

TOWN OF  
**WESTFORD**  
VERMONT



**2017**  
**ANNUAL REPORT**  
July 1, 2016 – June 30, 2017

Please bring this report to Town Meeting

# NOTICE

## ANNUAL TOWN MEETING

Monday, March 5, 2018

7:00 pm

Westford School

All Non-Australian Ballot Articles will be voted on.

## Public Hearing for Australian Ballot Articles

Monday, March 5, 2018

7:00 pm

Westford School

## Australian Ballot Voting

Tuesday, March 6, 2018

Westford School

Polls Open 7:00 am to 7:00 pm

All Australian Ballot Articles will be voted on  
including the town budget.

Please note: the Essex Westford School District Annual Meeting is held in April.

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## **Dedication Caroline Brown**

Who is Caroline Brown? Caroline Brown is a quiet, civil servant. She keeps a low profile yet has a huge presence in this community. If you scratch the surface of the various town committees and offices, you'll find Caroline's steady, reliable service to this town.

Caroline has been a Westford resident since 1983. She's a past Library Trustee and currently serves as a Lister, a Justice of the Peace, a member of the Westford Historical Society, the Brick Meeting House Society, and also the Town Common Committee. As if this isn't enough, Caroline helps prepare and serve food at the monthly Senior Luncheons; maintains the flower containers on the gazebo and occasionally lends a hand to people doing Westford genealogical searches. Over the years working on her own family's genealogy, she found how deep her roots go in New England.

Caroline became a Lister in 1988, when Listers Sandra Costes and Stuart Ashley came to her house during a reappraisal of the town. They asked Caroline to fill a vacancy and she has served the Town in this capacity ever since. Because of her years of service as a Lister, her knowledge of our town's 1,034 properties is invaluable. Lawyers, paralegals and surveyors doing title or boundary searches will often consult with her.

Caroline was appointed by the Governor in 1999 to fill a vacant Justice of the Peace position. She has been re-elected every two years since her appointment. Caroline takes her role as JP seriously. She attends many of the meetings and helps at the polls on most of the voting days.

Perhaps one of the higher profile tasks in which Caroline was involved was the Cambridge Road Covered Bridge Restoration. This was no easy task. Along with the Historical Society, there were countless fundraisers and they held ham dinners for many, many years. During the final few years of this venture she and Kathy Robie acquired an ISTE A grant from the State. The 14 year project finally saw completion in 2001 with the return of the restored bridge being put back on the abutments.

In her spare time, she likes to paint in oils and watercolors. Westford's scenic countryside and old barns have been subjects in many of her paintings. Caroline is also very active at her church in Georgia, Vermont, serving as a Deacon and on various committees.

A meaningful quote of Caroline's:

*"For a place to be your home, you must belong there. How better can one belong to a community than to get involved and participate in its well-being."*

~author unknown

## TOWN OFFICE INFORMATION

### Westford Town Office

1713 Vermont Route 128 • Westford, Vermont 05494

Phone (802)878-4587 • Fax (802)879-6503

[www.westfordvt.us](http://www.westfordvt.us)

**EMERGENCY NUMBER:** 911 (Fire, Rescue and Police)

Non-Emergency Numbers

State Police

878-7111

Dog Warden – Vacant

### MEETINGS

Brick Meeting House Society	3 <sup>rd</sup> Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 <sup>rd</sup> Wednesday	Town Office
Development Review Board	2 <sup>nd</sup> & 4 <sup>th</sup> Monday (as needed)	Town Office
Fire Department (volunteer)	Every Monday	Fire Station
Historical Society	3 <sup>rd</sup> Monday	Brick Meeting House
Library Trustees	1 <sup>st</sup> Wednesday	Town Library
Planning Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Monday (as needed)	Town Office
Recreation Committee	1 <sup>st</sup> Wednesday	Town Office
Selectboard	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday	Town Office
Senior Luncheon	2 <sup>nd</sup> Monday*	Brick Meeting House
*January-June & Sept.-Dec.		

### HOURS

Town Clerk's Office	Monday – Friday	8:30 a.m. - 4:30 p.m.
	(1pm closing on Fridays during July and August)	
Planning Coordinator	Monday – Thursday	8:30 a.m. - 3:30 p.m.
Zoning Administrator	Monday & Tuesday	9:00 a.m. - 4:00 p.m.
Library	Wednesday 1:00 - 7:00 p.m.	Thursday 10:00 a.m. – 7:00 p.m.
	Friday 1:00 – 7:00 p.m.	Saturday 10:00 a.m. - 2:00 p.m.

### TRASH & RECYCLING SCHEDULE

Trash and recycling are picked up weekly as follows:

Tuesday: Route 128 and all roads west of Route 128  
(This includes the following private dead end roads off Route 128: Stygles Lane, Castle Hill Lane, Maple Ridge Lane, Pearwood Lane, Post Road, Bixby Hill Lane, Twin Hill Road, Bouffard Lane, Phillips Lane, Mathieu Road, River Bend Lane and Talcott Road.)

Wednesday: All roads east of Route 128

Recycling bins are available at the Town Office

More information can be found at <https://westfordvt.us/about/trash-recycling/>.

**ELECTED TOWN OFFICERS**

Town Moderator (1 year, term expires 2018)

Town Clerk (3 years, term expires 2019)

Edward Chase

Nanette Rogers

**Selectboard**

Term expires 2018 (3 years)

Term expires 2019 (3 years)

Term expires 2020 (3 years)

Casey Mathieu

David Tilton

Allison Hope

**Library Trustees**

Term expires 2018 (5 years)

Term expires 2019 (5 years)

Term expires 2020 (5 years)

Term expires 2021 (5 years)

Term expires 2022 (5 years)

Meghan Fyrberg

Peggy Rodgers

Beth Lane

Patricia Hechmer

Allison Hope

**Justice of the Peace**

Robert Bancroft

Suzanne Blanchard

Caroline Brown

Lynn Bursell

Christian Frenette

Carol Howrigan

Allison Hope

**APPOINTED TOWN OFFICES**

Town Administrator

Assistant Town Clerk

Town Treasurer

Delinquent Tax Collector

Listers

Dog Warden

Planning Coordinator

Zoning Administrator

Road Foreman

Road Crew

Cemetery Commissioners

CCRPC Representative

CCRPC Alternate Representative

CSWD Representative

CSWD Alternate Representative

Inspector of Wood &amp; Lumber/Weigher of Coal

Fence Viewers

Tree Warden

Land Agent

Town Agent

Town Grand Juror

Fire Chief

Emergency Program Manager

Health Officer

Nanette Rogers

Susan Adams

Gregory Barrows

Marjorie McIntosh

Caroline Brown, Patricia Indoe,

Benjamin Saunders

Vacant

Melissa Manka

Kate Lalley

John Roberts

Scott Bushey, Sean Cushing

Lynn Gauthier, Glenn Rogers,

Ronald Perry

Vacant

Vacant

Michelle DaVia

Vacant

Kyle Hobart

Bruce Root, Grant Thomas,

Scot Phillips

Ned Meehan

Benjamin Stark

Willis Breen

Ronald Perry

Steve Willard

Joshua Smith

Marcus Pante

**APPOINTED TOWN OFFICES (CONT'D)****Development Review Board**

Term expires 2018 (3 years)

Term expires 2018 (3 years)

Term expires 2019 (3 years)

Term expires 2019 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Term expires 2018 (1 year)

Term expires 2018 (1 year)

Matthew Wamsganz

Wayne Brown

Jason Hoover (resigned)

Dave Bacewski (appointed)

Lisa Fargo

William Cleary

Sara DeVico

Dennis Angiono

Patrick Haller (alternate)

Seth Jensen (alternate)

**Planning Commission**

Term expires 2020 (4 years)

Term expires 2020 (4 years)

Term expires 2021 (4 years)

Term expires 2021 (4 years)

Term expires 2021 (4 years)

Wendy Doane

Mark Letorney

Jeremy Berger (resigned)

Koi Boynton (appointed)

Seth Jensen

Gordon Gebauer

**Conservation Commission**

Term expires 2018 (4 years)

Term expires 2019 (4 years)

Term expires 2020 (4 years)

Term expires 2020 (4 years)

Term expires 2021 (4 years)

Joel Fay

Dale Rodgers

Marilyn Thomas

Charles McGill (resigned)

Lauren Gibson (appointed)

Sarah Pinto

**Recreation Committee**

Term expires 2018 (3 years)

Term expires 2019 (3 years)

Term expires 2019 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Greg Baker

Jeff LaBossiere

Nancy Volkers

Maureen Carpenter

Danielle Vierling

**Recreation Coordinator**

Bekah Gwozdz (resigned)

Tom Schmidt (appointed)

**Notary Publics**

Nanette Rogers (with seal)

Susan Adams (with seal)

**Librarian**

Bree Drapa

**Fire Warden**

Dennis Angiono

**State Representative - Chittenden County District 8-3**

Robert L. Bancroft (R)

405 Brookside Road, Westford, VT 05494

(802)879-7386

[rbancroft@leg.state.vt.us](mailto:rbancroft@leg.state.vt.us)



## **ABSTRACT OF 2017 ANNUAL TOWN MEETING**

The Annual Town Meeting was called to order by Moderator Ed Chase at 7:00 p.m. on Monday, March 6, 2017. Approximately 76 registered voters attended.

- Article 1 Voted to accept and approve Town Officers' reports as submitted.
- Article 2 Voted to collect real estate and personal property taxes in four equal installments due on August 15<sup>th</sup>, November 15<sup>th</sup>, March 15<sup>th</sup> and May 15<sup>th</sup>, commencing with the fiscal year that begins on July 1, 2017, with postmarks being accepted.
- Article 3 Voted to establish a Conservation Commission Reserve Fund, to be funded with budgeted funds not expensed during any fiscal year commencing with the 2016-2017 fiscal year.
- Article 4 Voted to establish a Recreation Reserve Fund, to be funded with budgeted funds not expensed during any fiscal year commencing with the 2016-2017 fiscal year.
- Article 5 Discussion of other nonbinding business.
- Ira Allen asked for information regarding the pending sale of the "Spiller lot" which is owned by the Town. The Town received and accepted an offer of \$115,000 from a buyer who would like to build a store/deli. The Town owns two lots that create the "Spiller lot." The front lot contains a public use easement. The Town is researching how to convey this lot with the other lot. If this can be done, the Town will also convey the pieces in front of the other properties located on the south side of Common Road and to the east of the Spiller lot.
  - Dave Adams was recognized for his years of service serving on the Selectboard.

Town Meeting adjourned at 7:43 p.m.

The Public Hearing for Australian ballot articles began at 7:43 p.m. and ended at 7:57 p.m.

### **Results of Australian Ballot Articles - Voted on March 7, 2017**

- Article 6 Approved the Selectboard's budget of \$1,829,346 for FY'18.

Total ballots cast: 305

235 Yes

58 No

12 Blanks

- Article 7 To elect all officers required by law.
- Town Moderator - one year – Edward Chase
- Selectboard - three years – Allison Weinhausen
- Library Trustee - five years – Allison Weinhausen
- Library Trustee – four years remaining – Patricia Hechmer
- Library Trustee – one year remaining – Meghan Fryberg

**OFFICIAL WARNING  
ANNUAL TOWN MEETING  
TOWN OF WESTFORD**

The legal voters of the Town of Westford are hereby notified and warned to meet at the Westford School in said Town of Westford on Monday, March 5, 2018 at 7:00 p.m. at which time the Town's Annual Meeting will commence to act on the following articles not involved in voting by Australian ballot. Polls for Australian balloting will open on Tuesday, March 6, 2018 at 7:00 a.m. at the Westford School and will remain open until 7:00 p.m.

The voters are further warned that the Selectboard will hold a public informational hearing on said Australian ballot Articles (Articles 6 & 7) at the Westford School on Monday, March 5, 2018 following discussion of non-Australian ballot articles.

**ARTICLE 1** To act upon the reports of the Town Officers.

**ARTICLE 2** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15<sup>th</sup>, November 15<sup>th</sup>, March 15<sup>th</sup> and May 15<sup>th</sup>, commencing with the fiscal year that begins on July 1, 2018, with postmarks being acceptable?

**ARTICLE 3** Shall the Town of Westford establish a reserve fund to be called the Westford Public Library Reserve Fund to be used for library expenses in accordance with 24 V.S.A. §284 and to be funded with budgeted funds not expensed during any fiscal year commencing with the 2017-2018 fiscal year?

**ARTICLE 4** Shall the Town of Westford establish a reserve fund to be called the Planning Commission Special Projects Reserve Fund to be used for special projects identified by the Planning Commission and approved by the Selectboard in accordance with 24 V.S.A. §284 and to be funded with budgeted funds from the Special Projects account not expensed during any fiscal year commencing with the 2017-2018 fiscal year?

**ARTICLE 5** Discussion of other nonbinding business.

**AUSTRALIAN BALLOT ARTICLES**

**ARTICLE 6** Shall the voters of the Town of Westford accept the Selectboard's budget of \$1,920,105 to defray the expenses for the ensuing year?

**ARTICLE 7** To elect all officers required by law.

- Town Moderator for a term of one year
- Selectboard for a term of three years
- Selectboard for a term of three years (1 year remaining)
- Library Trustee for a term of five years

Approved this 25<sup>th</sup>, day of January, 2018.

**WESTFORD SELECTBOARD**

David A. Tilton, Vice Chair

Allison Hope

Received for record January 26<sup>th</sup>, 2018 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

Posted at: Westford Town Office, Westford School, Westford Library, and Westford Post Office.

**GENERAL FUND EXPENSE BUDGET 2018-19**

		<b>2016-17 Budget</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>
<b>100-30 Administration</b>					
3000-10.00	Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00	Town Administrator Salary	25,305	23,466.49	28,620	31,243
3000-12.00	Bookkeeper Salary	30,590	31,060.29	31,200	31,980
3000-14.00	FICA & Medicare	15,510	17,556.54	16,085	16,637
3000-15.00	Health Insurance	22,123	24,182.57	23,285	25,755
3000-15.01	Dental Insurance	850	858.13	850	850
3000-15.02	Disability Insurance	1,400	1,507.27	1,520	1,550
3000-15.03	Vision Insurance	220	217.44	220	220
3000-16.00	Employee Pension Plan	5,500	5,363.12	5,775	6,338
3000-19.00	Office Equipment	1,000	0.00	2,800	1,000
3000-20.00	Office Supplies & Repairs	5,000	5,319.97	5,500	6,000
3000-30.00	Legal Notices	500	1,076.40	500	500
3000-34.00	Postage	4,000	4,800.26	4,300	4,300
3000-40.00	Education - Selectboard & Town Admin.	200	202.50	200	200
3000-48.00	Property & Casualty, W/C Insurance	17,300	14,239.64	20,500	21,525
3000-60.01	Legal & Professional Fees	25,000	21,683.02	20,000	25,000
3000-60.02	IT Professional Services	17,500	18,411.44	17,500	18,500
3000-60.04	Software	0	0.00	500	0
3000-60.08	Admin Capital Budget Reserve	16,500	16,500.00	16,500	2,600
3000-62.00	Stationary & Printing	2,500	2,296.72	2,600	2,500
3000-63.00	Newsletter Printing	1,500	2,078.37	1,700	2,400
3200-74.00	Selectboard Travel	0	0.00	0	0
3000-75.00	Emergency Generator Maintenance & Fuel	1,675	1,120.00	1,600	1,600
3000-76.00	Electricity - Flag, Street Lights	1,800	1,968.81	1,800	1,870
3000-91.00	Interest Expenses	4,500	4,490.06	3,562	6,374
3000-92.00	Tax Abatements	0	6,988.55	0	0
<b>Administration Total</b>		<b>202,873</b>	<b>207,787.59</b>	<b>209,517</b>	<b>211,342</b>
<b>100-32 Clerk &amp; Treasurer</b>					
3200-10.00	Clerk & Assistant Clerk Salaries	52,900	54,375.05	49,965	54,485
3200-25.00	Treasurer Salary	10,200	10,396.22	10,608	11,258
3200-30.10	Membership Dues	250	255.00	255	300
3200-40.10	Education - Clerk's Office	600	432.50	600	600
3200-40.20	Education - Treasurer's Office	150	0.00	300	300
3200-60.03	Supplies - Town Clerk	300	192.43	300	300
3200-60.04	Supplies - Treasurer	400	861.13	400	1,000
3200-60.05	Treasurer/Bookkeeper Computer	0	0.00	1,800	1,200
3200-74.00	Travel	1,600	1,594.44	1,600	1,800
<b>Clerk &amp; Treasurer Total</b>		<b>66,400</b>	<b>68,106.77</b>	<b>65,828</b>	<b>71,243</b>
<b>100-33 BCA &amp; Elections</b>					
3300-10.00	BCA Salaries	1,000	850.00	800	800
3300-20.00	Election Workers	0	118.08	0	120
3300-30.00	Ballots, Supplies & Voting Machine	4,000	2,923.65	1,800	3,000
3300-99.00	Misc Expenses	200	73.02	100	100
<b>BCA &amp; Elections Total</b>		<b>5,200</b>	<b>3,964.75</b>	<b>2,700</b>	<b>4,020</b>

		<b>2016-17 Budget</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>
<b>100-34 Auditors &amp; Delinquent Tax Collector</b>					
3400-10.00	Auditor Salaries	2,430	0.00	0	0
3400-11-00	Independent Audit	9,000	9,000.00	9,000	10,000
3440-10.00	Delinquent Tax Penalty Payment	5,000	5,284.48	5,000	4,500
3440-34.01	Delinquent Tax Collector Expenses	125	72.35	125	125
3440-40.00	Education - Auditors & DTC	300	0.00	150	100
<b>Auditors &amp; Delinquent Tax Collector Total</b>		<b>16,855</b>	<b>14,356.83</b>	<b>14,275</b>	<b>14,725</b>
<b>100-35 Listers</b>					
3500-10.00	Lister Salaries	8,875	6,509.58	9,050	7,200
3500-20.00	Tax Mapping	4,200	4,976.00	4,500	5,000
3500-40.00	Education	200	30.00	200	100
3500-50.00	Supplies/Equipment	200	159.75	200	200
3500-60.04	Software	500	215.00	500	500
3500-60.05	Computer	1,500	1,579.52	0	0
3500-74.00	Travel	125	58.00	125	100
<b>Listers Total</b>		<b>15,600</b>	<b>13,527.85</b>	<b>14,575</b>	<b>13,100</b>
<b>100-36 Planning, DRB &amp; Zoning</b>					
3600-10.01	Planning Commission Stipend	2,000	1,600.00	2,000	2,000
3600-30.00	Planning Commission Legal Notices	750	307.32	750	400
3600-40.00	Planning Commission Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	500	0.00	500	500
3600-60.02	Planning Special Projects	8,000	4,731.48	8,000	8,000
3600-89.00	Conservation Commission	1,800	1,800.00	1,800	3,600
3600-99.00	Planning Maps & Miscellaneous	500	500.00	500	500
3601-10.00	Planning Coordinator Salary	45,020	44,061.25	47,300	51,179
3601-40.00	Planning Coordinator Education	100	0.00	100	100
3601-60.05	Planning Coordinator Computer	0	0.00	0	1,500
3601-74.00	Planning Coordinator Travel	250	42.12	250	100
3620-20.00	DRB Stipend	2,800	2,800.00	2,800	2,800
3620-30.00	DRB Legal Notices	1,500	267.80	1,500	750
3620-40.00	DRB Education	0	0.00	0	0
3620-60.01	DRB Legal & Professional Fees	4,000	3,595.95	4,000	4,750
3620-99.00	DRB Miscellaneous	100	0.00	100	100
3650-10.00	Zoning Administrator Salary	18,380	14,771.51	19,100	19,667
3650-40.00	Zoning Education	200	175.00	200	300
3650-60.01	Zoning Professional Fees	2,000	0.00	2,000	0
3650-60.05	Zoning Administrator Computer	1,500	1,656.08	0	0
3650-74.00	Zoning Administrator Travel	500	692.63	750	600
3650-99.00	Zoning Administrator Miscellaneous	0	0.00	0	0
<b>Planning, DRB &amp; Zoning Total</b>		<b>90,200</b>	<b>77,001.14</b>	<b>91,950</b>	<b>97,146</b>
<b>100-37 Town Office Building &amp; Property</b>					
3700-68.00	Building Maintenance & Repairs	3,000	2,951.55	3,000	3,000
3700-70.00	Custodial Services	2,150	2,325.00	2,200	2,200
3700-71.00	Mowing	3,000	1,666.64	3,000	3,400
3700-75.00	Fuel	1,500	734.85	1,500	1,000
3700-76.00	Electricity	2,500	2,707.32	3,000	3,000
3700-77.00	Telephone & Internet	2,000	1,888.73	2,000	2,000

		<b>2016-17 Budget</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>
<b>100-37 Town Office Building &amp; Property (cont'd)</b>					
3700-78.00	Water - Office & Library	700	501.95	700	700
8310-13.00	Spiller Lot	7,970	7,969.00	7,970	7,970
TBD	Jackson Forest	0	0.00	0	28,900
TBD	Sports Fields Maintenance	0	0.00	0	5,000
<b>Town Office Building &amp; Property Total</b>		<b>22,820</b>	<b>20,745.04</b>	<b>23,370</b>	<b>57,170</b>
<b>100-41 Dog Warden</b>					
4100-10.00	Salary	500	500.00	500	500
4100-40.00	Education	250	0.00	250	200
4100-74.00	Travel	100	0.00	100	100
4190-00.00	Miscellaneous	200	0.00	200	100
<b>Dog Warden Total</b>		<b>1,050</b>	<b>500.00</b>	<b>1,050</b>	<b>900</b>
<b>100-42 Law Enforcement</b>					
4200-00.00	Law Enforcement Contract	30,000	24,597.50	30,000	20,000
4200-30.00	CUSI	3,132	3,132.00	3,829	3,794
<b>Law Enforcement Total</b>		<b>33,132</b>	<b>27,729.50</b>	<b>33,829</b>	<b>23,794</b>
<b>100-43 Emergency Services</b>					
4310-00.00	Essex Rescue	1,850	1,850.00	2,230	2,610
4320-00.00	Fairfax Rescue	11,231	0.00	10,830	11,372
4330-00.00	Emergency Dispatching Services	12,160	12,159.80	12,500	12,500
<b>Emergency Services Total</b>		<b>25,241</b>	<b>14,009.80</b>	<b>25,560</b>	<b>26,482</b>
<b>100-45 Fire Department</b>					
4500-00.00	Fire Department	50,100	50,100.00	50,100	50,100
4500-60.00	Utility Rescue Truck Loan Payment	25,200	25,200.00	25,200	25,200
4500-60.01	Capital Budget Reserve	46,000	46,000.00	46,586	23,706
4500-59.00	2018 710 Pumper Loan Payment	65,000	0.00	0	32,158
<b>Total Fire Department</b>		<b>186,300</b>	<b>121,300.00</b>	<b>121,886</b>	<b>131,164</b>
<b>100-61 Health Officer</b>					
6100-10.00	Salary	350	350.00	350	350
<b>Health Officer Total</b>		<b>350</b>	<b>350.00</b>	<b>350</b>	<b>350</b>
<b>100-63 Trash &amp; Recycling</b>					
6300-00.00	Solid Waste Disposal	227,500	243,459.41	227,500	227,000
6306-00.00	Metal Dumpster	500	0.00	500	500
<b>Trash &amp; Recycling Total</b>		<b>227,500</b>	<b>243,459.41</b>	<b>228,000</b>	<b>227,500</b>
<b>100-68 Cemeteries</b>					
6800-00.00	Cemetery Commission	9,400	9,400.00	8,500	12,300
6800-10.00	Cemetery Commissioner Stipend	350	350.00	350	350
<b>Cemeteries Total</b>		<b>9,750</b>	<b>9,750.00</b>	<b>8,850</b>	<b>12,650</b>
<b>100-78 Library</b>					
7800-00.00	Appropriation	69,913	69,913.00	70,899	72,068
<b>Library Total</b>		<b>69,913</b>	<b>69,913.00</b>	<b>70,899</b>	<b>72,068</b>

		<b>2016-17 Budget</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>
<b>100-93 Dues &amp; Assessments</b>					
9300-30.10	Chittenden County Tax	11,210	5,501.07	12,000	12,000
9300-30.12	CCRPC	2,846	2,846.00	3,396	2,753
9300-30.13	VLCT	3,182	0.00	3,293	3,364
<b>Dues &amp; Assessments Total</b>		<b>17,238</b>	<b>8,347.07</b>	<b>18,689</b>	<b>18,117</b>
<b>100-99 Donations &amp; Miscellaneous</b>					
9900-00.00	Miscellaneous	1,200	2,717.54	1,200	1,555
9900-05.00	Brick Meeting House Society	4,500	4,500.00	4,500	4,500
9900-08.00	Recreation Committee	8,500	8,500.00	8,500	5,000
9900-09.00	Matching Grant Funds	1,000	0.00	1,000	1,000
9905-00.00	Visiting Nurse Association	6,243	6,243.00	6,243	6,243
9910-00.00	Age Well (formerly CVAA)	1,000	1,000.00	1,000	1,000
9920-00.00	Westford Fairfax Fletcher Band	100	100.00	100	100
9930-00.00	Front Porch Forum	0	0.00	0	250
9940-00.00	Steps to End Domestic Violence	250	250.00	250	250
9941-00.00	Hope Works	200	200.00	200	200
9945-00.00	Essex CHIPS	500	500.00	500	500
9951-00.00	Pleasant View Cemetery Association	1,500	1,500.00	1,500	1,500
<b>Donations &amp; Miscellaneous Total</b>		<b>24,993</b>	<b>25,510.54</b>	<b>24,993</b>	<b>22,098</b>
<b>Grand Total Expenditures</b>		<b><u>1,015,415</u></b>	<b><u>926,359.29</u></b>	<b><u>956,321</u></b>	<b><u>1,003,868</u></b>
<b>110-51 Highway Department - Roads</b>					
5100-10.00	Salaries	174,600	179,631.79	177,600	187,817
5100-14.00	FICA & Medicare	13,360	12,207.53	13,925	14,766
5100-15.00	Health Insurance	24,600	24,471.83	25,690	25,190
5100-15.01	Dental Insurance	1,275	961.60	1,240	1,260
5100-15.02	Disability Insurance	1,000	842.19	1,000	1,000
5100-15.03	Vision Insurance	330	317.10	330	330
5100-16.00	Employee Pension Plan	5,240	4,624.40	5,460	5,791
5100-17.00	Unemployment Benefits	0	0.00	3,000	0
5100-22.00	Gravel - Road Resurfacing	55,000	50,431.92	40,000	40,000
5100-24.01	Gravel - Rebuilding	85,000	78,004.86	60,000	40,000
TBD	Town Ditching	0	0.00	0	60,000
5100-24.02	Chloride	35,000	31,737.22	35,000	35,000
5100-24.03	Culverts	7,000	7,282.95	7,000	7,000
5100-24.04	Road Fabric	2,500	5,213.44	2,500	2,500
5100-24.05	Hot Mix & Cold Patch	0	287.23	0	500
5100-24.06	Guardrails & Fences	0	2,520.06	0	1,500
5100-24.07	Seed & Mulch	1,500	150.96	2,500	2,500
5100-24.08	Signs	2,000	2,615.92	2,000	2,000
5100-25.01	Sand	70,000	73,439.77	70,000	70,000
5100-25.02	Salt	20,000	28,347.61	20,000	20,000
5100-25.03	Chains	1,000	2,162.00	1,000	1,000
5100-26.01	Gravel - Mud Season	30,000	26,510.08	30,000	30,000
5100-26.02	Gravel - Unusual Events	0	1,068.62	0	0
5100-27.00	Blades & Plows	8,000	2,383.60	5,000	5,000
5100-28.00	Tires	3,000	3,452.73	9,000	5,000
5100-58.00	Equipment Rental	500	16,162.32	500	1,500

		<b>2016-17 Budget</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed</b>
<b>110-51 Highway Department – Roads (cont'd)</b>					
5100-59.02	Contracted Svcs - Miscellaneous	2,000	825.00	2,000	2,000
5100-59.04	Contracted Svcs - Tree Removal	2,000	0.00	2,000	2,000
5100-59.05	Contracted Svcs - Roadside Mowing	5,000	4,366.00	5,000	5,000
5100-59.08	Contracted Svcs - Ditching	0	0.00	40,000	0
5100-59.16	Equipment Reserve Fund	37,000	37,000.00	37,350	36,500
5100-65.00	2012 Volvo Grader - Loan Payment	20,000	20,000.00	20,000	0
5100-65.01	2014 Western Star - Loan Payment	32,383	32,382.40	32,383	32,383
5100-65.02	2014 Ford F550 - Loan Payment	13,160	13,159.20	13,160	13,160
5100-65.03	2015 John Deere Loader - Loan Payment	19,000	19,000.00	19,000	19,000
5100-65.06	2017 Western Star - Loan Payment	0	0.00	0	27,433
5100-65.07	2018 Western Star - Loan Payment	0	0.00	0	32,900
	Down payment for new truck	20,000	19,500.00	20,000	0
5100-66.00	Loan Interest	12,137	6,217.82	8,487	8,907
5100-67.02	Repairs & Maintenance - Excavator	1,500	21,938.24	2,500	2,500
5100-67.03	Repairs & Maintenance - Grader	2,500	7,106.36	2,500	2,500
5100-67.12	Brush Hog	0	844.06	0	500
5100-67.13	Repairs & Maintenance - Loader	1,000	41,504.26	1,000	1,000
5100-67.15	Hydroseeder	0	0.00	12,000	0
TBD	Wood Chipper	0	0.00	0	25,000
5100-68.01	Repairs & Maintenance - Trucks	25,500	36,721.04	25,500	25,000
5100-68.05	Repairs & Maintenance - Sander	1,000	0.00	1,000	1,000
5100-68.06	Repairs & Maintenance - Sm Equipment	1,000	604.69	1,000	1,000
5100-74.00	Travel	800	1,142.31	800	800
5100-75.01	Diesel Fuel	45,000	40,170.71	45,000	45,000
5100-95.00	Chloride Tanks & Pumps	2,000	3,716.05	2,000	2,000
<b>Highway Department - Roads Total</b>		<b>783,885</b>	<b>861,025.87</b>	<b>805,425</b>	<b>845,236</b>
<b>110-53 Highway Department - Garage</b>					
5300-20.00	Supplies	6,000	5,857.55	6,000	4,000
5300-21.00	Oil & Grease	0	3,473.09	0	2,000
5300-23.00	Equipment	4,500	5,970.26	4,500	2,500
5300-24.00	Communication Equipment	1,500	712.19	1,500	800
5300-40.00	Education & Workshops	500	45.00	500	1,000
5300-48.00	Property & Casualty, Auto, W/C Insurance	25,500	20,505.53	25,500	33,100
5300-50.00	Fire System	0	0.00	15,000	0
5300-60.00	Software, IT Services	500	0.00	500	500
5300-60.05	Computer	0	187.50	1,000	0
5300-68.00	Building Maintenance & Repairs	4,000	3,642.05	4,000	4,000
5300-71.00	Salt Shed Reserve	0	0.00	0	5,000
5300-76.00	Electricity	3,000	4,452.54	3,000	3,500
5300-77.00	Telephone	1,200	1,859.41	2,000	2,000
5300-78.00	Water	600	307.14	600	600
5300-81.00	Building Improvements	1,500	40.80	1,500	8,000
5300-85.00	Clothing Allowance	900	3,430.98	1,500	2,000
5300-99.00	Miscellaneous	500	2,446.56	500	2,000
<b>Highway Department - Garage Total</b>		<b>50,200</b>	<b>52,930.60</b>	<b>67,600</b>	<b>71,000</b>
<b>Grand Total Expenditures - Highway Department</b>		<b><u>834,085</u></b>	<b><u>913,956.47</u></b>	<b><u>873,025</u></b>	<b><u>916,236</u></b>

	2016-17 Budget	2016-17 Actual	2017-18 Budget	2018-19 Proposed
<b>Amount Budgeted (Admin &amp; Highway)</b>	<b>1,849,500</b>	<b>1,840,315.76</b>	<b>1,829,346</b>	<b>1,920,105</b>
Less Revenue (Admin & Highway)	319,950	454,062.39	247,450	246,200
Less Available Cash on Hand	<u>43,678</u>		<u>67,500</u>	<u>60,000</u>
<b>Amount to be Raised by Taxes</b>	<b>1,485,872</b>		<b>1,514,396</b>	<b>1,613,905</b>
 <b>Grand List</b>	 <b>2,353,585</b>		 <b>2,383,952</b>	 <b>2,385,952</b>
 <b>Actual Tax Rate</b>	 <b>0.6326</b>		 <b>0.6430</b>	
<b>Estimated Tax Rate</b>				<b>0.6764</b>
<b>Change in Tax Rate</b>				<b>0.0334</b>
<b>Percent Increase in Tax Rate</b>				<b>5.197%</b>

### GENERAL FUND REVENUE BUDGET 2018-19

GENERAL FUND	2016-17 Anticipated	2016-17 Actual	2017-18 Anticipated	2018-19 Anticipated
<b>100-20 Property Taxes</b>				
2009-00.00 Late Tax Interest	3,000	2,588.83	3,000	2,500
2010-00.00 Delinquent Taxes	0	65,546.21	0	0
2011-00.00 Delinquent Tax Penalty	5,000	5,191.17	5,000	5,000
2012-00.00 Delinquent Tax Interest	5,000	9,800.95	5,000	5,000
<b>Total Property Taxes</b>	<b>13,000</b>	<b>83,127.16</b>	<b>13,000</b>	<b>12,500</b>
 <b>100-21 Licenses &amp; Fees</b>				
2110-00.00 Recording Fees	12,500	12,369.00	12,500	12,000
2120-00.00 Dog Licenses	3,600	3,716.00	3,300	3,300
2131-00.00 Access Permits	100	595.00	100	100
2135-00.00 Excess Weight Permits	600	655.00	600	600
2140-00.00 Marriage Licenses	100	145.00	100	100
2145-00.00 Vault Time/Copier/Fax Fees	3,000	3,073.35	3,000	3,000
2150-00.00 Auto Registration Fees	50	93.00	50	50
2155-00.00 Metal Dumpster	0	856.95	0	1,000
<b>Total Licenses &amp; Fees</b>	<b>19,950</b>	<b>21,503.30</b>	<b>19,650</b>	<b>20,150</b>
 <b>100-22 Intergovernmental</b>				
2229-00.00 Current Use	68,000	81,033.71	75,000	75,000
2242-00.00 State- Traffic Fines	8,000	5,806.39	5,000	3,500
2248-00.00 VT Act 68/Main Grand List	0	957.00	0	0
<b>Total Intergovernmental</b>	<b>76,000</b>	<b>87,797.10</b>	<b>80,000</b>	<b>78,500</b>
 <b>100-23 Planning &amp; Zoning</b>				
2330-00.00 Municipal Planning Grant	0	3,973.00	0	0
2359-00.00 Building Permits	12,000	14,284.25	12,000	12,000
2360-00.00 DRB fees	2,500	3,927.40	2,500	2,500
2369-00.00 ZA Admin Amendment	0	525.00	0	0



		2016-17 Anticipated	2016-17 Actual	2017-18 Anticipated	2018-19 Anticipated
<b>100-23 Planning &amp; Zoning (cont'd)</b>					
2370-00.00	Certificate of Compliance	400	750.00	400	500
2372-00.00	Certificate of Occupancy	300	390.00	200	200
<b>Total Planning &amp; Zoning</b>		<b>15,200</b>	<b>23,849.65</b>	<b>15,100</b>	<b>15,200</b>
<b>100-24 Town Functions</b>					
	Audit Reserve	9,000	9,000.00	2,500	0
	Fire Dept Reserve	65,000	0.00	0	0
<b>Total Town Functions</b>		<b>74,000</b>	<b>9,000.00</b>	<b>2,500</b>	<b>0</b>
<b>100-29 Miscellaneous</b>					
2900-00.00	School Expense Reimbursement	4,500	2,296.03	4,500	2,000
2930-00.00	Interest Income	400	512.24	300	550
2990-00.00	Miscellaneous Revenue	400	1,890.31	400	300
<b>Total Miscellaneous</b>		<b>5,300</b>	<b>4,698.58</b>	<b>5,200</b>	<b>2,850</b>
<b>TOTAL GENERAL FUND REVENUE</b>		<b><u>203,450</u></b>	<b><u>229,976</u></b>	<b><u>135,450</u></b>	<b><u>129,200</u></b>
<b>HIGHWAY DEPARTMENT</b>					
110 5000-30.00	School Expenses Reimburse	4,500	0.00	0	5,000
5000-10.00	State Aid - Highway	92,000	92,095.91	92,000	92,000
	Equipment Reserve	20,000	19,500.00	20,000	20,000
5000-48.00	Seymour Road Bridge - FEMA	0	55,036.33	0	0
5000-49.00	Insurance Claims	0	57,454.36	0	0
<b>TOTAL HIGHWAY DEPARTMENT REVENUE</b>		<b>116,500</b>	<b>224,086.60</b>	<b>112,000</b>	<b>117,000</b>
<b>ADMIN &amp; HIGHWAY GRAND TOTAL REVENUE</b>		<b><u>319,950</u></b>	<b><u>454,062.39</u></b>	<b><u>247,450</u></b>	<b><u>246,200</u></b>

## **TREASURER**

I have completed my first year as your Treasurer. What a great experience this has been getting to know the crew in the office, the select board, listers, and road crew. There is a lot a talent and dedication in this town.

Highlights of the past year include the completion of our annual audit by Fothergill Segale and Valley for the Fiscal Year 2017. The auditor's report is available on the town website, [www.westfordvt.us](http://www.westfordvt.us). During FY17 the town made the change from the accrual basis of accounting to the modified cash basis. We now record our revenue when it is received and our expenses when they are paid. We also purchased a 2017 Western Star 4500 dump truck, and early in FY18 we took delivery of our new pumper fire truck.

I look forward to continuing in my role as town treasurer. If you have any questions, please feel free to e-mail be at [treasurer@westfordvt.us](mailto:treasurer@westfordvt.us).

Respectfully submitted,  
Greg Barrows

## FOTHERGILL SEGALE &amp; VALLEY

Certified Public Accountants



John E. (Jeff) Fothergill, CPA  
Michael L. Segale, CPA  
Sheila R. Valley, CPA  
Teresa H. Kajenski, CPA  
Donald J. Murray, CPA

January 2, 2018

Selectboard  
Town of Westford, Vermont

## AUDITOR'S CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2017 were audited by Fothergill, Segale & Valley CPAs of Montpelier. The financial statements and our reports are available at the Town Office and at [www.westfordvt.us](http://www.westfordvt.us).

Sincerely,

FOTHERGILL SEGALE & VALLEY, CPAs  
Vermont Public Accountancy License #110

**SCHEDULE OF TAXES BILLED & COLLECTED**  
**June 30, 2017**

**2016 Grand List****\$250,325,600**

	<u><b>Homestead Tax Rate</b></u>	<u><b>Non-Residential Tax Rate</b></u>
Education Tax	1.5350	1.5206
Town Tax	0.3329	0.3329
Highway Tax	0.2931	0.2931
Local Agreement	<u>0.0066</u>	<u>0.0066</u>
<b>Total Tax Rates</b>	<u><b>2.1676</b></u>	<u><b>2.1532</b></u>

**Taxes Assessed and Billed:**

<u>Rate Name</u>	<u>Tax Rate</u>		<u>Grand List</u>	<u>Total Taxes Billed</u>
Non-Residential Education	1.5206	x	516,776.00	785,809.63
Homestead Education	1.5350	x	1,866,852.00	2,865,619.34
Town Tax	0.3329	x	2,373,819.00	790,230.06
Highway Tax	0.2931	x	2,373,819.00	695,766.56
Local Agreement	0.0066	x	2,373,819.00	15,667.21
Late Homestead Penalty				<u>884.22</u>
Taxes Billed (Town & School)				<u>\$ 5,153,977.01</u>

Net Adjustments (3,782.74)

**Total Taxes Billed (Town & School) **\$ 5,150,194.27****

## Collections:

Town & Education	5,131,178.40
Adjustments	(11,547.63)
Net Adjustments	(3,782.74)
Abatements	<u>4.24</u>
Total collections	\$ 5,115,852.27

Delinquent Taxes 34,342.00

**Total Taxes **\$ 5,150,194.27****

**TOWN COMMON FUND ACCOUNT**  
**Year Ending June 30, 2017**

<b>Beginning Balance - July 1, 2016</b>	<b>\$48,723.11</b>
<b>Disbursements</b>	<b>\$0.00</b>
<b>Receipts</b>	
Earned Interest	<u>\$150.40</u>
<b>Ending Balance - June 30, 2017</b>	<b><u>\$48,873.51</u></b>

**MUNICIPAL RECORDS RESERVE FUND**  
**Year Ending June 30, 2017**

<b>Beginning Balance - July 1, 2016</b>		<b>\$27,107.85</b>
<u>Revenue</u>		
Recording Fees	\$8,156.00	
Interest	<u>\$90.60</u>	
Total Revenue		\$8,246.60
<u>Expenses</u>		
Monthly Software Program Fee	\$3,900.00	
Supplies	<u>\$486.49</u>	
Total Expenses		\$4,386.49
<b>Ending Balance - June 30, 2017</b>		<b><u>\$30,967.96</u></b>

**STATEMENT OF OUTSTANDING DEBT**  
**For Year Ending June 30, 2017**

<b>Lender</b>	<b>Capital Asset</b>	<b>2016</b>	<b>2017</b>	<b>Change</b>
People's United Bank	2014 Western Star 4700	\$97,148	\$64,765	(\$32,383)
People's United Bank	2012 Volvo Grader	40,000	20,000	(20,000)
People's United Bank	2014 Ford F-550	39,478	26,318	(13,160)
People's United Bank	Fire Utility Truck	50,400	25,200	(25,200)
People's United Bank	John Deere Loader	95,000	76,000	(19,000)
People's United Bank	2017 Western Star 4700	0	137,167	137,167
Westford Historical Society	Spiller Lot	<u>103,597</u>	<u>95,628</u>	<u>(7,969)</u>
<b>Totals</b>		<b><u>\$425,623</u></b>	<b><u>\$445,078</u></b>	<b><u>\$19,455</u></b>

**STATEMENT OF RESERVE ACCOUNTS**  
**For Year Ending June 30, 2017**

<b><u>Reserves</u></b>	<b><u>Beginning Balance 7/1/2016</u></b>	<b><u>Deposits</u></b>	<b><u>Debits</u></b>	<b><u>Interest</u></b>	<b><u>Ending Balance 6/30/2017</u></b>
Admin Capital Budget	\$42,545.95	\$16,500.00	\$0.00	\$141.52	\$59,187.47
Audit Reserve	\$12,548.73	\$0.00	\$10,000.00	\$15.15	\$2,563.88
Equipment Reserve	\$84,019.48	\$37,000.00	\$19,500.00	\$164.40	\$101,683.88
Fire Dept. Capital Budget	\$111,347.27	\$46,000.00	\$65,000.00	\$372.17	\$92,719.44
Lister PVR Education	\$5,145.08	\$0.00	\$135.00	\$15.65	\$5,025.73
Office Expansion	\$9,863.77	\$0.00	\$0.00	\$30.44	\$9,894.21
Reappraisal	\$65,500.25	\$8,135.00	\$0.00	\$214.35	\$73,849.60
Salt Shed	\$15,071.22	\$0.00	\$0.00	\$46.52	<u>\$15,117.74</u>
<b>Total Reserve Accounts</b>					<b>\$360,041.95</b>

## SELECTBOARD

Westford is an amazing mix of professionalism and small town culture, knowing your neighbors and continuously improving how we do things. We'd like to thank our amazing Town staff and many community volunteers for making Westford such a unique place. For a small town, we certainly accomplish a lot, and do it well, with pretty limited resources. We are thankful for dedicated and thoughtful staff who care about our community and for volunteers who spend a considerable amount of time making sure Westford is a great place to live.

### **Town Staff**

Road Crew – Brent Meacham resigned as Road Foreman in September 2017. Westford resident John Roberts was hired as Interim Road Foreman while the Selectboard went through the application and interview process. The Town was fortunate to have three qualified applicants. After careful consideration, the Selectboard hired John Roberts in November. John has extensive experience as a foreman and heavy equipment operator, as well as owning and operating his own excavation business.

In March 2017 Trevor Barrows was hired to replace Mark Brito who left employment due to a tragic event that prevented him from returning. In September 2017, Trevor resigned from the position. The Town was fortunate Sean Cushing, a Westford resident, applied. Sean was hired in November. Sean has many years of experience as a heavy equipment operator, including excavation and snow removal.

Rec Coordinator – In April 2017, Rebekah Gwozdz resigned as Rec Coordinator to pursue a career as a director for a memory care facility. Rebekah brought energy and creativity to the Recreation Department and was resourceful in seeking donations and grants. Tom Schmidt was hired in June to fill the role of Rec Coordinator. Tom has a passion for athletics and outdoor activities and a background in sports marketing and advertising.

Dog Warden – In December 2016, Diane Forsey resigned as Dog Warden. Diane served in this position for several years and was very successful in reuniting dogs with their owners. She ran a rescue operation and therefore had accommodations for stray dogs. Unfortunately, the Selectboard has been unable to find someone to fill the vacancy. If you like dogs and would like to serve the Town in this capacity, please contact the Town Office for more information.

### **Financial Practices**

Independent Professional Audit – Fothergill, Segale and Valley, a certified public account firm located in Montpelier audited the FY17 financial records. The firm's findings and draft report were delivered to the Selectboard in December 2017. The audit results are summarized in the Town Report, and the full audit report is available on the Town website.

The auditors had primarily positive findings about our accounting practices. According to the audit, improvements must be made in terms of the Town's procedure for recording capital assets. As such, the Selectboard with guidance from the Treasurer and staff will address this deficiency in the coming months.

Fogergill, Segale and Valley and the Town had a three-year contract that expired with the most recent audit (FY17). The Town will solicit proposals from qualified firms and enter into a contract to audit future fiscal years beginning with FY18.

Proposed Budget (FY 2019) – The Town budget proposal for next fiscal year (July 1, 2018 – June 30, 2019) is detailed in the tables contained in the Town Report. As it is every year, the budget is a balancing act between necessary community investments, conservative fiscal spending, and the resulting implications for taxes. There was a surplus of approximately \$68,000 dollars from FY 2017 and the proposed budget includes using \$60,000 of that surplus to reduce taxes. The remainder of the surplus is proposed to be applied to the "Rainy Day" reserve which is used to pay for unforeseen, unfunded projects.

The proposed budget would result in an increase of 5.197% in your tax bill. For perspective, this tax increase would correspond to about \$66.80 in additional taxes for a property assessed at \$200,000 and \$133.60 for property assessed at \$400,000.

After several years, the Town finally received the grants funds for the Seymour Road Bridge project from FEMA and the State of Vermont. The Town submitted the paperwork to close out the grants in January 2016. The Town received final payment in August 2017.

### **Road Projects**

Three major road projects were completed this year with a combination of town road crew and contracted services. Brookside Road, Osgood Hill Road and Woods Hollow Road had sections ditched, new culverts installed, rock-lined or seeded and mulched, and in some cases rebuilt to comply with the Vermont's Municipal Roads General Permit requirements for stormwater. The Town was fortunate to receive grants for each of the projects to help offset the cost. These three projects are the beginning of several years of work to bring all the town roads into compliance. The Town is working closely with the Chittenden County Regional Planning Commission and VTrans to prioritize projects. Grant applications for Old #11 Road, Rubaud Road and Rogers Road have been submitted for 2018.

### **Sale of Spiller Property**

In October 2016, the Town accepted an offer made by Westford resident Jeff Hutchins to purchase the Spiller lot. The sale has had many bumps in the road. The first thing the Town needed to do was officially lay out Common Road. This involved researching several parcels, particularly the Town Common, which was deeded to the Town in two deeds in the 1800s. In November, the Selectboard received a draft survey of the road and warned an examination of premises and public hearing, which is part of the legal process for laying out the road. In December, after the examination and hearing, the Selectboard voted to lay out the road based on the survey submitted.

After the appeal period for laying out the road expires, the Town needs to file with the court a Quiet Title for the land south of the Common. The land involved in this process has a public use easement on it. In order to sell any property, the Town owns south of the Common Road right-of-way, the easement needs to be removed. The Town is at the mercy of the court's schedule with regard to the processing of this request. We hope to get word from the court within a few months after the filing so the Town can move forward with the sale.

This process has taken over a year so far and is still not complete. We are extremely grateful for the patience of Jeff Hutchins and his realtor, Heather Armata, during this process.

### **Jackson Farm & Forest Project**

The Jackson Farm & Forest Project took much longer than anticipated. In January 2018, the land was conveyed to the Town of Westford and the Pouliots with conservation easements. The Town, the



Planning Commission, Conservation Commission, Vermont Land Trust and other entities will be working collaboratively on a trail system and maintain the property as dictated by the easement.

The Selectboard would like to thank everyone who was involved in this endeavor. It took many hands to pull this together and keep it moving forward to the end goal.

### **School Parcels**

In March 2017, the 20-acre lot jointly owned by the Town of Westford and the Westford School District was sold. The proceeds from the sale were split equally between the entities.

On June 27, 2017, two of the three parcels owned by the Westford School District surrounding the school building were deeded to the Town of Westford per the vote that occurred on October 11, 2016. The Selectboard and School Board worked together over several months to ensure that the current use of the properties remained the same, which was the desire of Westford residents. An Easement Deed was executed to ensure that the parking lot and the trailhead for trails, both located on the parcel being retained by the School, are accessible to users. A Shared Use Agreement was signed by the School and Town to allow the School to continue its use of the sports fields on the land conveyed to the Town and for the Town to continue to use the school building. The Planning Commission attended several meetings to assist with crafting the Easement Deed and the Shared Use Agreement and we're appreciative for their input.

### **Zoning Regulations**

In April the Planning Commission submitted to the Selectboard revised Zoning Regulations. The revisions were made to correct inadvertent hurdles discovered when going through the Development Review Board and Zoning Administrator process. The Selectboard held a public hearing in July 2017 and approved the revised regulations.

Respectfully submitted,  
Casey Mathieu  
Dave Tilton  
Allison Hope

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### **TOWN CLERK**

Each year the Town Report is dedicated to an individual or organization. It is always a difficult choice of who or what is selected because there are so many amazing people and organizations that serve Westford residents. This year Caroline Brown was chosen. Caroline is a humble person who prefers to quietly perform her civic responsibilities. I have had the pleasure of working alongside Caroline for 17 years in her roles as Lister and as Justice of the Peace. Surveyors, attorneys and myself find her historical knowledge of Westford properties to be invaluable. When a question arises as to how a property became what it is today or how it is assessed, she has the answer. As a Justice of the Peace she is very reliable. I can always count on her for helping out at elections and attending meetings of the Board of Civil Authority and Board of Abatement. Caroline is also involved in several town organizations, which keep her very busy. Thank you, Caroline, for all you do!

## **Elections**

There were four elections in Fiscal Year 2017. In August 2016 the State Primary was held and in November 2016 the General Election. The General Election was extremely busy as a new President of the United States was being elected as well as a new Vermont Governor. The Town Office fulfilled 332 absentee ballot requests. On voting day, election officials checked in a total of 1,281 voters.

In addition to these elections, the 2017 Annual Town Meeting and Westford School District Meetings were held in March. This was the Westford School District's last Annual Meeting due to the consolidation of the Westford and Essex school districts. The Essex Westford School District's (EWSD) Annual Meeting was held in April. Only ten Westford voters attended the EWSD Annual Meeting.

## **Vermont Elections Management System**

The Vermont Elections Management System (VEMS) is an online program for qualified residents to register to vote or update their voter information.

By using the My Voter Page, a registered voter can:

- Check registration status
- View information on upcoming elections
- Access voter specific elections information, including directions to a polling place and polling hours
- View a sample ballot
- Request and track an absentee ballot

The online voter registration page can be found at <http://olvr.sec.state.vt.us> and the My Voter Page login can be found at <http://mvp.sec.state.vt.us>.

## **Land Records**

During FY'17, 581 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This number translates to 2,168 pages compared to 2,171 pages in FY'16. As time permits, Sue continues to back scan and index older documents to build the data base used by researchers.

## **Dog Licenses**

In 2017, 462 dog licenses were issued. Dog licenses are due by April 1<sup>st</sup> each year. A current rabies certificate and fee are required to license your dog.

## **Vital Records**

Vital record statistics in the Town of Westford for January 1, 2017 through December 31, 2017 are as follows: 17 births, 11 deaths, and 8 marriages.

## **The New Vital Records Law (Act 46) and What It Means for You**

The Vermont Legislature passed Act 46 in May 2017, which significantly changes the state laws that govern vital records - namely, birth and death certificates. The new law and rules will enhance the safety and security of birth and death certificates, provide better protection against misuse of these legal documents, and reduce the potential for identity theft. Additionally, the changes streamline the entire statewide system for creation, storage and tracking of birth and death certificates. Act 46 will impact anyone who seeks a copy of a Vermont birth or death certificate. **The changes go into effect on July 1, 2018.**

The most notable changes are:

- Only family members (as defined in Act 46), legal guardians, certain court-appointed parties or legal representatives of any of these parties can apply to obtain a certified copy of a birth or death certificate. In the case of a death certificate only, the funeral home or crematorium handling disposition may apply for a certified copy.
- An individual must complete an application and show valid identification when applying for a certified copy of a birth or death certificate.
- An individual who refuses to complete the application or cannot provide valid identification will be ineligible and referred to the Vital Records Office.
- Certified copies of birth and death certificates can be ordered from any town, not just where the birth or death occurred or where the person was a resident.
- Certified copies will be issued on anti-fraud paper.
- Access to noncertified copies (previously called “informational” copies) is not significantly changed by the new law or rules.
- Marriage, civil union, divorce or dissolution certificate copies and processes are not affected by the new law or rules.

For text of Act 46, go to

<https://legislature.vermont.gov/assets/Documents/2018/Docs/ACTS/ACT046/ACT046%20As%20Enacted.pdf>.

### **Newsletter & Town Website**

There are two resources to keep abreast of current events in town. The Town’s website (<https://westfordvt.us/>) is a valuable resource for general information, such as contact information for town officials, a calendar of events (meetings, etc.), and agendas and minutes for meetings of the various boards and commissions. The second resource is the Town Newsletter which is published monthly. The newsletter contains announcements for general town information and events. The newsletter is distributed electronically and is available for viewing on the Town’s website (<http://westfordvt.us/documents/newsletters/>). Upon request, the Town will mail the newsletter to residents who do not have access to a computer and/or the Internet.

### **Holiday Donations**

Westford residents continue to be generous during the holiday season. In 2017, the Town was able to help 32 families with donations received. The families received Hannaford or Shaw’s gift cards (prohibiting the purchase of alcohol and tobacco products) to purchase items to meet their needs. The gift cards are received graciously and provide relief to those who are struggling. Thank you to all who donated!

It’s hard to believe that it’s been 17 years since first being elected Town Clerk. When I am asked if I like my job, I respond absolutely! My response is due to the amazing community I serve and the people I interact with on a daily/weekly basis. It’s refreshing to be in an environment where people have respect for one another and are dedicated to their community. Westford sets a great example for other Vermont communities of what can be accomplished when everyone pitches in. Thank you to each and every one of you for making Westford a special place to live.

Respectfully submitted,  
Nanette Rogers

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## **BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT**

The Board of Civil Authority (BCA) is comprised of the Justices of the Peace, Town Clerk and members of the Selectboard. The BCA's primary responsibilities involve reviewing the voter checklist, serving as election officials, and hearing grievance appeals of property assessments.

During FY'17, the BCA met four times to revise the voter checklist, resulting in approving 162 voter registration applications, removing 134 voters and sending notices to 22 voters to confirm residency. In addition to these meetings, BCA members worked the polls at the August 2016 State Primary Election, November 2016 General Election, 2017 Annual Town and School Meeting and the 2017 Annual Essex Westford School District Election in April. There were no grievance appeals filed.

The Board of Abatement consists of the Town Treasurer, Town Clerk, Selectboard members, Listers and the Justices of the Peace. The Board of Abatement hears property tax abatement requests.

The Board of Abatement heard four requests for tax abatement. Two requests were approved and two requests were denied.

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## **CEMETERY COMMISSION**

The Westford Cemetery Commission oversees the care and maintenance of six town cemeteries (Cookyard, Richardson, Cloverdale, Osgood Hill, Plains and Brookside).

We, with the help of a volunteer, have been able to keep the small previously "neglected" Cookyard clear of brush with the ultimate goal of maintaining its integrity. Future plans for Cookyard include installing a small sign and up-righting three visible gravestones. We also hired two different contractors to maintain/mow our other five cemeteries during the mowing season.

Flags were placed on all Veterans' graves in observance of Memorial Day

There continues to be much work to be done to keep our cemeteries a source of historic information as well as aesthetically maintained. The Town Office receives several requests regarding family history research and often this information can only be found on the gravestones themselves. As part of that effort and duty, we are continuing our long-range project of repairing and cleaning gravestones as funds allow. Funds were allocated in the 2016-17 fiscal year to restore a portion of the Brookside Cemetery. This was completed and we will be budgeting money for further gravestone restoration/cleaning and other projects during fiscal year 2017-2018. The Cemetery Commission considers gravestone restoration/cleaning as part of the annual maintenance program much like the mowing contract since it is an ongoing project.

We also continue to supervise tree removal on an as needed basis. Falling branches, limbs, and trees could cause considerable damage to the gravestones. During January 2017 we had three large trees removed from Brookside Cemetery to prevent them from coming down on their own and causing irreparable damage to the gravestones. Our goal is to minimize this problem. Another ongoing project is to record all of the cemetery inscriptions/information for each of the cemeteries into a computerized data base. All of the gravestones are also in the process of being photographed.

The cost of mowing continues to increase and we need to adjust our yearly budget accordingly.

The use of our cemetery funds in the various savings accounts and certificates of deposit are limited as we can only use the nominal interest earned on the CD accounts and not the principal. This is a problem faced by many communities. Therefore, we rely on the money allocated in the Town of Westford General Fund.

Each town is required to maintain their cemeteries as indicated in the Vermont State Statutes (Title 18, Ch.121). The Westford Cemetery Commission, with the support of the townspeople, the public, and the descendants of people buried in the cemeteries, would like to continue to keep the cemeteries aesthetically pleasing, a source of historic information and a place of respect.

The cemetery funds are all invested in local banks, supervised and audited yearly.

Respectively submitted,  
Lynn J. Gauthier  
Ronald Perry  
Glenn Rogers

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**TREASURER'S REPORT – CEMETERY FUNDS**  
**Year Ending June 30, 2017**

**Cemetery Checking Account**

Beginning Balance - July 1, 2016		\$1,276.38
Receipts		
Lot purchase	260.00	
Funds transferred from Brookside Cemetery account	600.00	
Minor's Funeral Home - cemetery fee	100.00	
Town budget appropriation	9,400.00	
Interest	<u>0.01</u>	
Total Receipts		10,360.01
Expenses		
Cemetery flags	144.00	
Postage	1.77	
Recording fee	10.00	
Lowe's flag marking	8.46	
Robert & Sons Mowing	900.00	
David Gauthier - mowing	2,250.00	
Barrett's Tree Service	5,153.26	
Plouff's monument work	496.74	
Mansfield Monuments (Brookside restoration)	<u>2,350.00</u>	
Total Expenses		11,314.23
Cash on Hand - June 30, 2017		<u><u>\$322.16</u></u>

**Brookside Cemetery Checking Account**

Beginning Balance - July 1, 2016		\$5,662.65
Receipts		
Interest	<u>0.20</u>	
Total Receipts		0.20
Expenses		
Funds transferred to Cemetery checking account	600.00	
Service charges	<u>14.00</u>	
Total Expenses		614.00
Cash on Hand - June 30, 2017		<u>\$5,048.85</u>

**Cemetery Savings Accounts**

	<u>Balance on 7/1/2016</u>	<u>Income</u>	<u>Interest</u>	<u>Balance on 6/30/2017</u>
Alger	\$318.71	\$0.00	\$0.16	\$318.87
Osgood Hill	\$588.37	\$0.00	\$0.29	\$588.66
Cloverdale	\$275.11	\$0.00	\$0.14	\$275.25
Perpetual Care	<u>\$760.56</u>	<u>\$100.00</u>	<u>\$0.41</u>	<u>\$860.97</u>
<b>Total</b>	<b>\$1,942.75</b>	<b>\$100.00</b>	<b>\$1.00</b>	<b>\$2,043.75</b>

**Cemetery CDs**

	<u>Balance on 7/1/2016</u>	<u>Withdrawal</u>	<u>Interest</u>	<u>Balance on 6/30/2017</u>
James Grow	\$4,642.78	\$0.00	\$16.87	\$4,659.65
Osgood Hill	\$8,391.03	\$0.00	\$21.71	\$8,412.74
Phillips	\$680.41	\$0.00	\$1.26	\$681.67
Irish	\$763.76	\$0.00	\$2.78	\$766.54
Brookside Cemetery	\$18,190.46	\$0.00	\$72.81	\$18,263.27
Perpetual Care	<u>\$3,011.98</u>	<u>\$0.00</u>	<u>\$10.94</u>	<u>\$3,022.92</u>
<b>Total</b>	<b>\$35,680.42</b>	<b>\$0.00</b>	<b>\$126.37</b>	<b>\$35,806.79</b>

**Total Cemetery Funds**

Cemetery Checking	\$322.16
Brookside Checking	\$5,048.85
Savings	\$2,043.75
CDs	<u>\$35,806.79</u>
<b>Grand Total in Funds</b>	<b>\$43,221.55</b>

## CONSERVATION COMMISSION

The Westford Conservation Commission (WCC) works in partnership with the citizens of Westford to create a vibrant, sustainable environment where land uses, including agriculture, silviculture, recreation and development, coexist in harmony with natural resources. The WCC continues to work to enhance community understanding of land conservation, expand public trail information, encourage trail use, and stimulate community involvement in conservation efforts.

The Westford Conservation Fund was established by the voters at the 2004 Town Meeting. The fund is to be used to help conserve land in Westford and to promote the town's farms and farm products. The fund does not receive money from the town budget, but is completely funded by benefit sales and private donations. Tax deductible donations to the Westford Conservation Fund can be made by contacting the Town Office, 1713 VT Route 128, Westford, VT 05494. Those wishing to apply for money from this fund should contact the Conservation Commission.

The WCC is working on a long range vision for pedestrian trails - a potential "greenway" that would cover and connect many areas of Westford.

Joel Fay, WCC member, has been maintaining the school trails, as well as creating new trails, for a number of years, helped at times by Dale Rodgers, another WCC member, as well as others. Dale and Joel also maintain the Schultz trail, which runs from the top of Machia Hill Road to the end of Old Number 11 Road.

The WCC also assisted in some of the planning and logistics regarding the conservation of the Jackson Farm. With the town voting to purchase the largest parcel of the project for a Town Forest, we will be busy in the coming years creating and maintaining trails in the forest.

Westford School students once again went out on the Friday before Green-up Day and cleaned up most of the dirt roads in town. The WCC wishes to thank the students, teachers, and all who helped make the day a success. WCC t-shirts went to prize winners. The students were proud of their work. We'd also like to thank those who got out on Green-up Day to clean areas the students didn't get to.

Residents can contact the Westford Conservation Commission by emailing [westfordcc@googlegroups.com](mailto:westfordcc@googlegroups.com). If you are interested in helping maintain trails or in setting up a temporary right-of-way for trail usage, please contact Commission Chair, Sarah Pinto, at 598-5601 or [sarah@pintomac.com](mailto:sarah@pintomac.com).

Respectfully submitted,  
Chuck McGill

**CONSERVATION FUND**  
**Year Ending June 30, 2017**

<b>Beginning Balance - July 1, 2016</b>	<b>\$11,395.02</b>
<u>Revenue</u>	
Transfer to fund	\$402.73
Interest	<u>\$25.60</u>
Total Revenue	<b>\$428.33</b>
<u>Expenses</u>	
Vermont Land Trust - Jackson Farm Donation	<u>\$5,000.00</u>
Total Expenses	<b>\$5,000.00</b>
<b>Ending Balance - June 30, 2017</b>	<b><u>\$6,823.35</u></b>

**DELINQUENT TAX COLLECTOR**

**Calendar Year Report: As of December 31, 2017**

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2014-15	2,726.36	2,726.36	0.00	0.00
2015-16	15,857.89	15,857.89	0.00	0.00
2016-17	<u>62,350.97</u>	<u>47,348.43</u>	<u>683.32</u>	<u>14,319.22</u>
<b>Total</b>	<b>80,935.22</b>	<b>65,932.68</b>	<b>683.32</b>	<b>14,319.22</b>

**Comparison of Calendar Year End Delinquent Taxes**

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	<u>Uncollected</u>
12/31/13	92,754.75	69,807.25	1,562.21	21,385.29
12/31/14	88,371.72	60,927.49	493.69	26,950.54
12/31/15	114,896.97	84,548.37	3,010.12	27,338.48
12/31/16	105,968.88	86,830.56	554.07	18,584.25
12/31/17	80,935.22	65,932.68	683.32	14,319.22

As of December 31, 2017, delinquent taxes in the amount of \$14,319.22 remain uncollected. During 2017, a total of \$656.18 was corrected by the Town Treasurer and \$27.14 was abated by the Board of Civil Authority.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY 17 is included below.

**Fiscal Year 2017 Report: July 1, 2016 through June 30, 2017**

<u>Tax Year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected as of June 30</u>
2014-15	\$20,068.31	\$20,068.31	\$0.00	\$0.00
2015-16	\$33,682.08	\$26,441.41	\$4.24	\$7,236.43
2016-17	<u>\$62,350.97</u>	<u>\$27,352.79</u>	<u>\$656.18</u>	<u>\$34,342.00</u>
<b>Total</b>	<b>\$116,101.36</b>	<b>\$73,862.51</b>	<b>\$660.42</b>	<b>\$41,578.43</b>

Respectfully submitted,  
Marge McIntosh



## **DEVELOPMENT REVIEW BOARD**

The Development Review Board (DRB) meets as needed to review applications for subdivision and commercial development, and to hear appeals of administrative officer decisions. The Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month, as needed, at 7:15 pm downstairs in the Westford Town Office. All meetings are open to the public.

We had an average year for DRB activity compared to recent years. Five total lots were created and there were several sketch plan applications which will likely create more lots down the road. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review- 5
- Preliminary Plat Hearings - 0
- Final Plat Hearing- 4
- Subdivision Amendment Hearings -2
- Conditional Use Amendments -1 (WRO Crossing)
- Conditional Use Amendment Hearings -0
- Site Plan Amendment Hearings - 0
- # of New Development Lots Created - 2
- # of New Deferred Development Lots Created -3
- Acres of Open Space Created – 0
- Miles of Pedestrian Path Created – 0

In March of 2016 the DRB began reviewing projects under the new Westford Land Use & Development Regulations that were approved in February of 2016. An amendment to the new regulations was adopted on July 27, 2017. The DRB continues to work hard to understand and appropriately implement these regulations. We appreciate the patience of applicants as we navigate the new regulations. The public is encouraged to attend our hearings to see what the process is like and to give input (especially on the new regulations). Every decision made, every development approved, and every regulation proposed - new or old - affects each of us. We welcome your opinions!

Each year generally sees some turnover in our Town boards, and the Development Review Board is no exception. Jason Hoover, a longstanding board member, has recently announced that he will be leaving the DRB. Jason has served the Town of Westford for 14 years. A big thanks to him for his dedicated service to the Town! Jason's position was recently filled by David Baczewski. Dennis Angiono joined the board in 2017 filling a vacancy from 2016. Dennis is also our Fire Warden and we thank him for dedicating more of his time to the Town!

Respectfully submitted,  
Matt Wamsganz, Chair

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## **DOG WARDEN**

At the time of the printing of this Town Report, the Dog Warden position remains vacant. If you are interested in serving the Town in this position and reuniting dogs with their owners, please contact the Town Office for more information.

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## **FIRE WARDEN**

It's hard to believe that we raced through another summer and we are midway through winter. Once again, I am asking Westford residents to continue taking out permits even though they are not presently required by Vermont state law when there is snow on the ground. Three reasons for this request are:

- 1) Fires can still get out of control even with snow covering.
- 2) I continue to monitor weather conditions throughout the season to help insure safe burning conditions.
- 3) It helps our Fire Department to determine if reports of smoke are due to a controlled burn or an actual emergency.

Also, please remember you can only burn in the winter what is allowable in the summer. If you have any questions as to what and when you can burn, please call me at 879-1231 and I will be glad to help you.

At this time, I would like to give a shout out to our outstanding Westford Fire Department which does a great job keeping our community safe.

For this reporting period:

- 566 permits were issued electronically
- 8 hard copy permits by the Fire Warden
- 6 hard copy permits by the Town Office
- 1 no permit warning issued
- 0 fire prevention tickets issued

Well, we've shoveled and plowed through another snow season and we are almost at the end of another winter. Soon we will see green grass and flowers in bloom. Thank you once again for your cooperation in helping to keep our community safe.

Respectfully submitted,  
Dennis L. Angiono

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## **HEALTH OFFICER**

During the period of July 1, 2016 to June 30, 2017, I attended one all day training in Montpelier, investigated three animal bite incidents, completed one Rental Housing Inspection and collected one drinking water sample as the Town Health Officer.

The training that I attended in Montpelier focused on the duties of the Town Health Officer as it relates to rental housing requirements. This training covered the life safety and sanitary requirements to be provided by a landlord in a rental unit, how to inspect a property for them and how to resolve discrepancies found during an inspection.

The animal bite incidents consisted of:

- One dog bite of owner while at the veterinary hospital in Milton. Rabies status confirmed with veterinarian. Owner advised to keep the dog in quarantine and away from the general public for ten days post incident.
- One dog bite of person in the residence of the dog owner. Rabies status confirmed with veterinarian. Owner advised to keep the dog in quarantine and away from the general public for ten days post incident.
- One cat bite of owner while at the veterinary hospital in Milton. Rabies status confirmed with veterinarian. Owner advised to keep the cat in quarantine and away from the general public for ten days post incident.

The rental housing inspection identified multiple deficiencies in the property inspected. The regional state fire marshal and regional environmental enforcement officer performed follow-up enforcement inspections and identified factors not related to a rental agreement and the issue was taken over by law enforcement.

Respectfully submitted,  
Marcus Pante

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## LISTERS

All was quiet in the Listers Office this past year. We will be going around collecting our data from outstanding and current building permits. We do leave a note that we were there. Change of Appraisals for building permits or for any properties with acreage changes, will be sent in April/May of 2018.

The Vermont Division of Property Valuation set Westford's 2017 Common Level of Appraisal at 98.25% of fair market value. Westford properties are all assessed using the same building cost tables and land schedules that were established for our last reappraisal in 2009.

Assessment records are public and can be viewed during Town Office hours. Listers are available by appointment or by email.

**Form HS-122, Vermont Homestead Declaration – Section A:** A Homestead Declaration must be filed when you purchase a property, and each year thereafter. For a new homeowner, you need to be living in the dwelling as of April 1<sup>st</sup>.

**Form HS-122, Property Tax Adjustment Claim – Section B:** This claim must be filed every year also.

**Form HI-144 Household Income** is due April 15<sup>th</sup> (late filing penalties apply). For more information, go to <http://tax.vermont.gov> and search for HS-122 or <http://tax.vermont.gov/sites/tax/files/documents/PropertyTaxAdjustmentFS.pdf>.

Respectfully submitted,  
Caroline Brown  
Trish Indoe  
Ben Saunders

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## PLANNING COMMISSION

The Planning Commission is a five-member town board that currently consists of five members: Koi Boynton, Wendy Doane, Gordon Gebauer, Seth Jensen and Mark Letorney. Commission duties include updating and implementing the Town Plan, revising Westford's Zoning and Subdivision Regulations, and performing other planning duties as put forth by the Selectboard. Jeremy Berger resigned earlier this year after five years serving on the Planning Commission. We thank him for his years of service to the Town. Koi Boynton was recently appointed by the Selectboard to fill Jeremy's seat.

This past year has been a busy year for the Planning Commission. One of the major projects we were involved with was the transfer of the former Westford School property to the Town. This process involved many meetings with the Selectboard and former Westford School Board in order to craft transfer documents that accomplished the wishes and directives of the voters. The property was transferred to the Town at the end of June.

We also remained involved in the Jackson Farm and Forest Project. As of this writing in October 2017, the Jackson Farm and Forest Project is still moving forward and we anticipate and hope that by the time of Town Meeting, the Jackson Farm property will have been transferred to the Town.

During the past year the Planning Commission found it necessary to ask the Selectboard to reform the Town's Energy Committee. This is due to the State's ambitious energy reduction goals and long-range plans to produce most of Vermont's energy from renewable sources by the year 2050. Under the State's statutory framework, if Westford wants more input into the siting of solar and wind energy facilities, we must revise our Town Plan and Zoning Regulations to conform with the new statutory requirements. We are very happy to report that the new Energy Committee is comprised of many people who have experience in renewable energy and they are working diligently towards that goal.

The Planning Commission has also continued to work to find new wastewater options for the Town Common and Village Districts. We continue to evaluate where a future community wastewater system might be located and how such a system might be funded.

Public input is warmly welcomed in the planning process. Planning Commission meetings are open to the public and are held at 6:30 pm on the third Monday of the month at the Town Office. Planning Commission agendas and minutes can be viewed on the Town website, which is a great resource and we encourage residents to explore it at [www.westfordvt.us](http://www.westfordvt.us)

Respectfully submitted,  
Gordon Gebauer, Chair

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## RECREATION COMMITTEE

In May of 2017, Rebecca Gwozdz stepped down as our department coordinator. Thanks Rebecca for all in terms of organization and energies applied toward our mission.

Our July 4<sup>th</sup> Parade was really well attended. Local performing artists provided a sound system and delivered a wide, enjoyable selection of familiar songs for all ages. The parade was especially nice with fine examples of antique farm equipment, floats and horses and costumes, along with our highway

department equipment and Girl Scouts, Library and more. Vendors of food and crafts are welcome and there's room on the common. I've made note to arrange for strawberry shortcake at the 2018 parade and celebration.

Summer Soccer, Soccer Camp and Fall Soccer are a winning combination. The recreation committee and key parents were the coaches and refs. The participation represented nearly 60 households in all.

Our K and PreK Fall Soccer program went exceptionally well. They enjoyed practices on the common. We're looking to add a Spring Soccer Program for K and Pre-K.

For many years, the residents of Westford benefitted from the countless hours volunteered by Dave and Sue Adams with regard to the setup and care of the ice rink and organizing the broomball tournament. After the 2015 broomball tournament, the Adams passed the torch to the Rec Committee for organizing future tournaments. Dave continued to maintain the rink through the 2016-17 season. In 2017 the Adams moved out of town. The town and committee are fortunate to find a new group of enthusiastic volunteers who are willing to take over set up and care of the rink and organization of the broomball tournament for the 2017-2018 season. As a result our committee can better focus on refining, improving and introducing seasonal programs.

Fall yoga and fencing are just two examples of fine programs with exceptional and certified instruction. Holiday basketball clinics give our players an option for time with a professional coach. Application of gifted and certified instructors from our community benefits families and the department immensely. It's some seasonal job creation too.

This year the Pumpkin Run grew from 5 kilometers to 6.5 kilometers. The course, designed by runners for runners, was challenging and traversed the trails behind the school to their fullest. It drew runners from the region who really enjoyed the course. The option for kids to participate by donating to our food shelf is one we'll keep.

Our plans for outdoor events that use trails include the 1st Annual Snowball Biathlon. The course, on town trails, is for x country skiing and snow shoeing and is a full-on, family event. There will be designated targets to throw snowballs at. Time and target score will both be factored.

We've also partnered with the Westford Library to offer wildlife talks in winter 2018. The Westford Wildlife Access Experience (TWWAX): bears, bats, moose, our river and talks by professionals of wildlife conservation, rehabilitation and ecology.

Other new programs planned offer cycling and possibly music in summer 2018.

We're getting ready to launch the lacrosse program for spring 2018. It looks to offer Westford and surrounding towns a super choice to play and learn from those who know it really well.

Thanks to all parents and professionals and our clerk for applying your talents towards our Westford Recreation Department.

Check out the monthly Town Newsletter online. It's still a good one to keep on the fridge.

Sincere thanks and very best in every rec season,  
Tom Schmidt, Greg Baker, Nancy Volkens, Danielle Vierling, Maureen Carpenter, Jeff LaBossiere

You may reach Tom Schmidt (Rec Coordinator) at 802-858-6211 or [westfordvtrec@gmail.com](mailto:westfordvtrec@gmail.com).

**RECREATION DEPARTMENT**  
**Year Ending June 30, 2017**

<b>Beginning Balance - July 1, 2016</b>		<b>\$7,593.84</b>
<b>Revenue</b>		
Donation from Town	8,500.00	
After-School Programs	3,540.00	
Basketball	565.00	
Soccer	3,100.00	
Broomball	2,555.00	
Nordic Ski	0.00	
Lacrosse	710.00	
Yoga & Zumba	4,574.00	
Vacation Camp	4,550.00	
Adult Programs	52.00	
Fencing	1,065.00	
4th of July Revenue	305.70	
Pumpkin Run	335.00	
VT Parks & Rec Tickets	346.00	
Miscellaneous	<u>35.00</u>	
<b>Total Revenue</b>		<b>\$30,232.70</b>
<b>Expenses</b>		
Rec Coordinator Salary	7,095.00	
Referees	395.00	
FICA Expense	542.74	
Lacrosse	148.84	
Soccer	92.99	
Yoga	3,855.00	
Uniforms	1,227.00	
Field Paint	49.00	
First Aid	90.79	
Ice Rink Repairs	643.47	
Broomball	383.16	
Pickleball	298.80	
Education	170.00	
Office Supplies	175.99	
Concerts	400.00	
After School Programs	2,996.40	
Multi-use Equipment	89.85	
Fencing	1,043.00	
Vacation Camp	3,360.00	
Library Programs	119.23	
Community Programs & Concerts	51.49	
Adult Programs	0.00	
4th of July	115.37	
Pumpkin Run	795.56	
VT Parks & Rec Tickets	330.00	

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Toilet Rentals	665.00	
Membership Dues	0.00	
Miscellaneous	7.97	
Donation	<u>500.00</u>	
<b>Total Expenses</b>		<b><u>\$25,641.65</u></b>
<b>Ending Balance - June 30, 2017</b>		<b><u>\$12,184.89</u></b>

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## TREE WARDEN

### Shade Trees and You!

Trees growing within the *Public Right of Way*\* are protected under Vermont State Statutes Annotated; Tree Wardens and Preservation of Shade Trees, Title 24 Municipal & County Government, chapter 67 sections 2502 - 2511.

\**The Public Right of Way* is usually 3 Rods total width (3 Rods = 49 ½ feet), but in some cases the right of way can be wider.

**Healthy** shade trees and ornamental trees growing within the public right of way (regardless of who or when they were planted) may not be cut or removed without approval from Town Officials (Select Board, Road Foreman and Tree Warden) and in some cases may require a public hearing.

**Dead**, dying, storm damaged or hazardous trees within the right of way may be removed by the Westford Town Road Crew at their discretion.

Healthy public shade and ornamental trees along roadsides and in public spaces belong to all town residents (they are not individually owned) and their preservation is important to everyone!

If anyone is interested in reading “The Law of Trees” and “The Public Right Away and You” (pamphlets by the VT. Institute for Government) they can be obtained at the Westford Town Offices.

Respectfully submitted,  
Ned Meehan

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## WESTFORD PUBLIC LIBRARY

The Westford Public Library’s mission is to provide “access to materials, technology, reference services and programs to meet the informational, educational, and recreational needs of the Westford community.” We are an integral part of how our residents access information, education and recreation for a variety of needs and in a variety of ways – books, movies, online media, audiobooks, downloadable content, local newspapers, and passes to museums and parks, as well as programming and events. We also support of the concerts on the Common and partner with the Recreation Department and the Westford School.

The Library was open for 204 days last year. Here's a snapshot of how our community enjoyed the Library during that time:

- Over 12,750 materials circulated among patrons.
- Visits to the Library totaled 8,804, a 6% increase.
- 884 patrons used the Library's 3 public access computers.
- An additional 2,622 community members used the Wifi access that was boosted on the Common.
- Attendance at Library programs totaled 2,469.
- 280 volunteers contributed just over 557 hours.
- The Library hosted community meetings with 690 people in total attendance.

Bree Drapa, our Librarian since January 2013, continues to create an inviting community space. She furthers the Library's mission by purchasing materials that are of interest to a variety of residents, creating engaging programs and sharing information to increase community interest, use and awareness of our public asset (and because of that, you'll note that our statistics continue to show many healthy increases over the prior year).

With appreciation for the community's support of your public library,

Beth Lane, Chair

Allison Weinhausen, Treasurer

Peggy Rodgers, Secretary

Beth Kirkpatrick (resigned)

Andrea Letorney (resigned)

Patricia Hechmer

Meghan Fyrberg

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**LIBRARY TRUSTEES FUND**  
**Year Ending June 30, 2017**

		<b>2016-17</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
		<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b>400-78 Expenses</b>					
7800-00.00	Expenses	11,047	10,068.81	12,372	13,068
7800-01.01	Trustee Fund Expense Account	0	4,746.12	0	0
7800-06.00	Ashgate Grant	0	391.31	0	0
7800-08.00	Postage Grant Expense Account	0	272.94	0	0
7800-10.00	Librarian Salary	32,337	32,842.38	32,970	33,619
7800-10.01	Substitute Librarian Salaries	1,457	1,374.75	1,457	1,492
7800-14.00	FICA	2,585	2,608.61	2,634	2,686
7800-15.00	Health Insurance	8,610	8,090.67	8,805	9,975
7800-16.00	Pension	970	985.23	989	1,009
7800-48.00	Insurance & W/C Insurance	3,242	1,626.34	2,400	2,410
7800-68.00	Building Maintenance & Repair	5,000	6,734.60	5,000	4,000
7800-74.00	Travel	450	374.32	450	450
7800-75.00	Fuel	1,015	575.02	622	661
7800-76.00	Electricity	1,500	1,041.46	1,500	1,198



	<b>2016-17</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b>400-78 Expenses (cont'd)</b>				
7800-77.00 Telephone & Internet	1,700	776.86	900	800
7800-78.00 IT	<u>0</u>	<u>0.00</u>	<u>800</u>	<u>700</u>
<b>Expense Total</b>	<b>69,913</b>	<b>72,509.42</b>	<b>70,899</b>	<b>72,068</b>
 <b>400-27 Revenue</b>				
2705-00.00 Town Appropriation		69,913.00		
2710-00.00 Trustee Fund		1,944.71		
2725-00.00 Postage Grant		330.00		
2726-00.00 Ashgate Grant		0.00		
2727-00.00 Summer Performances		<u>200.00</u>		
<b>Revenue Total</b>		<b>72,387.71</b>		
 <b>Beginning Balance July 1, 2016</b>		<b>11,328.59</b>		
Revenue		72,387.71		
Expenses		-72,509.42		
Adjustments (journal entries)		<u>208.85</u>		
<b>Ending Balance June 30, 2017</b>		<b>11,415.73</b>		

### WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2017, the Westford Volunteer Fire Department responded to **18** emergency calls as follows:

- 1 Structure fire
- 1 Chimney fire
- 4 Motor vehicle accidents
- 3 Smoke alarm investigations
- 3 Carbon monoxide alarms
- 3 Medical lift assists
- 2 Investigations of suspicious smells/gas in residences
- 1 Call canceled en route

Department highlights of 2016-17:

- Our new 710 pumper truck was delivered in September 2017, and has been in active service since that time. Thank you, residents of Westford, for your support in approving this funding. Look for the new “710” when we flood the Town Rink this winter.
- In 2017 we celebrated the 35<sup>th</sup> anniversary of the Westford Volunteer Fire Department.
- Our firefighters participated in combined trainings with other area fire departments, which enhances the coordination between departments for mutual aid. This year's training included a controlled burn of 2 structures on Route 2A in conjunction with Essex Town Fire and several other area fire departments.
- Members continue to train in vehicle extrication and stabilization. Specialized training and equipment enables us to safely remove occupants from crashed or rolled vehicles in a timely and

effective manner. Our thanks go to Fairfax Salvage for use of vehicles for training and for disposal of vehicles after training.

- Department members participated in National Fire Academy Courses through the Vermont Fire Academy to advance our skills in responding to fires and emergencies. David Vierling attended Bus Extrication training, Will Dunkley attended Farm Medic training, and Bill Fay and Steve Willard attended a two day conference on Fire Chief Training,
- Congratulations to Dan Gwozdz for obtaining Firefighter I and II Certifications, which involved approximately 300 hours of classroom, hands-on training and travel to attend the class and practicals.
- During Fire Prevention Week, Department members David Vierling, Tony Pouliot, Steve Willard, and Joe Casilli volunteered their time to give presentations on fire safety to students at Westford School, and to preschoolers at the Westford Library and on the Common.

We would like to thank everyone in the community who donated to, and attended our spring Tag Sale. Proceeds from the Tag Sale contribute toward the cost of ongoing maintenance of fire equipment. A special thanks to Connie Demey, Suzy Kearns, Tom Orfeo, and Paula Coli for their help before, during, and after the sale.

We would like to extend our thanks to the fire and rescue departments from Essex, Fairfax, Underhill-Jericho and Milton, who assist us with emergency responses when needed, and ask only that we do the same in return.

Thank you to Junior Drinkwine for ongoing support with dry hydrant installation and general maintenance.

Our roster of active interior certified firefighters currently stands at 10. Maintaining volunteer membership continues to be a struggle in Westford. We are always in need of additional members interested in emergency response, or who have other skills to contribute. If interested, please talk with one of our officers, or come to a weekly meeting at the station. The Fire Department meets on Monday evenings at 7 PM.

The Department roster includes the following members at the close of 2017:

Steve Willard	Chief
Bill Fay	Assistant Chief
John Quinn	Captain, Treasurer
Tony Pouliot	Captain
Grant Thomas	Firefighter
David Vierling	Firefighter
Tom Dunkley	Firefighter
Will Dunkley	Firefighter
Josh Smith	Firefighter
Dan Gwozdz	Firefighter
Jerry Duchaine	Firefighter
Cedric Davis	Firefighter
Joe Casilli	Junior Firefighter
Susan Schmidt	Secretary

I would like to thank our Department members and their families for their very generous contribution of time and energy. Our department is 100% volunteer, which results in a cost for emergency protection far below that of surrounding communities.

Thank you to the residents of Westford for your continued support.

Respectfully submitted,  
Steve Willard, Chief

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## FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2017

### RECEIPTS:

Reimbursements & Grants	<u>\$964.23</u>	
<b>TOTAL RECEIPTS</b>		<b>\$964.23</b>
Checking Account Balance on Hand 7/01/16		288.73
Operating Budget from Town General Fund		<u>50,100.00</u>
<b>TOTAL RECEIPTS</b>		<b>\$51,352.96</b>

### EXPENSES:

Administrative Equipment & Supplies	813.23
Communications	
Telephone & Internet Service	1,836.37
New Pager/Radio Purchase	547.00
Radio Maintenance & Repair	323.50
Awards/Donations/Scholarship	261.98
Dues & Subscriptions	221.00
Fire Prevention/Public Education Supplies	185.00
Fund Raising	0.00
Building Expense	636.08
Fuel & Oil	74.80
Insurance	14,066.00
Dry Hydrant Materials	0.00
Fire Fighting Supplies	9,613.72
Personal Safety Equipment	3,975.08
Small Equipment Maintenance	1,938.72
Small Equipment Purchase	1,372.00
Station Supplies	236.09
Training	466.46
Truck Maintenance/Repair	8,531.03
Computer Hardware/Software/Maintenance	0.00
Cascade Air System/Maintenance	2,276.63

SCBA Equipment/Maintenance	<u>3,679.87</u>	
<b>TOTAL EXPENSES</b>		<b>\$51,054.56</b>
Checking Account Balance on Hand 6/30/17		<u>298.40</u>
<b>TOTAL</b>		<b><u>\$51,352.96</u></b>

## ZONING ADMINISTRATOR

The Zoning Administrator (ZA) administers the Westford Land Use and Development Regulations. No land development or building of any kind may be started within the Town of Westford without a building permit. A major update to the Town's regulations went into effect February 18, 2016. **The most recent update of the regulations went into effect July 27, 2017.**

### Highlights include:

Rule Change regarding Certificates of Occupancy. A Certificate of Occupancy (C.O) is now required only for certain zoning projects. Your zoning permit indicates whether or not your project requires a C.O.

Administrative Amendments. Under certain conditions the Zoning Administrator may amend an existing zoning permit, site plan, or subdivision plan. The proposed amendment must conform to the regulations and must not be "a material change". Like all ZA decisions, these permits may be appealed to the Development Review Board (DRB).

Erosion Control and Stormwater Management Standards. Apply to all development that will disturb the soil.

Excavation and landfilling projects require zoning permits. This INCLUDES fill from Town ditching projects.

**Protection of Water Resources is a high priority in Westford and in the State of Vermont.** The Land Use and Development Regulations include a Water Resource Overlay (WRO) to ensure that the quality and character of Westford's important water-related resources, including wetlands, rivers, streams, ponds and wellhead protection areas, are protected. Prior to any landscaping, vegetation removal or construction project please check with the Zoning Administrator to ensure your project complies with the regulations. A number of parcels in town have at least some portion located within the WRO, or contain State Designated Class 2 wetlands.

**SELLING OR REFINANCING?** Most real estate attorneys and lenders require that sellers provide a Certificate of Zoning Compliance. The Zoning Administrator processes these requests for a \$30 fee. Please allow sufficient time for the part-time ZA to receive and process this paperwork in advance of your closing!

### **Zoning Permits Issued July 1, 2016 – June 30, 2017**

Houses	5
Garages	2
Sheds/Barns	5
Home Occupations	2
Miscellaneous	30
Additions to Houses	9
Accessory Apartments	2
Agricultural Structures	1
Administrative Amendments	4

Respectfully submitted,  
Kate Lalley

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### **BRICK MEETING HOUSE SOCIETY**

The Brick Meeting House Society of Westford, (BMHS) is **a committee charged with the restoration and operation of the Brick Meeting House as a community center**. Organizations represented on our board include: the Westford Historical Society (WHS), the Westford Seniors, the United Church of Westford (UCW), the Westford Recreation Committee, the Fairfax Community Theatre Company (FCTC), and the itinerant band of musicians that comprise the Westford Coffee House. The BMH serves as a home base for these groups, in addition to a community center for all of Westford. We meet quarterly, more or less.

Activities over the past year have included:

- Broomball Tournament Support
- Monthly luncheons for Westford Seniors
- Meetings for town, school & other civic business
- Private parties and events
- Monthly Coffee House
- Recreation Committee activities
- Ongoing archival work with the WHS
- FCTC practice and performance
- UCW Spring dinner, Soup & Chocolate
- WHS historical presentation with Howard Coffin

### **Notes from 2017**

This past fall marks the 23<sup>rd</sup> anniversary of the first meeting of the Brick Meeting House Society. It's a cool building, with a space providing a great service to the community. Not much renovation work was done this past year. Time to re-energize and get back to it in 2018. We who have been involved so long, could really use the energy and expertise of those perhaps new to this effort. So... if you've got some talents and energy, please contact us. We have a long list of overdue tasks.

One big boost this past year has been the support of the Schwan's Food Service designated community charity program. Check their website if you'd like join or continue past support. Much thanks to the Schwan's Organization!

We had some septic issues last winter, necessitating digging into it and replacing part of the line to the septic tank. We found the tank in a different location than expected, but also found it in better condition. Much thanks to Junior Drinkwine and crew and Tom Stebbins for assisting on that mini crisis. Things are back to flowing the way they should.

The building continues to be frequently used by the community. A couple events of note from last year is the Coffee House and the Westford Elementary theater group. The Coffee House has been a really fun and successful monthly event held the last Friday of each month, with ten musicians jamming the past couple times. Thank you Michael Kirick for continuing to organize this event! The Westford Elementary theater group used the building, last February/March with great success. By my quick unofficial count, the building was used 170 days last year.

Our operating budget is shared by member groups, various fundraisers and support within the town budget. Our board currently includes eight to ten people. Several of us have been active since the beginning in 1994, and at least one of us should be moving on after passing knowledge, hammer and humor to younger energy. Thank you! to community members for their generous donations of time, effort and talent to keep the BMHS running smoothly during the year, and to those that continue to support us financially!

The building is available for community use, and appropriate private functions. Please contact Caroline Brown for scheduling an event. Feel free to contact any of our members, through the Town Office or by mail at P.O. Box 63, Westford, VT.

Thank You!

Respectfully submitted,

John Doane, President, BMHS

Caroline Brown (WHS), Vice President & Scheduler

Greg Barrows, Treasurer

Tom Townsend (FCTC), Secretary

Dave & Lynn Gauthier (WHS)

Loreen Teer (Westford Seniors)

Michael Kirick

Ray Geddes

Lori Johnson

## REVENUE & EXPENSES

**Balance - July 1, 2016** **\$3,265.27**

### Revenue

Community donations	3,526.16
Fundraisers	919.50
Town of Westford	4,500.00
Member group donations	1,200.00
Other (sale of tables)	38.25
Rent	1,100.00
Interest	<u>0.78</u>

**Total Revenue** **\$11,284.69**

### Expenses

Operations	7,893.53
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Capital improvements	<u>0.00</u>	
Total Expenses		<b>\$7,893.53</b>
Net Activity	\$3,391.16	
<b>Ending Balance - June 30, 2017</b>		<b><u>\$6,656.43</u></b>

### WESTFORD HISTORICAL SOCIETY

This past June the Historical Society had its 30<sup>th</sup> anniversary.

In April, we had Vermont's Civil War historian, Howard Coffin give a presentation on the war. He entwined in his talk, the contribution of Westford's enlisted soldiers. Mr. Coffin made special mention of Westford's "Fighting Chaplain", the Rev. John Woodward, Pastor of the Congregational Church in town. The statue on the common is of Rev. Woodward and is the only Civil War statue in Vermont depicting an actual person.



Westford's Civil War "Home Guard"

In July, we hosted a program on a section of Westford called Cloverdale. This "neighborhood" is located over on Route 15, between the Putnam Farm (just over the line in Cambridge and the Cloverdale Farm). Beth Putnam Cole and George Putnam, from the Cambridge Historical Society, shared the history from when the first families moved there in 1804.

The Historical Society records and holdings can be seen by appointment. We have our genealogy records at the Town Office.

Our meetings are the third Monday at the Brick Meeting House on the Common, at 6:30 p.m.

Respectfully Submitted,  
Caroline Brown

## SENIOR LUNCHEON

A dedicated group of Westford Seniors have continued to meet on the second Monday of the month at noon at the Brick Meeting House. Attendance has been as low as 26 and as high as 51 with an average of 38 attendees. A decision was made in 2016 to meet during the winter as well, and other than one snow day that happened. There's a brief business meeting held each month and occasionally a speaker but meetings tend to be short. Offers of rides to and from the luncheon have been made via Front Porch Forum and will continue to be offered.

The officers have remained the same over this past year with Carol Howrigan as President; Maureen Estus as Vice President; Loreen Teer as Treasurer and Beth Menut as Secretary. Caroline Brown has continued to coordinate the menus and arrange for volunteers to provide food for the delicious and nutritious meals. Cereta Lamphere has continued to provide colorful, seasonal tablecloths and napkins and centerpieces despite a period of poor health. Bree Drapa, our Westford librarian, has been playing an active role as volunteer but also updates the crowd as to local events/happenings in the library and beyond. Loreen Teer has continued to offer the 50/50 raffle each month.

One change this spring was the loss of funding from Age Well, formerly Area Agency on Aging. In past years, they reimbursed 56 cents per meal which meant some income for the group to offset other expenses. Members are looking into fundraising efforts to counter this loss. A food sale was held at the Fireman's Tag Sale which was successful thanks to Carol and Frank Howrigan. We also received a generous monetary donation from a Westford resident which was very helpful. And, ongoing support has come from Judy and Dave Adams' donation of their poultry for some of our meals.

There is a plan for renewed efforts to interview seniors and get their histories/stories in writing to be preserved. This was started a few years ago and then dropped after a number of interviews took place and were written up.

Although the group has been saddened by the death of some long time "members" we are encouraged to have new helpers in the kitchen and new folks coming each month to enjoy the socialization and wonderful food. We look forward to another successful year ahead.

Respectfully submitted,  
Beth Menut, Secretary



**TITLE 24 APPENDIX: MUNICIPAL CHARTERS**  
**CHAPTER 155C: TOWN OF WESTFORD**

**§ 155C-1. General provisions**

The Town of Westford shall have all the powers granted to towns and municipal corporations by the Constitution and laws of the State of Vermont and by this chapter, together with all the implied powers necessary to carry into execution all the powers granted. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-2. Elected officers**

(a) Except as otherwise provided by this chapter, the elected officers of the Town of Westford shall be those required for towns by State law and they shall be elected by Australian ballot.

(b) Elected officers shall perform all duties and responsibilities necessary or required to carry out the provisions of this chapter as well as those provided by State law generally.

(c) The Selectboard shall constitute the legislative body of the Town of Westford for all purposes required by statute except as otherwise herein specifically provided, and shall have all the powers and authority given to, and perform all duties required of, town legislative bodies under the laws of the State of Vermont.

(1) Organization of the Selectboard shall be done in accordance with 24 V.S.A. § 871.

(2) The Selectboard shall elect a Vice Chair at its organizational meeting.

(3) The Chair of the Selectboard shall preside at all meetings of the Selectboard. If the Chair is not present, the Vice Chair of the Selectboard shall serve as acting chair.

(4) If any member of the Selectboard fails to attend at least 70 percent of the meetings in any 12-month period or misses three consecutive meetings without the consent of the Selectboard, the Selectboard may declare the position vacant and fill it in accordance with State law.

(5) The Selectboard shall determine its own rules and orders of business not addressed by this chapter and State statute.

(6) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees created by it and under its purview as authorized by this chapter or State statute. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-3. Appointed officers**

(a) In addition to all other offices which may be filled by appointment by the Selectboard pursuant to State law, the Selectboard shall appoint the following officers:

- (1) Town Treasurer;
- (2) Listers or an assessor;
- (3) Delinquent Tax Collector;
- (4) Cemetery Commissioners;
- (5) Town Agent; and
- (6) Town Grand Juror.

(b) The number of persons appointed to the offices set forth in subsection (a) of this section shall be determined by the Selectboard.

(c) All appointments shall be made in accordance with the Town of Westford Personnel Rules.

(d) In appointing the Town Treasurer and Delinquent Tax Collector, the Selectboard shall use the following guidelines in addition to following the Town of Westford Personnel Rules:

(1) Nominating committee.

(A) When a vacancy exists in the office of Town Treasurer or Delinquent Tax Collector, the Selectboard shall call for the formation of a nominating committee comprising one Selectboard member, two Justices of the Peace, and two residents. The Selectboard and Justices of the Peace shall select which of their members will serve on the committee. These three officials shall select the two residents.

(B) Meetings of the committee shall be warned and conducted as public meetings in accordance with the requirements of Vermont statutes. Members of this committee shall serve until any vacancy is filled by the Selectboard.

(2) Search process. The committee shall have the authority to solicit candidates, to advertise notice of a vacancy, and to make an investigation of a candidate's credentials and background as the committee deems appropriate. Upon completion of the investigation and interviewing of candidates, the committee shall submit to the Selectboard up to three names of those candidates deemed qualified for the positions.

(3) Appointing a candidate. Within 45 days of its receipt of candidates' names from the committee, the Selectboard shall appoint from such candidates a person(s) to fill any vacancy or notify the committee in writing that none of the candidates shall be appointed. If no appointment is made, the committee shall then reconvene and submit the names of additional qualified candidates to the Selectboard.

(4) Interim appointment. Until such a time as a vacancy is filled pursuant to this section, the Selectboard may appoint an official on an interim basis to fill the vacancy.

(e) All appointed Town officers shall be governed by the Town of Westford Personnel Rules.

(f) From time to time and whenever a job is open in an appointed Town office, the Selectboard shall adopt or revise a general statement of the qualifications necessary to perform the duties and responsibilities of the office and a job description of the office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-4. Independent audit**

The Selectboard shall provide for an independent audit of all Town accounts as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the Town government or any of its officers. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-5. Removal of elected town officers**

Any elected Town officer may be removed from office in the following manner:

- (1) A petition must be filed with the Town Clerk seeking the removal of the elected Town officer or officers. The petition must be signed by at least 15 percent of registered voters.
- (2) Within 15 days after receipt of the petition, the Selectboard shall warn a special Town meeting, or if the annual meeting is to occur within 90 days of the filing of the petition, the Selectboard shall include an article in the warning for the annual meeting, for the purpose of voting by Australian ballot on whether the officer or officers shall be removed from office.
- (3) Removal shall only occur if a majority of the votes cast at the annual or special town meeting approve removal and the total of all votes cast on the removal question equals or exceeds the total of all votes that were cast to elect the officer.
- (4) If an officer is removed, the officer shall immediately cease to hold office and the office shall become vacant. The vacancy shall be filled as provided by law.
- (5) Only one petition for removal may be filed against any given elected officer during any 12-month period of his or her term of office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-6. Conflict of interest**

- (a) A Town officer shall recuse himself or herself or be disqualified from any proceeding in which his or her impartiality might reasonably be questioned.
- (b) If anyone thinks a Town officer has a conflict in a case before a board, commission, or committee, that person can bring it to the attention of the officer's respective group. If the officer does not disqualify himself or herself, the board, commission, or committee shall consider the factual basis for the question and vote on the member's disqualification, the challenged member abstaining. This vote shall occur before any other business is conducted.
- (c) A Town officer who is disqualified by virtue of a conflict of interest shall not vote upon, participate in the discussion of, or otherwise sit as a member of any board, commission, or committee upon the matter from which he or she is disqualified.
- (d) Town officers and employees shall follow the rules outlined in the Westford Conflict of Interest Policy. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

**§ 155C-7. Severability**

If any provision of this chapter is held invalid, the other provisions of the chapter shall not be affected thereby. If the application of the chapter or any of its provisions to any person or circumstances is held invalid, the application of this chapter and its provision to other persons or circumstances shall not be affected thereby. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

## **CLASS 4 ROAD ORDINANCE**

**SECTION 1. AUTHORITY.** This is a civil ordinance adopted under authority of 24 V.S.A. §§1971-1976, and 2291(14), and 19 V.S.A. §304.

**SECTION 2. DEFINITION.** Class 4 highways are all other highways not falling under definitions of class 1, 2 and 3 highways. Class 1, 2, and 3 are defined for the purpose of receiving state aid and are passable with a pleasure vehicle on a year-round basis.

**SECTION 3. EXISTING USE.** Existing rights-of-way of Class 4 highways as of the date of adoption of this ordinance shall be retained by the Town for purposes of recreational multi-use activities, access to private property and agricultural and forest management.

### **SECTION 4. MAINTENANCE.**

1. Under this ordinance Class 4 roads are divided further into two classes:
  - a. Class 4-A: Those roads with full time permanent residents or regular winter use. These roads will receive year round maintenance.
  - b. Class 4-B: All Class 4 roads not included in Class 4-A. This class will receive minimal maintenance as required by State Statute or as deemed necessary by the Selectboard. Maintenance by private parties shall be only with the permission of the Selectboard.
2. Permission for repair, maintenance, improvement, or restoration shall not be unreasonably withheld by the Selectboard. The road shall be left in as good or better condition as when permission is granted.
3. The Town shall not provide any winter maintenance on Class 4-B roads. Plowing by private parties shall be only with the permission of the Selectboard.
4. Any winter plowing of a Class 4 road allowed by Selectboard to parties other than a municipality shall not nullify the privileges under 23 V.S.A. §3206(b)(2).
5. A list of all town roads which are in whole or in part of Class 4 status is attached to this ordinance.

**SECTION 5. CONTROL.** The Selectboard shall exercise control of Class 4 roads to ensure their integrity as a public right-of-way by means which may include, but are not limited to, the following:

1. Establishment of vehicle weight limits.
2. Prohibition or restriction of wheeled vehicle use during mud and snow season; signs and barriers may be utilized to accomplish this purpose.
3. Requirements for temporary permit for heavy equipment access may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user; posting of bond or other security to guarantee that repairs are made may be required as a condition of any permits.
4. Speed limits may be established.
5. Limitations on plowing.

**SECTION 6. CHANGE IN CLASSIFICATION.** Class 4 roads may be reclassified to trail status, discontinued, or upgraded to Class 3 or higher status. Reclassification will be done in accordance with 19 V.S.A. §§708-714 and upon findings by the Selectboard that the public good, necessity and convenience of the inhabitants of the municipality require the reclassification, that the public interests will be substantially advanced by such change in status and that reasonable measures are taken to

replace, substitute, or avoid the loss of public and commercial travel, intrinsic aesthetic and recreational value, or other public interests afforded by the existing Class 4 road.

At a minimum, no Class 4 road may be upgraded in status or discontinued without the permission of the Selectboard. The Selectboard may provide for an alternative travel easement or right-of-way replacing the travel route upgraded or discontinued to ensure that users and landowners have uninterrupted access.

**SECTION 7. LAYING OUT OR REDESIGNATION OF TOWN ROADS.** The town policy for laying out new town roads or re-designation to improve service is that, after receiving the Selectboard's approval, the landowner(s) is (are) responsible for the cost of required road improvements and/or purchase of rights-of-way. Town assistance will be limited to final grading or other equipment assistance at the Selectboard's discretion.

The following standards apply for Class 4 roads to be laid out or re-designated after the effective date of this ordinance:

1. Class 4-A: Vermont Department of Highway Standard A-76 modified to include at least 15 inches of gravel and 18 inches over ledge.
2. Class 4-B: Provide at least a 3 rod right of way (49.5 feet) by deed.

**SECTION 8. NEW STRUCTURES.** New structures on lots fronting on a Class 4 road are subject to the requirements of applicable town ordinances, codes and regulations.

**SECTION 9. RIGHT-OF-WAY ACCESS.** Pursuant to 19 V.S.A. §1111 the Selectboard shall control access into the road right-of-way for the installation or repair of utilities and for access of driveways, entrances, and approaches.

Notwithstanding the above, nothing herein shall be deemed to negate or repeal the effect of any provision of the Town Code or its Articles relating to permit requirements for working in or adjacent to road rights-of-way.

**SECTION 10. OVERWEIGHT VEHICLES.** Pursuant to 23 V.S.A., Chapter 13, Subchapter 15, vehicular use of highways and bridges is subject to limitation and regulation regarding gross vehicle weights, tire and axle weights, and overall length and width.

Written approval of the Selectboard, or its authorized agent, may be granted for use or travel over highways and by and between the Selectboard and applicant for compensation for wear and tear on highways anticipated or caused by use of highways in excess of the legal weight and size limitations. Vehicles used for agricultural or forest management shall not be held to a higher standard than other vehicles.

**SECTION 11. POSTING.** No highway of any class may be intentionally closed by a gate or other obstruction except upon approval of the Selectboard. 19 V.S.A. §1105. The Selectboard may post a road in accordance with 19 V.S.A., §1110. The Selectboard may post a highway for the purposes of preserving the integrity of the road. 19 V.S.A. §304.

**SECTION 12. ENFORCEMENT.**

1. Notwithstanding any other provision of law, including Title 19 of the Vermont Statutes Annotated, any person who violates a provision of this civil ordinance shall be subject to a civil penalty of up to

\$500 per day for each day that such violation continues. The Road Foreman or the Selectboard's designee shall be authorized to act as Issuing Municipal Officials to issue and pursue before the Judicial Bureau a municipal complaint. The Road Foreman or the Selectboard's designee shall issue a written warning for a violation of this Ordinance before issuing a municipal complaint for a first offense of this Ordinance in any calendar year.

2. **Waiver Fee.** An Issuing Municipal Official is authorized to recover a waiver fee, in lieu of a civil penalty, in the following amount, for any person who declines to contest a municipal complaint and pay the waiver fee:

First offense:	\$50
Second offense:	\$100
Third offense:	\$150
Fourth offense:	\$250

Offenses shall be cumulative within a 24-month period and not limited to a calendar year.

3. **Civil Penalties.** An Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation, and each day the violation continues shall constitute a separate violation:

First offense:	\$100
Second offense:	\$200
Third offense:	\$300
Fourth offense:	\$500

Offenses shall be cumulative within a 24-month period and not limited to a calendar year.

4. **Other Relief.** In addition to the enforcement procedures available before the Judicial Bureau, the Selectboard, Road Foreman or the Selectboard's designee are authorized to commence a civil action to obtain injunctive and other appropriate relieve, to request revocation of a permit, approval or license by the Selectboard, Road Foreman or the Selectboard's designee or to pursue any other remedy authorized by law.

**SECTION 13. COMPLIANCE WITH OTHER REGULATIONS.** This ordinance is written to establish and clarify standards of construction and the authority of the Selectboard and its agents.

**SECTION 14. SEVERABILITY.** If any portion of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

**SECTION 15. EFFECTIVE DATE.** This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. §1973, that statute shall govern the effective date of this ordinance.

Adopted this 22<sup>nd</sup> day of September 2011. Effective date: November 21, 2011.

WESTFORD SELECTBOARD  
Robert L. Bancroft, Chair  
John Quinn  
Ira Allen

Received for Record  
September 23, 2011 at 8:30 a.m.  
Attest: Nanette Rogers, Town Clerk

### CLASS 4 TOWN ROADS

<u>Status</u>	<u>Road Name</u>	<u>Description</u>
Class 4-A	Seymour Road	Beginning 1.05 miles from Route 15 and traveling in a westerly direction for .09 miles.
Class 4-B	Rogers Road	Beginning .26 miles from Old Stage Road and traveling in a westerly direction for .99 miles.

### TOWN OF WESTFORD DOGS AND WOLF-HYBRID ORDINANCE

**SECTION 1. AUTHORITY.** This ordinance is adopted by the Selectboard of the Town of Westford under authority of 20 V.S.A. §3549, 24 V.S.A. §§2291 (10), (14), and (15), and 24 V.S.A. Chapter 59.

**SECTION 2. PURPOSE.** It is the purpose of this ordinance to regulate the keeping of dogs and wolf hybrids and to provide for their leashing, muzzling, restraint, impoundment and destruction and their running at large, so as to protect the public health and safety of the Town and the quiet enjoyment of its residents' homes and properties.

**SECTION 3. DEFINITIONS.** For purposes of this ordinance, the following words and/or phrases shall apply:

- A. "Dog" means any member of the canine species. For purposes of this ordinance, this term, wherever used, shall also include "wolf-hybrids" and "working farm dogs" except where specifically exempted.
- B. "Enforcement Officer" means any Police Officer, Dog Warden, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.
- C. "Owner" means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.
- D. "Potentially vicious dog" means a dog running at large that inflicts minor injuries on a person not necessitating medical attention; chases, threatens to attack or attacks another domestic pet or animal as defined in 20 V.S.A. §3541; causes damage to personal property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.
- E. "Running at large" means that a dog is not:
  - 1. on a leash;
  - 2. in a vehicle;
  - 3. on the owner's premises;
  - 4. on the premises of another person with that person's permission;
  - 5. clearly under the verbal or non-verbal control of the owner; or
  - 6. hunting with the owner.

- F. “Wolf hybrid” means:
1. An animal that is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*);
  2. An animal that is advertised or otherwise described or represented to be a wolf hybrid; or
  3. An animal that exhibits primary physical and/or behavioral wolf characteristics.
- G. “Working farm dog” means a dog that is bred or trained to herd or protect livestock or poultry or to protect crops and that is used for those purposes and that is registered as a working farm dog pursuant to State law.

**SECTION 4. NUISANCES.** An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

- A. Running at large in the Town.
- B. A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.
- C. A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.
- D. A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period of fifteen (15) minutes or more. This regulation shall not apply to dogs in a kennel/boarding facility which has received a zoning permit under the Town’s Zoning Regulations. The zoning permit will govern the use of the kennel/boarding facility.
- E. The provisions of this section pertaining to running at large and disturbing the quiet, comfort and repose of others shall not apply to working farm dogs if:
1. the working farm dog is barking in order to herd or protect livestock or poultry or to protect crops; or
  2. the working farm dog is running at large in order to herd or protect livestock or poultry or to protect crops.

**SECTION 5. COLLAR AND LICENSE.** Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. A dog that is found without a collar or harness and license shall be immediately impounded.

**SECTION 6. ENFORCEMENT.** The violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Chittenden County Superior Court, at the election of the Selectboard.

Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, an Enforcement Officer shall be the designated enforcement officer(s).

Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town of Westford may pursue all appropriate injunctive relief.



**SECTION 7. PENALTIES AND COSTS.**

- A. First offense                      \$50.00 full penalty/\$25.00 waiver penalty.
- B. Second offense                  \$100.00 full penalty/\$50.00 waiver penalty.
- C. Third offense                    Impoundment and impoundment costs, any remedial action as required by the Enforcement Officer, plus \$150.00 full penalty/\$75.00 waiver penalty.
- D. Subsequent offenses           Impoundment and impoundment costs, any remedial action as required by the Enforcement Officer, plus \$200.00 full penalty/\$100.00 waiver penalty.
- E. For purposes of determining the sequence of offenses, second and third offenses shall be those that occur within the 12-month period of the anniversary day of the first offense. Any offense occurring after this 12-month period shall be considered a new first offense.
- F. Any owner whose dog has been impounded for its initial third offense shall provide the Selectboard with proof of satisfactory completion of a responsible dog owner training course pre-approved by the Selectboard within 6 months of the anniversary date of impoundment. Failure to provide such certification may result in forfeiture of the offending animal.
- G. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.
- H. Impoundment costs and pre-approved responsible owner training programs shall be set annually by the Selectboard.

**SECTION 8. IMPOUNDMENT.**

- A. Any dog that is determined by an Enforcement Officer to be a potentially vicious dog, which presents an imminent danger to people or other animals, has reportedly bitten a person off the premises of its owner, or is in violation of State licensing law or 20 V.S.A. §3806 may be immediately impounded.
- B. A person claiming a dog is a “potentially vicious dog” may file a written complaint with the Selectboard. The complaint shall contain the time, date and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the selectboard in conducting its hearing.
- C. Upon receipt of a “potentially vicious dog” complaint” the Selectboard shall proceed as in the case of a “vicious dog” complaint with the exception that if the Selectboard determines that the behavior classifies the dog as “potentially vicious” the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.

## **SECTION 9. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.**

- A. The officer who impounds a dog shall, within twenty-four (24) hours, give notice to the owner thereof, either personally, by telephone call, or by written notice at the owner's dwelling. Such notice shall inform the owner of the nature of the violations, the location of the dog and the steps that are necessary to have it returned to the owner.
- B. If the owner of the dog is unknown, the officer who impounds a dog shall, within twenty-four (24) hours of impoundment post a public notice. Notification shall be posted in the Town Clerk's office and other usual places for public notice for a ten (10) day period. The public notice shall include a description of the dog, including any significant marks of identification, when and where it was impounded or found by the person placing the dog in the Town's custody, and declare that unless the owner claims the dog and pays all expenses incurred by the Town for treatment, boarding and care of the dog, any applicable penalties and takes all necessary remedial action within ten (10) days following posting, the Town may place the dog in an adoptive home, transfer it to a humane society or rescue organization. If the dog cannot be placed in an adoptive home or transferred to a humane society or rescue organization, it may be destroyed in a humane way.
- C. Impounded dogs shall be released to the owner only after payment of all penalties and impoundment fees (including but not limited to boarding, food, and veterinary expenses), the final disposition of a potentially vicious dog or vicious dog hearing if applicable, and after all necessary remedial action is taken by the owner. Remedial action shall include, but is not limited to, such actions as providing a collar and current license, and verification of certification of current vaccination against rabies.
- D. If the owner of a dog impounded under the provisions of this ordinance refuses to take the remedial action necessary to secure the dog's release within ten (10) days following notice of impoundment or gives notice either personally, by telephone call, or in writing to the Town of forfeiture of ownership before that time, the dog may be placed in an adoptive home, transferred to a humane society or rescue organization, or if the Town is unable to transfer the dog it may be humanely destroyed. The owner of a dog transferred or humanely destroyed shall remain liable for all expenses incurred by the Town for treatment, boarding and care of the dog for the duration of its impoundment and any expenses associated with its transfer or humane disposal.
- E. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If an official designated by the Selectboard to enforce the provisions of this ordinance determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the rules of the Vermont Department of Health.

## **SECTION 10. INVESTIGATION OF VICIOUS DOGS.**

- A. When a dog has bitten a person while the dog is off the premises of its owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the selectboard in conducting its investigation.
- B. The Selectboard, within seven (7) days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can

be ascertained with due diligence, said owner shall be provided with a written notice of the time, date and place of hearing and a copy of the complaint.

- C. If the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. §3550.
- D. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or a municipal official designated by the Selectboard determines that the dog is a rabies suspect, the provisions of Subchapter 5 of Title 20 Chapter 193 and the rules of the Vermont Department of Health shall apply. If the dog is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

**SECTION 11. OTHER LAWS.** This ordinance is in addition to all other ordinances of the Town of Westford and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 12. SEVERABILITY.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

**SECTION 13. EFFECTIVE DATE.** This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. §1973, that statute shall govern the taking effect of this ordinance.

Adopted this 10<sup>th</sup> day of April, 2014. Effective date: June 9, 2014.

WESTFORD SELECTBOARD  
Robert L. Bancroft, Chair  
Alexander Weinhagen  
David E. Adams

Received for Record  
April 11, 2014 at 8:30 a.m.  
Attest: Nanette Rogers, Town Clerk

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## ORDINANCE TO REGULATE OPEN FIRES

The Select Board of the Town of Westford hereby ordain:

### 1. Prohibition of Open Fires

- A. No person shall build an open fire, as such term is defined in this ordinance, or permit an open fire to remain burning at any time in the Town of Westford without obtaining a written permit from the Town Forest Fire Warden, in accordance with Title 10 V.S.A., Ch. 83 Section 2641.

- B. At the discretion of the Warden, open fires may be prohibited:
  - 1. Within 100 feet of any structure;
  - 2. Within any developed residential area of the Town where residential development has occurred at or above a density of one unit per 40,000 square feet.
- C. A Town Deputy Forest Fire Warden, appointed in accordance with Title 10 V.S.A., Section 2641, may, when so directed by the Town Forest Fire Warden, take any action the Town Forest Fire Warden is authorized to take under this ordinance.

## **2. Definition of Open Fires**

A fire which is not contained in a receptacle or structure specifically designed to contain the fire and prevent its spread outside the receptacle or structure. The receptacle or structure must be designed and located such that heat from the fire is precluded from starting a fire outside the receptacle or structure.

## **3. Permit to Kindle Fire**

- A. The Warden shall promptly approve, disapprove, or approve with conditions any request for a permit under this ordinance and shall provide such decision in writing to the applicant.
- B. When considering an application for a permit under this ordinance, the Warden shall take into consideration:
  - 1. Potential risk of injury or damage to persons or property;
  - 2. Potential nuisance, pollution and health problems created by smoke, ash or fumes;
  - 3. Climate and weather conditions that could impact open fire; and,
  - 4. Precautions proposed by the applicant to prevent injury to other persons or property and the spread of the fire to surrounding areas.

## **4. Fire Department Training**

Nothing contained herein shall prevent the Fire Department from conducting drills and training. When such drills or training involve the burning of structures or fields, adjoining property owners shall be notified at least 48 hours in advance of such drill or training.

## **5. Appeals**

Any decision of the Warden under this ordinance shall be reviewable, upon written request, by the Select Board. The Select Board shall respond to any such request for review within 60 days of the date of its receipt of said request.

## **6. Penalties**

- A. Any person who violates the provisions of this ordinance will be given a written notification and may be subject to fines as follows:
  - 1<sup>st</sup> Violation: Maximum \$100.00 Fine
  - 2<sup>nd</sup> Violation: Maximum \$250.00 Fine
  - 3<sup>rd</sup> Violation: Maximum \$500.00 Fine

Each violation shall constitute a separate offense, and the length of time following such violation during which any other such violation shall be considered successive shall be three years.

- B. In addition to the recovery of fines provided for above, the town may seek to enforce this ordinance by an appropriate action for injunctive relief, and in addition the Town may seek recovery of any legal costs incurred in seeking such relief.

## **7. Enforcement**

- A. The Warden shall be responsible for all fire-site inspections and notification to offenders. The Warden shall report each violation of this ordinance to the Select Board.
- B. The enforcement of this ordinance shall be the responsibility of the Select Board of the Town of Westford.

Adopted this 22<sup>nd</sup> day of April 1996.

William Leach, Chair  
Francis Howrigan  
Arthur Menut II  
Selectboard of Westford

Received for Record April 23, 1996 at 8:30 a.m.

Attest: Frena Phillips, Town Clerk

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## **TRAILS ORDINANCE**

**SECTION 1. AUTHORITY.** This is a civil ordinance adopted under authority of 24 V.S.A. §§ 1971 and 2291(14), and 19 V.S.A. §304(5).

**SECTION 2. PURPOSE.** The purpose of this ordinance is to protect public safety, and prevent environmental damage and pollution caused by vehicular traffic on trails. Such damage and pollution are hereby deemed to be a public nuisance. It is a further purpose of this ordinance to protect trails from damage and obstruction so they remain open for public use.

**SECTION 3. DEFINITIONS.** For purposes of this ordinance, the following definitions shall apply:

- a. *Motor Vehicle* shall include all vehicles propelled or drawn by power other than muscular power, except tractors used entirely for work on the farm, vehicles running only upon stationary rails or tracks, motorized highway building equipment, road making applicants, snowmobiles, all terrain vehicles as defined in 23 V.S.A. §3501 or electric personal assistive mobility devices.
- b. *Operate, operating or operated* as applied to motor vehicles shall include *drive, driving and driven* and shall also include an attempt to operate, and shall be construed to cover all matters and things connected with the presence and use of motor vehicles, whether they be in motion or at rest.
- c. *Owner* shall include any person, corporation, co-partnership or association, holding legal title to a motor vehicle, or having exclusive right to the use or control thereof.
- d. *Trails* shall mean all Trails within the meaning of 19 V.S.A. §301(8) in the Town of Westford.

## **SECTION 4. ACTIVITY PROHIBITED.**

- a. The operation of a motor vehicle is prohibited on all Trails unless the operator of the vehicle has a valid permit issued by the Westford Selectboard.

- b. No person shall place or cause to be placed an obstruction or encroachment in a Trail, so as to hinder or prevent public travel, or to injure or impede persons traveling of a trail.
- c. No person shall use any part of a Trail as an overnight camping area for the purpose of overnight camping.
- d. No person shall wantonly or willfully injure a Trail or any of its components by destroying or removing stones or Town-placed improvements or by digging pits for gravel, clay or for other purpose.
- e. No person shall injure a Trail by obstructing or diverting a stream, watercourse or sluice, or by dragging logs or timber or any other objects on the Trail surface.

## **SECTION 5. PERMITS.**

- a. Permits shall be issued only to residents of or persons owning property abutting Trails or their branches or to persons who, in the judgment of the Selectboard, have been found to have a legitimate need to operate a motor vehicle on a Trail.
- b. The only acceptable permit shall be one entitled "TOWN OF WESTFORD PERMIT TO OPERATE A MOTOR VEHICLE ON THE \*NAMED\* TRAIL" and signed by the members of the Westford Selectboard. One copy of the permit shall be issued to the permittee and one copy shall be filed with the Westford Town Clerk.
- c. Permits shall be valid for residents and property owners so long as they continue to be residents or property owners. All other permits shall be renewed annually.

## **SECTION 6. PERMITS FOR WORK WITHIN TRAILS**

- a. No person shall commence any activity described in section b. below without first obtaining a permit from the Westford Selectboard.
- b. Permits shall be required for the following activities:
  - 1. Develop, construct, regrade or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a Trail right-of-way, or obstruct a ditch, culvert or drainage course that drains a Trail, or fill or grade the land adjacent to a Trail so as to divert the flow of water onto the Trail right-of-way;
  - 2. Dig up or excavate a trench in a Trail for the purpose of installing pipes or wires; and
  - 3. Install private sewer or water lines in a Trail right-of-way.
- c. The Selectboard shall not grant a requested permit unless it determines that the proposed activity will not interfere with public use of the Trail or create a condition that poses a threat to the safety of those using the Trail. The Selectboard may include in any permit reasonable conditions to protect the safe use of the Trail by the public. The Selectboard may also condition upon approval of a permit on the permittee reimbursing the Town for its reasonable costs in monitoring performance of the work authorized by the permit.

## **SECTION 7. PENALTIES, COSTS AND REMEDIES.**

- a. Any person who operates a motor vehicle on Trails or who allows another person to operate their motor vehicle on Trails without a permit shall be fined \$50.00, with a waiver fee of \$35.00. If the owner and the operator of a vehicle being operated without a permit are not the same person, the owner and the operator shall each be liable for the fine of \$50.00 or the waiver fee of \$35.00.
- b. Any person who violates Sections 4.b-e and Section 6.a of this Ordinance shall be fined \$50.00, with a waiver fee of \$35.00. Each day that such violation continues shall constitute a new violation, subject to a new fine.

- c. In addition to any penalties imposed for violation of this Ordinance, any person who causes damage to or unlawfully installs improvements within any Trail right-of-way shall be responsible for the cost of restoring the Trail to its condition prior to the damage.
- d. The penalties and costs recoverable by the Town under this Ordinance are in addition to any remedies, including penalties, costs and other relief available to the Town under State law.

**SECTION 8. ENFORCEMENT OFFICERS.** Enforcement shall be performed by any officer of the Chittenden County Sheriff's Department or by any other Vermont law enforcement officer.

**SECTION 9. SEVERABILITY.** If any portion of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

**SECTION 10. EFFECTIVE DATE:** This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted this 27<sup>th</sup> day of August 2009. Effective date: October 26, 2009.

WESTFORD SELECTBOARD

John Quinn (Chair)

David A. Tilton

Robert L. Bancroft

Received for Record

August 28<sup>th</sup>, 2009 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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## TOWN OF WESTFORD TRAFFIC ORDINANCE

Pursuant to the provisions of Title 23, Vermont Statutes annotated, Sections 1007 and 1008, and Title 24, Vermont Statutes Annotated, Sections 1971 and 2291 (1), (4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Westford that the following amended Traffic Ordinance is adopted for the Town of Westford, Vermont.

*History: Ordinance originally adopted July 24, 2000, effective September 25, 2000.*

### ARTICLE I

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

### ARTICLE II

The ordinance established special traffic regulations on public highways within the Town of Westford, Vermont.

Section I      It shall be unlawful for any person to disobey the direction of a traffic control device except in response of a law enforcement officer.

- Section II It shall be unlawful for any person to intentionally remove, injure, obstruct, deface alter or tamper with any traffic control device.
- Section III It shall be unlawful for any person to install any sign or device, which may resemble or be mistaken for an official traffic control device, without prior approval of the Town of Westford Selectboard.
- Section IV It shall be unlawful for any person to build, plant or place any obstacle within the town right away without prior approval of the Town of Westford Selectboard.

### ARTICLE III - SPEED REGULATIONS

On the basis of engineering and traffic surveys, and Pursuant to S.56 the following speed limits are hereby established.

1	Allen Irish Road	The entire length	TH #10	35 mph
2	Brookside Road	From the intersection of Route 128 proceeding in a southerly direction to the intersection of Chace lane	TH #1	25 mph
2A	Brookside Road	Beginning from the intersection of Chace Lane proceeding in a southerly direction to the intersection of Pettingill Road and Phelps Road	TH #1 & TH #30	35 mph
3	Bill Cook Road	Westford portion	TH #11	35 mph
4	Cambridge Road	The entire length	TH #3	35 mph
5	Chapin Road	Westford portion	TH #38	35 mph
6	Huntley Road	The entire length	TH #8	35 mph
7	Manley Road	The entire length	TH #35	35 mph
8	Old Stage Road	From the Westford Milton Road to junction of Woods Hollow Road	TH #6	35 mph
9	Old Stage Road	From junction of Woods Hollow Road to Essex town line	TH #1	40 mph
10	Osgood Hill Road	From Route 128 to Essex town line	TH #19	35 mph
11	Phelps Road	The entire length	TH #29	35 mph
12	Rollin Irish Road	From Old Stage Road to Milton town line	TH #31	35 mph
13	Woods Hollow Road	The entire length	TH #7 & TH #1	35 mph
14	Westford Milton Rd	From Route 128 to Milton town line	TH #2	40 mph
15	Plains Road	The entire length	TH #9	35 mph
16	Common Road	The entire length	TH #33	25 mph
17	Old #11 Road	The entire length	TH #15	35 mph
18	Covey Road	The entire length	TH #14	35 mph

*History: Section 15. Plains Road added and adopted August 12, 2003, effective October 11, 2003; Section 16. Common Road added and adopted November 10, 2005, effective January 9, 2006; Section 17. Old #11 Road added and adopted November 10, 2005, effective January 9, 2006; Section 18. Covey Road added and adopted November 10, 2005, effective January 9, 2006; Section 2. Brookside Road*



*amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. Brookside Road added and adopted October 26, 2006, effective December 25, 2006.*

#### **ARTICLE IV - ROAD EXPLANATION**

(Refer to Article III for name of road)

<b><u>Neighborhood Character</u></b>	<b><u>Abutting Land Use</u></b>	<b><u>Bicycle/Ped Use</u></b>	<b><u>Physical Character</u></b>
1 Well-spaced, residential	Residential/Open	Limited	Steep grade, sight distance, connector road
2 Well-spaced, residential	School/some commercial	Heavy	Various conditions
2A Well-spaced, residential	Residential/Open	Heavy	Various conditions
3 One house in Westford, heavily developed in Underhill	Open	Moderate	Two sharp curves, narrow in places, connector road to Underhill
4 Well-spaced, residential	Residential/Open	Heavy	Good condition, connector road
5 Moderately developed	Residential/Open	Moderate	Various conditions, connector road to Essex
6 Heavily developed	Residential/Open	Heavy	Narrow in several places
7 Lightly developed	Open	Moderate	Steep, narrow in spots
8 Heavily developed	Residential/Agriculture/Open	Heavy	Generally good, connector road
9 Moderately developed	Residential/Open	Light	Paved, connector road
10 Very heavily developed	Residential	Heavy	Narrow, some steep grades, road difficult to maintain
11 One house	Open	Moderate	Steep grade, narrow in places
12 Heavily developed	Residential	Moderate	Poor line of sight, narrow in several places, connector road to Milton
13 Moderately developed	Residential/Agriculture/Open	Heavy	Various conditions, connector road
14 Moderately developed	Residential/Open	Heavy	Paved, connector road
15 Very heavily developed	Residential	Heavy	One sharp curve, connector road
16 Village Center	Residential/Some Commercial	Heavy	Short straight road, no shoulders
17 Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end
18 Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end

*History: Section 15. added and adopted August 12, 2003, effective October 11, 2003; Section 16. added and adopted November 10, 2005, effective January 9, 2006; Section 17. added and adopted November 10, 2005, effective January 9, 2006; Section 18. added and adopted November 10, 2005, effective*

*January 9, 2006; Section 2. amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. added and adopted October 26, 2006, effective December 25, 2006.*

### **STOPS AND YIELD SIGNS**

The following intersections shall be designated as stop intersections, and shall be so signed.

TH #6 (Old Stage) entering TH #2 (Milton/Westford Rd.)  
 TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road)  
 TH #29 (Phelps Rd.) entering TH #1 (Woods Hollow Rd.)  
 TH #35 (Manley Rd.) entering TH #1 (Woods Hollow Rd.)  
 TH #1 (Maple Tree Lane) entering TH #1 (Woods Hollow Rd.)  
 TH #31 (Rollin Irish Rd.) entering TH #6 (Old Stage Rd.)  
 TH #35 (Manley Rd.) entering TH #6 (Old Stage Rd.)  
 TH #8 (Huntley Rd.) entering TH #3 (Cambridge Rd.)  
 TH #9 (Plains Rd.) entering TH #3 (Cambridge Rd.)  
 TH #15 (Old #11) entering TH #3 (Cambridge Rd.)  
 TH #29 (Phelps Rd.) entering TH #30 (Pettingill Rd.)  
 TH #1 (Brookside Rd.) entering TH #30 (Phelps Rd.)  
 TH #38 (Chapin Rd.) entering TH #1 (Woods Hollow Rd.)  
 TH #14 (Covey Rd.) entering TH #15 (Old #11) Intersection entering both ways to TH #15  
 TH #1 (Maple Tree Lane) entering TH #1 (Brookside Road)

*History: TH#1(Maple Tree Lane) entering TH#1 (Brookside Road) added and adopted October 28, 2003, effective December 27, 2003; TH #6 (Old Stage) entering TH #1 (Woods Hollow Rd.) removed and adopted November 10, 2005, effective January 9, 2006; TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road) added and adopted November 10, 2005, effective January 9, 2006.*

### **ARTICLE V - PARKING REGULATIONS**

- Section 1 It shall be unlawful to park at any time within 100 feet of the fire hydrant located on Route 128 at the Brown's River or in any area legally posted as a "Fire Lane."
- Section 2 It shall be unlawful to park at any time when temporary "No Parking" signs have been erected at the order of the Selectboard for the duration of the order.
- Section 3 It shall be unlawful to park upon any Town Highway from November 1<sup>st</sup> until March 1<sup>st</sup> between the hours of 6:00 p.m. and 6:00 a.m. or at any time during any snow emergency for the purpose of snow removal.
- Section 4 Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner or Selectboard member. If the owner of a vehicle summarily removed under Section three hereof does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the town and the vehicle may be sold or otherwise disposed of in accordance with Title 27, V.S.A. Section II.
- Section 5 Nothing in this Article shall be construed to make unlawful vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

Section 6 Any person(s) violating sections 1 or 3 of this article shall be fined an amount of \$25.00 in addition to any fees or charges that may be necessary. Any person(s) violating Section 2 of this article shall be fined an amount of \$5.00. All fines payable to the Town of Westford.

## **ARTICLE VI - SPEED LIMIT ORDINANCE ON STATE HIGHWAYS**

### **Vermont Route 128**

- 50 mph: Westford-Fairfax Town Line for a distance of approximately 1.4 miles, where it then changes to -
- 45 mph: for a distance of approximately .8 miles, where it then changes to -
- 40 mph: for a distance of approximately .2 miles, where it then changes to -
- 30 mph: for a distance of approximately .5 miles, where it then changes to -
- 40 mph: for a distance of approximately .3 miles, where it then changes to -
- 50 mph: for a distance of approximately 3.3 miles to the Westford-Essex Town Line.

### **Vermont Route 15**

- 50 mph: Westford-Underhill Town Line to the Westford-Cambridge Town Line

*History: Article VI added and adopted October 8, 2002, effective December 7, 2002.*

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## **WINTER ROAD POLICY**

The Westford Highway Department has the responsibility of maintaining 39.4 miles of town roads, of which 36.9 miles are gravel and 2.5 miles are paved. This policy is based on the goal of obtaining safe highway travel surfaces during winter months. It is our goal to achieve this at the earliest practical time and in the most cost efficient manner during and after a storm event. Providing bare, dry travel surfaces during a winter storm event is not practical and therefore not expected.

Each winter storm event is unique. It is impractical to develop specific rules on winter maintenance operations. Therefore, the judgment of the Road Foreman often governs the quantities and type of applications used to control snow and ice.

### **Snow Plowing**

The Town of Westford begins plowing when snow has accumulated 2 to 3 inches. Plowing may begin as early as 4:00 a.m. and stops when the storm has ended or 10:00 p.m., whichever comes sooner.

### **Sand**

Sand will be applied to all gravel roads. With the use of sand in winter maintenance material, some particles may be as large as  $\frac{3}{4}$ " in size and may cause windshield damage. Travelers should use caution and avoid following other vehicles or town trucks too closely. The Town will not pay for any vehicle repairs, such as the replacement of windshields. When ice is present under the sand, instant stops are impossible.

### **Plow Routes**

Each plow route takes approximately 4 hours to complete, sometimes longer depending on the storm. This means if plowing started when there was 2 inches of snow on the road, by the time the truck finishes the route there is the potential for up to 6 inches or more of snow on the road again. Therefore,

during a heavy snowstorm, at times there will be snow on the roads. There shall be no riders in the town trucks other than the operator of the truck and authorized town officials. All town trucks shall be pulled to the side of the road when the operator is using a cell phone.

**Freezing Rain**

It is important to note that salt or sand is less effective if applied before the rain stops. There is little the Westford Highway Department can do during a freezing rainstorm. Salt and sand will be applied to the roads sparingly during the event and more aggressively as needed once the storm is over.

**Bare Roads**

The Town of Westford does not have a bare road policy. Travelers who use Town roads should exercise due care and reasonable caution while driving during the winter months.

**Mailboxes**

The Town will not repair or replace mailboxes damaged by snow or ice clearing operations. Heavy snow coming off the plow blade will often knock over and damage mailboxes/posts that have not been adequately mounted and maintained or braced, or those mailboxes with doors left open. Also mailboxes/posts may be damaged by private contractors or homeowners during driveway clearing operations.

**Trash Placement**

Trash and trash receptacles should be placed in a manner that will not interfere with winter road maintenance. The Town will not be responsible for damage to trash receptacles or trash clean up as a result of its obstruction of snow removal.

**Parked Vehicles**

No vehicle shall be parked on the Town's right-of-way from the start of precipitation until 48 hours after the storm ends. The Town reserves the right to tow parked vehicles at the owner's expense. The Town is not liable for damages incurred to vehicles parked in the Town's right-of-way.

**Plowing Across Town Roads**

The practice of plowing snow from driveways across Town roads is prohibited. Residual snow creates a dangerous obstruction (piles, ridges, etc.). Snow shoveling into the roadway will cause similar problems. Once frozen, the piles/ridges can cause vehicles to lose control and can also cause damage to vehicles and town trucks and equipment. Generally, the Town will warn the responsible resident for a first occurrence. Subsequent violations may result in further action, which may include but is not limited to fines.

Adopted this 13<sup>th</sup> day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft

## **ABSTRACT OF 2017 ANNUAL SCHOOL DISTRICT MEETING**

The Annual School District Meeting was called to order by Moderator Edward Chase at 7:58 p.m. on March 6, 2017. Approximately 64 voters were present.

Article I: There was no discussion of any other business that may lawfully come before the meeting.

Article II: Heard and acted upon the reports of the Westford School District Board of Directors

Mark Drapa advised of a misprint in the enrollment numbers for the high school. A handout was available with the correct numbers.

The School District meeting adjourned at 8:03 p.m.

### **Results of Australian Ballot Articles - Voted on March 7, 2017**

Article III: Elected a school moderator and two school directors.

School Moderator     1 year term – Ed Chase

School Directors     3 year term – Andre Roy  
                              2 year term – Martha Heath

**WESTFORD SCHOOL DISTRICT  
STATEMENT OF REVENUE AND EXPENDITURES -  
BUDGET AND ACTUAL - GENERAL FUND**

Ledger: GL  
Fiscal Year: 2017  
Period: 12

AS OF 06/30/2017

	Budget Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Education Spending Grant	4,401,413.00	4,401,413.00	4,394,930.00	(6,483.00)
Tuition Income	13,950.00	13,950.00	13,950.00	0.00
Intergovt State	548,047.00	548,047.00	723,356.05	175,309.05
Investment Income/Loss	1,000.00	1,000.00	581.73	(418.27)
Fund Balance Carryover	87,900.00	87,900.00	0.00	(87,900.00)
Rentals	500.00	500.00	315.00	(185.00)
<b>Total Revenues</b>	<u>5,052,810.00</u>	<u>5,052,810.00</u>	<u>5,133,132.78</u>	<u>80,322.78</u>
<b>Expenditures</b>				
Regular Education	2,907,288.00	2,965,419.00	2,705,727.79	259,691.21
Special Education	437,903.00	376,063.00	504,568.54	(128,505.54)
Co-Curricular	39,516.00	39,516.00	31,925.67	7,590.33
Guidance	82,652.00	85,941.00	85,589.84	351.16
Health Services	97,846.00	97,846.00	98,499.49	(653.49)
Speech & Language	43,814.00	43,814.00	85,328.11	(41,514.11)
Library Services	60,948.00	60,948.00	59,952.78	995.22
Ed Tech Integration	38,197.00	38,197.00	38,330.84	(133.84)
Board of Education Services	474,094.00	474,094.00	568,756.26	(94,662.26)
Board Treasurer Svcs	325.00	325.00	101.00	224.00
Shared Services	55,402.00	55,402.00	8,122.00	47,280.00
Office of the Principal Svcs	218,766.00	218,766.00	202,053.54	16,712.46
Administrative Technology Svcs	48,910.00	49,330.00	49,138.34	191.66
Operation and Maint of Plant	377,233.00	377,233.00	349,167.68	28,065.32
Studet Transp-Resident	161,890.00	161,890.00	157,418.25	4,471.75
Transp Co-Curr & Extra	4,000.00	4,000.00	2,195.81	1,804.19
Food Service Operations	1,026.00	1,026.00	990.76	35.24
Debt Service	3,000.00	3,000.00	0.00	3,000.00
Adjustments/Repay to the State	0.00	0.00	1,734.62	(1,734.62)
<b>Total Expenditures</b>	<u>5,052,810.00</u>	<u>5,052,810.00</u>	<u>4,949,601.32</u>	<u>103,208.68</u>
<b>Excess of Expenditures Over Revenue</b>	<u>0.00</u>	<u>0.00</u>	<u>183,531.46</u>	<u>183,531.46</u>
<b>Net Change in Fund Balance</b>	<u>0.00</u>	<u>0.00</u>	<u>183,531.46</u>	<u>183,531.46</u>

**WESTFORD SCHOOL DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS  
AS OF 06/30/2017**

Ledger: GL  
Fiscal Year: 2017

	General Fund	Special Revenue Fund	Capital Fund	Totals Governmental Funds
<b>Revenues</b>				
Education Spending Grant	4,394,930.00	0.00	0.00	4,394,930.00
Tuition Income	13,950.00	0.00	0.00	13,950.00
Intergovt State	961,882.05	0.00	0.00	961,882.05
Investment Income/Loss	581.73	0.00	37,290.04	37,871.77
Rentals	315.00	0.00	0.00	315.00
Other Income	0.00	250.00	0.00	250.00
<b>Total Revenues</b>	<b>5,371,658.78</b>	<b>250.00</b>	<b>37,290.04</b>	<b>5,409,198.82</b>
<b>Expenditures</b>				
Regular Education	2,944,253.79	0.00	0.00	2,944,253.79
Special Education	504,568.54	0.00	0.00	504,568.54
Co-Curricular	31,925.67	0.00	0.00	31,925.67
Guidance	85,589.84	0.00	0.00	85,589.84
Health Services	98,499.49	0.00	0.00	98,499.49
Speech & Language	85,328.11	0.00	0.00	85,328.11
Other Support Svcs	0.00	250.00	0.00	250.00
Library Services	59,952.78	0.00	0.00	59,952.78
Ed Tech Integration	38,330.84	0.00	0.00	38,330.84
Board of Education Services	568,756.26	0.00	0.00	568,756.26
Board Treasurer Svcs	101.00	0.00	0.00	101.00
Shared Services	8,122.00	0.00	0.00	8,122.00
Office of the Principal Svcs	202,053.54	0.00	0.00	202,053.54
Administrative Technology Svcs	49,138.34	0.00	0.00	49,138.34
Operation and Maint of Plant	349,167.68	0.00	0.00	349,167.68
StuDt Transp-Resident	157,418.25	0.00	0.00	157,418.25
Transp Co-Curr & Extra	2,195.81	0.00	0.00	2,195.81
Food Service Operations	990.76	0.00	0.00	990.76
Bldg Acquis & Constr	0.00	0.00	37,290.04	37,290.04
Adjustments/Repay to the State	1,734.62	0.00	0.00	1,734.62
<b>Total Expenditures</b>	<b>5,188,127.32</b>	<b>250.00</b>	<b>37,290.04</b>	<b>5,225,667.36</b>
Excess Revenue or (Expenditure)	183,531.46	0.00	0.00	183,531.46
Net Change in Fund Balances	183,531.46	0.00	0.00	183,531.46
<b>FUND BALANCES (DEFICIT) 07/01/2016</b>	<b>282,479.65</b>	<b>4,179.36</b>	<b>713.97</b>	<b>287,372.98</b>
<b>FUND BALANCES (DEFICIT) 06/30/2017</b>	<b>466,011.11</b>	<b>4,179.36</b>	<b>713.97</b>	<b>470,904.44</b>

## SUPERINTENDENT

Dear Families and Friends of Westford School,

I am honored to serve your community as the Superintendent of the Essex Westford School District (EWSD). Through the budget development process, I am reminded of the strong connection between the financial support we receive from you, as community members, and the success of our schools, and I thank you for that. Westford School is a gem and one to be proud of.

As you know, July 1, 2017, marked the birth of the Essex Westford School District. We are constantly striving for the “promise of the merger.” The promise is one that provides all of our students the greatest educational opportunities, ensures equity across all of our schools, and provides operational efficiencies that will reduce our costs over time. In the development of the FY19 budget, we have already seen a significant savings at the district office level.

As always, there are statewide fiscal challenges that need to be factored into the building of a budget. Governor Scott’s focus on a student staff ratio has been a statewide conversation. We know this is a challenge in many areas of Vermont, but fortunately, we fall in range of his recommended average of five students per one adult. This is not to be confused with class size. New restrictions tied to our federal dollars bring challenges. We will need to be creative as we tackle the restrictions and know that some of the costs will have to be absorbed into our local budget. A community challenge that we are all facing, is the health crisis of addiction and other mental health issues. This directly impacts our schools, as we see a number of high needs students coming into the system. All of these challenges are real and ones that we deal with on a daily basis. As one district, combining our resources, we are better adept in meeting these challenges.

In this newborn stage of the district, we are getting to know who we are as one community. We are gathering information across our schools, on everything from our student demographics, to our facilities, even to the number of minutes our students spend in the different subject areas. This equity audit is helping us to understand who we are and how we are meeting the needs of our students. It is providing us with information, so that we can make changes to ensure equity across our district. Equity is about outcomes and students having opportunities to reach their aspirations. Our district administration team is focused and dedicated in providing the best educational experience for all of our students.

I am proud to be a part of the EWSD team. I am inspired by our administrators, teachers and support staff who have chosen to dedicate their time and energy to the children of our community. Our personnel is committed to improving learning for all students. Every day brings new challenges as well as reasons to celebrate. Our celebrations come from watching our students succeed: whether it is listening to a child read a story they authored, seeing them engaged in a science experiment, or succeed at an internship – they make us proud every day. These are the reasons we are dedicated to our profession.

Our administrators and board members are faced with juggling the financial challenges while being committed to providing quality-learning opportunities for our students. Due to technology and globalization, education is rapidly changing and we understand in order to prepare our students for their future, from the classroom to the board level, that change is essential.



I can proudly say that our administration and school board members are dedicated to create an EWSD budget that is fiscally responsible while maintaining the quality of education that we expect and provide at the Westford School.

In closing, I would like to thank our school board members who devote their energy and countless hours to ensure that our schools provide opportunities for our students to be successful while being fiscally conscientious. Together we support our children in their learning. This truly takes a community and I thank you for your support.

Yours in Education,  
Beth Cobb

*Please note, our district assessment data will be published in the Annual School Report that will be available in March.*

“Tell me and I forget. Teach me and I learn. Involve me and I understand.”

Benjamin Franklin

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## AGE WELL

### Confident Aging Starts Here

Age Well, formerly CVAA (Champlain Valley Agency on Aging), are the leading experts and advocates for the aging population of Northwestern Vermont. We believe that health happens at home and focus on lifestyle, happiness and wellness, not on age. Since 1974, we have been part of Vermont’s Area Agencies on Aging, coordinating services and care for Addison, Chittenden, Franklin and Grand Isle Counties.

Committed to helping individuals age well, we reduce barriers by providing access to healthy meals, in-home care and community resources. Delivered by staff members and over 1,000 incredible volunteers, our sought-after services are designed to meet the diverse needs of our clients, their families and caregivers.

For FY 2017 (October 1, 2016 - September 30, 2017), Age Well served 60 people from Westford. Services included:

- 22 calls to the Helpline
- 804 Meals on Wheels delivered
- 169 Congregate Meals served
- 122.75 hours of Care & Service Coordination
- 13.75 hours of Options Counseling

Eight (8) Westford residents volunteered over 451 hours.

We do not charge for services provided. As a nonprofit, we rely on donations and encourage clients to contribute if they are able to do so.

*Mission: To provide the support and guidance that inspires our community to embrace aging with confidence.*

## CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture; environmental/conservation; business; and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY17, the CCRPC invested about \$5.1 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, public health, training, and technical assistance. The program leverages more than \$4.5 million in Federal and State investment with \$245,000 in municipal dues and another \$187,000 in local match for specific projects - **an 11:1 return on investment**. Westford's dues were \$2,846 in FY17 and \$2,786 in FY18.

Westford representatives to the CCRPC Board and other committees in FY17 were:

- CCRPC representative – Dave Tilton
- CCRPC alternate – Vacant
- Transportation Advisory Committee (TAC) – Brent Meacham
- Planning Advisory Committee (PAC) – Melissa Manka
- Clean Water Advisory Committee (CWAC) – Marilyn Thomas
- All-Hazards Mitigation Plan Update Committee – Melissa Manka

Specific activities the CCRPC is engaged in with Westford, as well as CCRPC's regional activities, are discussed in the following sections.

### WESTFORD ACTIVITIES

In FY2017, the CCRPC provided direct assistance to Westford on the following projects and initiatives:

- **Grants-in-Aid Program** - CCRPC staff coordinated with the state, Northwest RPC and other RPCs to initiate the Grants-in-Aid Program. This included sending out the announcement of the program, inviting municipalities to participate in the program, providing information related to hydrologically connected segments and responding to additional questions from interested municipalities.
- **FEMA Pre-Disaster Mitigation** - CCRPC staff worked with municipal staff to prepare the required update to Westford's All-Hazard Mitigation Plan and submit it to the Vermont Dept. of Emergency Management and Homeland Security for review and for final approval by FEMA.
- **Emergency Management - LEOP**: Staff offered assistance with the annual local emergency

operations plan (LEOP) to ensure the municipality is prepared in the event of a disaster.

- **Geographic Information Systems** - CCRPC staff merged contour and DEM data to create new GIS layers for Westford from the newly received LiDAR data, developed new data for Westford's easement maps and added bridge and culvert data to the Westford online map viewer: <http://map.ccrpcvt.org/westfordmapviewer>
- **VTrans Better Roads Program & Municipal Roads General Permit** - The CCRPC applied for Category A funds through VTrans' Better Roads Program to conduct municipal road erosion inventories for Westford, in preparation of the state's Municipal Road General Permit (MRGP). CCRPC interns and staff conducted the inventories in the summer of 2017 and prioritized the sites based on established criteria and in close consultation with the town.
- **Municipal Infrastructure Inventories** - CCRPC interns completed Westford's culvert inventory that was started in the summer of 2016.

## **WESTFORD PRROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal transportation funds, each transportation project, program or operation must be authorized through the TIP. Westford projects included in the TIP are listed below. These projects are also identified in the FY2018 Vermont Agency of Transportation Capital Program for design or construction.

- **VT15 Paving** - \$12.5 million for paving approximately North Underhill Station Road to Cambridge. Paving scheduled for FY2020 – FY2021.

## **REGIONAL ACITIVITES**

- **Legislative Forum** - Hosted the 2016 Legislative Breakfast in December as a forum for a short, focused conversation with local legislators and municipal representatives on key issues and high interest topics important to area municipalities for the 2017-2018 legislative session, including: housing, water quality, and municipal shared services. (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>)
- **ECOS Plan and Annual Report** - Updates to the energy, transportation and economic development sections of the 2018 ECOS Plan update got started. The [2016 Annual Report](#) is a summary that highlights regional accomplishments, trends, and high priority actions. The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County. The ECOS Scorecard is our online platform that hosts the ECOS Partners' shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals. (<https://app.resultsscorecard.com/Scorecard/Embed/8502>)
- **Population, Housing, & Employment Forecasts** - To prepare for the 2018 update of the ECOS Plan, the CCRPC updated the county's population, housing, and employment projections. These projections to 2050 will serve as inputs to the Energy Plan and to the Travel Demand Model, which will be used in updating the Metropolitan Transportation Plan. (<http://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>)
- **Regional Dispatch Implementation Study** - The CCRPC is supporting Burlington, Colchester, Essex, Hinesburg, Milton, Richmond, Shelburne, South Burlington, Williston and Winooski, in developing a plan for a consolidated regional dispatch environment for law enforcement, fire and rescue resources. <http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>
- **Emergency Management** - CCRPC, with Local Emergency Planning Committee 1 (LEPC 1 <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), served as a key conduit between the City and the State in sharing damage assessment information after disasters,

helped with emergency preparedness for hazardous materials incidents, hosted workshops on a wide array of emergency preparedness topics, and facilitated Incident Command System training.

- **All-Hazards Mitigation Plan** - CCRPC staff, in consultation with municipal staff, prepared the 2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan which was formally approved by FEMA in March 2017. CCRPC staff also prepared individual Hazard Mitigation Plans for each municipality as mentioned above. The Hazard Mitigation Plan Committee, with CCRPC staff support, developed comprehensive countywide mitigation strategies. (<http://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>)
- **Transportation Demand Management** - The CCRPC, along with regional and state partners, continued hosting **Go! Chittenden County**, a one-stop-shop for information and advice about our region's transportation resources ([www.gochittendencounty.org](http://www.gochittendencounty.org)). The CCRPC continues promoting the annual **Way to Go! Challenge** ([www.waytogovt.org](http://www.waytogovt.org)) to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. The CCRPC also launched the **Travel Smarter** ([www.TravelSmarterVT.org](http://www.TravelSmarterVT.org)) platform and campaign, a trip planner that provides a side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus, which is now a statewide program of VTrans.
- **Regional Active Transportation Plan** - The CCRPC approved the Regional Pedestrian-Bicycle Plan to identify and make recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Functional Classification Updates** - The CCRPC conducted a comprehensive review of the Chittenden County functional classification system to ensure that all roadways in the county are properly classified according to Federal Highway Administration (FHWA) guidelines. Feedback was solicited from each Chittenden County municipality and updates were made based on the input received. On March 22, the CCRPC Board took action to request that the Vermont Agency of Transportation (VTrans) petition FHWA to reclassify 64 roadways in Chittenden County. All functional classification changes were approved by FHWA in September. The roadway classification changes have been added to an interactive online map. (<http://map.ccrpcvt.org/functionalclass/>).
- **Regional Energy Plan Project** - The CCRPC is developing a focused Regional Energy Plan to advance the State's Comprehensive Energy Plan's climate and energy goals while also being consistent with municipal and regional land use plans. The CCRPC also developed Municipal Energy Data Guides for each municipality to support local planning and to assist municipalities with understanding their role in meeting their State's energy goals. (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>)
- **Diversity & Equity** - The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. We hosted a Public Participation/Title VI workshop in July 2016 for municipal and consultant staff to help everyone understand our role and responsibilities for public involvement. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** - Includes transportation technical assistance, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).
- **Education & Training** - The CCRPC participated in and hosted the following trainings: Town Plans, Economic Development, Energy Building Codes, two on Energy Planning, and a DRB Summit. We continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as: Advancing the Intersection of Health, Equity, and Transportation;

Guide to Running a Bike Share; VOBCIT/VT Culverts; and the entire 12-webinar series from the Association of Pedestrian and Bicycling Professionals.

- **Neighbor Rides** - Since Spring 2013, CCRPC has been investing in Neighbor Rides to integrate volunteer drivers into human services transportation to increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)
- **Opioid Alliance** - The CCRPC was asked to serve as the backbone for the Chittenden County Opioid Alliance and hired a Program Director and Data Manager. The Opioid Alliance is a unique commitment from state, local government, and non-profit leaders to put forth a comprehensive mutually reinforcing approach to reducing opioid abuse and the ancillary burdens they bring to our community. (<http://www.ecosproject.com/chittenden-county-opioid-alliance>)
- **Building Homes Together** - The CCRPC, Champlain Housing Trust, and Housing Vermont continue to lead a coordinated campaign to strengthen Chittenden County communities by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. (<http://www.ecosproject.com/building-homes-together>)
- **Clean Water** - The CCRPC has assisted in development of the Lamoille Tactical Basin Plan, and has begun assisting on the Winooski Tactical Basin Plan; and have participated in numerous committees and conversations to help address new permitting requirements and funding regarding the Vermont Lake Champlain TMDL Plan and implementation grants and programs.

For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org), 802-846-4490 ext \*23.

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## CHITTENDEN COUNTY SHERIFF'S REPORT

For the period of July 1, 2016 through June 30, 2017, Chittenden County Sheriff's office patrolled Westford for a total of 333 hours.

The Sheriff's patrol for speed enforcement traveled all of the town roads. Patrols were generally scheduled during rush hour times. Speed violations were enforced with Vermont Traffic Citations and Warnings to violators.

For the above-mentioned time, Deputies wrote 85 speeding tickets and 40 warnings for speeding. We also wrote 14 tickets for non-speed violations and 49 warnings for non-speed violations.

During these patrol hours, the Chittenden County Sheriff's Office made 7 criminal arrests.

We would like to take this opportunity to thank the Town of Westford for allowing our office to provide the town with speed enforcement services again this year. We have enjoyed working with the town agents, employees and property owners. We look forward to our continued relationship.

Respectfully submitted,  
Sergeant Robert Borthwick

## CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS

*The Chittenden Unit for Special Investigations (CUSI)* is a multi-agency task force dedicated to providing criminal response to reports of sexual assaults, serious child abuse and child fatalities. For over 24 years, the primary focus has been to protect and support all children, adults and families. CUSI defined what is now known as a true multidisciplinary team (MDT) approach to investigating crimes of this nature. The multidisciplinary team is the heart of CUSI and is composed of seven police detectives, a unit director, a victim advocate, an in-house investigator with the Department for Children and Families (DCF), and a dedicated prosecutor from the Chittenden County State's Attorney's Office. We work jointly with mental health providers, medical providers, Adult Protective Services and Department of Corrections. In addition, CUSI houses and supports the *Chittenden Children's Advocacy Center (CCAC)*. CUSI epitomizes community oriented policing. In the year 2017, we have continued to strengthen and expand our contacts with community partners. The success of CUSI is reflected by the statewide recognition that these multidisciplinary styles units do work.

*The Chittenden Children's Advocacy Center*, working together with CUSI, is a 501(c) (3) nonprofit entity offering a range of services to children and families affected by these crimes. The primary goal of *The Children's Advocacy Center* is to ensure that children are not further traumatized by the intervention system intended to protect them. This program has many benefits, with an approach that allows for faster follow-up to child abuse reports, more efficient medical and mental health referrals, fewer child interviews, more successful prosecutions, and consistent support for child victims and their families. It is our goal to support them and meet their emotional needs.

CUSI and the CCAC investigate these crimes in Chittenden County which consists of a population of approximately 172,982 residents. On average, CUSI investigates over 300 cases a year; over 60% of those cases involve child victims. In recent years, we have noticed an increase in the complexity of cases given the substantial increase in computer usage and other mobile devices.

Case types include: Sexual assaults, lewd and lascivious conduct, serious child abuse, child fatalities, human trafficking, sex offender registry and violations, child pornography

***July 1, 2016 through June 30, 2017 we have seen 300 cases which include 171 children and 129 adults.***

During the course of the 2016-2017 year, CUSI has continued to have a high amount of case referrals from both DCF as well as local law enforcement agencies. These cases continue to get more and more complex with new technology components being created on a fairly frequent basis. The investigations require the detectives to spend significant amounts of time gathering information from corporations like Facebook, Google, Yahoo, Snapchat, Plenty-o-Fish, Instagram, cell phone wireless carriers, etc. The amount of data that is gathered then requires the investigator to spend a significant amount of time reviewing the documents and gathering evidence. In order for detectives to have access to this information, it often requires the issuance of multiple subpoenas and the application of search warrants from a judge before we can even gather the documents that we need from these companies. The cases that we investigate are considered the most heinous crimes to investigate other than murder. The negative effects of these crimes stay with a victim for their entire life and, therefore, we do the best job we can to build the strongest case against the defendants that we investigate.

## ESSEX RESCUE

To the residents of the Westford community,

With tremendous pride, Essex Rescue responds to requests for emergency medical services in the Westford community (south of the Westford Village). In addition to Westford, Essex Rescue provides emergency medical services to the towns of Essex Junction, Essex Town, Underhill and Jericho. During all times of the day and regardless of weather conditions, our volunteer and paid EMT and paramedic members respond quickly to the sick and injured to deliver basic and advanced life support services.

Between March and December of 2017\*, Essex Rescue received twelve requests for emergency medical services in the Town of Westford. Of the twelve requests, eight resulted in the community member being transported to the hospital. One community member received a medical evaluation and chose not to be transported by the ambulance to the hospital. The three remaining requests for service resulted in the ambulance being cancelled prior to arriving on scene. Ambulance service for the Town of Westford is shared between Essex Rescue and Fairfax Rescue. Essex Rescue is the primary ambulance for the geographical area south of the Westford village. Fairfax Rescue is the primary ambulance for the remainder of the community.

Essex Rescue is a private, not-for-profit paramedic licensed transport ambulance service. While our organization is not a municipal service, we work closely with other public safety organizations to serve the Westford community. Our partner agencies include the Westford Fire Department, Fairfax Rescue, Underhill Jericho Fire Department, Essex Fire Department, Vermont State Police and the Essex Police Department.

Essex Rescue takes great care to assure that the members of your community receive safe, efficient and appropriate pre-hospital emergency medical services. Regular training and expert consultation with emergency medicine physicians at the University of Vermont Medical Center, assures that when a request for emergency medical services is received, Essex Rescue stands ready to deliver this essential public health service. Essex Rescue is committed to being a regional leader in EMS (emergency medical services).

The Essex Rescue leadership team is committed to delivering excellent pre-hospital care while at the same time practicing fiscal responsibility. Careful financial management assures that every dollar of funding our organization receives is used as resourcefully as possible to obtain the best value. The cost of delivering emergency medical services to the five communities served by Essex Rescue is approximately one million dollars per year. That figure does not account for the value associated with the tens of thousands of volunteer hours our members donate to staff the ambulance. The Westford community directly benefits from the generosity demonstrated by our volunteer members.

Recent examples of how we have utilized the financial support we have received includes the purchase of the latest technology in cardiac monitors, patient transport safety systems and nitrous oxide administration equipment. This equipment and associated training provides our EMTs and paramedics a greater range of care options for meeting the needs of our patients before arriving at the emergency department. Regardless, if you are experiencing a medical emergency or have suffered a traumatic injury, our members stand ready to respond.

Essex Rescue relies upon multiple funding sources to support our organization. Billing private insurance, Medicare and Medicaid for patient transport decreases the need for municipal subsidies.

Essex Rescue also administers a subscription program which on an annual basis experiences a high level of public participation. Subscribers to the program pay a \$50 annual fee directly to Essex Rescue and then pay nothing else out of pocket for deductible or co-pay expenses relating to emergency ambulance transport. The program fee entitles everyone living within the same household to the annual benefit. Our subscription drive starts during the month of November; more information can be found by visiting our website: [www.essexrescue.org](http://www.essexrescue.org), or by calling our station at 802-878-4859. It is important to note that if a patient is transported to the hospital by an ambulance service other than Essex Rescue, the subscription program benefit does not apply. Lastly, Essex Rescue accepts donations. We are grateful for the ongoing generosity demonstrated by the community.

Essex Rescue is always looking for new volunteers. Previous experience in EMS is not a requirement. If you are interested in joining a team motivated and committed to provide high quality pre-hospital emergency medical care, we would like to speak with you. Perspective volunteers can choose to volunteer as a clinical provider or as a driver. If you would like to learn more, visit our website: [www.essexrescue.org](http://www.essexrescue.org), or by calling our station at 802-878-4859, and speak with Deputy Executive Director Colleen Nesto.

Thank you,  
William M. Moran  
Executive Director & Paramedic

\*The Vermont Statewide Incident Reporting Network ePCR platform is used by EMS agencies statewide to report medical responses. Data prior to March, 2017, was not accessible at the time this report was written.

### *Volunteers in service since 1971*

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## **FAIRFAX RESCUE**

We are honored to present you with our report for 2017. Fairfax Rescue is a private not-for-profit Paramedic level ambulance service providing coverage to Fairfax, Fletcher and the northern area of Westford. Fairfax Rescue is pleased to also provide mutual aid coverage to Cambridge, Georgia, St. Albans, Milton and East Fairfield. We provide stand by coverage for local events such as the Westford Turkey Trot and school sporting events. Fairfax Rescue responded to 45 active 911 calls in Westford for the year 2017 in addition to responding to fire calls and standby for trainings.

We have certified three new EVDT (EVOC) emergency driving instructors and four new CPR instructors. We offer CPR and First Aid classes and with the goal of helping the communities that we serve to become HeartSmart Communities. We host EMT courses and other Advanced training opportunities.

Some of Rescue's Outreach Events:

- Annual Open House and Health Fair
- CPR/AED and First Aid Courses
- Turkey Trot and other local sporting events
- July 4<sup>th</sup> Parade
- Big Truck Day hosted by Success by Six



- Reflective 911 Signs
- EMT and EVDT certification courses

Fairfax Rescue has some of the most highly trained professionals in EMS. We currently have three Paramedics on staff, as well as a critical care flight paramedic and two members attending paramedic school. We are committed to continuing to provide high quality Pre-Hospital care 24 hours a day, seven days a week. Providing this level of care is both challenging and expensive. Fairfax Rescue is staffed primarily by volunteers. These volunteers collectively gave thousands of volunteer hours last year in addition to ongoing training and continued education.

We are honored to have such a dedicated membership. We continue to focus on volunteer recruitment in our efforts to keep the costs down for the communities we serve. In 2017 we also brought our billing in house to minimize costs associated with outside fees while utilizing specialized training within our membership. We continue to offer our popular subscription plan to help off-set the costs that insurance billing does not cover and greatly appreciate the generous tax deductible donations we receive throughout the year. We have obtained numerous grants throughout the year to help cover the costs of new and state of the art equipment.

Fairfax Rescue is always recruiting new volunteers. Contact us at 802-849-2773, stop by our station at 14 Goodall Street in Fairfax, or visit our webpage at <http://www.fairfaxrescue.org/>. Like us on Facebook for more information on joining our team or CPR/AED/First aid courses. We are proud to serve your community and look forward to speaking with you

Tim Wasilewski, EMT  
President

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### **STEPS TO END DOMESTIC VIOLENCE** (Formerly Women Helping Battered Women)

Dear Community Members of Westford,

Thank you for your strong support of the work we do and the services we provide to survivors of domestic abuse in our community! Your support has enabled Steps to End Domestic Violence (formerly Women Helping Battered Women) to serve residents of the town of Westford with lifesaving emergency services for over 42 years. This past fiscal year, with support from the town of Westford, we provided advocacy and services to 1,643 adults and 2,300 children whose lives were affected by domestic abuse.

Due to the deeply personal nature of domestic violence, many of those we serve, particularly through our 24/7 hotline, wish to remain anonymous. We have confirmed that we provided services and support to one adult and two children from Westford this past fiscal year. However, based on Chittenden County's population distribution, we estimate that an additional three adults and 16 children were served from the town of Westford.

We have the equivalent of 18 full time paid staff equivalents and 90 volunteers. Last fiscal year, we provided outreach and workshops to over 6,500 individuals in schools, hospitals, correctional facilities, and business and community groups. We received 3,694 calls on our 24/7 crisis and information hotline and provided emergency housing to 226 adults and 114 children for a total of 15,306 nights.

Along with enabling us to serve the residents of Westford, your financial support has helped us fulfill our mission: to assist in the transition to a safe, independent life for all those who have been affected physically, sexually, emotionally, or economically by domestic abuse; and to promote a culture that fosters justice, equity and safety.

To advance our mission, we provide a full spectrum of services, which include:

- **24/7 Hotline** providing emotional support, information and referrals, crisis intervention, safety planning and options counseling.
- Safe and confidential emergency **Shelter** and **Safehome** programs.
- Supportive and affordable **Transitional Housing** facility.
- **Legal Advocacy** including court accompaniment and systems navigation around Relief from Abuse Orders, child custody, immigration, and divorce.
- Weekly **Legal Clinic** co-facilitated by legal advocates and local attorneys.
- Playgroups, one-on-one mentoring, parenting support, advocacy, and crisis intervention is provided for **Children and Youth**.
- A weekly confidential **Support Group** enables survivors to share their story and receive support and information from others in a safe space.
- **Economic Justice Advocacy** is provided to help secure long-term housing, regain financial independence, and explore education and employment opportunities.
- The **Safe at Work Network** engages the business community in a proactive approach to addressing domestic abuse in the workplace.
- **Education and Outreach** is provided to raise awareness, disprove myths, and provide accurate information about domestic abuse to our community.

Once again, we would like to thank the town of Westford and to acknowledge that we could not have done this work without your support. Please do let us know about your ideas for improving services and outreach to the residents of Westford. Feel free to contact me at 658-3131 ext. 1065, or via email at [sharonr@stepsVT.org](mailto:sharonr@stepsVT.org).

Sharon Rotax  
Grant Manager & Data Analyst

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## VERMONT 2-1-1

**VERMONT 2-1-1** is a free, 3-digit number to dial for information about community, health and human services in your community, state or region. With 2-1-1, a trained knowledgeable call specialist will problem solve and refer the caller to applicable government programs, community-based organizations, support groups, health agencies, and other resources in a locality as close to the caller as possible.

Dialing 2-1-1:

- is a free, confidential, local call from anywhere in Vermont, 24/7
- will provide accurate updated information about available resources
- utilizes a statewide database
- provides live translation services for over 170 languages

- provides access to information for callers with special needs
  - has capability to transfer emergency calls to 9-1-1 or specialized hotlines
  - will provide call back, follow up if needed and requested
- 

## VERMONT CENTER FOR INDEPENDENT LIVING

Since 1979, the Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

Preliminary numbers for our FY'17 (10/2016-9/2017) show VCIL responded to over **3,041** requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **347** individuals to help increase their independent living skills and **10** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **160** households with information on technical assistance and/or alternative funding for modifications; **84** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **94** individuals with information on assistive technology; **45** of these individuals received funding to obtain adaptive equipment. **530** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also now home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **49** people and provided **22** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our Peer Advocate Counselors and services are available to people with disabilities throughout Vermont. Our Windham county office also houses the Vermont Interpreter Referral Service (VIRS), previously under the VT Center for the Deaf and Hard of Hearing, and provides statewide interpreter referral services for sign language, spoken English and CART services for assignments in medical, legal, mental health, employment, educational, civil and recreational settings.

During FY '17, **2** residents of **Westford** received services from the following programs:

- Peer Advocacy Counseling Program (PAC)
- Information Referral and Assistance (I,R&A)

To learn more about VCIL, please call VCIL's toll-free I-Line at: **1-800-639-1522** or visit our web site at [\*\*http://www.vcil.org/\*\*](http://www.vcil.org/).

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## VERMONT DEPARTMENT OF HEALTH

Your local health district office is in the Burlington District Office located at 108 Cherry Street, Suite 102, Burlington, Vermont. The phone number is (802)863-7323 or toll free (888)253-8803. Come visit or give us a call! At the Vermont Department of Health, we are working every day for your health. With twelve district offices around the state, and state office and laboratory in Chittenden County, we deliver a wide range of public health services and support to your community. For example, in 2017 the Health Department:

**Supported healthy communities:** The Health Department's 3-4-50 initiative aims to engage multiple sectors – business, education, municipalities – in implementing policies and strategies that will reduce the three (3) behaviors of tobacco use, physical inactivity and poor diet that lead to four (4) chronic diseases of cancer, heart disease and stroke, diabetes and lung disease that result in more than 50% of deaths in Chittenden County. The local office is working to get these sector partners to sign-on to 3-4-50 and make a commitment to take action that will help to reduce chronic disease in our state.

**Provided WIC nutrition services and healthy foods to families:** We served 2,554 pregnant women, infants and children to age five in Chittenden County with WIC (Special Supplemental Nutrition Program for Women, Infants and Children). WIC provides individualized nutrition counseling and breastfeeding support. We partner with grocery stores across the state to enable participants to use a debit-like card to access nutritious foods. The average value of foods provided is \$50 per person per month. 380 WIC families received \$11,400 in Farm to Family coupons to buy local fruits & vegetables.

**Worked to prevent and control the spread of disease:** In 2017, \$15,014,203 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide.

**Aided communities in addressing substance abuse and misuse:** Regional Prevention Partnership grants work statewide to increase state and community capacity to prevent underage and binge drinking, reduce prescription drug misuse and marijuana use. Our staff have been working in partnership with Essex CHIPS on policy and community level strategies. The Chittenden County Regional Planning Commission has been the fiscal agent for \$160,000 in funds and the back-bone staff supporting this effort locally.

**Emergency Preparedness:** For 2017-18, \$10,000 is funding training for Chittenden County Medical Reserve Corps (MRC) volunteers. The Chittenden County MRC is a group of health care and public health volunteers who are trained to provide support to the hospital, the Health Department, and communities. If you are interested in becoming an MRC volunteer, you can register at <http://www.oncallforvt.org/>.

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## VERMONT LEAGUE OF CITIES AND TOWNS

*Serving and Strengthening Vermont Local Government*

The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization, owned by its member municipalities and directed by a 13-member Board of Directors elected by the membership and comprising municipal officials from across the state.

VLCT's mission is to serve and strengthen Vermont local government. All 246 Vermont cities and towns are members of VLCT, along with 138 other municipal entities, including villages, solid waste districts, regional planning commissions, and fire districts.

Local governments in Vermont provide essential services to residents and visitors alike. From maintaining roads to providing safety services, recreational programs, water and sewer infrastructure, street lighting, and libraries, the work carried out by appointed and elected officials and community volunteers is both critical and challenging. The demands on local government are complex and require resources that are not always available in every city, town or village in the state.

VLCT is the only statewide organization devoted solely to delivering a wide range of services to local officials who serve municipalities of varying populations and geographic regions but face similar requirements with disparate resources. The organization provides legal, consulting, and education services to its members, offering important advice and responses to direct inquiries, as well as training programs on specific topics of concern to officials as they carry out the duties required by statute or directed by town meeting voters. VLCT represents cities and towns before the state legislature and state agencies, ensuring that municipal voices are heard collectively and loudly, and also advocates at the federal level, primarily through its partner, the National League of Cities.

VLCT offers opportunities to purchase risk management products and services that directly meet the specific and specialized needs of local government through the VLCT Employee Resource and Benefit (VERB) Trust and the VLCT Property and Casualty Intermunicipal Fund (PACIF).

During the 2017 calendar year, in addition to providing responses to more than 3,700 telephone inquiries, holding 16 training sessions, and following approximately 300 separate pieces of legislation, 13 summer study committees, and developing VLCT's legislative platform with five municipal policy committees, VLCT celebrated its 50<sup>th</sup> anniversary. Throughout the year, VLCT recognized local officials and employees who have served a number of communities for 50 years, and highlighted some of the many successes of the organization and local government during the last 50 years. It was also an important year to look ahead, to consider new ideas, and to think about new programs and ways of delivering services to members that will address their changing needs in the coming years. VLCT launched a new website in June 2017 that, despite a few initial glitches, has functioned well and serves as a better connection point for members, thanks to consistent updates, new information, and easier navigation tools. VLCT has also moved the majority of its mission-critical IT systems to the "cloud" in an effort to provide more security for member information, greater protection against hacking attempts, and greater redundancy of access that will help the organization remain operational following a disaster scenario. The move to the cloud also reduces the need to acquire, maintain, and replace costly capital equipment.

At the heart of all these activities is VLCT's commitment to serving as a good steward of member assets, and we are proud of the continued progress being made in that effort. Members are welcome to visit the VLCT office anytime to review the operations of the organization, to ask questions, and to access resources that can help each individual official and employee carry out the important work of local government.

To learn more about the Vermont League of Cities and Towns, including its audited financial statements, visit the VLCT website at [www.vlct.org](http://www.vlct.org).

## VISTING NURSE ASSOCIATION FUND REQUEST FY 2019

The VNA cared for **37** people in Westford during our past fiscal year (July 2016 – June 2017) with the following services:

<u>VNA SERVICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	294	
Physical Therapy	144	
Speech Therapy	10	
Occupational Therapy	26	
Social Work, Social Service	43	
Licensed Nursing Assistant		36
Homemaker		194
Waiver Attendant		1,007
Personal Care Attendant		0
<b>Total</b>	<b>517</b>	<b>1,237</b>

<u>COST OF PROVIDING CARE</u>	<u>AMOUNT</u>
Total cost of VNA services	\$122,053.00
Amount reimbursed by Medicaid, private insurance, contracts and patient fees	\$116,533.00
<b>Remaining balance</b>	<b>\$5,520.00</b>

The VNA requests annual contributions from each city and town in our two-county region. Your contribution is critical to supporting the **\$1.57 million** of charitable care we provided this year.

Last year, the VNA cared for over **5,897** people of all ages, regardless of their ability to pay. Your contribution helps ensure Westford residents can access innovative, high-value, compassionate care wherever they call home to keep them healthy, independent and active members of your community.

The Town of Westford pledged \$6,243 for FY 2018. Thank you!

For the fiscal year 2019, the VNA is requesting a contribution of \$6,243.

Contact the VNA at 802-658-1900, <https://www.vnacares.org/> or [info@vnacares.org](mailto:info@vnacares.org).

# CSWD CHITTENDEN Solid Waste District

## Who we are

**We are a municipality** governed by a Board of Commissioners appointed by the 18 towns and cities of Chittenden County.

**Our mission** is to reduce and manage the solid waste generated by our members.

**Our vision** is for our community to fully participate in minimizing disposal and maximizing reuse and recycling.

## Who we serve

CHITTENDEN COUNTY, VT

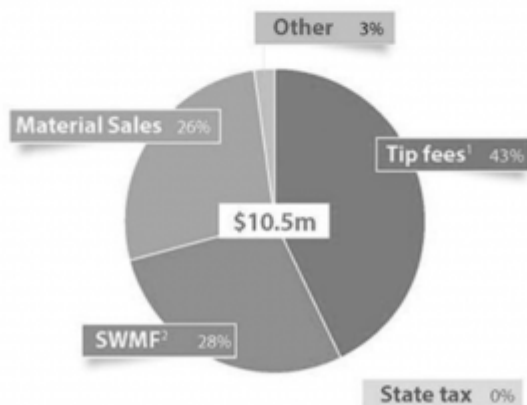
**162,453**  
residents

**6,788**  
businesses



That's **26%** of the state population.

## How we're funded



<sup>1</sup>Tip fees are collected from recycling & compostables. <sup>2</sup>The Solid Waste Management Fee is assessed on each ton of trash generated in Chittenden County.

## What we do

Outreach & education  
Recycling programs  
Grants & funding  
Community partnerships

REDUCE WASTE



MANAGE  
RESOURCES



Drop-Off Centers  
Food scrap processing  
Recycling processing  
Industry partnerships

Outreach & education  
Hazardous waste  
collection programs  
State policy support

REDUCE TOXICITY



# CSWD PROGRAMS

## *How we can help*

### RESIDENTS & COMMUNITIES

- Bins & brochures
- Stickers & posters
- Facility tours
- Workshops
- Community events
- Grants & funding

#### Contact

community@cswd.net  
(802) 872-8100 x234

### SCHOOLS

- Technical assistance
- Presentations
- Classroom tools
- Facility tours
- Stickers & posters
- Grants & funding

#### Contact

schools@cswd.net  
(802) 872-8100 x211

### BUSINESSES

- Technical assistance
- Recycling support
- Food scrap tools
- Stickers & posters
- Facility tours
- Grants & funding

#### Contact

biz@cswd.net  
(802) 872-8100 x208

### EVENTS

- Technical assistance
- Loaner bins
- Sort station signage
- Vendor support
- Waste Warrior volunteers
- Grants & funding

#### Contact

events@cswd.net  
(802) 872-8100 x239

## *Facilities*



### DROP-OFF CENTERS

Convenient, one-stop facilities for household quantities of recycling, food scraps, trash, and more—at a competitive price. *Owned & operated by CSWD.*

#### Locations:

Burlington, Williston, South Burlington, Essex, Milton, Richmond, and Hinesburg



### ENVIRONMENTAL DEPOT

Safe drop-off for almost all types of household hazardous waste. No charge for Chittenden County households. *Owned & operated by CSWD.*

#### Location:

1011 Airport Pkwy  
South Burlington, VT 05403



### GREEN MOUNTAIN COMPOST

We turn community food scraps, leaves & yard debris into high quality compost products to improve soil in lawns and gardens. *Owned & operated by CSWD.*

#### Location:

1042 Redmond Rd  
Williston, VT 05495



### MATERIALS RECOVERY FACILITY (MRF)

Blue bin recyclables are sorted and prepared for sale to processors. Accepts large loads of recycling. *Owned by CSWD; operated by Casella.*

#### Location:

357 Avenue C  
Williston, VT 05495

## *Other programs*

### BIOSOLIDS

We oversee management of biosolids to ensure state and federal requirements are met.

### COMPLIANCE

We provide licenses and enforce local & state solid waste laws.

### SPECIAL PROJECTS

We investigate and develop recovery options for materials currently being sent to the landfill.



**TOWN OF WESTFORD  
1713 VT ROUTE 128  
WESTFORD VT 05494**

**PRESORT STANDARD  
US POSTAGE  
PAID  
BURLINGTON, VT  
PERMIT #165**