done deal. I remember when Ron Regenski was assisting the PC one of his primary points was to make sure the town wanted something before spending a lot of time and money on it. Most of you were not here then, but this recommendation from a very experienced and knowledgeable person on planning issues should maybe be taken to heart?

In addition, I have become very disillusioned about the $41,000 being spent of my VT tax dollars to consider a path along Brookside. Being very familiar with Brookside and walking it often, I don't see a logical place to put a path without seriously inconveniencing several residents along the road. As several of us said when this was first considered, this doesn't make sense. I would much rather see my VT tax dollars being used to feed those who are food insecure or provide heating assistance for this challenging winter. There were 6 people from the engineering team out walking Brookside. No wonder it is so expensive! Looks like a waste of time and money when there are so many other issues to be resolved. Please consider ending this study and focusing on more important issues like the Town plan.

Lori Johnson

Harmony Cism

From: eklofft <eklofft@nrpcvt.com>
Sent: Friday, October 30, 2026 3:54 PM
To: eklofft
Subject: Notification of Planning Commission Hearing on Fairfax Town Plan
Attachments: FairfaxTownPlan_2026 _PlanningCommissionHearing_NoTrackedChanges_Compressed.pdf; FairfaxPCHearingNotice.pdf; FairfaxTownPlanReport.pdf

Per 24 V.S.A. 4384, please see the attached warning notice, report, and copy of the proposed amendment to the Fairfax Town Plan. A Planning Commission hearing will be held on December 1st at 6 PM at the Fairfax Town Offices (12 Buck Hollow Road, Fairfax, VT 05454).

The Planning Commission would appreciate your input on the draft amendments to the Town Plan. Please let me know if you have any questions. Please confirm receipt of this email. If you are not the Planning Commission chair, please forward this notice along to the Planning Commission chair.

Thanks,

Emily

Emily Klofft / *Regional Planner*
Northwest Regional Planning Commission | 75 Fairfield Street, St. Albans, VT 05478
Phone: 802.524.5958 | **Fax:** 802.527.2948 | **Website:** www.nrpcvt.com

REPORT ON FAIRFAX TOWN PLAN REVISION

The Fairfax Planning Commission has prepared the updated Fairfax Town Plan 2027-2035 which is proposed to update and replace the current Fairfax Town Plan. This effort is part of a continuing planning process that guides the Town's decisions for future growth. The town's planning process conforms to the State's four planning goals of Title 24 the Vermont Statues Annotated (VSA), Chapter 117 §4302, which strive for a comprehensive planning process that includes citizen participation, the consideration for the consequences of growth, and compatibility with surrounding municipalities.

According to Title 24 VSA, town plans must be amended and readopted every eight (8) years or they will expire. Per Act 152 of 2026, any regional or municipal plan due to expire in 2026 or 2027 shall have its expiration date extended until December 31, 2027. The Fairfax Town Plan will expire on December 31, 2027. The updated Town Plan includes 8 sections and 1 appendix: 1) Planning with a Purpose, 2) Implementing the Plan, 3) Community Profile, 4) Economy, 5) Community Services, Facilities, & Utilities, 6) Infrastructure: Housing, Transportation, and Energy, 7) Land Resources & the Built Environment, 8) Compatibility with Adjacent Communities and the Region, A-1) Fairfax Enhanced Energy Plan.

The 2027-2035 Fairfax Town Plan proposes changes to the future land use areas to align the plan's future land use areas with the Town's zoning map adopted in 2024. This includes:

- Replacing the former Mixed Use and Growth Center District (total: 641 acres) with a single Village District (365 acres).
- Expand the Residential District to encompass additional land around the Village and in North Fairfax (current: 2295 acres, proposed: 5121 acres).
- Reduce size of Conservation District (current: 4915 acres, proposed: 2273 acres) primarily due to a reduction in area in southeast Fairfax
- Changes to exact location of Rural District. Portions of North Fairfax have been moved to Residential District, while area in southeast Fairfax which was previously Conservation is now Rural (current: 17440, proposed: 17880).
- Remove current Recreation District (124 acres).

After considering alternative locations, uses, and impacts on other areas similarly designated, it has been determined that the areas under consideration are suitable for their proposed land use designations. The size and boundaries of the proposed changes are appropriate for the proposed use, land capability, and existing development in the area.

The proposed changes may result in somewhat increased land development and traffic in the areas designated for Residential which were previously Rural. The proposed changes

support a pattern of compact growth in already developed areas. These changes are not expected to affect a significant long-term cost or benefit on the municipal tax rate or need for public facilities as they reflect the same overall direction of planning as the current Town Plan and current Development Regulations adopted in 2024.

The Fairfax Development regulations are required to further the vision and goals in the Fairfax Town Plan.

The Fairfax Planning Commission will hold a hearing on Tuesday December 1, 2026 at 6 PM at the Fairfax Town Offices at 12 Buck Hollow Road, Fairfax to consider for adoption the Fairfax Town Plan pursuant to Chapter 117 of Title 24, Section 4387 and 4384, Vermont Statutes Annotated. The purpose of this hearing is to receive public comment on the adoption of the amended Fairfax Town Plan. A full text of the plan is on file in the Fairfax Town Offices and via the Town website: https://www.fairfax-vt.gov/.

TOWN OF FAIRFAX
NOTICE OF PLANNING COMMISSION PUBLIC HEARING
TUESDAY DECEMBER 1, 2026
6:00 PM
FAIRFAX TOWN OFFICES
12 BUCK HOLLOW ROAD, FAIRFAX, VT 05454

Notice is hereby given to the residents of the Town of Fairfax, Vermont that the Fairfax Planning Commission will hold a hearing on Tuesday December 1, 2026 at 6 PM at the Fairfax Town Offices at 12 Buck Hollow Road, Fairfax to consider for adoption the following Fairfax Town Plan pursuant to Chapter 117 of Title 24, Section 4387 and 4384, Vermont Statutes Annotated.

According to Title 24 VSA, town plans must be amended and readopted every eight (8) years or they will expire. Per Act 152 of 2026, any regional or municipal plan due to expire in 2026 or 2027 shall have its expiration date extended until December 31, 2027. The Fairfax Town Plan will expire on December 31, 2027. The updated Town Plan includes 8 sections and 1 appendix: 1) Planning with a Purpose, 2) Implementing the Plan, 3) Community Profile, 4) Economy, 5) Community Services, Facilities, & Utilities, 6) Infrastructure: Housing, Transportation, and Energy, 7) Land Resources & the Built Environment, 8) Compatibility with Adjacent Communities and the Region, A-1) Fairfax Enhanced Energy Plan.

The amended plan includes a new community vision, updated implementation table, updated goals & policies, new land use areas consistent with the 2024 Development Regulations, and updates to all data & information in the plan. The updated plan is consistent with the fifteen goals (15) established in 24 VSA, Chapter 117, §4302 and contains the required town plan elements established in 23 VSA, Chapter 117, §4382.

The purpose of this hearing is to receive public comment on the adoption of the amended Fairfax Town Plan. A full text of the plan is on file in the Fairfax Town Offices and via the Town website: https://www.fairfax-vt.gov/.

Harmony Cism

From: Lori Johnson <lkjohnson4625@gmail.com>
Sent: Monday, November 2, 2026 12:19 PM
To: PlanningCommission
Subject: Building Community Support seminar

Thought Westford might benefit from this vlct training,



Building Community Support: From Project Idea to Public Vote | Vermont League of Cities and Towns
vlct.org

Lori

Building Community Support: From Project Idea to Public Vote

Details | Pricing | Speakers

Clear communication and public trust can help communities build support for housing infrastructure projects, projects using municipal bonds, and other local efforts. This webinar will help municipal officials and staff understand both the people-focused work of building community support and the technical process of municipal bonding.

A panel of municipal officials will share practical lessons on:

- Planning outreach
- Explaining project goals, costs, and benefits
- Coordinating clear and consistent messages
- Reaching residents through multiple channels
- Responding to questions, concerns, and misinformation

After, bond counsel will present the technical bonding process and the legal requirements municipalities must follow. Participants will learn how the formal bond process differs from - and connects with - the public education and communication campaign.

The session will end with attendees having the opportunity to ask questions.

Designed to support CHIP communities, the webinar will also benefit any municipal official or staff member working on a project that requires public support and financing.

Speakers:
Katie Buckley, Director of Municipal Operations Support, VLCT
Bonnie Waninger, Project & Funding Specialist, VLCT
Mike Strait, Town Manager, Town of Brighton
Brent Raymond, Town Manager, Town of Morristown
Jim Ryan, Wastewater Committee Chair, Town of Wolcott
Charlie Hancock, Selectboard Chair, Town of Montgomery
Elijah Emmerson, Attorney at Law, Primmer Piper Eggleston & Cramer, PC

REGISTER

Date

Tuesday, November 10, 2026

Time

10:00 AM - 12:00 PM EST

Registration Deadline

Tuesday, November 10, 2026

Location

Online Webinar