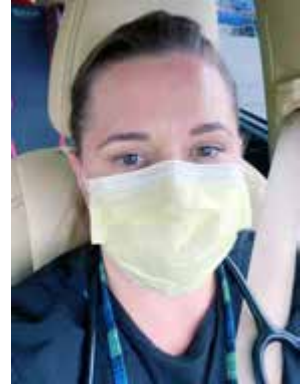
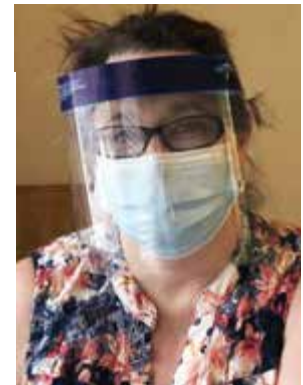
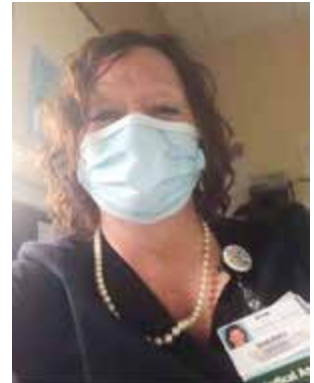


TOWN OF
WESTFORD
VERMONT



Thank you
frontline
essential
workers!



2020
ANNUAL REPORT
July 1, 2019 – June 30, 2020

NOTICE

**There will be no in person Annual Town Meeting in 2021.
All articles will be voted on by Australian ballot.**

The Legislature passed a bill in October 2020 making several changes to the Election Laws for local elections being held in 2021. One of those changes authorizes governing bodies (selectboards, city councils, etc.) to vote all Town Meeting questions by Australian (absentee) ballot.

The Westford Selectboard made the difficult decision to **NOT** hold an in-person Town Meeting in 2021. At the time of their decision, COVID-19 cases in Vermont were increasing. Although a vaccine has been approved and is being administered, there was no way of knowing what March 2021 would look like. So, under an abundance of caution and with the health and safety of Westford residents in mind, the Selectboard voted to vote all Town Meeting questions by Australian ballot.

Public Hearing for Australian Ballot Articles Monday, March 1, 2021 7:00 pm via Zoom

To join the Zoom meeting:

<https://us02web.zoom.us/j/84926322964?pwd=UGpYQnpCeG5Rc1RnTW5xay83SFdUUT09>

Meeting ID: 849 2632 2964 - Passcode: 3m8XUL

Or

Dial 1-646-558-8656

Meeting ID: 849 2632 2964 - Passcode: 224474

Australian Ballot Voting Tuesday, March 2, 2021 Westford School Polls Open 7:00 am to 7:00 pm

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

Images on the cover: Dave Dewey and K9 Ozzy, Westford Highway Department, Micah Genzlinger, Kristin Quiet, Westford Fire Department, Sherry Dulong, Susan Thibault, Peter Jenkins, Bella Armata and Mae Parker and Rachael Parker

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**Dedication
Frontline Heroes & Essential Workers
COVID-19 Pandemic**

2020 has been a unique year that has challenged us all. However, we want to take this opportunity to recognize the additional and extraordinary sacrifices made by our health care and essential workers during the pandemic. Westford thanks you all for your service to our community and all communities during a trying time.



Essex Rescue



Westford Fire Dept.



Fairfax Rescue

TOWN OFFICE INFORMATION

Westford Town Office

1713 Vermont Route 128 • Westford, Vermont 05494
Phone (802)878-4587 • Fax (802)879-6503
<https://westfordvt.us/>

EMERGENCY NUMBER: 911 (Fire, Rescue and Police)

Non-Emergency Numbers

State Police 878-7111

MEETINGS

Brick Meeting House Society	3 rd Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 rd Wednesday	Town Office
Development Review Board	2 nd & 4 th Monday (as needed)	Town Office
Fire Department (volunteer)	Every Monday	Fire Station
Historical Society	3 rd Monday	Brick Meeting House
Library Trustees	1 st Wednesday	Town Library
Planning Commission	1 st & 3 rd Monday (as needed)	Town Office
Recreation Committee	1 st Wednesday	Town Office
Selectboard	2 nd & 4 th Thursday	Town Office
Senior Luncheon	2 nd 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 Friday, Memorial Day through Labor Day)	
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 for purchase 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 2021)
 Town Clerk (3 years, term expires 2022)

Edward Chase
 Nanette Rogers

Selectboard

Term expires 2021 (3 years)
 Term expires 2022 (3 years)
 Term expires 2023 (3 years)

Julia Andrews
 William Cleary
 Allison Hope

School Board (election takes place in April)

Term expires 2021 (3 years)
 Term expires 2023 (3 years)

Martha Heath
 Andre Roy

Library Trustees

Term expires 2021 (5 years)
 Term expires 2022 (5 years)

 Term expires 2023 (5 years)

 Term expires 2024 (5 years)
 Term expires 2025 (5 years)

Patricia Hechmer
 Allison Hope (resigned)
 Vicky Ross (appointed)
 Laurie Wight (resigned)
 Patty Pittala (appointed)
 Peggy Rodgers
 Leanne Saddlemire

Justice of the Peace

Robert Bancroft
 Caroline Brown
 Lynn Bursell

Martha Heath
 Carol Howrigan
 Andrea Letorney

Becky Roy

APPOINTED TOWN OFFICES

Town Administrator
 Assistant Town Clerk
 Town Treasurer
 Bookkeeper
 Delinquent Tax Collector
 Dog Warden
 Listers

Nanette Rogers
 Callie Hamdy
 Gregory Barrows
 Mary Jane Featherstone
 Marjorie McIntosh
 Kristin LeClair
 Caroline Brown, Patricia Indoe,
 Benjamin Saunders
 Bree Drapa
 Melissa Manka
 Kate Lalley
 John Roberts
 Sean Cushing, Torrey Webster, Kurt
 McNamara
 Lynn Gauthier, Glenn Rogers,
 Ronald Perry
 Allison Hope
 Vacant
 Michelle DaVia (resigned)
 Katie Frederick (appointed)
 Vacant

Library Director
 Town Planner
 Zoning Administrator (3 year term, expires 2023)
 Road Foreman
 Road Crew

Cemetery Commissioners

CCRPC Representative
 CCRPC Alternate Representative
 CSWD Representative

CSWD Alternate Representative

APPOINTED TOWN OFFICES (CONTINUED)

Emergency Program Manager
 Fence Viewers
 Fire Chief
 Health Officer
 Inspector of Wood & Lumber/Weigher of Coal
 Land Agent
 Town Agent
 Town Grand Juror
 Tree Warden

Joshua Smith
 Bruce Root, Scot Phillips, vacant
 Steve Willard
 Martha Bennett
 Kyle Hobart
 Benjamin Stark
 Willis Breen
 Ronald Perry
 Ned Meehan

Development Review Board

Term expires 2021 (3 years)
 Term expires 2021 (3 years)

Term expires 2022 (3 years)
 Term expires 2022 (3 years)
 Term expires 2023 (3 years)
 Term expires 2023 (3 years)
 Term expires 2023 (3 years)

Term expires 2021 (1 year)
 Term expires 2021 (1 year)

Matthew Wamsganz
 Wayne Brown (resigned)
 Francois Ross (appointed)
 Dave Baczewski
 Andrew Collier
 Bill Cleary
 Jesse Lebreque
 Dennis Angiono

Seth Jensen (alternate)
 Vacant (alternate)

Planning Commission

Term expires 2021 (4 years)
 Term expires 2021 (4 years)
 Term expires 2021 (4 years)
 Term expires 2024 (4 years)
 Term expires 2024 (4 years)

Koi Boynton
 Seth Jensen
 Gordon Gebauer
 George Lamphere
 Mark Letorney

Conservation Commission

Term expires 2021 (4 years)
 Term expires 2022 (4 years)
 Term expires 2023 (4 years)
 Term expires 2024 (4 years)
 Term expires 2024 (4 years)

Sarah Pinto
 Joel Fay
 Dale Rodgers
 Kirsten Tyler
 Elias Rosenblatt (appointed)

Recreation Committee

Term expires 2021 (3 years)
 Term expires 2021 (3 years)
 Term expires 2022 (3 years)
 Term expires 2022 (3 years)
 Term expires 2023 (3 years)
 Term expires 2023 (3 years)
 Term expires 2023 (3 years)

Adam Adorisio
 Chuck Medick
 Meghan Orisko
 Benjamin McElvany
 Maureen Carpenter
 Lori Miller
 Patrick Cribb

Recreation Coordinator

Tonya Calley

Notary Public

Nanette Rogers (with seal)

Callie Hamdy (with seal)

Fire Warden

Dennis Angiono

State Representative - Chittenden County District 8-3

Alyssa Black (D)

P.O. Box 9141, Essex, VT 05451

Phone: (802)598-1026

Email: ablack@leg.state.vt.us

Westford Town Common

ABSTRACT OF 2020 ANNUAL TOWN MEETING

The 2020 Annual Town Meeting was called to order by Moderator Ed Chase at 7:00 p.m. on Monday, March 2, 2020. Approximately 53 registered voters attended.

Article 1 Town Officers' reports were accepted.

Article 2 Voted to collect real estate and personal property taxes in four equal installments due on August 15th, November 15th, March 15th and May 15th, commencing with the fiscal year that begins on July 1, 2020, with postmarks being accepted.

Article 3 Voted to continue to exempt from taxation barns, silos, sugarhouses and bunkers used for silage storage.

Article 3 Discussion of other nonbinding business.

- Mark Drapa and Eric Ford provided an update on the committees they serve on that were formed from the VCRD (Vermont Council on Rural Development) Community Forums.
- Eileen Chas expressed concern with regard to the community wastewater system and how it will be funded. The Planning Commission and town staff are looking at the logistics of a system and funding. If the Town pursues a system, it will need to go to voters for approval.
- A brief discussion ensued with regard to the Planning Commission looking at the Pigeon property to be developed for a multi-use project that will include the town office. Voter approval is required if the Town were to purchase and develop the property.

Town Meeting adjourned at 7:35 p.m.

The Public Hearing for Australian ballot articles began at 7:35 p.m. and ended at 8:18 p.m.

Results of Australian Ballot Articles - Voted on March 3, 2020

Article 5 Approved the Selectboard's budget of \$2,021,365 for FY'21.

Total ballots cast: 699

541 Yes

114 No

44 Blanks

Article 6 To elect all officers required by law.

Town Moderator - one year – Edward Chase

Selectboard - three years – Allison Hope

Library Trustee - five years – Leanne Saddlemire (write-in)

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

The legal voters of the Town of Westford are hereby warned and notified to meet at the Westford School in said Town of Westford on Tuesday, March 2, 2021 at 7:00 a.m. to act on the following articles by Australian ballot. Polls for Australian balloting will open at 7:00 a.m. and will remain open until 7:00 p.m.

- ARTICLE 1** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15th, November 15th, March 15th and May 15th, commencing with the fiscal year that begins on July 1, 2021, with USPS, FedEx or UPS cancellation postmarks being acceptable?
- ARTICLE 2** Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,020,310 to defray the expenses for the ensuing year?
- ARTICLE 3** 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 with two years remaining
 - Library Trustee for a term of five years
 - Library Trustee for a term of five years with one year remaining
 - Library Trustee for a term of five years with two years remaining

Approved this 14th, day of January, 2021.

WESTFORD SELECTBOARD

Julia Andrews, Chair

William Cleary

Allison Hope

Received for record January 20th, 2021 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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

**TOWN OF WESTFORD
REMOTE PUBLIC INFORMATIONAL HEARING
NOTICE and AGENDA
MARCH 1, 2021
7:00 P.M.**

The Selectboard for the Town of Westford will hold a public informational hearing by electronic means on March 1, 2021 at 7:00 p.m. to discuss the Australian ballot articles on the 2021 Town Meeting Warning.

Information on how to access the remote hearing:

By Computer

To join the Zoom Meeting:

<https://us02web.zoom.us/j/84926322964?pwd=UGpYQnpCeG5Rc1RnTW5xay83SFdUUT09>

Meeting ID: 849 2632 2964 - Passcode: 3m8XUL

By Telephone

Dial +1 646 558 8656

Meeting ID: 849 2632 2964 - Passcode: 224474

If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to selectboard@westfordvt.us.

To ensure smooth access, we recommend that you test your remote hearing access in advance of the meeting. If you have difficulty accessing the hearing, please call 878-4587 or email selectboard@westfordvt.us.

AGENDA

7:00 Call to Order

7:01 Changes to the agenda

7:02 Public Comment (for items not on the agenda)

7:05 Article 1: Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15, November 15, March 15 and May 15, commencing with the fiscal year that begins on July 1, 2021, with USPS, FedEx or UPS cancellation postmarks being acceptable?

- Public comment

7:07 Article 2: Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,020,310 to defray expenses for the ensuing year?

- Selectboard presentation
- Public comment

8:00 Adjourn

Please note the times listed above are approximate.

GENERAL FUND EXPENSE BUDGET 2021-2022

		2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
100-30 Administration					
3000-10.00	Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00	Town Administrator Salary	32,177	30,120.52	34,044	33,429
3000-12.00	Bookkeeper Salary	32,939	33,955.68	33,936	28,982
3000-14.00	FICA & Medicare	16,942	16,889.57	17,467	16,751
3000-15.00	Health Insurance	23,000	21,531.92	22,500	22,805
3000-15.01	Dental Insurance	850	892.56	900	920
3000-15.02	Disability Insurance	1,700	1,508.58	1,700	1,200
3000-15.03	Vision Insurance	220	217.44	220	220
3000-16.00	Employee Pension Plan	6,253	5,959.24	6,443	6,338
3000-19.00	Office Equipment	1,300	0.00	1,000	500
3000-20.00	Office Supplies & Repairs	6,000	2,925.89	6,500	5,500
3000-30.00	Legal Notices	1,000	475.00	1,000	1,000
3000-34.00	Postage	4,100	4,222.95	4,000	4,250
3000-40.00	Education-Selectboard/Town Admin	500	195.00	600	400
3000-48.00	Property & Casualty, W/C Insurance	21,500	20,151.28	21,500	21,850
3000-60.01	Legal & Professional Fees	26,000	6,329.91	25,000	25,000
3000-60.02	IT Professional Services	19,200	19,736.05	20,000	20,000
3000-60.04	Software	0	1,504.64	0	0
3000-60.08	Admin & Rec Capital Budget Reserve	9,400	9,400.00	14,400	18,500
3000-60.10	Holiday Baskets	0	3340.00	0	0
3000-62.00	Stationary & Printing	2,500	1,999.19	2,500	2,100
3000-63.00	Newsletter Printing	2,200	2,238.80	2,500	2,400
3000-75.00	Emergency Generator	1,600	1,450.03	1,600	1,500
3000-76.00	Electricity - Flag, Street Lights	1,800	1,647.98	1,600	1,680
3000-91.00	Interest Expenses	4,166	2,348.53	2,100	708
3000-92.00	Tax Abatements	0	3,453.57	0	0
Administration Total		217,747	194,894.33	223,910.00	218,433
100-32 Clerk & Treasurer					
3200-10.00	Clerk & Assistant Clerk Salaries	52,572	55,424.00	53,478	53,336
3200-25.00	Treasurer Salary	11,821	11,820.90	12,180	12,483
3200-30.10	Membership Dues	300	315.00	300	300
3200-40.10	Education - Clerk's Office	800	30.00	800	600
3200-40.20	Education - Treasurer's Office	300	120.00	300	200
3200-60.03	Supplies - Town Clerk	300	282.35	300	300
3200-60.04	Supplies - Treasurer	1,000	1,251.73	1,000	800
3200-60.05	Treasurer/Bookkeeper Computer	1,500	3,068.92	0	1,800
3200-60.06	Town Clerk/Administrator Laptop	1,500	1,738.14	1,800	0
3200-74.00	Travel	1,600	1,087.87	1,600	1,400
Clerk & Treasurer Total		71,693	75,138.91	71,758	71,219

		2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
100-33 BCA & Elections					
3300-10.00	BCA Salaries	800	440.00	900	700
3300-20.00	Election Workers	120	236.01	150	100
3300-30.00	Ballots, Supplies & Voting Machine	1,500	1,336.47	3,000	1,600
3300-99.00	Miscellaneous Expenses	100	71.64	100	100
BCA & Elections Total		2,520	2,084.12	4,150	2,500
100-34 Auditors & Delinquent Tax Collector					
3400-11-00	Independent Audit	11,000	9,800.00	10,500	10,500
3440-10.00	Delinquent Tax Penalty Payment	6,000	4,845.10	6,000	5,000
3440-34.01	Delinquent Tax Collector Expenses	125	173.80	125	150
3440-40.00	Education - Auditors & DTC	100	30.00	100	50
Auditors & Delinquent Tax Collector Total		17,225	14,848.90	16,725	15,700
100-35 Listers					
3500-10.00	Lister Salaries	7,478	5,556.85	7,564	1,692
New	Assessor	0	0.00	0	20,000
3500-20.00	Tax Mapping	5,000	3,193.75	5,000	4,500
3500-40.00	Education	100	0.00	100	100
3500-50.00	Supplies/Equipment	200	0.00	200	200
3500-60.04	Software	700	215.00	225	225
3500-60.05	Computer	0	0.00	1,800	0
3500-74.00	Travel	100	37.08	100	100
Listers Total		13,578	9,002.68	14,989	26,817
100-36 Planning, DRB & Zoning					
3600-10.01	Planning Commission Stipend	2,000	1,200.00	2,000	2,000
3600-30.00	Planning Commission Legal Notices	600	0.00	750	750
3600-40.00	Planning Commission Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	300	38.00	150	150
3600-60.02	Planning Special Projects	8,000	8,000.00	8,000	8,000
3600-89.00	Conservation Commission	3,600	3,600.00	3,600	4,000
3600-99.00	Planning Maps & Miscellaneous	500	0.00	500	500
3601-10.00	Planning Coordinator Salary	53,748	53,950.58	55,360	56,754
3601-40.00	Planning Coordinator Education	200	80.00	200	150
3601-74.00	Planning Coordinator Travel	100	122.74	200	200
3620-20.00	DRB Stipend	2,800	2,800.00	2,800	2,800
3620-30.00	DRB Legal Notices	750	127.40	600	500
3620-40.00	DRB Education	500	45.00	250	100
New	DRB Minutes	0	0.00	1,500	1,500
New	Grant writer	0	0.00	5,000	5,000
3620-60.01	DRB Legal & Professional Fees	4,750	475.00	4,750	2,375
3620-99.00	DRB Miscellaneous	100	0.00	100	50

	2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
100-36 Planning, DRB & Zoning (continued)				
3650-10.00 Zoning Administrator Salary	20,255	17,901.69	20,863	21,385
3650-40.00 Zoning Education	300	50.00	200	200
3650-60.05 Zoning Administrator Computer	0	0.00	1,800	0
3650-74.00 Zoning Administrator Travel	700	525.46	700	700
Planning, DRB & Zoning Total	99,503	88,915.87	109,623	107,414
100-37 Town Office Building & Property				
3700-68.00 Building Maintenance & Repairs	3,500	2,667.40	3,000	3,000
3700-70.00 Custodial Services	2,200	2,190.00	2,200	2,320
3700-71.00 Mowing	3,400	3,799.98	3,400	3,800
3700-75.00 Fuel	1,000	791.31	1,000	1,000
3700-76.00 Electricity	3,000	3,058.38	3,000	3,000
3700-77.00 Telephone & Internet	2,000	2,134.14	2,100	2,150
3700-78.00 Water - Office & Library	700	256.58	700	400
3700-79.00 Common Port-o-let	0	0.00	770	770
8310-13.00 Spiller Lot	7,969	0.00	0	0
8310-14.00 Maple Shade Town Forest	28,900	28,900.00	28,900	29,500
3700-81.00 Building Improvements	5,000	0.00	0	0
3700-83.00 Sports Field Maintenance	4,400	5,935.95	4,500	4,500
Town Office Building & Property Total	62,069	49,733.74	49,570	50,440
100-41 Dog Warden				
4100-10.00 Salary	500	500.00	500	500
4100-40.00 Education	200	0.00	200	100
4100-74.00 Travel	100	199.99	100	100
4190-00.00 Miscellaneous	100	0.00	100	0
Dog Warden Total	900	699.99	900	700
100-42 Law Enforcement				
4200-00.00 Law Enforcement Contract	20,000	19,151.25	20,000	20,000
4200-30.00 CUSI	3,796	3,788.00	3,796	3,928
Law Enforcement Total	23,796	22,939.25	23,796	23,928
100-43 Emergency Services				
4310-00.00 Essex Rescue	2,610	2,610.00	2,610	2,610
4320-00.00 Fairfax Rescue	11,713	11,713.00	11,713	12,064
4330-00.00 Emergency Dispatching Services	12,500	12,837.00	12,500	12,500
Emergency Services Total	26,823	27,160.00	26,823	27,174
100-45 Fire Department				
4500-00.00 Fire Department	50,600	50,600.00	50,600	49,000

	2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
100-45 Fire Department (continued)				
4500-60.01 Capital Budget Reserve	13,921	13,921.00	27,522	31,328
4500-59.00 2018 710 Pumper Loan Payment	32,158	31,354.89	30,600	29,825
4500-70.00 2018 Pumper Truck	31,378	0.00	0	0
Total Fire Department	128,057	95,875.89	108,722	110,153
100-61 Health Officer				
6100-10.00 Salary	350	350.00	350	350
Health Officer Total	350	350.00	350	350
100-63 Trash & Recycling				
6300-00.00 Solid Waste Disposal	250,000	258,160.53	300,000	300,000
6305-00.00 Recycling	0	0.00	100	100
6306-00.00 Metal Dumpster	0	0.00	500	250
Trash & Recycling Total	250,000	258,160.53	300,600	300,350
100-68 Cemeteries				
6800-00.00 Cemetery Commission	9,000	9,000.00	9,000	8,000
6800-10.00 Cemetery Commissioner Stipend	350	350.00	400	400
Cemeteries Total	9,350	9,350.00	9,400	8,400
100-78 Library				
7800-00.00 Appropriation	74,203	74,203.00	74,944	80,071
7800-TBD Drainage/basement mitigation	0	0.00	5,000	0
Library Total	74,203	74,203.00	79,944	80,071
100-93 Dues & Assessments				
9300-30.10 Chittenden County Tax	12,000	11,001.37	11,500	11,500
9300-30.12 CCRPC	2,796	2,796.00	2,803	2,862
9300-30.13 VLCT	3,455	3,455.00	3,596	3,596
Dues & Assessments Total	18,251	17,252.37	17,899	17,958
100-99 Donations & Miscellaneous				
9900-00.00 Miscellaneous	1,200	2,884.68	1,200	1,200
9900-05.00 Brick Meeting House Society	4,500	4,500.00	4,500	4,500
New White Common Hall		0.00	0	4,500
Summer Concert Series		0.00	0	1,650
9900-08.00 Recreation Committee	6,000	6,000.00	6,000	6,000
Transfer to highway to retire deficit		109,722.92		
9900-99.00 Matching grant funds	0	0.00	2,000	1,000
9900-11.00 Stop Payment Refunds	0	117.00	0	0
9905-00.00 UVM Home Health & Hospice	6,243	6,243.00	6,243	6,243

		2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
100-99 Donations & Miscellaneous (continued)					
9910-00.00	Age Well	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	250	250.00	250	250
9940-00.00	Steps to End Domestic Violence	225	225.00	480	300
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	0
Donations & Miscellaneous Total		21,718	133,242.60	23,973	27,443
Grand Total Expenditures Administration		<u>1,037,784</u>	<u>1,073,852.18</u>	<u>1,083,132</u>	<u>1,089,050</u>
110-51 Highway Department - Roads					
5100-10.00	Salaries	197,344	196,484.42	240,414	244,486
5100-14.00	FICA & Medicare	15,495	14,961.07	18,789	19,499
5100-15.00	Health Insurance	30,000	24,437.49	35,285	31,360
5100-15.01	Dental Insurance	1,260	1,338.84	1,800	1,845
5100-15.02	Disability Insurance	1,000	965.22	1,335	1,250
5100-15.03	Vision Insurance	330	326.16	440	440
5100-16.00	Employee Pension Plan	6,076	5,536.15	7,368	7,959
5100-22.00	Gravel - Road Resurfacing	40,000	27,724.83	60,000	60,000
5100-23.00	Town Ditching	20,000	2,558.50	15,000	10,000
5100-24.01	Gravel - Rebuilding	40,000	0.00	10,000	10,000
5100-24.02	Chloride	35,000	62,318.07	35,000	40,000
5100-24.03	Culverts	1,000	11,422.91	10,000	7,500
5100-24.04	Road Fabric	2,500	0.00	0	0
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	1,500	362.07	2,000	2,000
5100-24.06	Guardrails & Fences	1,500	0.00	1,500	1,500
5100-24.07	Seed & Mulch	1,800	1,570.02	1,800	1,800
5100-24.08	Signs	2,000	3,654.82	2,000	2,000
5100-24.09	Stone for culverts/drains	1,000	364.00	1,000	1,000
5100-25.01	Sand	70,000	104,926.02	80,000	80,000
5100-25.02	Salt	20,000	20,487.29	20,000	20,000
5100-25.03	Chains	2,000	3,410.00	3,000	3,000
5100-26.01	Gravel - Mud Season	30,000	1,568.00	30,000	30,000
5100-26.02	Gravel - Unusual Events	0	87,363.09	0	0
5100-27.00	Blades & Plows	5,000	698.75	5,000	5,000
5100-28.00	Tires	5,000	7,022.07	5,000	7,500
5100-58.00	Equipment Rental	1,500	1,142.40	1,500	4,000
5100-59.00	Contracted Services				
59.00	Regular Maintenance	0	375.00	0	0

		2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
110-51 Highway Department – Roads (continued)					
59.02	Miscellaneous	12,000	200.00	12,000	12,000
59.04	Tree Removal	6,500	0.00	2,500	2,500
59.05	Roadside Mowing	5,500	4,800.00	10,000	8,000
5100-59.06	Unusual Events	0	47,859.50	0	0
5100-59.08	Ditching	0	3,280.00	0	0
5100-59.16	Equipment Reserve Fund	49,550	49,550.00	54,600	54,300
5100-65.00	Loan Payments				
65.03	2015 John Deere Loader	19,000	19,000.00	19,000	0
65.06	2017 Western Star	27,433	27,433.40	27,433	27,433
65.07	2018 Western Star	32,900	131,600.00	0	0
65.08	2020 International HX620	0	61,836.00	32,545	32,545
65.09	2019 JD 75G Excavator	0	91,350.00	12,270	12,270
New	2021 Chevy K3500	0	0.00	0	12,022
	Down payment - truck & excavator	49,000	0.00	0	0
5100-66.00	Loan Interest	5,925	5,102.60	6,904	5,181
5100-67.00	Repairs & Maintenance				
67.01	2014 Ford F-550	0	1,424.39	0	0
67.02	Excavator	2,500	10,266.55	2,500	2,500
67.03	Grader	2,500	11,486.47	5,000	5,000
67.08	2020 International	0	2,430.69	0	0
67.10	2019 J. Deere 75G Excavator	0	0.00	0	0
67.11	2014 Western Star	0	5,001.04	0	0
67.12	Brush Hog	500	0.00	500	500
67.13	2015 John Deere Loader	1,000	2,617.01	2,000	2,000
67.14	2017 Western Star	0	5,971.79	0	0
67-17	Wood Chipper	500	20.98	500	500
68.01	Trucks	25,000	295.43	25,000	20,000
68.05	Sander	1,000	0.00	1,000	1,000
68.06	Small Equipment	1,000	1,519.66	1,000	1,000
5100-74.00	Travel	800	471.22	800	800
5100-75.01	Diesel Fuel	45,000	36,397.37	45,000	45,000
5100-95.00	Chloride Tanks & Pumps	2,000	152.91	2,000	1,000
Highway Department - Roads Total		820,913	1,101,084.20	850,783	837,690
110-52 Highway Department Permits					
5200-20.00	MRPG Storm Water Permit	1,750	1,350.00	1,750	1,750
5200-30.00	Petroleum Cleanup Fund	50	50.00	50.00	50.00
Highway Department Permits Total		1,800	1,400.00	1,800	1,800
110-53 Highway Department - Garage					
5300-20.00	Supplies	4,000	5,621.29	4,000	4,000
5300-21.00	Oil & Grease	2,000	144.97	1,000	500

	2019-20 Budget	2019-20 Actual	2020-21 Budget	2021-22 Proposed
110-53 Highway Department – Garage (continued)				
5300-23.00 Equipment	2,500	488.20	3,000	3,000
5300-24.00 Communication Equipment	800	1,362.10	800	1,500
5300-40.00 Education & Workshops	2,000	0.00	2,000	2,000
5300-48.00 Property & Casualty, Auto, W/C Ins	31,000	35,129.10	33,000	37,270
5300-50.00 Fire System	0	1,710.00	0	0
5300-60.05 Computer	0	0.00	0	1,800
5300-68.00 Building Maintenance & Repairs	6,000	6,036.00	6,000	6,000
5300-71.00 Salt Shed Reserve	5,000	25,418.40	5,000	5,000
5300-76.00 Electricity	4,600	4,511.38	4,600	4,600
5300-77.00 Telephone	2,300	2,817.75	3,000	3,100
5300-78.00 Water	500	113.22	250	0
5300-81.00 Building Improvements	30,000	5,276.65	20,000	20,000
5300-83.00 Storage Shed	0	1,200.00	0	0
5300-85.00 Clothing Allowance	2,000	727.53	2,000	2,000
5300-99.00 Miscellaneous	1,000	91.72	1,000	1,000
Highway Department - Garage Total	93,700	90,648.31	85,650	91,770
Highway Deficit Recovery	55,000	0.00	0	0
Grand Total Expenditures - Highway Department	<u>971,414</u>	<u>1,193,132.51</u>	<u>938,233</u>	<u>931,260</u>
Total Amount Budgeted (Admin & Highway)	2,009,198	2,266,984.69	2,021,365	2,020,310
Less anticipated revenue (Admin & Highway)	279,200	2,395,502.74	233,600	265,170
Less amount from prior year surplus	<u>35,000</u>	<u>0.00</u>	<u>50,000</u>	<u>20,000</u>
Total Amount to be Raised by Taxes	1,694,998	128,518.05	1,737,765	1,735,140
Estimated Grand List	2,428,000		2,428,000	2,495,633
Estimated Exemptions (Veterans, Farm Stabilization)	<u>-21,290</u>		<u>-21,290</u>	<u>-21,290</u>
Estimated Taxable Grand List	2,406,710		2,406,710	2,474,343
Actual Tax Rate	0.7074		0.7107	
Estimated Tax Rate				0.7013
Change in Tax Rate				-0.0094
Percent Increase in Tax Rate				-1.329%

GENERAL FUND REVENUE BUDGET 2021-2022

		2019-20 Budget	2019-20 Actual	2020-21 Anticipated	2021-22 Anticipated
ADMINISTRATION					
100-20 Property Taxes					
2000-00.00	Property Taxes	0.00	798,085.30	0	0
2009-00.00	Late Tax Interest	2,500	1,786.50	2,000	2,000
2010-00.00	Delinquent Taxes	0	68,923.44	0	20,000
2011-00.00	Delinquent Tax Penalty	5,000	5,383.35	5,000	5,000
2012-00.00	Delinquent Tax Interest	7,500	3,336.23	3,000	3,000
Total Property Taxes		15,000	877,514.82	10,000	30,000
100-21 Licenses & Fees					
2100-00.00	Liquor Licenses	0	70.00	0	70
2110-00.00	Recording Fees	12,000	29,034.00	12,000	20,000
2120-00.00	Dog Licenses	3,400	1,801.00	3,300	3,300
2131-00.00	Access Permits	100	255.00	100	100
2135-00.00	Excess Weight Permits	650	765.00	750	750
2140-00.00	Marriage Licenses	100	20.00	100	100
2145-00.00	Copier/Fax Fees	3,000	2,987.29	3,000	3,000
2146-00.00	Vault Time	0	394.00	0	0
2150-00.00	Auto Registration Fees	50	30.00	50	50
2155-00.00	Metal Dumpster	2,000	1,559.25	0	500
Total Licenses & Fees		21,300	36,915.54	19,300	27,870
100-22 Intergovernmental					
2229-00.00	Current Use	78,000	84,389.00	81,000	81,000
2242-00.00	Traffic Fines	3,500	4,319.13	4,000	4,000
2248-00.00	VT Act 68/Main Grand List	0	958.00	0	0
Total Intergovernmental		81,500	89,666.13	85,000	85,000
100-23 Planning & Zoning					
2359-00.00	Building Permits	14,000	22,371.50	20,000	22,000
2360-00.00	DRB fees	2,500	175.00	3,000	3,000
2362-00.00	DRB - Subdivision Final	0	2,000.00	0	0
2364-00.0	DRB Site Plan	0	325.00	0	0
2367-00.00	DRB Conditional Use	0	201.00	0	0
2370-00.00	Certificate of Compliance	500	930.00	500	500
2371-00.00	Zoning Violation Fines	0	0.00	0	0
2372-00.00	Certificate of Occupancy	400	500.00	800	800
2373-00.00	Home Occupancy	0	0.00	0	0
2380-00.00	Legal/Professional review	0	475.00	0	0
Total Planning & Zoning		17,400	26,977.50	24,300	26,300

			2019-20 Budget	2019-20 Actual	2020-21 Anticipated	2021-22 Anticipated
100-24 Town Functions						
2421-00.00	Recycling Bins		0	5.00	0	0
2438-00.00	Holiday Basket Donations		0	3,419.00	0	0
Total Town Functions			0	3,424.00	0	0
100-28 Dogs						
2820-00.00	Dog Fines		0	0.00	0	0
Total Dogs			0	0.00	0	0
100-29 Miscellaneous						
2900-00.00	School Expense Reimbursement		2,100	725.01	2,100	2,100
2930-00.00	Interest Income		750	1,423.25	750	500
2990-00.00	Miscellaneous Revenue		400	15,665.00	400	400
Total Miscellaneous			3,250	17,813.26	3,250	3,000
TOTAL ADMINISTRATION			<u>138,450</u>	<u>1,052,311.25</u>	<u>141,850</u>	<u>172,170</u>
HIGHWAY DEPARTMENT						
110 2000-00.00	Property Taxes		0	830,866.92	0	0
2705-00.00	Transfer from GL to retire deficit		0	109,722.92	0	0
2705-00.00	Equipment Reserve		49,000	44,000.00	0	0
2705-00.00	Salt shed reserve		0	20,250.00	0	0
5000-20.00	Note Proceeds-truck & excavator			210,061.00	0	0
5000-40.00	State Aid - Highway		91,750	94,350.65	91,750	93,000
5000-40.01	Better Roads Grant			32,440.00	0	0
5000-90.00	Miscellaneous Revenue		0	1,500.00	0	0
TOTAL HIGHWAY DEPARTMENT			140,750	1,343,191.49	91,750	93,000
ADMINISTRATION & HIGHWAY GRAND TOTAL			<u>279,200</u>	<u>2,395,502.74</u>	<u>233,600</u>	<u>265,170</u>

**FIVE YEAR CAPITAL BUDGET
FY2021 - FY2025**

Date Adopted: February 8, 2018 – Updated December 17, 2020

Highway	Replace Fiscal Yr	Anticipated Cost	FY'21	FY'22	FY'23	FY'24	FY'25
2014 Ford F550	2020	75,000	0	0	5,000	5,000	13,800
2014 Tandem Utility Trailer	2024	7,000	0	3,500	3,500	0	3,500
2012 Volvo Grader	2024	350,000	14,000	14,000	14,000	14,000	0
2014 Western Star	2024	220,000	11,000	11,000	11,000	0	0
2015 John Deere Loader	2025	165,000	6,600	6,600	6,600	6,600	0
Paving, Westford-Milton Rd	2025	230,000	9,200	9,200	9,200	9,200	0
2017 Western Star	2026	220,000	8,800	11,000	11,000	11,000	11,000
Cambridge Road Paving	2027	200,000	0	0	0	0	9,800
Welder Ventilation System	2028	8,000	0	0	1,600	1,600	1,600
2018 Western Star	2028	220,000	0	0	8,800	8,800	0
2019 20' Utility Trailer	2029	250,000	0	0	0	0	5,000
2020 International HX620	2029	240,000	0	0	0	0	9,600
Salt Shed	TBD	250,000	5,000	5,000	5,000	5,000	5,000
Highway Total			54,600	60,300	75,700	61,200	59,300
Administration							
Server	2024	12,000	2,400	2,400	2,400	2,400	2,400
Furnace	2025	15,000	3,000	3,000	3,000	3,000	3,000
Vault Shelving (downstairs)	2025	20,000	4,000	4,000	4,000	4,000	3,500
Handicap Ramp	2028	15,000	0	0	3,000	3,000	3,000
Town Office/Library Septic	TBD	140,000	5,000	5,000	5,000	5,000	5,000
Administration Total			14,400	14,400	17,400	17,400	16,900
Fire Department							
Base Radio/Base Repeater	2022	8,700	2,900	0	0	0	0
Truck Radio (4)	2022	5,800	1,934	0	0	0	0
Nozzles/Master Stream	2025	13,440	2,688	2,688	2,688	2,688	
711 Pumper	2026	500,000	20,000	20,000	20,000	20,000	20,000
Vehicle Extraction Tools	2027	43,200	0	8,640	8,640	8,640	8,628
Ladders	2028	5,700	0	0	1,140	1,140	1,100
Rescue Jacks	2028	8,000	0	0	1,600	1,600	1,600
714 Utility/Rescue	2033	700,000	0	0	14,000	14,000	0
Fire Department Total			27,522	31,328	48,068	48,068	31,328
Library							
Furnace	2028	8,000	0	0	1,600	1,600	1,600
Heat pump	2028	5,500	0	0	0	0	1,100
Library Total			0	0	1,600	1,600	2,700

	Replace Fiscal Yr	Anticipated Cost	FY'21	FY'22	FY'23	FY'24	FY'25
Recreation							
Soccer Goals	2025	8,000	1,600	1,600	1,600	1,600	1,600
Recreation Total			1,600	1,600	1,600	1,600	1,600
Grand Total - All Departments			98,122	107,628	144,368	129,868	111,828



Westford Town Office



Westford Public Library

TREASURER

Fiscal Year 2020 was an unusual year for the Treasurer's office, the town and our country. Some of the highlights for the past year include the purchase of a John Deere 75G excavator and the 2020 International HX620 dump truck.

The Town's General Fund finished FY 2020 with an operating surplus of \$192,272. The General Fund began the year with a positive fund balance of \$303,994, which was decreased to \$282,453 after all expenditures and transfers.

The Highway Fund finished FY 2019 with a budget deficit of \$-179,425. The Highway Fund began the year with a deficit of \$-150,059. The deficit was reduced to \$0.00 due to receipt of loan proceeds from the new vehicle and a transfer from the General Fund to retire the deficit.

The table below shows the past several years of history of the General and Highway Funds and the combined total for the other Non-Major Funds (Capital, Common, Playground, Conservation, etc.).

Please feel free to contact me with any questions at 878-4587 or treasurer@westfordvt.us.

Respectfully submitted,
Greg Barrows

	<u>General Fund</u>	<u>Highway Fund</u>	<u>Non-Major Funds</u>	<u>Total</u>
Balance as of 06/30/2017	\$297,207	(\$280,962)	\$572,506	\$588,751
FY 2018 Activity				
Operating	-367,006	-347,684	-70,006	-784,696
Loan Proceeds	388,121	164,500	0	552,621
Other Sources	-54,878	-26,607	84,110	2,625
Seymour Bridge (FEMA)	0	216,384	0	216,384
Net Activity	-33,763	6,593	14,104	-13,066
FY18 Balance (6/30)	\$263,444	(\$274,369)	\$586,610	\$575,685
FY 2019 Activity				
Operating	36,510	156,382	-85,602	107,290
Sale of Town Property	131,750	0	0	131,750
Other Sources	0	9,428	169,210	178,638
Transfers from Other Funds	-127,710	-41,500	0	-169,210
Net Activity	40,550	124,310	83,608	248,468
FY19 Balance (6/30)	\$303,994	(\$150,059)	\$670,218	\$824,153
FY 2020 Activity				
Operating	192,272	-179,425	-56,076	-43,229
Loan Proceeds	0	210,061	0	210,061
Other Sources	15,200	0	0	15,200
Transfers from Other Funds	0	173,973	173,840	347,813
Transfers to Other Funds	-229,013	-54,550	-64,250	-347,813
Net Activity	-21,541	150,059	53,514	182,032
FY20 Balance (6/30)	\$282,453	\$ 0	\$723,732	\$1,006,185

FOTHERGILL SEGALE & 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 15, 2021

Selectboard
Town of Westford, Vermont

AUDITORS CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2020 were audited by Fothergill, Segale & Valley CPAs of Montpelier, Vermont. The financial statements and our report are available at the Town Office and at www.Westfordvt.us.

Sincerely,

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

The full audit report is available on the Town website (<https://westfordvt.us/town-audits/>).

SCHEDULE OF TAXES BILLED & COLLECTED
June 30, 2020

2019 Grand List**\$255,673,200**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.5082	1.6597
Town Tax	0.3576	0.3576
Highway Tax	0.3437	0.3437
Local Agreement	<u>0.0061</u>	<u>0.0061</u>
Total Tax Rates	<u>2.2156</u>	<u>2.3671</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	1.6597	x	515,239.00	855,142.27
Homestead Education	1.5082	x	1,913,335.00	2,885,691.84
Town Tax	0.3576	x	2,417,419.00	864,454.70
Highway Tax	0.3437	x	2,417,419.00	830,866.83
Local Agreement	0.0061	x	2,417,419.00	14,746.39
Late Homestead Penalty				<u>549.29</u>
Taxes Billed (Town & School)				5,451,451.32
Net Adjustments				<u>3,790.62</u>
Total Taxes Billed (Town & School)				<u>5,455,241.94</u>
Collections:				
Town & Education			5,426,274.71	
Adjustments			-13,005.26	
Net Adjustments			3,790.62	
Abatements			<u>3,448.03</u>	
Total collections				\$5,420,508.10
Delinquent Taxes				<u>34,733.84</u>
Total Taxes				<u>5,455,241.94</u>

TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2020

Ending Balance - June 30, 2019		\$45,001.54
Disbursements		
Port-o-let	\$0.00	
Repairs/improvements	\$283.84	
Audit Adjustment	<u>\$80.33</u>	\$364.17
Receipts		
Earned Interest		<u>\$138.24</u>
Ending Balance - June 30, 2020		<u>\$44,775.61</u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2020

Beginning Balance - July 1, 2019		\$37,183.66
<u>Revenue</u>		
Recording Fees	\$10,661.00	
Interest	<u>\$122.53</u>	
Total Revenue		\$10,783.53
<u>Expenses</u>		
Monthly Software Program Fee	\$3,575.00	
Supplies	<u>\$292.62</u>	
Total Expenses		\$3,867.62
Ending Balance - June 30, 2020		<u>\$44,099.57</u>

STATEMENT OF OUTSTANDING DEBT
For Year Ending June 30, 2020

<u>Lender</u>	<u>Capital Asset</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>	
Community National Bank	2017 Pumper Truck	219,259	194,897	(24,362)	
Community National Bank	2020 International HX620	0	130,169	130,169	(1)
Community National Bank	Maple Shade Town Forest	87,304	58,404	(28,900)	(2)
People's United Bank	John Deere Loader	38,000	19,000	(19,000)	
Community National Bank	John Deere Excavator	0	47,350	47,350	(3)
People's United Bank	2017 Western Star 4700	<u>82,300</u>	<u>54,867</u>	<u>(27,433)</u>	
Totals		426,863	504,687	77,824	

Notes: (1) The 2020 International purchased for \$162,711, less payment \$32,542
(2) Proceeds from the sale of Town Property were used to reduce outstanding principle
(3) John Deere 75G Excavator purchased February 2020

STATEMENT OF RESERVE ACCOUNTS
For Year Ending June 30, 2020

	Beginning Balance				Ending Balance	
<u>Reserves</u>	<u>7/1/2019</u>	<u>Deposits</u>	<u>Debits</u>	<u>Interest</u>	<u>6/30/2020</u>	
Admin Capital Budget	73,780.15	9,400.00	0.00	229.61	83,409.76	
Equipment Reserve	132,549.60	49,550.00	44,000.00	410.53	138,510.13	
Fire Dept. Capital Budget	163,800.41	11,726.00	0.00	508.15	176,034.56	
Lister PVR Education	5,056.35	0.00	0.00	15.64	5,071.99	
Office Expansion	9,101.41	0.00	825.34	26.55	8,302.62	
Reappraisal	90,556.60	8,143.00	0.00	286.34	98,985.94	
Salt Shed	<u>15,294.59</u>	5,000.00	20,250.00	44.62	<u>89.21</u>	(1)
Total Reserve Accounts	490,139.11				510,404.21	

(1) The ending balance published in the FY19 town Report of \$20,212.09 was overstated by \$4,917.50 (expenditures for preliminary work on the salt shed). The balance should have been \$15,294.59.

SELECTBOARD

The past year has presented many challenges to our community and town staff, board, and commissions. Once March rolled around, COVID-19 shut down things as we know it. Governor Scott issued an Executive Order in March 2020 basically shutting down the state, with the exception of essential services, in an effort to stop the spread of the virus. Doctors, nurses, and other medical staff were pushed to their limits to care for the sick. Federal and state governments stepped up to help citizens during the pandemic, which is still going on at the time of writing this report. And parents and kids juggled both remote work and remote school, while teachers had to learn a whole new way of teaching overnight. Additional funds were added to unemployment checks, qualifying individuals received stimulus funds (two times to date), family leave laws were modified to help working parents who were forced to remain home because their children could not be at school or childcare, low interest loans were provided to businesses to keep them afloat to name a few. The Governor and other state officials gave daily briefings and continue to give briefings two times per week.

Dr. Anthony Fauci, an infectious disease expert, applauded Vermont and its citizens for the way the COVID pandemic was handled. Vermonters took the disease seriously by complying with mandates, such as wearing masks, to help stop the spread of the disease. Unfortunately, while these measures slowed the spread, they did not prevent any illness or death; Vermonters have lost family and friends to the pandemic.

During the pandemic, town staff, boards and other groups found creative ways to continue serving the community. Below are a few examples:

Library - provided curbside service, online book group, curbside crafts, digital story times and partnered with the Recreation Dept.

Recreation Department - offered programs that did not involve group activities such as activity kits and letters to Santa. Even with a loss of spring and summer programming as we knew it, they were able to generate activities and income to meet their goals.

Conservation Commission - worked tirelessly maintaining trails to support outdoor recreation; collaborated with Library for story walks.

Boards, committees, and commissions - navigated meeting remotely.

Town Office - provided services by mail, phone or electronically; in person by appointment when necessary; elections were modified to accommodate CDC guidelines.

Planning Commission - continued their work on 3 large projects (Town Plan, 1705 VT Route 128, Community Wastewater System)

Westford Common Hall - Fostered community spirit through *Hands Across Westford Mitten Campaign*

We thank **YOU** for bearing with us during these unprecedented times and for supporting one another!

Town Staff

Road Crew - The Town hired Kurt McNamara as the fourth Road Crew member in October 2020. Welcome aboard, Kurt! We thank Dick Stygles for coming out of retirement to help the Road Crew when needed.

Financial Practices

Independent Professional Audit - Fothergill Segale and Valley audited the FY'20 financial records. The Auditors Certification can be found in this Town Report, and the full audit report is available on the Town website (<https://westfordvt.us/town-audits/>).

Proposed FY'22 Budget - The Town budget proposal for next fiscal year (July 1, 2021 – June 30, 2022) is detailed in the tables contained in the Town Report. The Selectboard asked town staff, boards, and organizations for reduced or level funded requests due to the uncertainty of the financial impact COVID-19 may have on our community. This request was met with open arms, which the Selectboard is extremely grateful for and resulted in a budget we are pleased to announce is less than the current year's budget.

In summary, the proposed town budget is decreasing by 0.05%. In addition to the anticipated revenue, the Selectboard opted to utilize \$20,000 from the FY'20 surplus to further reduce the amount to be raised by taxes, which is \$1,735,140 and results in a reduction in the municipal tax rate of 1.329%. For perspective, the decrease in the tax increase means that a property owner with property valued at \$200,000 will pay \$18.80 less in municipal taxes and \$36.60 less for property valued at \$400,000.

Some major changes in the budget include: a decrease in town ditching, culverts and Lister salaries, and an increase in equipment rental, hiring a town assessor, Administration Capital Budget Reserve and two new items, summer concerts and an appropriation to the Westford Common Hall.

The town has been fortunate to have a resident that has served as lister for 30+ years. Caroline Brown has decided to retire. The Selectboard felt this was a good time to review the Listers' office and determined that it may be time to hire an assessor to do the work. An assistant to the assessor would be hired to do the day-to-day operations of the office, such as returning phone calls, answering emails, and updating names and addresses.

A new item in the budget includes funds for the summer concert series. These funds were previously included in the library and recreation budgets however to simplify the process, the funds were consolidated into the town-wide budget. Michael Kirick will be responsible for facilitating the series again this year and we are grateful for his work!

The Westford Common Hall submitted a request to help with their operational expenses, which was granted by the Selectboard. The Westford Common Hall was formerly known as the White Church. When the White Church disbanded, a group of citizens formed to oversee the building. Their goal is to make this space available for community events that are not fitting for the Brick Meeting House (like the popular concert series that we hope they will restart when it is safe to gather indoors!).

Road Projects

The Highway Department spent significant time repairing damage to roads from the Halloween Storm (October 2019). The cost of the repairs will be partially reimbursed by a FEMA grant.

Work was done on Rogers Road to be brought into compliance with the Clean Water Act. The Road Crew ditched and crowned the road to control water runoff and the Town hired a contractor to replace the culvert in Rogers Brook. The majority of the expenses were paid for with a grant that was awarded to the Town.

The Road Crew has been doing some much-needed roadside brush cutting. The cutting is necessary to help the sun reach the road to dry it out in the spring or after a rainstorm. The cutting also benefits motorists by improving sight distance at intersections.

This past roadside mowing season, the Town opted to mow roadsides twice. The first mow was completed in June, earlier in the season than in previous years. The earlier cut helped control poison parsnip and to cut down vegetation before it got too tall to impact sight distances at intersections. A second mowing was needed due to the earlier cut. The Town has locked into a seasonal rate for three years, which ends up costing the town less than what was budgeted for 2021.

Town Projects

1705 Vermont Route 128 (Pigeon property) - The Planning Commission met with the Selectboard to discuss development options. One option included a new town office, commercial space, residential space, parking, and access to the river. The Commission sought out grants and other funding sources as part of the process. Some of the funding opportunities were discontinued when COVID hit, which has slowed the work down a bit, however it also brought to light other partnerships that may still meet the original goals without the Town owning the property.

Community Wastewater System - The Planning Commission continues its work on researching the viability of a community wastewater system installed on what used to be the Jackson Farm on Brookside Road. Their efforts include finding ways to fund at least some of the cost of the system, so the full cost does not fall on taxpayers. The lack of a wastewater system severely limits the economic growth and development of the village center. If a community system were installed, it would open up a lot of opportunities for property owners and businesses (as well as provide a backup plan should the existing septic systems fail).

Library - The library was experiencing flooding in the basement during severe storms. To address the flooding, a catch basin was installed in the Route 128 right of way near the entrance of the library parking lot to capture the water runoff from Brookside Road that travels across Route 128. Sloping of the ground away from the library foundation was also done to further address the runoff.

WiFi on Town Common - A grant was received to provide free WiFi around the town common. Many thanks to Mark and Bree Drapa who were instrumental in submitting the grant and overseeing this project.

Trash & Recycling Services

The contract for the collection of trash and recycling services expired at the end of June 2020. The Selectboard received two responses to the Request for Proposals, one from Casella Waste Systems and one from Myers Container Services. After careful consideration, the Selectboard choose to remain with Myers. The proposal submitted by Myers was less than what the Town was paying for the service in the current contract. Although there have been some concerns with the service Myers provided, the Board had robust conversations with Myers about areas for improvement and many of these items were included in the new contract.

The State of Vermont enacted a law requiring residents to compost their food scraps effective July 1, 2020. Westford's Trash & Recycling Request for Proposals also included a section for collection of food compost. Three proposals were submitted in response to the request. In the end, the Selectboard decided to not offer this service at this time. Their decision was based on the cost quoted. They felt with Westford being a rural community, residents had the means to implement backyard composting or if they choose, to bring their compost to one of several nearby Chittenden Solid Waste District drop-off facilities.

In closing, the Selectboard would like to recognize all Westford residents, together all of you make Westford the special community it is. Thank you!

Respectfully submitted,
Julia Andrews, Chair
William Cleary
Allison Hope

TOWN CLERK

In the almost 20 years that I have served our community, the last 12 months have been unprecedented and challenging. The COVID-19 pandemic basically shut our community, state, and nation down. In March 2020, Governor Scott issued a Stay-at-Home Order. This was issued shortly after the town office closed to the public. The office remained closed until June. During this time, town office staff provided services by phone or electronically. Some staff worked remotely. We all had to learn how to navigate this new way of serving our community. In June, the town office re-opened but unfortunately, due to an increase in COVID cases, the office had to close to the public again in mid-November and is still closed as of the writing of this report. In addition to providing services by phone and electronically, we are providing limited in-person services, such as notarizing documents. Hopefully, the vaccine will allow things to return to normal, whatever that may be, in the near future.

Former Elected Officials

In 2020, the Westford community lost two residents who formerly served as elected officials. Unfortunately, due to COVID-19, no services were held. Frena Phillips passed away in December. Frena retired in 2001 after serving as town clerk for 27 years. Charlotte Vincent passed away in June. She served as treasurer for 17 years, retiring in 2013.

Elections

Holding elections during the pandemic was quite challenging. Health and safety protocols, such as wearing masks, routinely disinfecting surfaces, screening voters, etc. were implemented based on guidelines issued by the Center for Disease Control, the Vermont Department of Health, and the Secretary of State's office.

The first election held during the pandemic was the School District Annual Meeting which was moved from April to June. The School District opted to mail ballots to all active registered voters. Mailing the ballots required a lot of staff time but went smoothly. Voter turnout for this election was higher than in previous years, which has been attributed to the mailing of ballots to all registered voters.

The second election was the State Primary in August. We were able to modify the polling area based on our take-away from the school vote as well as new directives issued by the Secretary of State's office. To encourage absentee ballot voting, the State mailed postcards to all registered voters informing them how to request an absentee ballot. Voters returned the postcards to the town office to request a ballot or in some cases called in the request. Many of Westford's voters took advantage of the absentee ballot option. Typically, voter turnout is quite low for the State Primary however that was not the case this year.

I am extremely grateful that we had two elections before the November General Election. Every four years, the General Election includes the election of a President to the United States. Voter turnout is very high in these elections and this one did not disappoint!

The Town was able to secure a \$5,000 grant to purchase new equipment and hire additional staff and poll workers for the General Election. Setting up a polling place to include safety measures such as social distancing is not compatible with traditional style voting booths. Westford used the funds to purchase tables with privacy screens to serve as voting booths as well as control barriers, signage, and several other items to modify the layout. One addition to the layout was an "Express Lane" (more on that in the next paragraph) which was well-received.

To encourage voters to vote by absentee for the General Election, the State mailed ballots to all active registered voters in the State of Vermont, which was a huge undertaking! All in all, the mailing of ballots went well for Westford. This was in part due to the "cleaning up" of the checklist with issues that were discovered from the mailings for the two prior elections. While voters appreciated receiving a ballot by mail, there were many who preferred to insert their voted ballot into the voting machine rather than mail it to us. This is where the express lane came in. Voters were able to fill out their ballot at home, bring it to the polls, check in, bypass the voting booth area using the express lane, check out and then insert their ballot into the machine. This worked very well and will likely be included in future elections.

The Legislature passed bills in 2020 and one at the beginning of 2021 that made temporary changes to the Election Laws such as authorizing governing bodies the ability to move the date for town meeting and to vote all articles by Australian ballot to name a few. After discussing all the options available, the Selectboard decided to keep with tradition as much as possible. Town Meeting will be held on the first Tuesday in March. Unfortunately, the tradition of an in-person meeting will not occur this year. In an abundance of caution and with the health and safety of Westford residents in mind, the Selectboard

decided to vote all articles by Australian ballot for this year only. When voting questions by Australian ballot, a public hearing is required to discuss the articles. The public hearing will be held via Zoom the night before voting.

I want to thank the people who worked at the polls during the elections and those who assisted me with developing a plan and setting up. Your assistance was very much appreciated and contributed to the success of each election.

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

Due to the COVID-19 pandemic, it was decided to provide online access to the land records' digitized program. Providing online access to the records minimizes the number of people who need to come to the office to do research, or at the very least, reduces the time they need to spend researching. Currently, the online records go back to September 1995.

During FY'20, 703 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This number translates to 2,508 pages compared to 1,976 pages in FY'19. As time permits, Callie continues to scan and add older documents to the data base. The scanner we have does not accommodate the larger books some documents are recorded in, therefore, unless we acquire a larger scanner, back scanning will discontinue when we reach documents dated July 19, 1991.

Dog Licenses

The number of dog licenses issued in 2020 were significantly impacted by COVID-19, in part due to dog owners not being able to get their dog vaccinated because of the shut down and the cancellation of rabies clinics. The Selectboard did not want penalize dog owners for not being able to get their dogs vaccinated due to the shut down and cancellation of clinics therefore they decided to extend the date to license a dog until July 1st without incurring a late fee.

In 2020, 310 dog licenses were issued. Dog licenses are due by April 1st 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, 2020 through December 31, 2020 are as follows: 12 births, 12 deaths, and 2 marriages.

A certified copy of a vital record can be requested by completing a form and submitting it with the proper fee. For more information on how to obtain a certified copy of a vital record, go to <https://westfordvt.us/administration/town-clerk/>.

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

Donations to purchase gift cards reached an all-time high this year! I cannot thank you enough for your generosity! The community helped 27 families by providing them with a gift card to a grocery store to purchase items to meet their individual needs (prohibiting alcohol and tobacco products). The gift cards were very much appreciated!

As I sit here writing this report, I cannot help thinking how extraordinary our community is. All of us make Westford what it is. We all bring something to the table. We all unite during difficult times. We all celebrate during happy times. Thank you to each and every one of you!

Respectfully submitted,
Nanette Rogers

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'20, the BCA met two times to revise the voter checklist, resulting in approving 117 voter registration applications, removing 96 voters and sending notices to 88 voters to confirm residency. In addition to these meetings, BCA members worked the polls 2020 Annual Town Meeting & Presidential Primary and the 2020 Annual Essex Westford School District Election. 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 and approved one request for tax abatement.

CEMETERY COMMISSION

The Westford Cemetery Commission now oversees the care and maintenance of all seven town cemeteries (Cookyard, Richardson, Cloverdale, Osgood Hill, Plains, Brookside, and Pleasant View). As of February 2020, the Pleasant View Cemetery Association turned over the care and maintenance of their cemetery to the Town of Westford and the Cemetery Commission.

We, with the help of a volunteer, have been able to keep the small previously “neglected” Cookyard Cemetery clear of brush with the ultimate goal of maintaining its integrity. We also hired a contractor to maintain/mow our other six town cemeteries during the mowing season. The members of the Cemetery Commission spent a morning clearing brush and small trees at the Plains Cemetery.

Flags were placed on all Veterans’ graves in observance of Memorial Day. There was a total of four interments during this fiscal year (Brookside – 1; Pleasant View – 3). There were two lots (one at Brookside and one at Pleasant View) sold over the past year.

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 2019-20 fiscal year to restore/clean a portion of the Osgood Hill Cemetery and Richardson Cemetery (see before and after photos below taken at Osgood Hill Cemetery). We budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2020-2021. 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 repair miscellaneous gravestones on an as needed basis.

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 have also been 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

Osgood Hill Cemetery – Stoney Ridge Road



Sgt. George Thrasher – Sept. 2018



Sgt. George Thrasher – Dec. 2020



Henry Bixby & family – Sept. 2018



Henry Bixby & family – Dec. 2020

TREASURER'S REPORT – CEMETERY FUNDS
Year Ending June 30, 2020

Cemetery Checking Account

Beginning Balance - July 1, 2019		\$5,629.77
Receipts		
Interment Fees	300.00	
Town budget appropriation	9,000.00	
Pleasant View - closed account	2,696.80	
Pleasant View - closed checking account	1,584.17	
Pleasant View - closed CD	15,567.56	
Pleasant View Endowment	593.58	
Donations	150.00	
Interest	<u>464.89</u>	
Total Receipts		30,357.00
Expenses		
Cornerstones	240.00	
Fence repair & miscellaneous	151.38	
Recording fee	25.00	
Mowing	<u>3,800.00</u>	
Total Expenses		4,216.38
Ending Balance - June 30, 2020		<u>\$31,770.39</u>

Brookside Cemetery Checking Account

Beginning Balance - July 1, 2019		\$528.99
Receipts		
Donation	\$100.00	
Interest	<u>0.33</u>	
Total Receipts		100.33
Ending Balance - June 30, 2020		<u>\$629.32</u>

Cemetery Savings Accounts

	Balance on <u>7/1/2019</u>	<u>Income</u>	<u>Interest</u>	<u>Withdrawal</u>	Balance on <u>6/30/2020</u>
Alger	\$319.20	\$0.00	\$0.16	\$0.00	\$319.36
Osgood Hill	\$689.27	\$0.00	\$0.34	\$9.47	\$680.14
Cloverdale	\$275.54	\$0.00	\$0.14	\$0.00	\$275.68
Perpetual Care	<u>\$862.24</u>	<u>\$16,161.14</u>	<u>\$0.66</u>	<u>\$16,161.14</u>	<u>\$862.90</u>
Total	\$2,146.25	\$16,161.14	\$1.30	\$16,170.61	\$2,138.08

Cemetery CDs

	Balance on <u>7/1/2019</u>	<u>Deposit</u>	<u>Interest</u>	<u>Withdrawal</u>	Balance on <u>6/30/2020</u>
James Grow	\$4,676.07	\$0.00	\$9.38	\$0.00	\$4,685.45
Osgood Hill	\$8,335.95	\$9.47	\$15.70	\$0.00	\$8,361.12
Phillips	\$685.09	\$0.00	\$1.03	\$0.00	\$686.12
Irish	\$769.24	\$0.00	\$1.93	\$0.00	\$771.17
Brookside Cemetery	\$18,447.41	\$0.00	\$265.29	\$0.00	\$18,712.70
Perpetual Care	<u>\$4,034.41</u>	<u>\$16,161.14</u>	<u>\$27.14</u>	<u>\$0.00</u>	<u>\$20,222.69</u>
Total	\$36,948.17	\$16,170.61	\$320.47	\$0.00	\$53,439.25

Total Cemetery Funds

Cemetery Checking	\$31,770.39
Brookside Checking	\$629.32
Savings	\$2,138.08
CDs	<u>\$53,439.25</u>
Grand Total in Funds	\$87,977.04

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. This year, trails have seen a noticeable increase in use due to the pandemic.

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 added two additional trails in the Maple Shade Town Forest. This effort has consisted mainly of connecting existing trails and clearing old logging roads in areas identified by the Long-Term Management Plan as appropriate for trail usage. A large part of Maple Shade Forest will remain completely undeveloped and will be managed forest. WCC members Joel Fay and Dale Rodgers continue to improve and maintain these trails. Currently the trails are blazed with color-coded markers and maps are located at the kiosk in the school parking lot and at the entrance to the forest.

Joel Fay and Dale Rodgers have been maintaining the school trails (n/k/a "Misty Meadows) for walkers and Nordic skiers for a number of years. This year, a new bridge was installed at the trailhead kiosk near Brookside Road and a new kiosk was installed at the north end of the trails.

The WCC hosted the first annual "Volunteer Trail Maintenance Day" at Misty Meadows and Maple Shade Town Forest, which was well-attended and successful. WCC members and over fifteen volunteers helped clear and clean up trails before the onset of winter. The WCC has collaborated with the Westford Public Library and installed temporary story walks and poetry walks along existing trails at Misty Meadows and Maple Shade Town Forest to encourage new users and young families to enjoy the trails.

The WCC maintains the Schultz Trail that leads from the end of Old #11 Road to Machia Hill Road. The WCC also maintains the Goodrich Trail which leads from the end of Machia Hill Road to Repa Road in Underhill. This year, WCC members Kirsten Tyler and Elias Rosenblatt created a step-by-step visual guide to the Goodrich Trail to allow ease of access and encourage use. The guide is available here: https://drive.google.com/file/d/1UzdAwbns30-LSPVxHBOZhEXIcolf_U92/view?fbclid=IwAR2BtZgdDSYzBGvj95GshKHssR9vnJ6Md2tezIF0tHB57q_zfhVKjaXcWZM.

This year, new WCC members Kirsten Tyler and Elias Rosenblatt developed a new trail guide with maps that let users know of the trail locations, access information, descriptions, and lengths. This guide is available here: https://drive.google.com/file/d/1jKA71ApbptHW5yC5SBivm-Y_aAJFAYsW/view?fbclid=IwAR39ZAAtgZI6_dn9ZuybFVLFiHkQUqnTiQ0pVKxCW_dw7o9-wztd9gcD3K1I. This year, the WCC increased outreach by establishing social media accounts for trail updates and for users to comment on trail conditions. They can be found on Facebook (@WestfordCC) and Instagram (@westford_cc).

Sarah Pinto, Chair, has led the WCC for many years in facilitating communication with the town and local landowners to maintain conserved land and restore trails. Sarah Pinto provides educational material on natural resources to community members and continuously oversees all aspects of the WCC.

The WCC encourages all residents to contact us with any comments or concerns, especially if a trail needs work due to blowdowns or washouts. We are also available if you are interested in conservation, maintaining trails, or in setting up temporary or permanent rights-of-way for trail usage. The WCC can be reached by emailing westfordcc@googlegroups.com.

CONSERVATION FUND
Year Ending June 30, 2020

Beginning Balance - July 1, 2019	\$11,346.48
<u>Revenue</u>	
Transfer to fund	\$1,940.67
Donations	\$325.00
Interest	<u>\$34.13</u>
Total Revenue	\$2,299.80
<u>Expenses</u>	
Conservation Fund Expenses	\$615.13
Maple Shade Town Forest Expense	<u>\$37.00</u>
Total Expenses	\$652.13
 Ending Balance - June 30, 2020	 <u><u>\$12,994.15</u></u>

DELINQUENT TAX COLLECTOR

Calendar Year Report: As of December 31, 2020

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2018-19	5,766.61	5,766.61	0.00	0.00
2019-20	<u>77,551.90</u>	<u>64,057.06</u>	<u>-1,631.81</u>	<u>11,863.03</u>
Total	83,318.51	69,823.67	-1,631.81	11,863.03

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>
12/31/15	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
12/31/18	66,745.26	64,651.75	946.31	3,039.82
12/31/19	64,552.98	60,543.84	+1,757.47	5,766.61
12/31/20	83,318.51	69,823.67	-1,631.81	11,863.03

As of December 31, 2020, delinquent taxes in the amount of \$11,863.03 remain uncollected. During 2020, the amount of delinquent taxes to be collected, was reduced by the net amount of \$1,631.81. This reduction involved five properties and was due to corrections made by the Town Treasurer. There were no delinquent taxes abated in year 2020.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY 20 is included below.

Fiscal Year 2020 Report: July 1, 2019 through June 30, 2020

<u>Tax year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Abated or Corrected</u>	<u>Tax Uncollected as of June 30</u>
2017-18	\$2,440.09	\$2,440.09	\$0.00	\$0.00
2018-19	\$23,284.92	\$17,518.31	\$0.00	\$5,766.61
2019-20	<u>\$77,551.90</u>	<u>\$46,952.86</u>	<u>-\$1,631.81</u>	<u>\$28,967.23</u>
Total	\$103,276.91	\$66,911.26	-\$1,631.81	\$34,733.84

Respectfully submitted,
Marge McIntosh

DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) reviews applications for subdivision, commercial development, waivers, and variances, and appeals of administrative officer decisions. The Board meets on the 2nd and 4th Monday of each month, as needed, at 7:15 pm currently via Zoom instead of in-person. All meetings are open to the public and a link and phone number are provided on agendas and legal notices so residents can participate in meetings.

As expected, we had a slow year for DRB activity compared to recent years. No new lots were created and there was only one sketch plan application. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review- 1
- Preliminary Plat Hearings - 1
- Final Plat Hearings- 0
- Conditional Use Hearings -0
- Site Plan Hearings – 3 (town garage improvements, new professional office/ community facility & expansion of existing commercial business)
- Waiver Hearings – 0
- Variance Hearings - 0
- Appeal Hearings – 0

- # of New Development Lots Created - 0
- # of New Deferred Development Lots Created - 0
- 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 and Development Regulations that were approved in February of 2016. The Westford Land Use & Development Regulations were amended on July 27, 2017 and May 10, 2018 in order to clarify and

correct language. More changes to the regulations are coming in 2021. The DRB continues to work hard to appropriately implement these regulations. We appreciate the patience of applicants as we navigate the new regulations. The public is encouraged to attend our meetings to see what the process is like and to give input. Every decision made, every development approved, and every regulation - new or old - affects each of us. We welcome your opinions!

Each year generally sees some turnover on our boards and the Development Review Board is no exception. Wayne Brown stepped down after 10 years of dedicated service. We will miss his experience and especially his humor! Francois Ross was appointed to fill the position. Thank you for your service on the DRB, Wayne. And thank you for stepping up, Francois!

Respectfully submitted,
Matt Wamsganz, Chair

FIRE WARDEN

Snow season is once again upon us and as most of you know, burn permits are not required in Vermont as long as the ground is covered in snow. Usually, I continue to monitor the system throughout the winter advising whether burning on a particular day is appropriate or not. This year I will not be doing this and if you attempt to acquire a permit the system will show as closed. The reason for this is to enable me to post a message in the event of any extreme weather changes that you should be aware of. I will once again continue monitoring weather conditions and once the warmer weather resumes and the snow melts. When this happens, you will once again be required to have a valid burn permit.

What is legal to burn does not change. A rule of thumb I like to use is "if it grows on your lawn then it's probably safe to burn." No garbage, treated wood, paper and magazines are permitted. Also, NO accelerants of any kind may be used to start your fire. In addition, it is unlawful to let your fire burn out overnight. You must ensure that your burn is completely out before retiring for the evening. As always, you are responsible for your fire and any damages that may occur as a result. Always be aware of high wind and gust conditions.

If you have any questions as to what you can or cannot burn or when it is appropriate to burn, please call me at 879-1231.

At this time, I would like to recognize and thank your Westford Fire Department for the great job they do keeping us safe.

The following is the number of permits issued in the Town of Westford for this fiscal time frame:

- 409 permits were issued electronically
- 1 hard copy permit by the Fire Warden
- 1 hard copy permit by the Town Office
- 2 warnings issued for burning without a permit
- 0 fire prevention tickets issued

Respectfully submitted,
Dennis L. Angiono

LISTERS

The Listers will be out collecting our data from outstanding and current building permits. We do leave a note that we were there. COVID-19 has made it more challenging for interior assessing this past year. We thank the homeowners for their cooperation.

Change of Appraisals for building permits or for any properties with acreage changes, will be sent in April/May of 2021.

The Vermont Division of Property Valuation set Westford's 2020 Common Level of Appraisal at 89.8% 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.

Property sales are beginning to take their toll on our CLA (common level of appraisal). The Listers have begun the process for a re-appraisal. This will start with advertising and then contracting with an appraisal firm.

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 1st.

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

Also **Form HI-144 Household Income** is due April 15th (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

PLANNING COMMISSION

The Planning Commission mission is to provide forward looking development and land use concepts to the residents and taxpayers of Westford. We will conduct business in a respectful and transparent environment that cultivates community engagement in the planning process. The Planning Commission is chartered with revising the Town Plan every eight years and updating the Land Use and Development Regulations as needed. We collaborate with other Town committees and organizations

to advance broader Town objectives. Our primary objective is to bridge the relationship between property owners and land use practices that best fit with Westford's rural character.

Public engagement is an essential input to the planning process. The Planning Commission is committed to a constructive and open meeting process. We accumulate residents' ideas and feedback through regular meetings, surveys and various outreach efforts. The Planning Commission currently meets on the 3rd Monday of every month at 6:30pm. This schedule is subject to change and additional meetings may occur. Planning Commission meetings are open to the public and all are welcome to attend. Meetings are warned and agendas posted. Meeting minutes can be found on the town website.

2020 has brought change and uncertainty to many. There is reason for optimism around the Town Center and across town. The Westford Country Store and Café is now open. This was made possible in part to forward looking changes in the land use regulations introduced by the Planning Commission and approved by the Town. Residential and Commercial development interest is on the rise. In late 2019 Vermont Council on Rural Development (VRCD) worked with the Planning Commission to organize and conduct a Community Visit. During this visit we were able to identify issues, develop solutions, prioritize actions, create action plans and implementation strategies. As a result, multiple task forces were created to research and where possible implement actions. There is now public Wi-Fi on and around the common. There is added parking around the common and library. The Planning Commission has spent much of 2020 revising the Town Plan. The Planning Commission anticipates adoption of the Town Plan in the Spring of 2021.

The Planning Commission continues to assess and explore conceptual development ideas as part of a Town Center Revitalization Project. Two key components of this project include wastewater solutions and redevelopment opportunities for the 1705 RT 128 Property. Accessibility to a town center area community wastewater is essential for existing structures and any new development. The Planning Commission understands the cost associated with this type of infrastructure project. Substantial and alternative funding solutions will be necessary. We continue to advocate and research options through community partnerships, low interest loans and grant opportunities. The Planning Commission will continue to advance these efforts during public meetings and hearings. We encourage residents and taxpayers to learn more by visiting the town website where the most recent information can be found.

In late 2020 we began reviewing and revising the Westford Land Use and Development Regulations. This is done periodically based on feedback from residents and the Development Review Board (DRB). This will be the third amendment of the newly unified, modernized regulations and we expect to complete amendments in the Spring of 2021.

The Planning Commission would like to recognize Gordon Gebauer who has served as the Planning Commission Chair for the past four years. Gordon continues to serve on the commission. Thank you Gordon for your past and ongoing commitments.

Respectfully submitted,

Koi Boyton, Gordon Gebauer, Seth Jensen, George Lamphere and Mark Letorney

RECREATION COMMITTEE

The Westford Recreation Department was created to provide recreational, educational, athletic, cultural and entertainment activities to all Westford residents and neighbors. We strive to offer programs for a wide variety of ages, abilities and interests. We depend on community input; support and volunteers to make these programs successful.

As we welcome 2021, the Westford Recreation Department is entering into its 22nd year. This is a partially self-sustaining department that consists of a volunteer board with seven members and a coordinator. Please welcome our newest member Ashley Sliker.

This past year the Recreation Department was faced with the restraints of COVID19. This put a hold on many typical Spring and Summer programs. With generous donations of supplies we were able to offer Summer Soccer, Tball, Adult Soccer and Fall Soccer. Although it looked a little different, these programs were much needed activities for our community. We also implemented door drop activities that were very successful, and we plan on continuing these programs. The ice rink continues to be a town favorite and we hope this year many will take the opportunity to enjoy it. We are eager to resume programing and build upon the new. The Recreation Department is always looking for new programs that interest the community and we always welcome new recommendations.

In the upcoming year we look forward to continuing to build on our successful programs and find new and exciting offerings for the community. We would like to send a special thank you to all the volunteers, coaches and referees who devote their time, expertise and enthusiasm. We could not do it without you!

Our Facebook page, Westford Recreation Department, is a great place to keep up to date with current events and happenings around town, LIKE us today. The town newsletter and Front Porch Forum (www.frontporchforum), are other ways you can find updates and offerings. Please contact the town office to be added to the newsletter distribution list if you would like a copy. You can also visit the town's website for information about upcoming programs at www.westfordvt.us/recreation.

We want to hear from you. Please attend our meetings, email or call with any suggestions or feedback. You may contact Tonya Calley at any time at 802.324.7132 or via email at recreation@westfordvt.us.

Yours in Recreation,

Maureen Carpenter, Lori Miller, Adam Adorsio, Ben McElvany, Ashley Sliker, Megan Valyou-Orisko, Chuck Medic and Tonya Calley

RECREATION DEPARTMENT
Year Ending June 30, 2020

Beginning Balance - July 1, 2019		\$13,952.96
Revenue		
Town Appropriation	6,000.00	
Chorus	1,960.00	
Winter Basketball	125.00	
Basketball Clinic	88.00	
Summer Soccer	(175.00)	
Fall Soccer	2,015.00	
Broomball	440.00	
Lacrosse	150.00	
Paint & Sip	230.00	
Soccer Camp	230.00	
Art Camp	(275.00)	
4th of July	230.00	
Miscellaneous	<u>1,580.00</u>	
Total Revenue		12,598.00
Expenses		
Rec Coordinator Salary	7,724.25	
FICA Expense	590.92	
Lacrosse Expenses	12.83	
Fall Soccer	120.00	
Basketball Clinic	81.00	
Paint & Sip	45.00	
Ice Rink Repairs	483.57	
Broomball Expense	185.42	
Concerts	400.00	
Chorus	1,600.00	
Soccer Camp Expenses	970.00	
4th July Expenses	208.52	
Pumpkin Run	19.05	
Toilet Rentals	550.00	
Trail snow grooming equipment	6,000.00	
Miscellaneous Expense	<u>847.63</u>	
Total Expenses		\$19,838.19
Ending Balance - June 30, 2020		<u>\$6,712.77</u>

TREE WARDEN

Emerald Ash Borer (EAB)

The insect, named the Emerald Ash Borer, has been found in several locations within the State of Vermont. How fast it will spread is uncertain, but it is certain it will kill Ash Trees.

Do not buy or transport wood out of an infested area as this will speed up the spread of new infestations. This does not apply to commercial wood products such as flooring.

Valuable Ash Trees in a landscape setting can be protected from the Emerald Ash Borer with insecticide treatments. More information can be found at <https://vtinvasives.org/>.

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 Office.

Respectfully submitted,
Ned Meehan, Certified Arborist ISA NE-0588A

WESTFORD PUBLIC LIBRARY

“The only thing you absolutely have to know is the location of the library.” Albert Einstein

The Library was on its way to another record setting year, when COVID-19 stopped us in our tracks. Despite that, our overall circulation was 98.5% of FY19 (which had increased 22% from the year before), we saw a 6% increase in adult print checkouts, and an 8% increase in our digital checkouts (on top of last year’s 120% increase).

We closed the building on March 18, 2020, but we did not stop our services. We pivoted immediately to provide curbside service, online book group, expanded ebook and audiobook collections, and digital story times (500 views in our first month!). We even ran our popular Summer Reading Program, enrolling 77 children. We reopened in person services on August 1. Fall's spike in COVID cases made us reconsider in person activity. On November 18, 2020, we opened exclusively to curbside service with increased days and hours of service. Our earlier experience in adapting to COVID restrictions has made for quick and agile segues to maintain services while keeping community safety in mind.

The library remains at the heart of the community. During the pandemic we became a food shelf collection site when other locations were closed, we distributed Green Up Day bags, we partnered to collect gear for the Winter Wear Share program, and we cultivated an already strong partnership with the Westford Conservation Commission to provide special hikes, story walks and unique trail experiences for Westford hikers of all ages.

During COVID, the library worked on several lighting and drainage projects, was deep cleaned, including windows and carpeting, and made a thoughtful and well-crafted reopening plan that has become the model for other libraries and community organizations.

Perhaps the thing that has impacted our community the most is the extension of our WIFI network. The library secured grant funding to install a seamless mesh network, providing WIFI to our entire town common. This service allowed space and privacy for distance learning, telemedicine, vital internet usage, and some well-deserved distractions. This service, growing every month, sees almost 100 users a day!

Our small library maintains a large presence in the community under the creative and energetic leadership of Bree Drapa and support of a committed group of volunteers. When the building was first closed due to COVID, Molly Drapa provided the volunteer support needed to sustain our curbside and summer programs. We are truly blessed to have a community committed to service.

We thank Beth Lane, Allison Hope, and Laurie Wight for their service as library trustees. They each contributed in large and significant ways to maintaining a well-functioning board. We welcome new board members Vicky Ross, Leanne Saddlemire, and Patty Pittala. We look forward to serving Westford and maintaining the library as a center of community engagement.

We thank the community for its continuing support of the library.

Respectfully,

Westford Library Trustees
Pat Hechmer, Chair
Vicky Ross, Treasurer
Peggy Rodgers, Secretary
Leanne Saddlemire
Patty Pittala

LIBRARY TRUSTEES FUND
Year Ending June 30, 2018

	2019-20	2019-20	2020-21	2021-22
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>
400-78 Expenses				
7800-00.00 Expenses	13,818	11,743.69	13,718	13,250
7800-01.01 Trustee Fund Expense Account	0	1,327.22	0	0
7800-04.00 Library Summer Performer	0	200.00	0	0
7800-05.00 Conference	0	126.00	0	0
7800-06.00 Ashgate Grant	0	0.00	0	0
7800-08.00 Postage Grant Expense Account	0	390.00	0	0
7800-10.00 Library Director Salary	34,608	34,250.60	35,296	36,900
NEW Librarian Assistant	0	0.00	0	7,500
7800-10.01 Substitute Librarian Salaries	1,550	1,202.62	1,550	1,580
7800-14.00 FICA	2,766	3,110.01	2,819	3,504
7800-15.00 Health Insurance	10,773	5,755.08	9,931	6,092
7800-16.00 Pension	1,038	1,183.53	1,059	1,107
7800-24.00 Library Preservation Trust	0	250.00	0	0
7800-48.00 Insurance (property/liability/WC)	2,529	2,752.62	2,930	3,438
7800-68.00 Building Maintenance & Repair	3,500	13,826.98	3,500	3,000
7800-74.00 Travel	450	355.30	450	0
7800-75.00 Fuel	670	638.33	976	900
7800-76.00 Electricity	1,100	1,097.45	1,215	1,300
7800-77.00 Telephone & Internet	700	697.21	750	750
7800-78.00 IT	<u>700</u>	<u>628.64</u>	<u>750</u>	<u>750</u>
Expense Total	74,202	79,535.28	74,944	80,071
400-27 Revenue				
2705-00.00 Town Appropriation		74,203.00		
2710-00.00 Trustee Fund		4,084.42		
2724-00.00 Preservation Trust		250.00		
2725-00.00 Postage Grant		390.00		
Revenue Total		78,927.42		
Beginning Balance July 1, 2019		18,858.36		
Revenue		78,927.42		
Expenses		<u>-79,535.28</u>		
Ending Balance June 30, 2020		18,250.50		

WESTFORD'S FUTURE ADVANCE THE ARTS, COMMUNITY EVENTS, AND COMMUNICATIONS TASK FORCE

The year began with a lot of hope and energy in the committee - and most of our plans were put on a shelf, thanks to COVID. We gathered a great group of residents, including those affiliated with the Library, Red Brick Meeting House, Westford Common Hall, Recreation Department and the Westford Country Store & Café. Our goal was, and still is, to find ways to promote and support arts and events in the community. Along with the other two Westford's Future tasks forces, we were able to start to bring some tangible things into focus.

- Through the hard work of Mark and Bree Drapa, coordination and grant funding brought free public wifi to the Common area. We see this as foundational to support activity in the Common area and social media/web promotion for future community events. This service has already been leveraged and will continue to be as we get back to normal. Signs promoting the service were made and placed around the Common.
- A Westford Community Events Facebook page was created, to start to build an audience and platform to promote events. It was used to promote the Sunday Music Series, as well as various town initiatives in 2020 (those that were possible considering the pandemic). Current and future discussions around web platforms to promote events continue to be the biggest priority for the committee - to expand beyond Front Porch Forum to reach the larger Vermont community. Research is underway for funding to create a website to support events, and this will be done in partnership with the other committees as well as the Rec Department and Library and Town Clerk's office.
- Research is underway to place new Westford Town Welcome signs on Route 128 near both borders. This will be an immediate way to help folks know when they have arrived. We are also looking into the prospects of a new informational kiosk on the Common that will help orient people, give them important information like town history, and let them know about upcoming events and our recreational trail network.

We look forward to the coming year and the ability to reconvene when possible to celebrate all that Westford has to offer!

Thanks,
Eric Ford

THE WESTFORD ECONOMIC DEVELOPMENT COMMITTEE REPORT

Our committee was tasked to interpret the resulting report from Westford's Future Visioning Forum into an actionable plan. Early meetings were devoted to understanding the community feedback, then classifying each goal into two strategic categories - short term and long term. Next, these categories were prioritized by need and viability. A theme familiar to both lists was reliable connectivity and broadband access as a driver of economic growth.

The establishment of a publicly accessible wireless network in the town center became our first deep dive. We met several times to discuss options and approaches, looking carefully at existing infrastructure opportunities and implementations in other communities. With very few options for public wireless access in the area, it was clear we would have to provide our own solution.

Many exciting opportunities quickly came together in May to deliver a big milestone to our town. With the collaboration of the Westford Library, Red Brick Meeting House, and the Westford Economic Development Committee, two grants were creatively combined to realize a goal of Westford's Future Visioning Forums and a current pressing equity need - **a public Wifi network covering the entirety of the Westford Common!**

The intent of these grants was to bring reliable, public internet coverage to rural areas to enable needs such as distance learning, telemedicine, telecommuting, and communication during the COVID pandemic. More importantly, it is meant to bridge the digital divide and bring equitable access to all, in a safe space.

Users no longer needed to crowd around the library's windows - they can now privately access the internet at:

- parking lot of the library
- parking lot of the town office
- parking lot of the Red Brick Meeting House
- parking lot of the White Church on the Common
- Park and Ride lot
- parking along entirety of Common Road
- the gazebo
- the exterior of the Westford Country Store and Cafe
- all green space on the Common

The network has three points of access: the library, the gazebo, and the Red Brick Meeting House. These are configured to create a continuous mesh that seamlessly passes users between access points. Broadband is supplied from the library, with the future option of adding additional access points.

The equipment is enterprise grade, outdoor certified, and professionally installed. The approximate cost was \$7,500 and includes 5 years of cloud administration licensing. The entire project was paid for via grants from the Public Library Association (a national, \$5,000 competitive grant) and the Vermont Department of Public Service. **Repeat - zero cost for equipment, and cloud administrative licensing is paid for 5 years.**

A quick survey of the network showed a continual signal extending from the covered bridge all the way to the White Church on the Common (and everything in between!). While sitting in the gazebo, users can enjoy a continuous 40Mbps signal. The farthest reaches of the network hit 7Mbps, which is faster than most residential DSL installations in Vermont.

Usage of the network quickly grew after going live on June 6. Number of users steadily climbed during warmer weather despite the lack of open public buildings. Our first-year peak usage came in November, when our 1,537 uses is starting to approach the total town population. The Gazebo has become the secret best work-from-home office in town.

-
- June 2020
 - 242 total network users on 149 unique clients
 - Average of 13 clients per day
 - 31 GB data transferred
 - July 2020
 - 640 total network users on 324 unique clients
 - Average of 35 clients per day
 - 102 GB data transferred
 - August 2020
 - 800 total network uses on 393 unique clients
 - Average of 46 clients per day
 - 129 GB data transferred
 - September 2020
 - 1000 total network uses on 530 unique clients
 - Average of 69 clients per day
 - 151 GB data transferred
 - October 2020
 - 1422 total network uses on 730 unique clients
 - Average of 100 clients per day
 - 109 GB data transferred
 - November 2020
 - 1537 total network uses on 804 unique clients
 - Average of 98 clients per day
 - 103 GB data transferred
 - December 2020
 - 741 total network uses on 653 unique clients
 - Average of 97 clients per day
 - 48 GB data transferred

Thank you for all the support along the way. This is a very exciting step forward for Westford in realizing our goal of equitable, open access and providing a support backbone to business and tourism around our town center.

The committee will resume meeting in 2021 to continue their efforts to honor our town's economic development goals.

Respectfully,
Mark Drapa

WESTFORD IN MOTION TASK FORCE SUMMARY OF WORK

The Westford in Motion Task Force was created to plan and implement strategies to calm traffic and boost bike/pedestrian safety in Westford.

Our scope includes improvements of sidewalks and crosswalks around the Common and other key intersections in town and developing community paths, walkways, and trails in Westford to provide alternative routes for walkers, bikers, etc. to avoid busy main roads.

On behalf of the Westford in Motion Task force, we respectfully present a summary of tasks we've worked on since our being chartered in November 2019.

- Provided substantial input to the draft Town Plan
- Review studies and plans that had been historically provided to the town regarding
 1. Path around Common
 2. Path to/from Common and School
- Worked with a class of UVM students to draft a kiosk design that highlights the Town and trails, for possible placement on the Town Common. That work was reviewed by the Common Committee and has been handed off to the committee working on Advancing the Arts, Community Events, and Communications.
- Researched speed/safety and provided information and recommendations to the Selectboard. Reports included historic CCRPC studies regarding:
 1. Stop Sign placement on Woods Hollow
 2. Westford/Milton Road safety recommendations
 3. Current speed survey on Woods Hollow

Respectfully submitted,
Patrick Haller, Chair

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2020, the Westford Volunteer Fire Department responded to 22 emergency calls as follows:

- | | |
|---|----------------------------|
| 1 | Structure fire |
| 8 | Motor vehicle accidents |
| 2 | Power line interventions |
| 3 | Smoke alarm investigations |
| 3 | Carbon monoxide alarms |
| 1 | EMS rescue assist |
| 1 | Mutual aid call |
| 3 | Calls canceled en route |

Department highlights of 2019-2020

- COVID 19: Our department has instituted safety protocols in response to COVID 19. We respond to calls wearing face masks or self-contained breathing apparatus, depending on the situation. In-person training has been mostly suspended and has shifted on-line.
- Like many at home, our non-emergency service time has shifted to cleaning and organizing the station, installing storage cabinets, making repairs, replacing hoses, maintaining trucks, and maintaining dry hydrants. Thank you and congratulations to this year's Firefighter of the Year, Joe Cassili, for taking the lead in this effort.
- Motor vehicle accidents are the most frequent category of calls every year and accounted for 8 of our 22 calls in 2020. Vehicle extrication and stabilization continues to be a training priority. Specialized training and equipment enable us to safely remove occupants from crashed or rolled vehicles in a timely and effective manner. We were fortunate to have the opportunity for a socially distanced vehicle extrication training at Fairfax Salvage and Repair. We would like to thank the folks at Fairfax Salvage for the use of vehicles for training and for disposal of vehicles after training.
- Our handheld radios have been reprogrammed to comply with the latest standards, and we are now able to supply each firefighter with his own radio for use during emergencies.
- The Department currently maintains a total of 14 "dry" hydrants which provide water sources in the event of a fire and are strategically located around Westford. Hydrants have been installed and are maintained by the volunteer labor of Fire Department and community members.
- During Fire Prevention Week, Department, members Steve Willard, Joe Casilli, and Emily Bonning volunteered their time to give presentations on fire safety to students at Westford School, and to preschoolers at the Westford Library on the Common.

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.

We would like to thank Josh Smith for his service to the Department.

Our roster of active interior certified firefighters currently stands at six. You may have noticed our recruitment posters around town. Neighbors helping neighbors is more important now than ever. We are a friendly group of neighbors dedicated to helping our community. 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. To learn more about volunteering, check our website: <https://www.westfordfire.org/>.

The Department roster includes the following members at the close of 2020:

Steve Willard	Chief
Bill Fay	Assistant Chief
John Quinn	Treasurer & Captain
Joe Casilli	Captain
Tony Pouliot	Firefighter
Dan Gwozdz	Firefighter
Garrett Bartlett	Firefighter
Chris King	Firefighter
Peter Shepardson	Firefighter
Emily Bonning	Auxiliary support
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.

Steve Willard, Chief
Westford Volunteer Fire Department

FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2020

RECEIPTS

Reimbursements & Grants	4,387.61	
TOTAL RECEIPTS		4,387.61

Checking Account Balance on Hand 7/01/19	623.43
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Operating Budget from Town General Fund	<u>50,600.00</u>
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TOTAL RECEIPTS	55,611.04
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EXPENSES

Administrative Equipment & Supplies	1,019.92
Communications	
Telephone & Internet Service	2,125.72
New Pager/Radio Purchase	2,550.00
Radio Maintenance & Repair	1,145.00
Awards/Donations/Scholarship	12.00
Dues & Subscriptions	187.00
Fire Prevention/Public Education Supplies	796.50
Fund Raising	0.00
Building Expense	798.91

EXPENSES (continued)

Fuel & Oil	26.13	
Insurance	14,715.00	
Dry Hydrant Materials	0.00	
Fire Fighting Supplies	4,563.19	
Personal Safety Equipment	3,938.03	
Small Equipment Maintenance	1,099.05	
Small Equipment Purchase	1,046.83	
Station Supplies	103.46	
Training	623.25	
Truck Maintenance/Repair	16,443.66	
Computer Hardware/Software/Maintenance	0.00	
Cascade Air System/Maintenance	1,493.41	
SCBA Equipment/Maintenance	<u>905.00</u>	
TOTAL EXPENSES		53,592.06
Checking Account Balance on Hand 6/30/20		<u>2,018.98</u>
TOTAL		55,611.04

Respectfully submitted,
John Quinn, Treasurer

ZONING ADMINISTRATOR

The Zoning Administrator (ZA) administers the Westford Land Use and Development Regulations. No land development of any kind may be started within the Town of Westford without a building permit. Permits are required to amend a prior permit or approval. For instance, if you wish to operate a business at your residential property a permit is necessary to authorize this.

A major update to the Town's regulations went into effect February 18, 2016. **The most recent update of the regulations went into effect June 7, 2018.**

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 and is reflected in the Town's revised standards for roads and driveways.

Excavation and landfilling projects involving 50 yards or more require zoning permits. This INCLUDES fill from Town ditching projects.

Expanded opportunities for Accessory Dwelling Units (ADUs) and Two-family Dwellings permitted by-right in ALL zoning districts.

Protection of Water Resources continues as 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 will comply 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, 2019 – June 30, 2020

Single Family Houses	7
Duplex	1
Garages	6
Sheds/Barns	9
Home Occupations	0
Miscellaneous	20
Additions to Houses	7
Accessory Apartments	1
Agricultural Structures	2
Administrative Amendments	0
Boundary Line Adjustments	1
Commercial Buildings	0

Respectfully submitted,
Kate Lalley

BRICK MEETING HOUSE SOCIETY

The Brick Meeting House Society of Westford, (BMHS) is a **committee charged with the restoration and operation of the BMH as a community center**. Organizations represented on our board include: The Westford Historical Society (WHS), The Westford Seniors, the Westford Common Hall (WCH), (formerly the United Church of Westford), the Westford Recreation Committee, The Coffee House, and the Fairfax Community Theatre Company (FCTC). The BMH serves as a home base for these groups, in addition to a community center for all of Westford, and therefore to be considered a home for all of Westford. We meet mostly quarterly.

We pretty much closed the building at the end of February 2020. Activities from July 2019 through February 2020 include:

- 13 rentals, including a 100th birthday party
- Monthly luncheons for Westford Seniors
- Monthly 4-H meetings
- Rec. Dept. activities and some broomball support
- Girl Scouts
- Westford PTO Craft Fair
- Ongoing WHS archival work and historical presentations
- Steve Hartmann Concert
- 1 funeral reception
- 8th grade meetings and pancake breakfast
- Monthly Meetings for the WHS
- Monthly Friday Open Mic Coffee House
- Rec. Dept. Sip & Paint
- Fire Department
- Chili Cookoff

Notes from 2019-2020

Spring brought a whole new sense to the operation of a public building. A learning process and challenge for all of us. We were closed for a good four months of this reported fiscal year, and about ten months of the calendar year 2020. This brought a renewed desire to complete several unfinished renovation tasks. To that end we have recently progressed with a significant grant application for serious renovation work. Our operating budget is shared by member groups and support within the town budget. 2020 fundraisers included: broomball tournament (2020), Ice Cream Social (2019) and the monthly Coffee House. Other member group fundraisers have been held as well. Equipped with a full community kitchen and dining capacity for 64 to 80 people at any one time and wheelchair accessible, it is fully capable of serving many of the gathering needs of the community.

Our board currently includes ten people, representing member organizations and the community at large. We formed the BMHS in 1994. The building was built in 1822. We are approaching our bicentennial. Local support of talent and energy is critical to fulfilling our mission.

The building is available for community use, and appropriate private functions. Please contact Caroline Brown for scheduling an event. We are open to anyone interested in joining our meetings and helping.

Feel free to contact any of our members, or the BMHS through the town office or by mail at P.O. Box 63, Westford, VT 05494. Thank you!

Respectfully submitted,
 John Doane, president, BMHS
 Caroline Brown (WHS), vice president and scheduler
 Greg Barrows, treasurer
 Tom Townsend (FCTC), secretary
 Dave and Lynn Gauthier (WHS)
 Loreen Teer (Westford Seniors)
 Michael Kirick (Westford Coffee House)
 Lori Johnson (Health Officer)
 Ray Geddes (Community at Large)
 Tonya Calley (Westford Recreation Dept.)

**BRICK MEETING HOUSE SOCIETY
REVENUE & EXPENSES**

Balance - July 1, 2019		\$4,009.27
<u>Revenue</u>		
Community donations	470.00	
Fundraisers	468.00	
Town of Westford	4,500.00	
Member group donations	1,600.00	
Other	269.49	
Rent	1,965.00	
Interest	<u>1.98</u>	
Total Revenue		\$9,274.47
<u>Expenses</u>		
Operations	7,334.44	
Major Repairs	<u>0.00</u>	
Total Expenses		\$7,334.44
Net Activity		\$1,940.03
Balance - June 30, 2020		<u>\$5,949.30</u>

SENIOR LUNCHEON

A dedicated group of Westford Seniors began meeting in September of 2019 following our usual break of July and August. Elections were held with the slate of officers remaining the same as last year: Carol Howrigan, President; Maureen Estus, Vice President; Loreen Teer, Treasurer and Beth Menut, Secretary. Caroline Brown continued as coordinator/meal planner. Cereta Lamphere continued in her role as chaplain and table decorator. Volunteers continued to sign up to provide the food for our monthly luncheons that took place on the second Monday of the month at the Red Brick Meeting House.

As usual, a business meeting was conducted as well as birthdays and anniversaries acknowledged and news from around town brought up. We had a few speakers, but the meetings were cut short by the Coronavirus and the group did not meet after the March 9th meeting.

We lost some active members this past year so feel it important to mention the passing of Laurent Lavallee who had turned 100 shortly before his death. Also lost were Betty Poulin, Charlotte Vincent, Jan Rathbun and Frena Philips. As usual cards were sent to the family and donations made from the group in their memories.

We miss gathering and socializing, as well as sharing great meals together! If all goes well, we plan to start meeting again once it is deemed safe to gather.

Respectfully submitted,
Beth Menut, secretary

WESTFORD COMMON HALL

The landmark white church at the top of the Common, is now the home of the Westford Common Hall (WCH). Built in 1840 and formerly known as the United Church of Westford, this historical building is transitioning from a place of worship to a multi-use community asset dedicated to inclusively serve the community of Westford. The Westford Common Hall, as an independent non-profit organization, states the following:

Our mission is to offer a gathering space for diverse communities to connect, share, and celebrate; with a vision to be a landmark assembly space committed to growing community spirit.

To this end, we are home to the Westford Food Shelf, and pre-pandemic the site of yoga classes, the annual clothes drive, and host to the monthly Fall through Spring Westford Music Series. The building continues to host the Westford Food Shelf. When we emerge from this health crisis, the building can be reserved for community events, art exhibits, music, book talks, educational classes, social gatherings, and appropriate private functions.

We are investigating and applying to a number of grant foundations to help in the maintenance and improvement of the building for accessibility and fire safety. Many of these grants require matching funds and this has led to a major push to establish a Capital Campaign for donations for matching fund

grants. Link to the GoFundMe page with a spectacular drone video of our Common and then a tour of Westford Common Hall with comments from our community members on the value of the building in their lives. <https://www.youtube.com/watch?v=abPJadx6bbg&feature=youtu.be>

The Hands Across Westford Mitten Project is one example of a project conceived and carried out by our Capital Campaign committee, Eliza Lamphere, Jenny Hughes, and Kristen Keating. This successful project has grown community awareness, spirit, and funds during these isolating times. Thank you to all who participated with your support of funds as well as creative enthusiasm! Check out Westford Common Hall Facebook page (https://www.facebook.com/westfordcommonhall/photos/?ref=page_internal) to see photos of the mittens! Stay posted to the Front Porch Forum (FPF) for more capital campaign activities and then, as we are able to gather together again, we will have town events of music and festivals to bring to the community.

The WCH Board meets weekly for an hour via Zoom to keep the momentum of the projects going. Our board currently includes nine people who compliment one another with skills and knowledge. We welcome anyone who is interested in helping our efforts to keep an eye on the FPF as we will be posting events and needs there. Inquiries can also be sent to WestfordCommonHall@gmail.com.

Respectfully submitted,
Wendy Doane, Chair
Maura O'Brien, Secretary
Lynn Bursell and George Keener, treasurers
Carol Winfield, Grants
John Doane, Building and Grounds
Eliza Lamphere, Capital Campaign
Amber Haller, Photographer and PR
Marge Hamrell, Counsel



Some of the mittens that were displayed near the Westford Common Hall.

WESTFORD HISTORICAL SOCIETY

Our mission statement: *The Westford Historical Society advocates the preservation of the history, historic artifacts, structures, buildings and sites of Westford, Vermont and seeks to inform the public accordingly.*

September 2019 the Society hosted a presentation of Civil War Songs and Letters by Linda Radtke. This program was one of the offerings by Vermont Humanities.

Most of our year's focus was on procuring a parcel of land on the Common. In March of 2020, we were able to purchase the Granary/Blacksmith lot.

With COVID-19 suspending all program activities for 2020, we spent our meetings, via Zoom, developing plans for the property. We are anticipating building a near replica of the 1863 Blacksmith shop. The original building had later been used as a granary until it burned in the 1960's.

We want to give our member, Glenn Rogers, an enormous thank you, for securing all the permits, filling out applications and all the other paperwork involved in applying for our Society's future home and museum.

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 6:30 pm on Zoom. If you are interested in joining us, please contact me, through the Town Office, for the Zoom link. When the Brick Meeting House reopens, meetings will be held there, at 6:30 pm.

The Historical Society has 501c(3) status which will allow you a tax benefit for any contribution.

Respectfully submitted,
Caroline Brown, President



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.)

Town of Westford, Vermont Contracted Waste & Recycling Reimbursement Policy

SECTION 1: PURPOSE

1.0 This policy provides a mechanism for reasonable taxpayer reimbursements when contracted waste and recycling services are not provided as per agreement(s) between the Town of Westford and the waste removal contractor(s).

SECTION 2: APPLICABILITY

2.0 This policy applies to all contracted waste and recycling services for Town of Westford.

2.1 This policy does not supersede or replace existing state or federal laws, nor limit other remedies available to the Town of Westford or its taxpayers.

SECTION 5: CAUSES AND REIMBURSEMENTS

5.0 Where contracted waste and recycling services have not been performed for more than two (2) full weeks due to any cause, reimbursement shall be applicable to those taxpayers impacted by lack of services under the following conditions:

- a) Impacted taxpayers shall have complied with all instructions, restrictions, and actions normal to contracted waste and recycling services and as otherwise provided within the contracted services agreement.
- b) The service provider has made no attempt to provide service on an alternate day.
- c) Impacted taxpayers shall submit signed receipt(s) to the Westford Town Office within ten (10) days of the failure of the service provider to collect waste and/or recyclables after the two (2) full weeks of lapsed services has expired. Such submissions may be made in person, via email, or mail postmarked within the above ten (10) day period. The Selectboard may waive this time period upon appeal by any resident so impacted by lack of services.
- d) Receipts are payable to the degree they are reasonable and comply with conditions as specified in the service contract for the period missed services.
- e) Reimbursement of approved receipts will be paid by the Town of Westford directly to taxpayer via check at intervals not to exceed forty-five (45) days. No other credits against taxes or other fees shall be applicable.

SECTION 6: Effective Date of Policy

6.0 This policy is effective as of the following date: February 25, 2019

WESTFORD SELECTBOARD
Allison Hope, Chair
Julia Andrews, Board Member
Grant Thomas, Board Member

**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 10th 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

MOBILE FOOD VENDOR ORDINANCE

SECTION 1. AUTHORITY

This is a civil ordinance adopted and enforced pursuant to the authority conferred by 24 V.S.A. Chapter 59 and §2291(9).

SECTION 2. PURPOSE

The purpose of this Ordinance is to allow for food to be made occasionally available to the general public in the Common Zoning District in a safe, respectful, and convenient manner to benefit the general public health, safety and welfare of Westford citizens by establishing reasonable guidelines and standards for mobile food vendors. Furthermore, the intent of this Ordinance is to support place making by increasing business opportunities, encouraging creative business models and providing another way to improve the quality and experience of one of Westford's most important public spaces.

SECTION 3. DEFINITION

Mobile Food Vendor - A mobile stand, tent, cart, licensed motorized vehicle or trailer, manufactured or converted, equipped to refrigerate and/or prepare food where, on a temporary basis, such food items are sold to the general public at large or to individuals attending a special event.

SECTION 4. LICENSE REQUIRED

A mobile food vendor license is a nontransferable license required to sell food in the Common Zoning District. It shall be unlawful for any individual or company to operate as a Mobile Food Vendor without first obtaining a license therefore from the Administrative Officer pursuant to this Ordinance. All licenses shall be issued for a specified time period, not to exceed one year, and a specified location within the Common Zoning District. Licenses must be visibly displayed during hours of operation. Appropriate locations and the number of licenses issued in the Common Zoning District for Mobile Food Vendors shall be determined by the Administrative Officer. In addition to the provisions of this Ordinance, all Mobile Food Vendors shall comply with the Town Common Use Policy, which is incorporated herein by reference.

SECTION 5. EXEMPTIONS

The following Mobile Food Vendors are exempt from this ordinance:

1. A vendor participating in an organized farmers market.
2. A vendor invited by a Town organization to sell at a Town organized event.
3. A volunteer Town organization fundraising during a public event.
4. A vendor catering at private events, such as private parties and wedding receptions where such events are a one-time occurrence and do not take place as one event in a series of events at which access by the members of the public is generally assumed.
5. Lemonade, Ice Tea and similar cold drink outdoor tables or stands located on private property and operated fewer than seven (7) days per month and where the total volume of unbottled beverages sold per month is less than twenty (20) gallons gross.
6. Sidewalk bake sales or similar outdoor tables or stands located on a commercial property and operated fewer than seven (7) days per month and where activities do not encroach on any public sidewalk or right-of-way.

SECTION 6. APPLICATION

An applicant to be a Mobile Food Vendor shall file a complete application with associated application requirements and fee.

It is the applicant's responsibility to provide the information and materials necessary to prove the applicant's Mobile Food Vendor proposal meets requirements of this Ordinance.

The Administrative Officer must determine whether the application is complete promptly after the applicant submits it. The Administrative Officer must inform the applicant in writing of his/her determination. If the application is incomplete, the Administrative Officer must inform the applicant of what additional information is required.

Once the Administrative Officer determines that the application is complete, the Administrative Officer must act within thirty (30) days to approve or deny the application; otherwise, the application shall be deemed denied. Except in the event of denial by expiration of the 30-day application consideration period, denial of a license shall be accompanied by a written statement of grounds for such denial.

The applicant may appeal the denial of an application to the Town of Westford Selectboard within fifteen (15) days of the Administrative Officer's decision.

SECTION 7. FEE

A mobile food vendor license is valid for a specified amount of time, up to one year, and may be reapplied for on an annual basis. A license is available at an annual fee of \$250.00 or a monthly fee of \$50.00. Full payment for the time specified in the application is required at the time of application.

SECTION 8. REVIEW OF APPLICATIONS

The license shall be granted when it is determined that the use conforms to Performance Standards in the Westford Land Use & Development Regulations and will not adversely affect: (1) the character of the area, (2) the public good, and (3) pedestrian and/or traffic safety. Furthermore, the Administrative Officer shall review each application for compliance with the terms of this Ordinance and shall determine that the type and scale of the operation are appropriate for location in the Common Zoning District. The Administrative Officer shall have the authority to direct changes to the operation of a licensed Mobile Food Vendor, issue notices of violations and/or revoke licenses to ensure compliance and/or protect the public's health, safety and welfare.

SECTION 9. STANDARDS

The following standards shall apply to all Mobile Food Vendors holding a license and their employees while operating in the Town of Westford:

1. Hours of operation are between 7:00 AM and 9:00 PM.
2. A Mobile Food Vendor shall be located and operated in a safe manner that reduces the risk of injury to customers and passing pedestrians while at no time impeding the free movement of motor vehicles and/or pedestrians in the Common Zoning District.
3. A Mobile Food Vendor shall maintain their location in a clean state that is neat in appearance and is responsible for the provision of receptacles for and daily removal of all recyclable and non-recyclable material including wastewater generated by or associated with their operation.
4. A Mobile Food Vendor may be located on any private property within the Common Zoning District with the permission of the property owner(s). A Mobile Food Vendor may also be located on public property within the Common Zoning District in pre-approved Selectboard Mobile Food Vendor locations identified on *Exhibit A – Public Property Mobile Vendor Locations*. No Mobile Food

Vendor licensed under this Ordinance shall be entitled to any exclusive location. Mobile Food Vendors shall comply with the Town Common Use Policy.

5. Signs and other similar forms of visual advertising not attached to the mobile stand shall not exceed 25 square feet in surface display area or stand more than 6 feet above the ground level. A maximum of three (3) exterior signs not attached to the mobile stand are allowed. No sign shall be placed in such a manner as to obstruct or interfere with the traffic and/or pedestrian safety. Furthermore, all signage shall conform to Section 326.C (6 through 10) of the Westford Land Use & Development Regulations. Banners, flags, pennants, "feather" or "tear drop flag" signs and other similar items are considered signs under this Ordinance. No sign shall be placed on public property without obtaining prior approval therefore from the Administrative Officer or Town Administrator.
6. The Mobile Food Vendor's mobile stand, tent, cart, licensed motorized vehicle or trailer and all standalone signage, recyclable and non-recyclable receptacles, tables, seating and related items shall be removed and stored off-site at the end of the business day in a secure manner, unless prior approval for keeping such items in a certain location is given by the Administrative Officer or Town Administrator.
7. All noise purposely created to promote business is prohibited. Music played at a reasonable volume for the purpose of entertaining customers is allowed provided it does not disturb adjoining properties, area residents or other activities in the Common Zoning District and conforms to the Performance Standards in the Westford Land Use & Development Regulations.
8. All required licenses, certifications, etc. (e.g. proof of insurance liability policy, State of Vermont Sales & Use Tax Certificate, Vermont Dept. of Health Temporary Food License or License to Operate a Food and Lodging Establishment and State of Vermont DMV Registration) shall be valid while the license is in effect. Notwithstanding Sections 10 and 11 below, expiration of any required license or certification shall be grounds for revocation of the Mobile Food Vendor license.

SECTION 10. VIOLATION

A notice of violation shall be issued for a violation of any provision of this Ordinance. Each violation of this Ordinance, including operation without a license, shall be subject to a \$200.00 fine for each offense until rectification of sited violation is approved by the Administrative Officer or Town Administrator. Each day the violation continues is a separate offense. A food truck, stand or other similar vendor operating without a license shall be subject to the same penalty.

SECTION 11. REVOCATION

A Mobile Food Vendor license may be revoked or suspended by the Administrative Officer for misrepresentation, conviction of a federal or state law violation, Town ordinance violation, expiration of any required license or certification or when a sited violation is not rectified in a timely manner as determined by the Administrative Officer. License revocation or suspension shall be issued in writing and may be appealed to the Selectboard within fifteen (15) days of revocation, or suspension. In the event of revocation, or suspension no paid license fees will be refunded to the vendor.

SECTION 12. ENFORCEMENT

This Ordinance may be enforced by the Town Administrator, Administrative Officer or any State Police officer or Chittenden County Sheriff. Any violation may be enforceable by injunction or other action available at law or equity. In issuing a summons, the enforcing officer may enforce this Ordinance in the Vermont Judicial Bureau and may be the appearing officer at any hearing. Should the enforcing officer seek further relief, including injunctive relief, the enforcing officer may bring an action in the

name of the Town Westford in the Vermont Superior Court, Civil Division, Chittenden Unit to compel compliance with this Ordinance. Ordinances enforced in the Judicial Bureau shall be in accordance with 24 V.S.A. §§ 1974a and 1977, *et seq.*

SECTION 13. APPLICABILITY AND SEVERABILITY

1. This Ordinance controls only those activities treated and does not supersede any state or federal law or consistent local regulation.
2. Any part or provision of this Ordinance shall be considered severable and the invalidity of any part or section shall not be held to invalidate any other part or provision of this Ordinance.

Adopted this 14th day of June 2018. Effective date: August 13, 2018.

WESTFORD SELECTBOARD

Allison Hope, Chair

Julia Andrews

Grant Thomas

Received for Record

June 15, 2018 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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:

1st Violation: Maximum \$100.00 Fine

2nd Violation: Maximum \$250.00 Fine

3rd 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 22nd 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

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 27th day of August 2009. Effective date: October 26, 2009.

WESTFORD SELECTBOARD
John Quinn (Chair)
David A. Tilton
Robert L. Bancroft

Received for Record
August 28th, 2009 at 8:30 a.m.
Attest: Nanette Rogers, Town Clerk

**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)

<u>Neighborhood Character</u>		<u>Abutting Land Use</u>	<u>Bicycle/Ped Use</u>	<u>Physical Character</u>
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, 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 1st until March 1st 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.

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 13th day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft



Brookside Road

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.

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.

For FY 2020 (October 1, 2019 - September 30, 2020), Age Well served 27 people from Westford. Services included:

- 12 calls to the Helpline
- 6 Westford clients received Meals on Wheels (a total of 566 meals)
- 74.5 hours of Care & Service Coordination
- 8.5 hours of Options Counseling

Twelve (12) Westford residents volunteered over 1,029 hours.

Impact:

- 1 year of Meals on Wheels equals roughly the same cost as one day in a hospital.
- 86% say Meals on Wheels helps them stay at home.
- 92% say it helps maintain social distancing during COVID-19.

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 for comprehensive and collaborative transportation planning involving municipalities, state

and federal agencies and other key stakeholders in Chittenden County. The CCRPC works to ensure implementation of the regional transportation plan and 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), Federal Transit Administration (FTA), 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 FY20, the CCRPC invested just under \$4.5 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$4.1 million in Federal and State investment with \$245,000 in municipal dues and another \$146,000 in local match for specific projects - an estimated 11:1 return on local investment.

Westford representatives to the CCRPC Board and other committees in FY20 were:

- CCRPC Representative: Dave Tilton | CCRPC Alternate: Vacant
- Transportation Advisory Committee (TAC): John Roberts
- Planning Advisory Committee (PAC): Melissa Manka
- Clean Water Advisory Committee (CWAC): Marilyn Thomas

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 FY20, the CCRPC provided assistance to Westford on the following projects and initiatives:

- **Municipal Plan Development Assistance:** CCRPC staff provided the Town with data updates for a few chapters for the Westford Town Plan update. The CCRPC also worked with the Town on an RFQ and grant application for community wastewater in the Westford Village.
- **Chittenden County Brownfields Program:** The CCRPC manages this program to help properties that are vacant or underutilized because of potential petroleum or hazardous substance contamination become productive again. Since the fall of 2016, using EPA grant funds, the program has provided approximately \$38,450 for environmental consultants to assess potential contamination at the Pigeon property located adjacent to the Town office. For more information, visit: <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Emergency Management - LEMP:** CCRPC staff offered assistance in preparation of the annual Local Emergency Management Plan (LEMP), formerly known as the Local Emergency Operations Plan (LEOP), to ensure that Westford is prepared in the event of a disaster.
- **Water Quality Planning Assistance:** The CCRPC continued to provide assistance with Municipal

Roads General Permit (MRGP) compliance and the Grants-In-Aid Program. In FY20, CCRPC staff collaborated with a consultant to address road runoff issues at the Westford Town Green. Staff also worked with a consultant to develop conceptual plans and cost estimates on Old Stage Road (2 sites) and Rollin Irish Road (1 site). Staff also continued to work with the highway foreman to capture all roadway updates related to the MRGP and integrate these changes into the County-Wide database.

- **Geographic Information Systems:** CCRPC staff created a Gun Free Zone map around the school, and updated some features of the Westford Map Viewer:
<https://map.ccrpcvt.org/WestfordMapView>.
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:
 - Participated as a resource team member as part of the Vermont Council on Rural Development's Community Visit to Westford;
 - Finalized and transmitted suggested River Corridor bylaws to the Town for adoption;
 - Researched potential funding sources for the construction of a community wastewater system serving Westford Village.

WESTFORD PROJECTS 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 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 FY20 Vermont Agency of Transportation Capital Program for design or construction.

- **VT15 Paving:** \$10.95 million for paving from approximately North Underhill Station Road to Cambridge. Paving to be completed in 2020.

REGIONAL ACTIVITIES

- **ECOS Plan Implementation:** Throughout the past fiscal year, the CCRPC has been working to implement the planning principles of the 2018 Chittenden County ECOS Plan. The ECOS Plan (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines three plans into one: the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy. The 2019 ECOS Annual Report is a summary that highlights a number of regional accomplishments, trends, and high priority actions (<http://www.ecosproject.com/2019-ecos-annual-report>). In addition, the ECOS Scorecard hosts the ECOS Partners' shared measurement and indicator system that monitors how Chittenden County is doing relative to achieving our shared ECOS goals (<https://app.resultsscorecard.com/Scorecard/Embed/8502>).
- **Legislative Forum:** The CCRPC hosted the Legislative Breakfast to serve as a forum for municipal representatives and legislators to connect on a few important topics for the upcoming legislative session, including: Smart Growth, housing, Act 250, water quality funding, transportation investments, transportation climate initiative, population health, workforce, mental health and substance use disorders, and regional and municipal planning investments (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>).

- **Racial Equity & Public Engagement:** Addressing inequity in our region is one of the eight key strategies in the Chittenden County ECOS Plan. CCRPC staff have started to plan for the update of the **2014 Public Participation Plan** (PPP: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) with a renewed focus on analyzing inequities in all sectors of our work to ensure that we actively eliminate barriers and foster an inclusive and meaningful public engagement for all planning and policy work we do - this meaningful engagement is the foundation that leads to actions that meet the needs of our diverse community. This past year, the CCRPC continued to participate in Refugee and Immigrant Service Provider Network meetings, completed the 2019 Title VI Report for VTrans/FHWA, and worked towards the completion of the FTA Title VI Program. The CCRPC has made a public commitment to address issues related to racial and economic disparities through the following actions:
 - Facilitating, providing, and/or taking advantage of educational opportunities for our staff, partner municipalities, and other local and regional partners that address inequities and advance anti-racism efforts.
 - Examining our organization's policies, practices, culture, and services through the lens of anti-racism and white privilege to ensure they reflect our commitment to racial justice.
 - Furthering our understanding of the significant historical role land use policies and transportation investments have had in systemic racism and inequity, while making sure that future zoning and transportation investments in Chittenden County encourage equity and provide increased opportunities for Black, Indigenous, people of color (BIPOC), and low-income residents. More specifically, we will update our Equity Impact Worksheet that is part of our Public Participation Plan based on best practices around the country and will have this reviewed locally by a diverse audience.
 - Encouraging municipal appointments on our Board and Committees that reflect the diversity of our community.
 - Strengthening existing relationships and partnerships and forging new ones with Vermont organizations working to advance anti-racism efforts.
 - Committing to advance Strategy 8 of the Chittenden County ECOS Plan (page 48), which includes specific tasks related to tracking and analyzing inequities in all sectors of our work, prioritizing positive programs and investments to low opportunity places, and more.
- **Building Homes Together:** Following the first three years of the Building Homes Together campaign, more progress on housing production in Chittenden County was achieved in 2018 - please note that 2019 data is not available at this time. The campaign was initiated by the CCRPC, Champlain Housing Trust, and Housing Vermont in 2016. There were 620 homes developed and ready for occupancy in 2018. Over the first three years of the campaign, an average of 758 homes were built each year ahead of the pace needed to meet the campaign's goal of 3,500 homes over five years. With over 2,200 homes built in the county in the last three years, only 280, or 13%, became permanently affordable. That's shy of the campaign's goal of 20%. (<http://www.ecosproject.com/building-homes-together>).
- **Public Health:** The CCRPC served on the Chittenden County Opioid Alliance (CCOA, <http://www.ccoavt.org>) together with other dedicated stakeholders including local non-profit agencies, state and local government, United Way of Northwest Vermont, UVM Medical Center, Vermont Department of Health, business leaders, and community members in Chittenden County. In FY20, we helped the CCOA transition to the Chittenden County Public Health Alliance to broaden the focus on social determinants of health, with racial justice and mental health the

current focus areas. The CCRPC also served as the lead agency for the Chittenden Prevention Network's Regional Prevention Partnership grant (<http://www.healthvermont.gov/alcohol-drug-abuse/programs-services/prevention-programs>). Accomplishments include a sharps disposal kiosk at the Williston Fire Department, expansion of Rx drug take-back locations, promoting Rx drug takeback events, fake ID enforcement to discourage underage drinking, and community education about substance use prevention for youth.

- **Regional Energy Planning:** In coordination with the adoption of the 2018 ECOS Plan, the CCRPC has been moving forward with initiatives to support the Region's Enhanced Energy Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>). In order to advance the climate and energy goals within the State's Comprehensive Energy Plan, the CCRPC has continued to conduct outreach with municipal energy committees/planning commissions, municipal legislative bodies, and state agencies to assist with the development of local energy plans. Nine municipalities have adopted enhanced energy plans and five municipalities have plans in development. The CCRPC also participated in Transportation and Climate Initiative (TCI) stakeholder meetings, organized a regional Button Up Vermont event with 400 participants, participated in Drive Electric Vermont meetings, worked with VEIC on a resource guide to support EV charging at multi-unit properties (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2020/08/CCRPC-MUD-EV-Charging-Survey-Report-Final-20200807.pdf>), reviewed Public Utility Commission proceedings, and provided municipal assistance to move forward with the energy planning recommendations established in Act 174.
- **Emergency Management:** During the unprecedented time of global response to the COVID-19 pandemic, CCRPC staff worked extensively with municipalities, state health officials, and the public to relay important updates, resources, and general information about the pandemic. A COVID-19 Municipal Response webpage was developed and maintained (<https://www.ccrpcvt.org/covid-19/>), and staff developed community guides for seven municipalities that were mailed to residents. In addition to focusing resources on addressing the pandemic in our region, the CCRPC continued to host Local Emergency Planning Committee meetings (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>) and participate in a wide array of emergency management-related workshops and exercises to enhance resilience to disasters in our region. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.
- **Chittenden County I-89 2050 Study:** The CCRPC in collaboration with VTrans, municipalities, and other stakeholders continues to move forward with this multi-year study to assess safety, capacity, multimodal access, resilience, and other transportation and land use issues along the I-89 corridor and its interchanges within Chittenden County. The 2050 Vision for the I-89 Corridor through Chittenden County is an interstate system (mainline and interchanges) that is safe, resilient, and provides for reliable and efficient movement of people and goods in support of state, regional, and municipal plans and goals. As the study progresses, the project team continues to evaluate transportation alternatives that best achieve the study goals related to safety, livability and sustainability, mobility and efficiency, environmental stewardship and resilience, economic access and vitality, and system preservation. For more information, please

visit the project website at <https://envision89.com/>.

- **Transportation Demand Management:** In partnership with VTrans, CCRPC staff continued the **Way to Go! Challenge** (www.waytogovt.org) as a school-focused K-12 program to encourage sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. In 2019/2020, 33,138 Vermont students and staff from 83 schools participated in program. The CCRPC also continued to collaborate with regional TDM partners to evaluate strategies and policies to encourage sustainable modes of transportation such as walking, biking, ridesharing, vanpooling, transit, bikesharing and carsharing. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Greenride Bikeshare, Go! Vermont/VTrans, and United Way.
- **Public Transportation Planning:** An integral component of our region's transportation system is the public transit service provided by Green Mountain Transit (GMT). Throughout the past year, the CCRPC has been engaged in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable, and environmentally sustainable. The CCRPC hosted a series of Rural Transit Roundtable meetings to bring together state agencies, municipal staff, legislative representatives, TDM partners, and members of the public to evaluate opportunities to enhance transit services in rural areas of our county. CCRPC staff also hosted Tilley Drive transit meetings, participated in ADA Advisory Committee meetings, worked with municipalities to coordinate FY21 transit-related UPWP requests, and worked with UVM and GMT to conduct the Commuter Bus Ridership Pilot Project (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2020/07/CCRPC-Final-Report-3.pdf>).
- **Elderly and Disabled (E&D) Transportation Program:** Beginning in FY19, the CCRPC embarked on a plan with GMT and United Way of Northwest VT to evaluate program improvements for E&D transportation in Chittenden County. The program evaluation included goals to enhance collaboration between program stakeholders, develop better public-facing information for riders, and prioritize opportunities to create a more equitable program for all Chittenden County residents. After program recommendations were made in fall 2019, CCRPC staff worked with VTrans to update the statewide E&D Program Guidance and prepare for the first annual E&D Transportation Summit. The CCRPC now also hosts the quarterly E&D partner meetings, which were previously hosted by GMT.
- **Neighbor Rides:** Since 2013, the CCRPC has been investing in the United Way Neighbor Rides program to improve the integration of volunteer drivers into SSTA's services and increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transportation (<http://www.unitedwaynwvt.org/Neighbor-Rides>). Throughout the past year, CCRPC staff have continued to work with United Way and other Neighbor Rides stakeholders in an effort to identify opportunities to increase the number of volunteer drivers in the program. The COVID-19 pandemic has undoubtedly had an adverse impact on the Neighbor Rides program. Beginning in FY21, the program stakeholders will be working to address existing COVID-related barriers to the volunteer driver program.
- **Active Transportation Planning:** The CCRPC has remained committed to supporting active transportation initiatives in our communities. CCRPC staff continue to collaborate with TDM partners and local municipalities on planning efforts to expand the Greenride Bikeshare system

and move toward a fleet conversion to electric assist bicycles (www.greenridebikeshare.com). The CCRPC also assisted with planning efforts for the 2020 Vermont Walk/Bike Summit, provided VTrans with support on the development of the State's Bike Ped Strategic Plan, promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with grant and UPWP applications, managed UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. The CCRPC also continued to host the webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.

- **Clean Water:** Water quality projects have become an integral part of our regional planning efforts. The CCRPC's water quality initiatives help to safeguard our clean drinking water, support our recreation and tourism industry, and make our municipalities more resilient to flood events. The CCRPC has continued to assist our member municipalities to achieve these goals. The CCRPC continues to host the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>) and provide guidance for the Vermont Clean Water Fund. CCRPC staff also joined the Lake Champlain Sea Grant Program Advisory Committee, participated in Vermont Clean Water Network meetings, assisted municipalities with developing stormwater master plans and implementing Clean Water Block Grant projects, supported education programs such as the Rethink Runoff (<http://www.rethinkrunoff.org>), assisted with watershed resiliency mapping, participated in water quality-focused policy discussions, and submitted an application to become the Clean Water Service Provider for the Northern Lake Champlain Direct Drainages Basin (Basin 5).
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** The CCRPC continues to work with a team of consultants to develop Road Erosion Inventory (REI) concept plans and REI datasets for member municipalities in order to address road erosion issues on municipal roads to meet MRGP requirements. For an interactive dashboard of the REI progress in our communities visit <https://map.ccrpcvt.org/reidashboard/>. CCRPC staff assisted municipalities with FY21 **Better Roads** grants to secure funding for erosion control and maintenance techniques that protect and enhance water quality around our region. The CCRPC also provided funding to municipalities through the annual Unified Planning Work Program (UPWP) for inspection and inventory of their stormwater system, development of Phosphorus Control Plans (PCPs) for MS4 communities and conceptual plans for transportation-related water quality projects on local roads.
- **Intelligent Transportation Systems (ITS) and Bluetooth Technology:** Intelligent Transportation Systems (ITS) technologies are aimed at enhancing transportation safety and increasing mobility through the integration of advanced communications technologies into transportation infrastructure. The CCRPC has been involved in a variety of ITS-related projects, initiatives, and trainings that encompass a broad range of wireless and traditional communications-based technologies for transportation systems. The CCRPC has continued to monitor deployed corridor-level Bluetooth (BT) devices along five corridors in Chittenden County. The data from this system will also be utilized by the VTrans Advanced Transportation Management System (ATMS) and Traveler Information System (TIS) for 511.
- **Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, bylaw and ordinance revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance, build-out analyses,

Congestion Policy development for urban areas to replace the current LOS Policy, Transportation Resilience Planning Tool development for sub-watersheds in the county (<https://roadfloodresilience.vermont.gov/#/map>) and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>). In addition, we have created an online, searchable database of funding opportunities across a variety of planning sectors (<https://www.ccrpcvt.org/funding-opportunities/>).

- **Lake Champlain Byway:** Chittenden County includes eight of the Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the Byway website (<https://lakechamplainbyway.com/>) including a helpful Interactive Map (<http://map.ccrpcvt.org/lcbyway/>).

For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.

CHITTENDEN COUNTY SHERIFF'S REPORT

For the period of July 1, 2019 through June 30, 2020, Chittenden County Sheriff's Office patrolled Westford for a total of 385 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 Warning to violators.

For the above-mentioned time, Deputies wrote 129 tickets and 47 warnings. Of these tickets and warnings, 154 were for speed and 21 for other violations. The total amount of fines was \$21,128.00.

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,
Kevin McLaughlin, Sheriff

CHITTENDEN SOLID WASTE DISTRICT

Governance

The Chittenden Solid Waste District is a municipality created by our member cities and towns in 1987 to plan and implement on their behalf the solid waste management mandates legislated by the State of Vermont. The District is governed by a Board of Commissioners representing our member communities.

Our Mission

To reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

FY20 Financial and Operations Summary

General Fund FY20 expenditures totaled \$11.7 million and revenues \$12.6 million, representing a slight increase overall from FY19 (figures are unaudited).

The COVID-19 global pandemic impacted all aspects of CSWD operations during the fourth quarter. When the pandemic hit, CSWD immediately assessed the best ways to continue serving the public during the State of Emergency and beyond. After a brief shutdown to deep-clean and assess operations, the District reopened its Environmental Depot hazardous waste facility in South Burlington as well as Drop-Off Centers in Williston, Essex, Milton, and South Burlington to quickly serve the most concentrated population areas. We instituted new configurations and policies at all public-facing facilities to ensure the safety of our staff and customers and to enhance the efficiency of operations during and beyond COVID-19 conditions.

The CSWD Materials Recovery Facility (MRF) in Williston continued receiving, sorting, and marketing mandated “blue-bin” recyclables uninterrupted. The Organics Diversion Facility in Williston likewise continued processing leaves and food scraps into Green Mountain Compost soil amendment products. CSWD Outreach & Communications efforts emphasized the July 1, 2020 statewide ban on disposing of food scraps in the trash leading up to the State of Emergency and helped the public navigate CSWD operational changes via the District Hotline, website, social media, and virtual presentations.

Board of Commissioners (as of July 1, 2019):

BOLTON - Duncan Galbraith; BURLINGTON - Lee Perry, Jennifer Green (Alt.); CHARLOTTE - Abby Foulk, Rachel Stein (Alt.); COLCHESTER - Tim Moran, Jeffrey Bartley (Alt.); ESSEX - Alan Nye, Max Levy (Alt.); ESSEX JUNCTION - Alan Nye, George Tyler (Alt.); HINESBURG - Lynn Gardner, Doug Taff (Alt.); HUNTINGTON - Roman Livak, Landel Cochran (Alt.); JERICHO - Leslie Nulty, Bert Lindholm (Alt.); MILTON - Ken Nolan; RICHMOND - Logan Hegg, Caleb Manna (Alt.); ST. GEORGE - Harry Bowen, Sarah Tischler (Alt.); SHELBURNE - Timothy Loucks, Lee Krohn (Alt.); SOUTH BURLINGTON - Paul Stabler, UNDERHILL - Paul Ruess, Dan Steinbauer (Alt.); WESTFORD - Michelle DaVia; WILLISTON - Jeremy Hulsey, Caylin McCamp (Alt.); WINOOSKI - Bryn Oakleaf, Candice Holbrook (Alt.)

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS

Our mission is to protect and support all children, families, and adults by strengthening our community's response to abuse through investigation, prosecution and intervention while fostering professional collaboration to promote education and advocacy regarding the prevention of abuse.

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 28 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 MDT 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 and medical providers, as well as with the Department of Corrections. In addition, CUSI is co-located and partners with the Chittenden Children's Advocacy Center (CCAC).

CUSI has become a model for multidisciplinary teams (MDT) through the state. These teams maintain specialized skills for outstanding investigations and victim services which involve sexual offenses and serious child abuse. The fundamental goal of CUSI is to conduct the highest quality criminal investigations for these types of crimes while meeting the emotional needs of the victims and families. Due to the complexity and importance of these cases, it is vital CUSI detectives be immersed in specialized training to provide support to victims and their families while holding offenders accountable.

The CCAC, collaborating 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 CCAC 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 173,940 residents. On average, CUSI investigates over 300 cases a year, over 70% 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.

CUSI works closely with the statewide Internet Crimes against Children Task Force (ICAC). ICAC expertise is frequently used during cases of computer-facilitated exploitation or when computer-generated evidence may strengthen a CUSI case. CUSI detectives work with the ICAC team and have received extensive training in computer forensics and online undercover operations. While investigating these cases, CUSI may also work with HOPEWorks and the Forensic Nursing Program at the University of Vermont Medical Center including the Childsafe Clinic. We continue to work with other collaborative partners throughout the county and our state as well.

Training & Development

Keeping our staff current with national standards for investigation, prosecution and prevention of sexual abuse is of the utmost importance. Ongoing training and professional education are paramount to the CUSI mission. In fiscal year 2020, staff members attended numerous trainings and conferences on sexual abuse, child homicides as well as child abuse and exploitation. However, due to COVID-19 pandemic, many trainings were canceled or rescheduled as virtual trainings. To continue to support training during this national shutdown, many investigators also accessed online webinars to further their education in these fields.

Currently, Detective Victor Bitca coordinates the Chittenden County Sex Offender Registry Compliance Check. Hundreds of compliance checks are done throughout our county to enforce accountability and ensure security in our community. Two hundred fifty-seven (257) sex offenders are currently located in Chittenden County. CUSI maintains information pertinent to sex offender compliancy checks in Chittenden County and works with the VCIC sex offender registry, US Marshalls, Probation and Parole and all law enforcement agencies in Chittenden County included Immigration and Customs. To learn more about the Vermont Sex Offender Registry, please go to Vermont Crime Center or search <http://vcic.vermont.gov/sexoffender>.

Budget

The current funding formula is based on population and excludes those communities that contribute one or more full-time detectives to the CUSI operation. The cost is \$1.87 per person. The population for each community is based on the 2010 federal census data as updated by the Vermont Department of Health in their annual report. The latest update available at the time the budget was set for the fiscal year 2021 was for calendar year 2017. To determine each community's share of the total cost, the population numbers for the towns that contribute one or more detectives is subtracted from the total population for the county. The total assessment (\$102,620 for FY 2021) is then divided by the population (54,917) of the remaining communities. This amount (\$1.87) is multiplied by the population on the non-contributing communities.

To further its mission and provide the highest quality investigations and trainings, the unit regularly applies for state and federal grants and seeks additional private funding throughout the year.

The year in review

- Presentations were made to various Town Managers and Selectboards around Chittenden County.
- We continued to raise awareness about the effectiveness of CAC's and SIU's (Special Investigative Unit) and expand our outreach and communications to endorse the SIU/CAC mission.
- We attended and provided specialized trainings for those working in the field of sexual abuse, child fatalities and severe physical abuse.
- We continue to ensure our facility meets safety standards.
- We investigated 234 cases.

This year due to the COVID-19 pandemic, CUSI saw a significant downturn in our caseload. The downturn was not in Chittenden County alone, but statewide. With Vermont going into a shutdown in mid-March, CUSI noticed a dramatic impact on child cases. The closing of daycares, schools and extra-curricular activities resulted in a severe lessening of eyes on the child population by adults who work

closely with these children and who are also mandatory reporters. Thus, the decrease in child investigations, which historically contribute to approximately two-thirds of CUSI's cases.

We want to thank all our municipalities for your continued support. Without your patronage we could not apprehend, convict, or incarcerate countless perpetrators. We take pride in keeping our community safe and contributing to your piece of mind. We often receive complimentary letters and phone calls from survivors, their family members and others. We are always open to feedback and we ask that you direct any concerns or compliments to the Unit's Director, Sergeant Thomas Nash.

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. In addition to Westford, Essex Rescue provides emergency medical transport services to the towns of Essex Town, Essex Junction, Jericho and Underhill. During all times of the day and regardless of weather conditions, our volunteer and paid EMT and paramedic members and employees respond quickly to the sick and injured to deliver basic and advanced life support services.

Between July 1, 2019, and June 30, 2020, Essex Rescue received 2,391 requests for an ambulance to respond to a medical emergency or traumatic injury. Twenty-one (21) of those requests originated within the Westford community. Of the 21 requests, 12 resulted in the community member being transported to the hospital. Two community members received a medical evaluation and choose not to be transported by the ambulance to the hospital. The seven remaining requests for service were a combination of fire department standby, the ambulance being cancelled prior to arriving on scene.

These are unprecedented times. As the COVID-19 pandemic found its way to Vermont, the EMTs and AEMTs and paramedics of Essex Rescue were prepared to meet this threat and did so without reservation. As a combination service, our paid and volunteer EMS providers quickly adapted to providing high-quality, patient centered pre-hospital emergency medical care while facing a threat they could not see, hear, feel or otherwise detect. Our ambulance crews modified their workflow to include a higher level of personal protective equipment to not only protect themselves, but to protect those community members who called upon our ambulance service. We worked closely with regional ambulance service providers and hospital counterparts to ensure a community member's access to the emergency medical services and hospital system would not be disrupted. While these may be challenging times, Essex Rescue has and continues to stand ready to fulfill our duty and serve our community.

We are aware and sensitive to the financial impact the COVID-19 pandemic has had on the community and local government. We are committed to be a good neighbor and I want to ensure you that we have done our best to reduce expenses and defer purchases as part of our effort to control costs. We have maximized other funding sources to include state and federal grant programs to pay for our volunteer members to attend paramedic, advanced EMT and EMT school. Even though we are in the midst of a public health emergency, we continue to develop our workforce and support our members

and staff, so they are ready to respond to medical emergencies in communities we serve. To date, 100% of our costs related to preparing for and responding to the COVID-19 pandemic have been paid for with federal funds appropriated in the Public Health and Social Services Emergency Fund.

You may be interested in enrolling in our annual subscription program. Subscribers to the program pay a \$50 annual subscription 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, 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 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. If you would like to learn more, visit our website: www.essexrescue.org, or by calling our station at 802-878-4859, ext. 3 and speak with Deputy Executive Director Colleen Nesto.

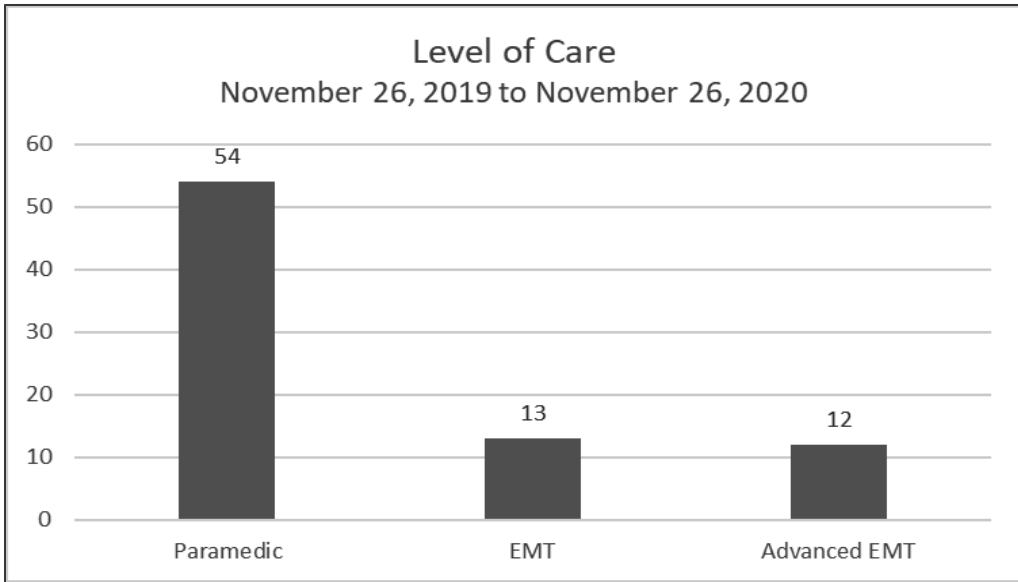
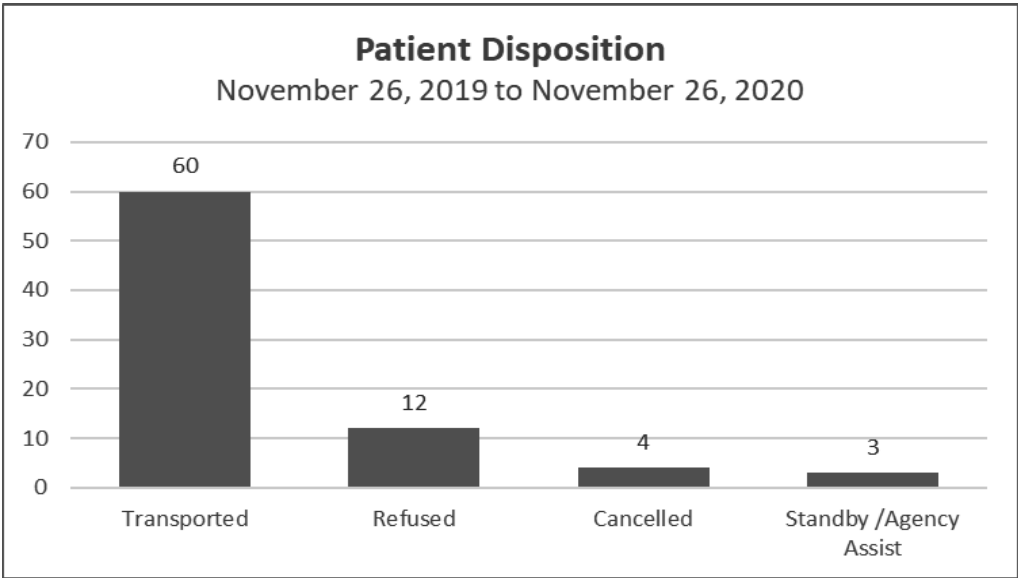
Thank you,
William M. Moran
Executive Director & Paramedic

FAIRFAX RESCUE

To the Town of Westford,

We are honored to present you with our report for 2020. Fairfax Rescue is a private not for profit Paramedic level ambulance service. We provide Advanced Life Support coverage to the towns of Fairfax, Fletcher, and the northern area of Westford. In addition, we provide mutual aid to the towns of Cambridge, Georgia, Milton, St. Albans and East Fairfield. We are also happy to provide standby coverage for community and school events such as the Westford Turkey Trot and school sporting events.

2020 has presented new challenges for everyone. Our team was faced with adapting to new ways of working, staffing, and training. We are proud to say that our members rose to the challenge and we have been able to staff our ambulances appropriately throughout the pandemic with a solid plan for going forward. They embraced the new ways of working, put aside their fears, and continued to serve our communities. Fairfax Rescue responded to 79 active 911 calls in the Town of Westford in the past 12 months. This is up from 72 calls last year. A majority of the calls this year required advanced lifesaving skills. We provided ALS on 83% of the calls this past year.



In addition to providing emergency services we are dedicated to educating the communities that we serve. We have been able to continue many of these services despite the restrictions put in place due to COVID-19. Our classes have continued with a new online curriculum. We offer CPR and First Aid, Stop the Bleed, Emergency Vehicle Driver Training, EMR, EMT and Advanced EMT classes on an ongoing basis. We have seven certified CPR instructors and offer CPR and First Aid Training to our community members including daycare providers, school teachers and coaches, fire fighters, and community members interested in learning life-saving skills. Our goal is to help the communities that we serve become HeartSmart Communities. We provide CPR training to the Westford Fire Department fire fighters annually. We currently are hosting an EMT and AEMT classes which will provide the area with several new basic and advanced level providers.

Our members love participating in community events! We typically participate in the annual 4th of July parades in Fairfax and Westford, we host a Halloween party each year, the Big Truck Day event that is hosted by Success by Six each, Trunk or Treat, the Egg Run in Fairfax, the Turkey Trot in Westford, and

sporting events at the schools. Many of the events were modified and celebrated differently this year but we continued as many traditions as possible. We also make and install 911 address signs for the residents of our coverage area at the cost of the materials.

Fairfax Rescue is primarily a volunteer service that provides Advanced Life Support at the paramedic level. We have some of the most highly trained professionals in EMS. We currently have four paramedics on our roster including two critical care paramedics. We also have volunteers enrolled in upcoming paramedic courses. Our members provide quality advanced life support coverage 24 hour a day, seven days a week. Our dedicated volunteers provide approximately 80% of our coverage and donated over 15,000 hours of their time in 2020. We are honored to have such a dedicated and highly trained membership.

As technology continues to make life-saving advances, we have updated our equipment and training in order to provide the best care possible. This past year our old cardiac monitors became obsolete and were no longer technically supported. We purchased two new Zoll X Series cardiac monitors, enabling us to provide many advanced life-saving cardiac interventions. We were also faced with the fact that we had an 11-year old ambulance that we had already spent thousands of dollars in repairs and in order to make it safe for use, we were looking at spending another \$10,000.00 in repairs. We decided to put our patients' and our crews' safety first and purchased a new ambulance. The new ambulance is four-wheel drive and is equipped with the latest safety features for both the patient and the crew. This includes the new stretcher auto load technology.

As the cost of providing care rises, we have been looking for new ways to remain efficient. We continue to focus on volunteer recruitment, grants and fundraising. In addition to obtaining grant funds and recruiting for volunteers, we continue to offer our popular annual subscription plan in an effort to off-set the costs that insurance billing does not cover and greatly appreciate the generous tax-deductible donations that we receive throughout the year.

Fairfax Rescue is always recruiting and relies on new volunteers. Contact us at 802-849-2773, stop by our station at 14 Goodall Street in Fairfax, visit our web page at <http://www.fairfaxrescue.org/>, or like us on Facebook for information on becoming a volunteer and the classes that we offer.

We are proud to serve your community and look forward to hearing from you.

Bambi L Dame, NRP, IC, CAC
Director of Operations
Fairfax Rescue

HOME HEALTH & HOSPICE FUND REQUEST FY 2021

Care Report for FY20

For F2022, Home Health & Hospice (HHH) is requesting a contribution of \$6,243. HHH cared for **34** people in Westford during our past fiscal year (July 2019 – June 2020) with the following services:

<u>VNA SERVICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	215	
Physical Therapy	137	
Speech Therapy	6	
Occupational Therapy	57	
Social Work, Social Service	16	
Licensed Nursing Assistant		10
Homemaker		14
Waiver Attendant		0
Total	431	24

<u>COST OF CARE</u>	<u>AMOUNT</u>
Total cost of HHH services	\$89,108.68
Amount reimbursed to HHH	\$80,280.16
Unreimbursed Care	\$8,828.07

Home Health & Hospice requests annual contributions from each town and city in our two-county service area. Your contribution is critical to supporting the **\$3.3 million** in unreimbursed care that we provided this year.

Last year, the HHH cared for over **4,325** 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.

Our goal is to have each town and city help alleviate some of the debt the Home Health & Hospice incurs.

Contact HHH at 802-658-1900 or <https://www.uvmhomehealth.org/> for more information.

STEPS TO END DOMESTIC VIOLENCE

Dear Community Members of Westford,

We are very grateful for your sustained support of the work we do and the services we provide to survivors of domestic violence in our community. You have helped Steps to End Domestic Violence serve residents of the Town of Westford and all of Chittenden County with lifesaving emergency services for over 45 years. In the early days of the COVID-19 pandemic, your support was especially appreciated. This past fiscal year, Steps to End Domestic Violence provided direct services for 1,839 individuals.

We provided emergency shelter to 247 adults and 101 children for a total of 18,334 bed-nights. The Economic Justice program provided economic advocacy and support to 243 adults and 102 children, for a combined total of 10,551 bed-nights.

Our Legal Advocacy program provided services to 365 adults seeking support with divorce, custody/parentage, immigration and criminal justice actions, and 178 adults were assisted with filing Relief from Abuse orders.

Eighty-two (82) volunteers provided 4,902 hours of service, the equivalent of more than 2 full-time positions.

Our budget for FY2020 was \$1,112,508.

Once again, we thank the Town of Westford and acknowledge that we could not have done this work without your contribution and support. Please do let us know about your ideas for improving services and outreach to the residents of Westford.

VERMONT 2-1-1

Vermont 2-1-1 is the number to dial to find out about hundreds of important community resources, like emergency food and shelter, disability services, counseling, senior services, health care, childcare, drug and alcohol programs, legal assistance, transportation agencies, education and volunteer opportunities, and much more.

- 2-1-1 is not an emergency number like 9-1-1, nor is it directory assistance like 4-1-1.
- 2-1-1 is your first step toward solving everyday problems or when you are facing difficult times.
- It's a free service. It's confidential. It's 24/7.

The Vermont 2-1-1 database contains detailed descriptions of programs and services available to Vermonters that are provided by local community groups, social service and health-related agencies, government organizations, and others. We are constantly adding new resources to our database.

To find out more about 2-1-1 please visit <https://www.vermont211.org/home>.

VERMONT CENTER FOR INDEPENDENT LIVING

For the past 41 years, the Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (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.

In FY'20 (10/2019-9/2020) VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **236** individuals to help increase their independent living skills and **5** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **124** households with information on technical assistance and/or alternative funding for modifications; **89** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **61** individuals with information on assistive technology; **36** of these individuals received funding to obtain adaptive equipment. **573** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **41** people and provided **30** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone. Due to the pandemic VCIL was able to start a new (temporary) program, Resilience and Independence in a State of Emergency (RISE) which served **12** people in its first few months. The RISE Program can help provide an array of items or services if the needs are directly related to the Covid-19 epidemic.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our PACs and services are available to people with disabilities throughout Vermont. Our Montpelier office also houses the Vermont Interpreter Referral Service (VIRS) 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'20, **1** resident of **Westford** received services from the following program:

- 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/).

VERMONT LEAGUE OF CITIES AND TOWNS
Serving and Strengthening Vermont Local Government

About the League. The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization, owned by its member municipalities, with a mission to serve and strengthen Vermont local government. It is directed by a 13-member Board of Directors elected by the membership and comprising municipal officials from across the state. The most recent audited financial statements are posted on our website, vlct.org/about/audit-reports, and show that our positive net position continues.

Member Benefits. All 246 Vermont cities and towns are members of VLCT, as are 139 other municipal entities that include villages, solid waste districts, regional planning commissions, and fire districts. Members have exclusive access to a wide range of specialized benefits, expertise, and services, including:

- **Legal, consulting, and education services**, including prompt responses to member questions that often involve how to comply with state and federal requirements. In 2020, VLCT's timely legal and technical assistance included answering more than 4,000 legal questions and publishing guidance, templates, research reports, and several new groups of FAQs explaining how municipalities can implement the state's COVID-19 requirements. To support Vermont's towns and cities in responding to the pandemic, VLCT quickly researched, assembled, and distributed important information about fiscal impacts, grant opportunities, and how to adapt town operations, hold public meetings remotely.
- **Trainings and timely communications on topics of specific concern to officials** who carry out their duties required by state law, as well as pertinent statewide topics. In response to the pandemic, the League provided online trainings, a virtual week-long conference, and timely announcements and information from state officials about how to comply with requirements and access to funding and assistance.
- **Representation before the state legislature and state agencies**, ensuring that municipal voices are heard collectively and as a single, united voice. VLCT's recent legislative efforts have helped provide cities and towns additional resources to achieve tangible results on pressing issues such as responding to the COVID-19 pandemic, road and bridge repair, cybersecurity, housing and economic growth, renewable energy, emergency medical services, equity and inclusion, and ensuring the quality of our drinking water. Members are also represented at the federal level to Vermont's Congressional delegation and through our partner, the National League of Cities.
- **Access to two exceptional insurance programs.** The Property and Casualty Intermunicipal Fund (PACIF) provides comprehensive and cost-effective property, liability, and workers' compensation insurance coverage, programs, and services that protect the assets of your community. The VLCT Employment Resource and Benefits (VERB) Trust provides unemployment insurance, life, disability, dental, and vision insurance products to members at a competitive price. Both programs offer coverage and products that members need and ask for, help Vermont municipalities stretch their budgets, and are *only* available to VLCT members.

- **Access to a host of educational and informative materials and member conferences**, including a news magazine, handbooks, reports, articles, and events that all focus on the needs of local government and provide additional educational and networking opportunities.

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 progress we continue to make in that effort. Members are welcome to contact VLCT anytime to ask questions, and to access resources that can help each official and employee carry out the important work of local government. For a comprehensive list of member benefits and services, please visit vlct.org/memberguide to download the VLCT Member Guide.

To learn more about the Vermont League of Cities and Towns, visit the VLCT website at vlct.org



Westford Country Store & Café - opened September 2020
Constructed on the lot formerly owned by Norman Spiller

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

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