

TOWN OF  
**WESTFORD**  
VERMONT



**2003**  
**ANNUAL REPORT**

Please bring this report to Town Meeting

# NOTICE

## TOWN MEETING

**Tuesday**

**March 2, 2004**

**at 10:00 A.M.**

**Westford School**

All Non-Australian Ballot Articles  
will be voted on - which includes  
school and town budgets

## Australian Balloting

**Tuesday**

**March 2, 2004**

**Polls Open 7 A.M. to 7 P.M.**

All Australian Ballot Articles  
will be voted on - which includes  
all Town Officers

*A special thank you to the Library Trustees and the Librarian for providing the pictures for the dedication of this town report to the Town Library. On the cover: The Westford Library in 1973 and 2003.*

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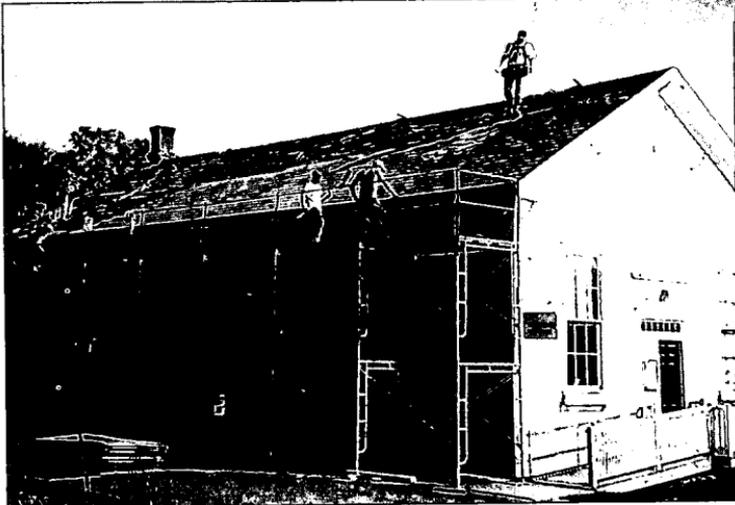
# LIBRARY DEDICATION



*Library Trustees:  
Peter Jones, Linell  
Vilaseca, Prudence  
Doherty, India  
Tresselt, Andrea  
Letorney*

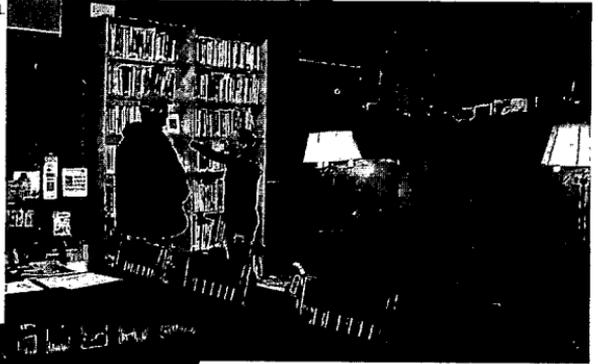
*Scraping and painting gave the library a fresh look.*

*Workers remove the slate for repairs to the roof.*





*The main section of the library before and after - new shelves, table and chairs, carpet, and couch.*



*Playgroup in the children's section - new shelves, carpet and bean bag chairs.*

*Librarian Amron Skowronski checks out a book for a patron at the new circulation desk.*



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Award .....	Inside Back Cover



## ELECTED TOWN OFFICERS

Moderator (1 year) .....	Edward Chase
Town Clerk term expires 2004 (3 years) .....	Nanette Rogers
Town Treasurer term expires 2005 (3 years) .....	Charlotte Vincent
Delinquent Tax Collector (1 year) .....	Marjorie McIntosh
Town Agent (1 year) .....	Daniel Jackson
Town Grand Juror (1 year) .....	Daniel Jackson

### SELECT BOARD

Term expires 2004 (3 years) .....	Kenneth Tardie
Term expires 2005 (3 years) .....	Robert Bancroft
Term expires 2006 (3 years) .....	William Leach

### SCHOOL BOARD

Term expires 2004 (3 years) .....	Martha Heath
Term expires 2004 (2 years) .....	Margaret Bouffard
Term expires 2005 (3 years) .....	Andre Roy
Term expires 2005 (2 years) .....	Jennifer Townsend
Term expires 2006 (3 years) .....	Steven Zeppi

### LISTERS

Term expires 2004 (3 years) .....	Stacy Wells (Resigned)
Term expires 2005 (3 years) .....	Ellen Wootton
Term expires 2006 (3 years) .....	Caroline Brown

### AUDITORS

Term expires 2004 (3 years) .....	Thomas Ware (Appointed)
Term expires 2005 (3 years) .....	Mark Winer (Appointed)
Term expires 2006 (3 years) .....	Maurice Rathbun (Appointed)

### LIBRARY TRUSTEES

Term expires 2004 (5 years) .....	Prudence Doherty
Term expires 2005 (5 years) .....	Peter M. Jones
Term expires 2006 (5 years) .....	Andrea Letorney
Term expires 2007 (5 years) .....	Linell Vilaseca
Term expires 2008 (5 years) .....	India Tresselt

### JUSTICE OF THE PEACE

Chester Balon	Paul Birnholz	Caroline Brown
Daniel Jackson	Christine O'Donnell	Katherine Stebbins
Allison Weinhagen		

### CEMETERY COMMISSIONERS

Term expires 2004 (3 years) .....	Robert Jackson
Term expires 2005 (3 years) .....	Lynn Gauthier
Term expires 2006 (3 years) .....	Kathleen Sawyer

## APPOINTED TOWN OFFICES

ASSISTANT TOWN CLERK .....	Stacy Wells (Resigned) Arlitha Racine (Appointed)
CONSTABLE & POUNDKEEPER .....	Heather Belcher
TOWN PLANNING COORDINATOR .....	Alex Weinhagen
ROAD FOREMAN .....	Gary Estus
ROAD CREW .....	Richard Stygles Ronald Germaine
INSPECTOR OF WOOD & LUMBER/WEIGHER OF COAL ....	Kyle Hobart
FENCE VIEWERS .....	Bruce Root Grant Thomas Scot Phillips
TOWN SERVICE OFFICER .....	Helene Jorschick
LAND AGENT .....	Benjamin Stark
CHEMICAL COORDINATOR .....	Steven Zeppi
ZONING ADMINISTRATOR .....	Maurice Rathbun
FIRE CHIEF .....	Randy Botala
EMERGENCY PROGRAM MANAGER .....	Steven Zeppi
HEALTH OFFICER .....	Harold Brown
DEPUTY HEALTH OFFICER .....	Maurice Rathbun

### PLANNING COMMISSION

Term expires 2004 (4 years) .....	Richard Heaps
Term expires 2004 (4 years) .....	Raymond Belair
Term expires 2004 (4 years) .....	Lynne Robertson
Term expires 2004 (4 years) .....	Elizabeth Drake
Term expires 2005 (4 years) .....	John Duby
Term expires 2005 (4 years) .....	Thomas Murray
Term expires 2005 (4 years) .....	Anthony Kitsos
REGIONAL PLANNING COMMISSIONER .....	Beth Kirkpatrick
RPC ALTERNATE REPRESENTATIVE .....	Andrew Allen
MPO REPRESENTATIVE .....	Thomas Buckley
MPO ALTERNATE REPRESENTATIVE .....	Gary Estus
CHITTENDEN SOLID WASTE REPRESENTATIVE .....	William Leach

### CONSERVATION COMMISSION

Term expires 2004 (4 years) .....	Marilyn Thomas
Term expires 2004 (4 years) .....	Charles McGill
Term expires 2006 (4 years) .....	David Adams
Term expires 2007 (4 years) .....	Wendy Doane
Term expires 2007 (4 years) .....	Ann Brown (Resigned) Christopher Dawson (Appointed)

### ZONING BOARD OF ADJUSTMENT

Term expires 2004 (3 years) .....	Donald Maddocks
Term expires 2005 (3 years) .....	Dennis Angiono
Term expires 2005 (3 years) .....	Daniel Crocket (Resigned) Christopher Dawson (Appointed)



**REPRESENTATIVE - CHITTENDEN COUNTY DISTRICT 2-3**

Martha Heath (D) ..... 342 Rollin Irish Road, Westford, VT 05494  
893-1291 • mpheath@aol.com

**SENATORS - CHITTENDEN COUNTY**

James C. Condos (D)  
23 Victoria Drive  
South Burlington, VT 05403  
863-4654  
jcondos@leg.state.vt.us

Hinda Miller (D)  
84 Deforest Heights  
Burlington, VT 05401  
862-7008  
hmiller@leg.state.vt.us

James P. Leddy (D)  
14 Elsom Parkway  
South Burlington, VT 05403  
863-6613  
jleddy@leg.state.vt.us

Janet S. Munt (D)  
85 South Street  
Burlington, VT 05401  
862-9342  
Senatorjanetmunt@aol.com

Virginia "Ginny" Lyons (D)  
241 White Birch Lane  
Williston, VT 05495  
863-6129  
vlyons@leg.state.vt.us

Diane Snelling (R)  
304 Piette Road  
Hinesburg, VT 05461  
482-4382  
dsnelling@leg.state.vt.us

**U.S. CONGRESSIONAL DELEGATION**

U.S. Senator Patrick J. Leahy (D)  
Washington Office: 433 Russell Senate Office Building, United States Senate,  
Washington, DC 20510  
Tel: 1-202-224-4242  
Burlington Office: 199 Main Street, Burlington, VT 05401  
Tel: 1-802-863-2525 • senator\_leahy@leahy.senate.gov

U.S. Senator James M. Jeffords (I)  
Washington Office: 728 Hart Senate Office Building, Washington, DC 20510  
Tel: 1-202-224-5141  
Burlington Office: 30 Main Street, Suite 250, Burlington, VT 05401  
Tel: 1-802- 658-6001 • vermont@jeffords.senate.gov

Representative Bernard Sanders (I-ALL)  
Washington Office: 2135 Rayburn House Office Building,  
Washington, DC 20515-4501  
Tel: 1-202-225-4115  
Burlington Office: 1 Church Street Second Floor, Burlington, VT 05401-4451  
Tel: 1-802-862-0697 • bernie@mail.house.gov

**GOVERNOR OF THE STATE OF VERMONT**

James Douglas  
109 State Street Pavilion, Montpelier, VT 05609  
Tel: 1-802-828-3333 or 1-800-649-6825

**GOVERNORS ACTION HOTLINE 1-800-642-3131**

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**ABSTRACT OF TOWN MEETING 2003**

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The 2003 Annual Town Meeting was called to order by Moderator Edward Chase at 10:00 a.m. on Tuesday, March 4, 2003. After the Moderator made several announcements and read the Town Warning, he proceeded with the Town meeting Articles.

Article 1 The reports of several Town Officers were voted on and accepted.

Article 2 Voted to have the taxes paid to the Town Treasurer as provided by law.

Article 3 Voted to authorize the Selectboard to hire money if needed.

Article 4 Voted to have Real Estate and Personal Property taxes paid in four equal installments on August 15<sup>th</sup>, 2003, November 15<sup>th</sup>, 2003, March 15<sup>th</sup>, 2004 and May 15<sup>th</sup>, 2004, with postmarks being acceptable.

Article 5 Voted to charge interest at the rate of 1% per month for the first three months and 1 1/2% per month thereafter on delinquent taxes according to law.

Article 6 Voted by hand vote to pave a portion of Cambridge Road, from the intersection of Route 128 to the Old #11 Road intersection, at a cost of \$70,000, of which \$50,000 will be financed and amortized over a period of not more than four years. The article was amended to include a pedestrian passage.

Total hand votes cast: 97

60 Yes

37 No

Article 7 The Red Brick Meeting House Society operating expenses of \$3,500 for one year to enable continued use as a community center was voted in the affirmative.

Article 8 The Selectboard's budget of \$1,085,774 was voted in the affirmative by a voice vote.

Article 9 Voted to accept a resolution to protect our farms, food, and the environment by a cast of hands.

Total hand votes cast: 60

45 Yes

15 No

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## **ABSTRACT OF SCHOOL MEETING 2003**

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Article I Voted to authorize the School Directors to borrow money when needed to meet current expenditures and indebtedness of said school district for a term not to exceed one year.

Article II The school budget of \$4,233,775 was voted in the affirmative by paper ballot.

Total paper ballots cast: 138

79 Yes

59 No

Article III Voted to authorize the school directors to receive and expend for school purposes any unanticipated revenue in excess of the school budget for the next fiscal year.

The Annual School meeting adjourned at 2:10 p.m.

### **Results of Australian Ballot:**

Article V Elected two school directors: one for a term of three years; and one for a term of two years

School Board Director ..... three years ..... Steven Zeppi

School Board Director ..... two years ..... Jennifer Townsend

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**ABSTRACT OF SPECIAL TOWN MEETING 2003**

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Moderator Edward Chase called the Special Town Meeting to order at 7:30 p.m. on Wednesday May 7, 2003. After the Moderator made several announcements and the warning was read, he proceeded with the articles.

Article 1 Voted in the affirmative by paper ballot to rescind Article 6 from the March 4, 2003 Annual Town Meeting whereby the voters approved paving a portion of Cambridge Road.

Total paper ballots cast: 158  
87 Yes  
71 No

A discussion took place on the Australian Ballot article to be voted on the next day.

The Special Town Meeting adjourned at 9:40 p.m.

**Results of Australian Ballot:**

Article 2 A petition to rescind the amendments to the Subdivision Regulations which were approved by the Town voters at the March 4, 2003 Town meeting was defeated.

Total ballots cast: 183  
62 Yes  
121 No

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## OFFICIAL WARNING ANNUAL TOWN MEETING TOWN OF WESTFORD

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The legal voters of the Town of Westford are hereby notified and warned to meet at the Westford Elementary school in said Town of Westford on Tuesday, March 2, 2004 at 10:00 a.m., to act on the following articles not involved in voting by Australian Ballot. Polls for Australian Balloting will open on Tuesday, March 2, 2004 at 7:00 a.m. and will remain open until 7:00 p.m.

- ARTICLE 1** To act on the several reports of the Town Officers.
- ARTICLE 2** Shall the town authorize the Selectboard to borrow money in an emergency?
- ARTICLE 3** Shall the town 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, 2004, with postmarks being acceptable?
- ARTICLE 4** Shall the town authorize the Selectboard to borrow up to \$150,000 to repair the Cambridge Road bridge to be amortized over a period of five years?
- ARTICLE 5** Shall the town accept the Selectboard's budget of \$1,158,671 to defray the expenses for the ensuing year and authorize the Selectboard to set the tax rate?
- ARTICLE 6** Shall the town vote to authorize the Selectboard to spend any money in excess of anticipated revenue for any lawful public purpose?
- ARTICLE 7** Shall the town vote to elect two additional Selectboard positions, for a term, of two years for each respective position, with an election to fill such positions to occur at a subsequent Special or Annual Meeting, pursuant to Vermont State Statute 17§2650? (Submitted by petition)
- ARTICLE 8** Shall the town vote to establish a Westford Conservation Fund for the purpose of funding future land conservation projects? (Submitted by petition)
-

**ARTICLE 9** Shall the town vote to add \$0.01 to the town tax rate for the 2004-2005 tax year, with the proceeds going to the Westford Conservation Fund for potential future land conservation projects? (Submitted by petition)

**ARTICLE 10** To do any other business that may legally come before this meeting.

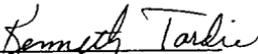
**AUSTRALIAN BALLOT ARTICLES**

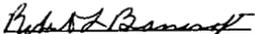
**ARTICLE 11** To elect all officers required by law.

- Moderator - one year
- Delinquent Tax Collector - one year
- Town Agent - one year
- Town Grand Juror - one year
- Selectboard - three years
- Town Clerk - three years
- Lister - three years
- Lister - one year (remaining)
- Auditor - three years
- Auditor - two years (remaining)
- Auditor - one year (remaining)
- Library Trustee - five years
- Cemetery Commissioner - three years

Approved this 27<sup>th</sup> day of January, 2004.

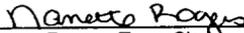
**Westford Selectboard**

  
Kenneth Tardie, Chair

  
Robert L. Bancroft

  
William H. Leach

Received for Record January 29<sup>th</sup>, 2004 at 8:30 a.m.

Attest:   
Nanette Rogers, Town Clerk

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

## **WARNING TOWN OF WESTFORD SCHOOL DISTRICT**

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**MARCH 2, 2004 AT 10:30 A.M.**

The legal voters of the Town of Westford School District are hereby warned and notified to meet at the Westford Elementary School in said Town of Westford on Tuesday, March 2, 2004 at 10:30 a.m., to act upon any of the following articles not involved in voting by Australian Ballot. Polls for Australian Balloting will open on Tuesday, March 2, 2004 at 7:00 a.m. and will remain open until 7:00 p.m.

- ARTICLE I:** To see if the Town of Westford School District will authorize the school directors to borrow money when needed to meet current expenditures and indebtedness of said school district for a term not to exceed one year.
- ARTICLE II:** To see if the Town of Westford School District will authorize the sum of \$4,367,507 to be spent during the school year for school purposes.
- ARTICLE III:** To see if the Town of Westford School District will authorize the school directors to receive and expend for school purposes any unanticipated revenue in excess of the school budget for the next fiscal year.
- ARTICLE IV:** To see if the Town of Westford School District will vote to exempt the District from the requirements of 16 V.S. A. §1264 that it operate school lunch and breakfast programs for the 2004-2005 school year.

### **AUSTRALIAN BALLOT ARTICLE**

- ARTICLE V:** To elect three school directors: one for a term of three years; one for a term of two years; and one for a term of two years (to fill a vacancy created by a resignation).
- ARTICLE VI:** Shall the voters of the Westford School District vote to establish the Lake Champlain Regional Technical School District as described in the Governance Planning Committee Report approved by the State Board of Education, a copy of which is on file in the Westford Town Clerk's Office?
-

Approved this 22<sup>nd</sup> day of January, 2004 by the Westford School Board

Martha P. Heath  
Martha P. Heath, Chair

Andre E. Roy  
Andre E. Roy, Vice Chair

Margaret Bouffard  
Margaret Bouffard, Clerk

Jennifer L. Townsend  
Jennifer L. Townsend

Steve Zeppi  
Steve Zeppi  
for 1/23/04

Received for Record January 23rd, 2004 at 2:00 p.m.

Attest: Nanette Rogers  
Nanette Rogers, Town Clerk

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

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## SELECTBOARD REPORT

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This has been a moderately busy year from the Selectboard's point of view. Excessive speed on our roads is still the major complaint we keep hearing. We budgeted \$10,000 for the State Police this past year and are planning to double this number for next year based on the complaints and recommendations from the newly formed Road Committee. We would like to thank the Road Committee for all their time, work and recommendations they have given us. We will do our best to follow these recommendations, which identify and prioritize work that needs to be done to the roads over the next few years.

We had an excellent response to our request in the newsletter seeking permission from residents for the State Police to park in their driveway for radar enforcement. A list was forwarded to the State Police to assist them with several problem areas around town.

The litigation ended in the Town's favor in 2001 on the Schultz trail, and this year it also ended in the town's favor over the Goodrich Trail. This means that both of these trails are open to the public. Trail signs were placed at both the entrances of all the public trails this summer. The Town marked the Schultz Trail early in the fall last year, and since then, Westford Boy Scout Troop 668 has cut brush, small trees, dug drainage ditches and removed debris to improve the trail for public use. They deserve a big thanks for all their effort and hard work.

A Trail Committee was formed early this year and is looking into possible grants, etc. to improve the trails in town and build a bridge just below the Machia Hill entrance to the Schultz Trail, which will complete the trail from Machia Hill Road to Old Number 11 Road. We hope to mark out the Goodrich Trail sometime in the spring so that the trail can be opened from the end of Machia Hill Road to Repa Road off Route 15 in Underhill. Anyone interested in helping clearing or working on these or other trails in town should contact Marilyn Thomas, the chair of the Trail Committee. We would like to thank the Trail Committee for their time and effort this year.

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We are purchasing a new International Dump Truck in FY'04 to replace the 1990 truck. This continues our policy of replacing the equipment on a rotating basis and relying on the newer trucks for the majority of the hauling and plowing, and keeping the oldest truck in reserve for emergencies and lighter work.

The budget being proposed for FY'05 is up slightly. The Road Committee recommended that we increase the gravel and contracted law enforcement budgets. This was based on the feedback from the 70 plus people that attended their public meeting. We feel it is important to increase the police presence in town not only to curb speeding but also deter break ins and other criminal activities. We are spending more on culverts this year in order to replace the large box culvert on the Allen Irish Road. A large part of the increase is being caused by a \$125,000 reduction in available cash to be carried over. Even if the town budget were level funded, we would still have an increase in the tax rate.

We want to thank Maurice Rathbun, Thomas Ware and Mark Winer, the three new Town Auditors, for coming forward and volunteering to fill these positions. This will save the Town a considerable amount of money because we will not have to hire an outside auditing firm to audit the town accounts. We would also like to thank the other people in town who came forward to fill various other vacancies that opened up during the year.

The Selectboard would also like to thank everyone for their questions and comments throughout the year concerning issues in town. We also encourage you to attend any of our meetings if you can. Your input and ideas are important to us and help us to better serve your needs and govern the town. We can also be reached at home, but ask that you call during reasonable hours or contact Nanette at the Town Clerk's Office and she will forward your concerns or comments to us.

Respectfully submitted,  
Kenneth Tardie, Chair  
Robert Bancroft  
William Leach

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## TOWN CLERK'S REPORT

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In addition to the Annual Town Meeting in March 2003, there was a Special Town Meeting held in May. This occurred because the town received petitions to rescind two of the votes from the annual meeting, paving a portion of Cambridge Road and the amended Subdivision Regulations. The paving vote was rescinded but the amended regulations remained as approved by the voters at the Annual Town Meeting.

Several changes to the election laws went into effect July 1, 2003. These changes were necessary in order to implement the requirements of the federal election reform law, the Help America Vote Act, and to improve the administration of elections. By January 2006 the State must have a computerized statewide voter checklist, however they are hoping to have most towns using the new system for the 2004 elections.

In 2003, we issued 459 dog licenses. Dog licenses are due by April 1<sup>st</sup>. A current rabies certificate signed by a veterinarian is required to license your pet. A penalty is assessed if your license is not renewed by April 1<sup>st</sup>.

We continue to process vehicle registration renewals at the Town Office. Bring the renewal form along with the appropriate fees and a temporary registration will be issued. Unfortunately if your registration expired more than two months prior to the current month, we are not authorized to renew the registration. For your convenience, the Department of Motor Vehicles has created a website to process your registration renewal online with a credit or debit card.

The monthly newsletter continues to be a great resource for community events and general town information. The deadline for submissions is the first Monday of each month.

Twelve Westford families received holiday baskets this year thanks to the overwhelming kindness demonstrated by fellow residents. These baskets would not be possible without the generous donations received, and several residents volunteering their time to assemble and deliver the baskets.

Please do not hesitate to contact the Town Office if you have any questions or concerns. Regular office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

Respectfully submitted, Nanette Rogers

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## TREASURER'S CASH STATEMENT SUMMARY GENERAL FUND

**FOR FISCAL YEAR JULY 1, 2002 - JUNE 30, 2003**

BALANCE ON HAND JULY 1, 2002			
CHECKING ACCOUNT	\$(25,497.66)		
MONEY MARKET	293,291.19		
PETTY CASH	<u>50.00</u>	\$	267,843.53
TOTAL RECEIPTS			\$2,813,526.76
TOTAL DISBURSEMENTS			<u>(2,808,495.18)</u>
			<u>272,875.11</u>
BALANCE ON HAND JUNE 30, 2003			
CHECKING ACCOUNT	\$ ( 1,673.93)		
MONEY MARKET	274,299.04		
PETTY CASH	<u>250.00</u>	\$	<u>272,875.11</u>

## TREASURER'S CASH STATEMENT GENERAL FUND

**YEAR ENDING JUNE 30, 2003  
RECEIPTS**

REAL ESTATE TAXES RECEIVED - 2002-03	2,469,940.04
VT CURRENT USE TAX PAYMENT	38,026.00
CURRENT USE WITHDRAWAL PMTS	437.30
DELINQUENT TAXES RECEIVED	90,146.76
ADVANCE YEAR PROPERTY TAXES	5,390.62
STATE OF VERMONT	
Highway Funds	86,030.96
Act 60 Appraisal & GL Grants	6,321.00
Local Traffic Fines	3,519.50
INTEREST EARNED	
General Fund	4,511.97
Late Taxes	2,583.84
Delinquent Taxes	11,212.13
DELINQUENT TAX COLLECTOR 8% FEE	7,211.69
LIQUOR LICENSE	50.00
DOG LICENSES	3,295.00
MARRIAGE LICENSES	32.00
RECORDING FEES	30,666.00
COPIER/VAULT TIME/FAX FEES	3,827.75
BUILDING, SEPTIC, & ACCESS PERMITS	4,942.01

ZONING COMPLIANCE CERTIFICATES	951.00
SUB-DIVISION FEES	1,700.00
VARIANCE FEES	150.00
AUTO REGISTRATION	383.00
VEHICLE HIGHWAY PERMITS	410.00
MISCELLANEOUS INCOME	325.51
RECREATION DEPT	14,577.61
CONSERVATION FUND	908.43
LIBRARY TRUSTEES' FUNDS	4,479.89
LIBRARY FREEMAN GRANT	12,290.00
LIBRARY PRESERVATION GRANT	1,919.20
MUNI PLANNING GRANT 2003	2,788.00
ROLLING ACRES GRANT ADMIN COSTS REIMBURSED	4,424.11
LOGGING	<u>75.44</u>
TOTAL RECEIPTS	2,813,526.76
BALANCE ON HAND - July 1, 2003	<u>267,843.53</u>
TOTAL	<u>3,081,370.29</u>

**TREASURER'S CASH STATEMENT GENERAL FUND**  
**YEAR ENDING JUNE 30, 2003**  
**DISBURSEMENTS**

TAXES PAID TO SCHOOL		\$ 1,826,465.00
INTEREST EXPENSE		5,822.28
SALARIES & WAGES		
Selectmen	\$ 1,950.00	
Town Clerks & Treasurer	59,333.83	
Selectboard Admin Assistance	1,335.62	
Listers	9,989.17	
Planning Coordinator	7,315.27	
Zoning Administrator	4,559.52	
Librarians	13,030.33	
Constable	519.17	
Board of Civil Authority	1,240.00	
Auditors	900.00	
Planning Commission	1,370.00	
Custodians	1,141.90	
Delinquent Tax Collector	<u>7,211.69</u>	109,896.50

## TRAVEL EXPENSES

Town Officers	1,166.00	
Listers	101.25	
Constable	34.50	
Librarians	<u>240.75</u>	1,542.50

FICA EXPENSES - Town's Share

16,197.67

## HEALTH INSURANCE

15,665.34

## EMPLOYEE ANNUITY PLAN

4,223.08

## INSTRUCTIONAL FEES

Town officers	716.00	
Listers	184.00	
Planning	<u>43.75</u>	943.75

## FUEL

Office	824.33	
Library	<u>1,768.88</u>	2,593.21

## ELECTRICITY

Office	1,437.66	
Library	841.54	
Garage	3,616.84	
Streets	<u>2,118.84</u>	8,014.88

## TELEPHONE

Office	1,863.82	
Library	1,044.52	
Garage	<u>1,048.65</u>	3,956.99

BOTTLED WATER - OFFICE &amp; LIBRARY

598.80

## BUILDING MAINTENANCE

Office	989.46	
Library	5,542.69	
Garage	<u>1,609.82</u>	8,141.97

BUILDING IMPROVEMENTS - Garage

25,358.27

## OFFICE EQUIPMENT

2,415.91

## OFFICE SUPPLIES &amp; REPAIRS

5,622.41

## LEGAL NOTICES

1,088.30

## POSTAGE

4,581.79

## INSURANCE EXPENSE

32,248.70

## LEGAL &amp; PROFESSIONAL FEES

25,168.58

## TAX MAPPING

2,975.00

## BINDING LAND RECORDS

2,379.00

## STATIONARY &amp; PRINTING

3,775.73

## NEWSLETTER PRINTING

5,399.54

## PLANNING EXPENSES

Legal Notices	859.45	
Legal & Professional Fees	145.00	
Planning Grant Expenses	2,051.48	
Miscellaneous Expenses	<u>64.10</u>	3,120.03

CONSERVATION COMMITTEE		100.00
REAPPRAISAL		27,456.00
SOLID WASTE DISPOSAL		166,752.41
RECYCLING EXPENSES		1,351.25
STATE & COUNTY ASSESSMENTS		12,466.76
LIBRARY EXPENSES		6,566.69
WESTFORD FIRE DEPARTMENT		37,100.00
FIRE TRUCK LOAN PAYMENT		15,000.00
DELINQUENT TAX COLLECTORS'S EXPENSES		145.00
CEMETERY ASSOCIATION		2,900.00
DOG EXPENSES		54.33
MOWING COMMON		1,500.00
CONTRACTED - LAW ENFORCEMENT		5,498.63
MISCELLANEOUS EXPENSES		442.30
DONATIONS		
Visiting Nurse Association	1,098.00	
Area on Aging	900.00	
Essex Rescue	900.00	
Fairfax Rescue	200.00	
Westford/Fairfax Band	<u>100.00</u>	3,198.00
RECREATION DEPT EXPENSES		14,913.72
LIBRARY TRUSTEES' FUNDS		440.00
LIBRARY FREEMAN GRANT EXPENSES		8,440.00
LIBRARY PRESERVATION GRANT		1,919.20
MUNI PLANNING GRANT		2,051.48
BRICK MEETING HOUSE SOCIETY		3,500.00
ROAD EXPENSES		
Salaries	98,316.25	
Travel	35.50	
Debt Reduction		
Hall's Hill Paving	9,487.00	
'00 Dump Truck	9,404.00	
'01 Ford F350 Truck	10,000.00	
'01 JD 444H Loader	<u>11,000.00</u>	39,891.00
Contracted Services		
Regular Maintenance	7,196.00	
Tree Removal	1,000.00	
Engineering	1,040.21	
Roadside Mowing	3,500.00	
Miscellaneous	<u>460.00</u>	13,196.21
Gravel - Road Restoration		80,000.00
- Construction		29,608.02
- Mud Season		16,857.75
Sand		32,395.02
Salt		4,127.54

Chloride		17,879.03	
Road Fabric		1,512.00	
Culverts		1,927.00	
Guardrails & Fences		5,149.35	
Signs		1,357.78	
Seed & Mulch		823.20	
Blades		2,290.86	
Chains		657.50	
Tires		1,730.88	
Equipment Maint & Repair			
Trucks & Plows	6,936.55		
Grader	2,560.72		
Loader	645.35		
Excavator	4,366.70		
Sander & Small Equipment	<u>692.93</u>	15,202.25	
Equipment Rental		776.50	
Diesel Fuel		9,951.49	
Communication Equipment		59.00	
Garage Supplies		3,199.79	
Garage Water		390.51	
Garage Equipment		630.02	
Miscellaneous		<u>539.73</u>	
Total Road Expenses			<u>\$ 378,504.18</u>
<b>TOTAL DISBURSEMENTS</b>			<b>2,808,495.18</b>

**CASH ON HAND - June 30, 2003**

Checking Account	( 1,673.93)		
Money Market	274,299.04		
Cash in Office		<u>250.00</u>	<u>272,875.11</u>
<b>TOTAL</b>			<b><u><u>\$3,081,370.29</u></u></b>

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**SCHEDULE OF TAXES RAISED**


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**JUNE 30, 2003**


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**Grand List:**

Town	<u>\$ 851,152.68</u>
Local Agreement	<u>\$ 851,152.68</u>
Education	<u>\$ 858,861.22</u>

**Taxes Billed:**

Town (851,152.68 x .8757)	\$ 745,354.40
Local Agreement (851,152.68 x .0192)	16,342.13
Education (858,861.22 x 2.1253)	1,825,337.75
Farm Stabilization (7,708.54 x 2.1253)	<u>-16,382.96</u>

<b>Total Taxes Billed</b>	<b><u>\$2,570,651.32</u></b>
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**Taxes Accounted for as Follows:****Collections:**

Town & Education	\$2,500,689.82	
Small Amounts Due and Small Credits Eliminated	<u>(0.11)</u>	
<b>Total Collections</b>		<b>2,500,689.71</b>

<b>Delinquent Taxes to Collector</b>	<b><u>69,961.61</u></b>
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<b>Total Taxes Accounted For</b>	<b><u>\$2,570,651.32</u></b>
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## GENERAL FUND INCOME BUDGET 2004-05

Source of Income	2002-03		2002-03		2003-04		2004-05	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
State of VT - Highway Aid	72,500	86,030.96	72,500	72,500	82,000	82,000	82,000	82,000
- Traffic Fines	6,000	3,519.50	5,000	5,000	10,000	10,000	10,000	10,000
Delinquent Taxes (ex cur)	80,000	65,113.40	80,000	80,000	80,000	80,000	80,000	80,000
" Interest	15,000	11,212.13	15,000	15,000	11,000	11,000	11,000	11,000
Recording Fees	13,000	30,666.00	15,000	15,000	15,000	15,000	15,000	15,000
Vault Time/Copier Fees/Faxes	1,500	3,827.75	1,500	1,500	2,000	2,000	2,000	2,000
Fax Fees	50	0.00	50	0	0	0	0	0
Liquor License	50	50.00	50	50	50	50	50	50
Dog Licenses	3,000	3,295.00	3,000	3,000	3,000	3,000	3,000	3,000
Marriage Licenses	200	32.00	100	100	100	100	100	100
Bldg, Septic, Access & Permits	3,000	4,942.01	4,000	4,000	4,000	4,000	4,000	4,000
Zoning Certificates	0	951.00	1,400	1,400	750	750	750	750
Variance Fees	200	150.00	100	100	100	100	100	100
Sub-Division Fees	1,500	1,700.00	1,500	1,500	1,500	1,500	1,500	1,500
Interest Earned	7,500	4,511.97	4,500	4,500	3,500	3,500	3,500	3,500
Late Tax Interest	3,000	2,583.84	3,500	3,500	4,000	4,000	4,000	4,000
Vehicle Permits	300	410.00	300	300	300	300	300	300
Auto Registrations	250	383.00	300	300	300	300	300	300
Dog Fines	100	115.00	100	100	100	100	100	100
Miscellaneous Income	15,300	325.51	300	300	300	300	300	300
Act 60 - Grand List Grants					900	900	900	900
Hall's Hill Paving Grant					54,000	54,000	54,000	54,000
<b>Total</b>	<b>222,450</b>	<b>219,819.07</b>	<b>208,150</b>	<b>219,819.07</b>	<b>272,900</b>	<b>272,900</b>	<b>272,900</b>	<b>272,900</b>

	2002-03 Budget	2002-03 Actual	2003-04 Budget	2004-05 Budget
<b>Source of Income</b>				
<b>Non Budgeted Items</b>				
Act 60 - Reappraisal Grants		5,418.00		
Act 60 - Grand List Grants		903.00		
Logging		75.44		
Rolling Acres Grant Admin Expen		4,424.11		
Reimbursed	0	10,820.55	0	0
Sub Total				
<b>GRAND TOTAL</b>	<b>222,450</b>	<b>230,639.62</b>	<b>208,150</b>	<b>272,900</b>

### GENERAL FUND BUDGET 2004-05

SOURCE OF EXPENSES	2002-03 BUDGET	2002-03 SPENT	2003-04 BUDGET	2004-05 BUDGET
<b>ADMINISTRATIVE EXPENSES</b>				
Salaries - Selectmen	1,950	1,950.00	2,400.00	2,400
Clerks & Treasurer	50,500	59,333.83	52,300.00	56,000
Selectboard Admin Asst	4,500	1,335.62	4,650.00	3,500
Listers	15,000	9,989.17	16,000.00	14,600
Planning Coordinator	10,000	7,315.27	10,400.00	10,800
Zoning Administrator	3,000	4,559.52	4,000.00	4,500
Constable	1,000	519.17	1,200.00	1,200
Health Officer	1,000	0.00	1,000.00	1,000
Librarian	13,500	13,030.33	14,000.00	15,300
Planning Commission	1,400	1,370.00	1,400.00	1,400
Custodians	2,500	1,141.90	2,500.00	2,500

SOURCE OF EXPENSES	2002-03 BUDGET	2002-03 SPENT	2003-04 BUDGET	2004-05 BUDGET
Board of Civil Authority	2,000	1,240.00	2,000.00	3,500
Auditors	900	900.00	900.00	900
Travel - Town Officers	1,300	1,166.00	1,300.00	1,300
Listers	150	101.25	150.00	150
Planning Coordinator	100	0.00	150.00	150
Constable	150	34.50	100.00	100
Librarian	250	240.75	100.00	250
FICA Expense	15,800	16,197.67	16,500.00	17,266
Employee Health Insurance	20,300	15,665.34	18,800.00	19,155
Employee Retirement Plan	4,000	4,223.08	4,800.00	4,900
Unemployment Benefits	0	0.00	0.00	0
Education - Town Officers	500	716.00	500.00	750
Listers	200	184.00	200.00	250
Planning	100	43.75	150.00	150
Fuel - Office	1,200	824.33	1,200.00	1,200
Library	2,000	1,768.88	2,000.00	2,000
Electricity - Office	1,600	1,437.66	1,700.00	1,800
Library	800	841.54	900.00	1,000
Garage	4,200	3,616.84	4,200.00	4,000
Streets	2,400	2,118.84	2,500.00	2,500
Telephone - Office	2,300	1,863.82	2,300.00	2,200
Library	1,300	1,044.52	1,200.00	1,200
Garage	1,000	1,048.65	1,200.00	1,200
Water - Office & Library	450	598.80	500.00	600
Bldg. Improvements - Office	0	0.00	1,500.00	0
Library	0	0.00	5,000.00	5,000
Bldg. Maintenance - Office	500	989.46	750.00	1,000
Library	5,700	5,542.69	600.00	600

SOURCE OF EXPENSES	2002-03 BUDGET	2002-03 SPENT	2003-04 BUDGET	2004-05 BUDGET
Office Equipment	1,500	2,415.91	6,500.00	0
Office Supplies & Repairs	7,500	5,622.41	7,500.00	7,500
Binding Land Records	2,500	2,379.00	2,500.00	2,500
Legal Notices	2,000	1,088.30	2,000.00	1,500
Postage	4,300	4,581.79	4,800.00	4,900
Insurance	24,000	32,248.70	37,000.00	42,000
Legal & Professional Fees	15,000	25,168.58	15,000.00	10,000
Listing Subcontractors	0	0.00	0.00	3,000
Tax Mapping	3,500	2,975.00	4,000.00	4,000
Stationary & Printing	4,000	3,775.73	4,300.00	4,500
Newsletter Printing	5,000	5,399.54	5,300.00	5,700
Interest	7,700	5,822.28	5,000.00	5,500
Dog Expenses	600	54.33	500.00	400
Delinq. Tax Collector's Exp.	200	145.00	200.00	200
Planning - Legal Notices	1,000	859.45	1,000.00	1,000
Legal & Professional Fees	1,000	145.00	1,000.00	1,000
Digital Parcel Mapping Project	0	0.00	0.00	5,000
Miscellaneous Exp	400	64.10	400.00	400
Conservation Commission	325	100.00	750.00	500
Fire Department	37,100	37,100.00	38,900.00	40,100
Debt Reduction - Fire Truck	15,000	15,000.00	15,000.00	15,000
Solid Waste Disposal	185,000	166,752.41	175,000.00	175,000
Recycling Expense	30,000	1,351.25	3,500.00	4,000
Cemetery Association	2,900	2,900.00	3,200.00	3,200
Mowing Town Common	2,500	1,500.00	2,500.00	2,500
Library Expenses	6,460	6,566.69	7,970.00	7,000
State & County Assessments	10,500	12,466.76	12,400.00	13,750

SOURCE OF EXPENSES	2002-03 BUDGET	2002-03 SPENT	2003-04 BUDGET	2004-05 BUDGET
Reserve for Reappraisal	300	300.00	2,500.00	5,000
Miscellaneous	1,000	442.30	1,000.00	1,500
Donations - Visiting Nurse	1,098	1,098.00	2,500.00	4,000
Area on Aging	900	900.00	1,000.00	1,000
Essex Rescue	900	900.00	1,000.00	1,000
Fairfax Rescue	200	200.00	300.00	300
Women Helping Battered Women	0	0.00	100.00	100
W/F Band	100	100.00	100.00	100
Brookside Cem	0	0.00	0.00	1,500
Contracted - Law Enforcement	6,000	5,498.63	10,000.00	20,000
Brick Meeting House Society	3,500	3,500.00	3,500.00	3,500
<b>ROAD &amp; GARAGE EXPENSES</b>				
Salaries	99,000	98,316.25	102,500.00	106,100
Travel - Road Foreman	200	35.50	200.00	200
Debt Reduction:	0	0.00	0.00	0
Hall's Hill Repaving	9,487	9,487.00	0.00	0
'00 Int'l Dump Truck	9,404	9,404.00	9,404.00	0
'01 Ford F-350 1T Truck	10,000	10,000.00	10,000.00	10,000
'01 J Deere Loader	11,000	11,000.00	11,000.00	11,000
Replace '90 Dump Truck	0	0.00	0.00	20,000
Contracted Services - Mud Season	2,000	0.00	2,000.00	0
Reg Maintenance	10,000	7,196.00	10,000.00	10,000
Tree Removal	1,000	1,000.00	2,500.00	2,500
Roadside Mowing	3,500	3,500.00	3,500.00	3,500
Engineering	1,000	1,040.21	1,000.00	2,000
Miscellaneous	1,000	460.00	1,000.00	1,000
Gravel - Construction	25,000	29,608.02	25,000.00	25,000
				118%

SOURCE OF EXPENSES	2002-03 BUDGET	2002-03 SPENT	2003-04 BUDGET	2004-05 BUDGET
Road Restoration	80,000	80,000.00	80,000.00	100,000
Mud Season	4,000	16,857.75	4,000.00	4,000
Road Fabric	1,500	1,512.00	2,000.00	2,700
Seed & Mulch	1,000	823.20	1,500.00	1,000
Sand & Trucking	27,000	32,395.02	30,000.00	35,000
Salt	6,000	4,127.54	6,000.00	6,000
Chloride	22,000	17,879.03	22,000.00	22,000
Hot Mix & Cold Patch	1,000	0.00	1,000.00	1,500
Culverts	2,000	1,927.00	3,000.00	7,500
Guardrails		5,149.35	8,500.00	5,000
Signs	4,000	1,357.78	2,000.00	2,000
Blades & Plows	3,000	2,290.86	3,000.00	3,000
Tires	4,000	1,730.88	3,000.00	3,000
Chains	1,500	657.50	1,500.00	1,500
Equipment Maint. & Repairs				
Trucks & Plows	12,000	6,936.55	12,000.00	12,000
Grader	2,000	2,560.72	2,000.00	2,500
Loader	1,000	645.35	1,000.00	1,000
Excavator	2,000	4,366.70	2,000.00	2,500
Sanders	800	367.42	500.00	800
Small Equipment	500	325.51	500.00	500
Equipment Rental	1,000	776.50	1,000.00	1,000
Diesel Fuel	12,000	9,951.49	12,000.00	12,000
Communication Equipment	500	59.00	500.00	500
Garage Equipment	1,500	630.02	1,500.00	1,500
Garage Supplies	4,500	3,199.79	4,500.00	4,500
Garage Water	400	390.51	400.00	400

SOURCE OF EXPENSES	2002-03 BUDGET	2002-03 SPENT	2003-04 BUDGET	2004-05 BUDGET
Garage Bldg. Improvements	0	25,358.27	2,500.00	1,500
Garage Bldg. Maint. & Repairs	5,500	1,609.82	3,500.00	2,500
Miscellaneous	500	539.73	500.00	500
Reserve for Equipment Purchase	15,000	15,000.00	15,000.00	0
Woods Hollow Bridge Reserve	20000	20,000.00	20,000.00	0
Cambridge Rd Paving			DEFEATED	0
Hall's Hill Paving				60,000
Total Road & Garage Exp	418,791	440,472.27	425,004.00	489,200
Total Administrative Exp	557,533	512,374.34	559,270.00	584,471
<b>Total</b>	<b>976,324</b>	<b>952,846.61</b>	<b>984,274.00</b>	<b>1,073,671</b>
Estimated Uncollected Taxes	85000	69,961.61	85,000.00	85,000
<b>Total</b>	<b>1,061,324</b>	<b>1,022,808.22</b>	<b>1,069,274.00</b>	<b>1,158,671</b>
Non Budgeted Items				
Reappraisal Pmts from Reserve		27,156.00		
<b>Amount Budgeted</b>			<b>1,069,274.00</b>	<b>1,158,671</b>
<b>Less Anticipated Income</b>			<b>(208,150.00)</b>	<b>(272,900)</b>
<b>Less Available Cash on Hand 6/30</b>			<b>(164,930.00)</b>	<b>(40,480)</b>
<b>Amount to be Raised by Taxes</b>			<b>696,194.00</b>	<b>845,291</b>
Grand List				1,416,652
Proposed Tax Rate				0.5967
Current Year Tax Rate				0.4663
Change in Tax Rate				0.1304

## VT COMMUNITY DEVELOPMENT GRANT ACCOUNT

**YEAR ENDING JUNE 30, 2003**

CASH ON HAND - July 1, 2002	\$ 1.00
<b>RECEIPTS</b>	
Vt Community Development Grants	53,928.00
<b>DISBURSEMENTS</b>	
Trailer Park Grants	( 53,928.00)
<b>TOTAL</b>	<b>\$ 1.00</b>
CASH ON HAND - June 30, 2002	<u>\$ 1.00</u>

## TOWN COMMON FUND ACCOUNT

**YEAR ENDING JUNE 30, 2003**

CASH & STOCKS ON HAND - July 1, 2002		
Money Market		\$ 22,003.43
Brokerage Account		60,703.60
<b>RECEIPTS</b>		
Interest Earned	\$ 248.05	
Dividends - Net	<u>1,307.93</u>	1,555.98
Decrease in Stock Value		<13,896.96>
<b>DISBURSEMENTS</b>		
Town Common Maintenance		< 400.00>
<b>TOTAL</b>		<b><u>\$ 69,966.05</u></b>
CASH & STOCKS ON HAND - June 30, 2003		
Money Market Fund	21,846.31	
Brokerage Account	<u>48,119.74</u>	<u>\$ 69,966.05</u>

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**SCHOOL IMPACT FEE ACCOUNT**

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**YEAR ENDING JUNE 30, 2003**

CASH ON HAND - July 1, 2002		\$15,809.56
RECEIPTS		
Impact Fees	\$ 6,440.00	
Interest Earned	<u>183.78</u>	
TOTAL RECEIPTS		\$ 6,623.78
DISBURSEMENTS		
Transfer to school savings	-0-	
TOTAL		<u>\$ 6,623.78</u>
CASH ON HAND - June 30, 2003		
Savings Account		<u>\$22,433.34</u>

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**STATEMENT OF ASSETS & LIABILITIES ALL FUNDS**  
**FOR YEAR ENDING JUNE 30, 2003**

	2002-03	2001-02
<b>ASSETS</b>		
CASH ON HAND		
GENERAL FUND		
Checking Account	\$ (1,673.93)	\$ (25,497.66)
Money Market	274,299.04	293,291.19
Cash in Office	<u>250.00</u>	<u>50.00</u>
	\$ 272,875.11	\$ 267,843.53
DELINQUENT TAXES	106,560.96	100,005.55
<b>CEMETERY FUNDS</b>		
Cemetery Comm. Checking	44.79	190.03
Cemetery Comm. Perpetual	301.90	100.77
Cemetery Comm. CD	1,904.60	1,943.35
James Grow Fund CD	4,510.90	4,740.66
Alger Fund	313.08	311.23
Cloverdale Cemetery Memorial	270.22	368.47
Irish Lot CD - Plains	642.08	628.51
Phillips Lot CD - Plains	571.36	559.29
Osgood Hill Savings	687.62	216.07
Osgood Hill CD	<u>8,219.85</u>	<u>8,669.00</u>
	17,466.40	17,727.38
<b>IMPACT FEE SAVINGS</b>		
Savings Account	22,433.34	15,809.56
<b>TOWN COMMON FUNDS</b>		
Savings Account	21,846.31	22,003.43
Brokerage Account	<u>48,119.74</u>	<u>60,703.60</u>
	69,966.05	82,707.03

BRICK MTING HOUSE FUNDS			
Checking Account	1.00	1.00	1.00
<b>TOTAL ASSETS</b>		<u>\$489,302.86</u>	<u>\$484,094.05</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Health Insurance W/held	\$ -0-	\$ 662.90	
Insurance & Savings W/held	-0-	116.47	
Annuity Employer	-0-	21.54	
Delinquent Tax Penalty	-0-	749.18	
Prepaid Taxes	5,390.62	8,289.94	
Library Trustees' Funds	4,069.16	-0-	
Library's Freeman Grant	7,384.78	3,534.78	
Municipal Planning Grant	736.52	-0-	
Recreation Committee	3,309.89	3,646.00	
Farmers' Market	63.49	63.49	
Conservation Commission	<u>2,818.42</u>	<u>1,884.29</u>	<u>18,968.59</u>
Notes Payable - Chittenden Bank			
Fire Truck	105,000.00	120,000.00	
'00 Dump Truck	9,404.00	18,808.00	
'01 Ford F350	20,000.00	30,000.00	
'01 JD 444H Loader	33,000.00	44,000.00	
Hall's Hill Repaving	-0-	<u>9,487.00</u>	<u>222,295.00</u>
<b>TOTAL LIABILITIES</b>		<u>191,176.88</u>	<u>241,263.59</u>
<b>ASSETS OVER LIABILITIES</b>		<u>298,125.98</u>	<u>242,830.46</u>
		<u>\$489,302.86</u>	<u>\$484,094.05</u>

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## TOWN OF WESTFORD DEBT SERVICE INFORMATION

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### **2000 International Dump Truck**

Note issued on December 14, 1999 in the amount of \$37,616.00. Principal payment of \$9,404.00 plus interest is due annually on December 11, 2000 thru 2003. The interest rate is renegotiated annually. The loan was paid off 12/11/03.

### **2001 Ford F350 1 Ton Truck**

Note issued November 8, 2000 in the amount of \$40,000. Principal payment of \$10,000 plus interest is due annually on Nov 4 2001 thru 2004. The interest rate is renegotiated annually. The current rate due on the 11/04 pmt is 2.2%.

### **2000 International 4800 Fire Truck**

Note issued on June 15, 2000 in the amount of \$150,000. Principal payment of \$15,000 plus interest is due annually on June 11, 2001 thru 2010. The interest rate is renegotiated annually. The current rate on the 06/04 pmt is 2.2%.

### **2000 JD 444H Loader**

Note issued on June 25, 2002 in the amount of \$44,000.00. Principal payment of \$11,000.00 plus interest is due annually on June 24, 2003-2006. The interest is renegotiated annually. The current rate due on the 6/04 pmt is 2.3 %.

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**CAPITAL FUND BALANCE SHEET**

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**June 30, 2003****ASSETS****REAL ESTATE****Land:**

Garage - 14 acres	\$ 76,500.00
Town Office & Library - 3.6 acres	50,400.00
Knights of Pythias & Old Garage Site - 1.3 acres	32,300.00
Fiege Lot (Milton Rd.) - 31.9 acres	87,000.00
Martel Lot (Milton Rd.) - 14.9 acres	69,000.00
Martel Lot (Landlocked) - 40 acres	28,100.00
Cloverdale Lot - .34 acre	10,900.00
Old Dump Site (Huntley Rd.) - 1 acre	17,500.00
Jackson Lot (Brookside Rd) - 20.3 acres	70,300.00
Berthiaume Lot (Route 15) - .06 acre	4,900.00

**Buildings:**

Town Office	92,400.00
Library	86,300.00
Town Common Pavilion	73,848.00
Covered Bridge	357,000.00
Town Garage including Fire Dept.	<u>\$ 102,700.00</u>

**TOTAL ASSETS****\$1,159,148.00****LIABILITIES****NONE****-0-****EXCESS OF ASSETS OVER LIABILITIES****\$1,159,148.00**

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## DELINQUENT TAX COLLECTOR

**DECEMBER 31, 2003**

Tax Year	Begin Tax Amount	Tax Collected	Corrected or Abated	Tax Uncollected
1997-98	382.66	0.00	0.00	382.66
1998-99	1,141.22	0.00	0.00	1,141.22
1999-00	1,214.50	0.00	0.00	1,214.50
2000-01	1,354.22	0.00	0.00	1,354.22
2001-02	38,579.02	37,127.86	0.00	1,451.16
2002-03	94,994.97	73,444.22	0.00	21,550.75
<b>Total</b>	<u>137,666.59</u>	<u>110,572.08</u>	<u>0.00</u>	<u>27,094.51</u>

### Comparison of Year End Delinquent Taxes

Year End	Begin Amount	Collected	Corrected or Abated	Uncollected
12/31/99	155,973.44	107,800.60	109.39	48,063.45
12/31/00	163,580.66	99,668.23	897.66	63,014.77
12/31/01	192,281.54	137,673.34	13,687.16	40,921.04
12/31/02	162,682.07	118,044.81	1,965.64	42,671.62
12/31/03	137,666.59	110,572.08	0.00	27,094.51

A total of \$27,094.51 remains uncollected as of early January 2004, which is lower than in previous years. Of that amount, \$21,550.75 is for the tax year 2002-03. The remaining \$5,543.76 is for tax years 1997-98 through 2001-02 and is attributed to abandoned property at the former Rolling Acres Trailer Park.

Respectfully, Marge McIntosh, Delinquent Tax Collector

**TOWN OF WESTFORD 2004-05 CAPITAL BUDGET**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>ROADS</b>					
Ford F350 1'T	0	13,000	13,000	13,000	0
01 Loader	11,000	0	0	0	0
Replace '90 Dump Tk (03-04)	20,000	20,000	20,000	20,000	0
Excavator (05-06)	0	15,000	15,000	15,000	15,000
Reserve for Equipment	35,000	20,000	30,000	30,000	30,000
Guard Rails	4,000	4,000	4,000	4,000	4,000
Repaving Milton Westford Rd (Net) (06-07)	0	10,000	0	0	0
Reserve Woods Hollow Bridge	10,000	0	0	0	0
Replace Grader - Purchase 07-08 @ 130M	0	0	0	12,000	12,000
Replace 96 DumpTk (08-09) @ 120M	0	0	0	0	20,000
<b>Subtotals</b>	<b>80,000</b>	<b>82,000</b>	<b>82,000</b>	<b>94,000</b>	<b>81,000</b>
<b>FIRE DEPT</b>					
Pumper ('99-00')	15,000	15,000	15,000	15,000	15,000
<b>GEN GOVT</b>					
Office Equipment	1,000	1,000	1,000	1,000	16,000
Binding Records	2,500	2,500	2,500	2,500	2,500
<b>Subtotals</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>18,500</b>
<b>MUNICIPAL BLDG IMPROVEMENTS</b>					
Office/Vault Space	15,000	15,000	15,000	15,000	15,000
Garage	0	15,000	15,000	0	0
Library	0	0	0	0	0
<b>Subtotals</b>	<b>15,000</b>	<b>30,000</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL OF CAPITAL PROJECTS &amp; DEBT SERVICE</b>	<b>113,500</b>	<b>130,500</b>	<b>130,500</b>	<b>127,500</b>	<b>129,500</b>

**TREASURER'S REPORT - CEMETERY FUNDS****YEAR ENDING JUNE 30, 2003****CASH ON HAND - July 1, 2002**

Cemetery Commissioners Checking	\$ 190.03	
Cemetery Comm. Perpetual Fund	100.77	
Cemetery Comm. Perpetual Fund CD	1,943.35	
Alger Fund	311.23	
Cloverdale Cem Memorial Fund	368.47	
Irish Lot Fund	628.51	
Phillips Lot CD	559.29	
Osgood Hill Cemetery Savings	216.07	
Osgood Hill Cemetery CD	8,669.00	
James Grow Fund CD	<u>4,740.66</u>	
<b>TOTAL CASH ON HAND</b>		<b>\$17,727.38</b>

**RECEIPTS**

Interest Earned		
Cemetery Comm. Perpetual Fund	\$ 1.13	
Cemetery Comm. Perpetual Fund CD	41.69	
Alger Fund	1.85	
Cloverdale Cem Memorial Fund	1.75	
Irish Lot CD - Plains	13.57	
Phillips Lot CD - Plains	12.07	
Osgood Hill Cemetery Savings	3.96	
Osgood Hill Cemetery CD	176.56	
James Grow Fund CD	96.91	
Town Budget	<u>2,900.00</u>	
<b>TOTAL RECEIPTS</b>		<b>3,249.49</b>

**EXPENSES**

Mowing Cemeteries	\$2,500.00	
Stone Cleaning/Repairs	600.00	
Fencing	290.60	
Grave Opening	90.00	
Signs & Flags	<u>29.87</u>	
<b>TOTAL EXPENSES</b>		<b><u>3,510.47</u></b>

**GRAND TOTAL****\$17,466.40**

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**CASH ON HAND - June 30, 2003**

Cemetery Commissioners Checking	\$ 44.79	
Cemetery Comm. Perpetual Fund	301.90	
Cemetery Comm. Perpetual Fund CD	1,904.60	
Alger Fund	313.08	
Cloverdale Cem Memorial Fund	270.22	
Irish Lot CD - Plains	642.08	
Phillips Lot CD - Plains	571.36	
Osgood Hill Cemetery Savings	687.62	
Osgood Hill Cemetery CD	8,219.85	
James Grow Fund CD	<u>4,510.90</u>	
<b>TOTAL CASH ON HAND</b>		<u><u>\$17,466.40</u></u>

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## SCHOOL BOARD BUDGET REPORT

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Last year the Westford community “bit the bullet” and approved a budget that increased by 8.78%. It was a tough year largely due to an unexpected jump in high school enrollment. We continue to be proud to live in a community that is so supportive of the education of its children.

This year our high school enrollment is projected to decline by 21 students and our elementary enrollment is projected to decrease by just one student. With this in mind, the board gave the following guidance to the administration as they prepared a budget for our consideration:

- Maintain the high level of educational quality presently found in the district
- Maintain Program - the budget shall absorb increased costs to maintain the present programs/offerings adjusted for enrollment
- Reinstate and Prioritize - the multi-year technology plan should be reinstated and additional program modifications/additions should be prioritized and presented
- Be sensitive to the burden on taxpayers

The budget we are proposing for FY'05 shows an increase of 3.2%. This budget, to conform to a change in state law, contains the Tech (Center) block grant (\$45,054) that previously was shown as revenue in the Tech Center budget instead of the local budget. Now we are required to show this revenue and the corresponding expenditure in our local budget. When this number is netted out, the “apples to apples” budget increase is 2.1%. In the tax liability section of this report you will find that due to changes in education funding enacted by the legislature during the last session, homeowner taxes will decrease significantly.

**EXPENDITURE CHANGE HIGHLIGHTS:** (The numbers shown are not exact but have been rounded to the nearest hundred.)

**Special Education Tuition Including Outside Placements:** This item in the budget is increasing by \$48,000. We have more students accessing special programming at the high school for which we are charged the excess over what the regular tuition covers. In addition we have more students in special placements outside the school district for which we must pay tuition costs. All of these decisions are governed by the students' IEPs (Individual Education Plans required by special education law).

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**Employee Benefit Costs:** These costs are projected to increase by \$26,500. The major driver is the cost of the health insurance program, which is increasing by 9.75%. This number may change when a contract is settled with the teaching staff.

**IT Equipment and Maintenance:** Last year we suspended the implementation of our multi-year technology plan because high school tuition was putting so much upward pressure on the budget. This year we propose to resume the plan for upgrading equipment and providing ongoing maintenance. The cost is \$18,800.

**Library Support:** The plan to use the receptionist to staff the library has not worked as we had hoped. Consequently the library is only open three days a week and during those hours the librarian is meeting with individual classes for their library time. There is a real need, particularly for upper grade students, to have access to the library every day for the purpose of research and information gathering. We propose to spend \$14,400 to staff the library with an aide on the other two days of the week to keep the library accessible and to do clerical work. (The reason this cost appears to be very high is because it includes benefits.)

**Remedial Reading:** The most disturbing results on student assessments are those that show our students on free and reduced lunch performing well below their peers. This budget funds an additional day for the remedial reading teacher to address the needs of these students. The cost of this proposal is \$14,300.

**Property Service and Maintenance:** There are two major increases in this category. One is a \$6,000 increase in the cost of liability insurance. This is a trend both across the state and nationally. The Vt. School Boards Insurance Trust is presently doing research to find out whether it is feasible for them to offer a product that will keep these prices more stable over time.

The second is caused by the need to remove and replace our hot water tank and to install isolation valves and a re-circulating pump. This tank is 37 years old and will not pass another inspection.

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**High School Tuition:** Despite the projected increases in each high school's tuition, the dramatic decline in the number of students (-21) will cause this budget item to decrease by \$150,000.

**Technical Center Assessment:** As I mentioned before, we must now include the Tech Block Grant in our expenditures (\$45,000). On the other hand the number of students availing themselves of tech ed is causing a decrease of \$15,200 in the assessment for costs above the level of block grant and state support.

**Other Information:** We are still in the process of negotiating a teachers' contract for the present and hopefully future years. The two sides have presented their cases to a fact finder and we hope to have his report back at the end of February.

### **REVENUE HIGHLIGHTS:**

**Fund Balance:** Again this year we will have a \$90,000 carry forward balance that will be used to support the budget.

**Medicaid Distribution:** We are projected to see a \$2,200 decrease in these revenues.

**Equalized Pupil Count:** Our equalized pupil count will decrease by 1.75% down to 407.45.

**Block Grant per Equalized Pupil:** The changes made to educational funding in Act 68 increased the block grant from \$5,651 to \$6,800.

**Homestead Property Tax Rate:** The homestead property tax rate was set at \$1.10 in Act 68. The law also requires the rate to be lowered if property tax revenues are higher than expected. This has turned out to be the case and the likely homestead rate is \$1.05. Homestead property is now defined as your house and all the surrounding land and buildings excluding those used for business purposes.

**Non-Homestead Property Tax Rate:** All non-homestead property (see definition above) will now be taxed at a flat rate that is not affected by the school budget. In Act 68 this rate was set at \$1.59 but will likely be reduced in the same manner as the homestead rate and will thus be \$1.54.

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**Common Level of Appraisal:** Because our property has just been revalued and because the state looks at two years of sales when it does its calculations, our common level of appraisal is up from 71.70% to 106.84%. This will cause our actual tax rate to be lower than the one calculated by the funding formula.

**Base Rate for Those Paying on the Basis of Income:** The base rate is 2% in Act 68 but is expected to be lowered to 1.9% for the same reason the property tax rates will decrease.

**How Does the New Funding Law Work:** Under the new funding law, each equalized pupil is funding at \$6,800 for the base homestead property tax rate or the base income rate. For each percent that the districts' per pupil spending is above the \$6,800, the rates increase by 1%. The proposed budget represents spending that is 33.015% above the block grant level. The tax rates summarized below are calculated based on this percent.

In addition to the change in the non-homestead property tax to a flat rate, there are some changes in the way taxes are calculated for those paying on the basis of income. The income rate will still apply to just your house and two acres. In addition there is a \$10 per acre tax credit up to 5 acres. Acreage beyond the two acres will be taxed at the homestead property tax rate.

**Tax Liability:** The following charts show tax liability for various types of payers. Since the changes in tax rates from \$1.10 to \$1.05, \$1.59 to \$1.54, and 2% to 1.9% have not passed the legislature as of this writing, I have included both possible scenarios.

Income based tax liability:	<u>Base @ 2%</u>	<u>Base @ 1.9%</u>
FY 05 % of income	2.66%	2.53%
FY 04 % of income	3.33%	3.33%
Change	-.67%	-.80%

Example: Using a \$50,000 income

FY 05 tax	\$1,330	\$1,265
FY 04 tax	\$1,665	\$1,665
\$ change	(\$335)	(\$400)

Thus under the most likely scenario a person paying based on a \$50,000 income will pay \$400 LESS than last year.

Homestead property tax rate:	<u>Base rate \$1.10</u>	<u>Base rate \$1.05</u>
FY 05 estimated rate	\$1.463	\$1.397
Adjusted for CLA	\$1.369	\$1.308
This year's rate	\$1.52	\$1.52
Change in rate	-\$0.151	-\$0.212
% decrease	-9.93%	-13.95%
Impact per \$100,000 of assessed value (\$151)		(\$212)

Thus for those paying based on property the most likely scenario is a decrease of \$212 for each \$100,000 of homestead property value.

We have tried to prepare a budget that will meet the educational needs of our students while preserving the tax cuts promised by Act 68. We greatly appreciate your past support of school budgets and hope that you will be able to support this one as well.

Martha Heath

Peggy Bouffard

Andre Roy

Jennifer Townsend

Steve Zeppi

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## PRINCIPAL'S REPORT

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The huge amounts of snow in December and the bitter cold that followed in January have been challenging conditions for all of us. I watched two seventh grade boys raise the flags this morning and could barely see their heads over the huge banks of snow. As I tune in each morning to check school closings, I think back on a time when our school would need to close more frequently due to several maintenance issues. At this point in time, we continue to be most fortunate to have Gerald Shepard, now in his fourth year, as our Director of Maintenance. He was in Sunday night at 9:00 responding to heating issues, and often begins his day at 3:30 in the morning to clear snow for our safe arrival. His continuous maintenance of pumps and motors and all the things that we often take for granted has resulted in extended use of expensive equipment. This year he is recommending the replacement of our hot water storage tank, along with isolation valves and a re-circulating pump. This tank is one of the original fixtures and now about thirty-seven years old. They made things to last in those days, but now its time has come. Our school building is in very good condition and used frequently, especially the gym during the winter months. We appreciate the respect the community shows for the facility by helping to clean up after events, turning lights off, and securing it before they leave. This facility is for everyone and thus ultimately everyone's responsibility.

Beyond having a safe, clean and warm place for instruction, we have several school improvement goals identified in our 2003-2004 School Action Plan. This process of school improvement requires an incredible amount of commitment and dedication. Once again, this is ultimately everyone's responsibility. At the core of our improvement efforts is a dedicated team of teachers and staff who continue to develop and polish their own skills. The relationship between a child and his or her highly qualified teacher remains the single most significant factor for a child's success in school. This is the fourth year of our teacher evaluation and supervision model. Every teacher participates in one of four components in this model every year. This year I am evaluating the most experienced teachers on staff. It is an absolute honor to work with such highly skilled teachers who possess such a vast repertoire of strategies

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and a depth of knowledge that when melded together engages even our most reluctant learners.

We work together to ensure that all students regardless of their eligibility for categorical programs, achieve basic skills, meet Vermont Standards, and experience success in the general education environment. This requires continuous training for the staff. We continue to create learning environments using new strategies and skills in classroom behavior management. This year, we are working closely with Baird Consultants on issues such as childhood depression and anxiety, anger and frustration management, and classroom strategies for students with ADHD. We have a diversified learning population that requires us to be skillful with a well-developed continuum of support. Our children are experiencing the stress of economic conditions, the fear of terrorist attacks and the realities of our country at war on several fronts. Just last week, the Twin Towers were being constructed in Kindergarten in the Block Center. There are still many questions. We continue to work diligently at providing a safe and nurturing school environment so students can attend to the task of learning.

Every teacher is expected to develop a literacy goal, along with a goal connected to the School Action Plan. At the end of second grade, we administer the Developmental Reading Assessment to determine each child's reading progress. We are committed to ensuring reading success for all children and this requires additional resources and time. This year we are asking for an increase in time for our remedial reading instructor. We know a handful of students, statistically about 15%, that struggle each year to accomplish this goal. They need more time and support.

Due to budget cuts in the past, we reduced our librarian's time with hope that our receptionist and planning room personnel could cover the huge amount of clerical work in this area. This approach has not been successful due to the demands of each of these other positions. Consequently, we are requesting the addition of a library assistant two days a week to keep the library open and available as a resource for students and teachers, and to also manage the quantity of clerical need. This person currently serves as a remedial reading assistant and knows many of the children and their reading abilities. The per-

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son is a full-time employee this year working two days a week with students with special needs. One of our special education teachers resigned at the end of the school year last year, and we could not find a suitable replacement. Consequently, we increased the time of this assistant and hired two and a half instructional tutors. We plan to hire a special education teacher for next school year and return to our previous service delivery model.

Our assessment results this year showed 86% of our Eighth Grade students performing at or above the standard in math skills, along with steady growth in math concepts and problem solving. Out of thirty-three students in Eighth Grade, twenty-one are taking Algebra this year. Our fourth graders also showed improvements in math concepts and problem solving, as you will see in the Superintendent's Report. We have now fully implemented the Everyday Math Program and found it needs more time than we have available in the schedule. We have increased our time for math instruction from 42 minutes to one hour. The program requires ninety minutes daily, so we will continue to search for this time while maintaining time for all other requirements. There is a lot of academic pressure for children and schools. I am very pleased with our steady progress. I remain concerned about the intensity of the rigor. There is a crucial balance between high expectations and performance and the social curriculum and service learning. It is important to be a good reader, communicator, mathematician and problem solver. It is equally important to be a good friend, helpful neighbor and involved community member. The tension is the time to do it all and do it well!

Currently we have 279 actual students attending Westford Pre-K – Grade 8 School, with sixteen of those students at the preschool level. Our class size average is 17 at the elementary level and 23 at the middle school level. We have a seven-hour school day beginning at 8:00 a.m. and ending at 3:00 p.m., yet we still struggle to do all that is required within that time frame. Our hallways are full of prominent colorful displays of student artwork and projects. There is a strong sense of pride in individual and school accomplishments. We are a member of the Foundation for Excellent Schools, and work in partnership with college mentors from St. Michaels. We are strongly

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supported by our parent teacher group named H.O.P.E. (Heart of Public Education) now in their second year as an organization. We have plans to establish a memorial garden surrounding our playground area that is now three years old. Time has an interesting way of slipping by so quickly.

Your enduring support continues to make a difference for individual learners and our community of learners. Please feel welcome to visit our school and let me know if you have time to volunteer. We have plenty of needs and would welcome your involvement.

Respectfully submitted,  
Judith Prince

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## SUPERINTENDENT'S REPORT

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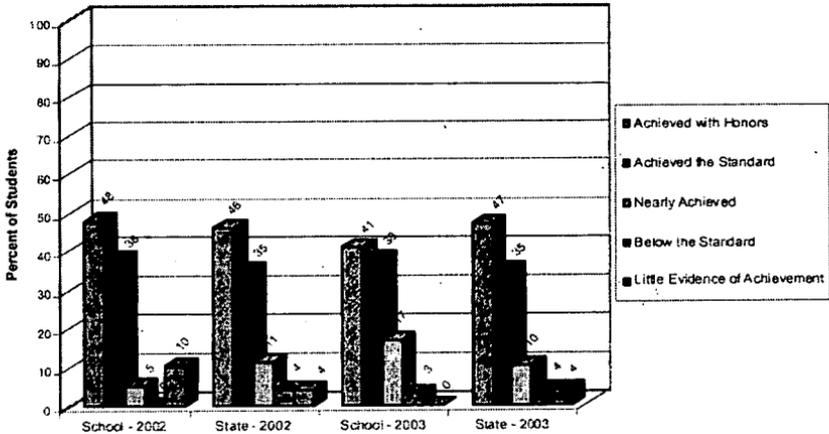
Each year, we make greater progress in deepening our understanding of just how important our assessment results are in both gauging our children's learning progress and setting goals for continuous improvement. The information we receive from state standards-based tests, along with the results of national norm- reference tests, provide the community with a snapshot of the landscape of learning for Westford's children.

The 2003 comprehensive assessment results clearly indicate that Westford's students continue to progress and demonstrate growth in achievement in several critical areas of math and language arts. In areas where growth may have slowed, the school's action plan addresses steps to promote school improvement that should yield both short and long term positive results.

As early as grade two, students are assessed in the critical area of reading. The Developmental Reading Assessment (DRA) is a state, standards-based assessment that measures a child's ability to accurately read and retell a chosen passage of text. The child's classroom teacher administers the test individually and the scoring results are compiled and reported to the state. The following graph indicates that 82% of Westford's second graders have either met or exceeded the Vermont Standards in Reading assessed by this test.

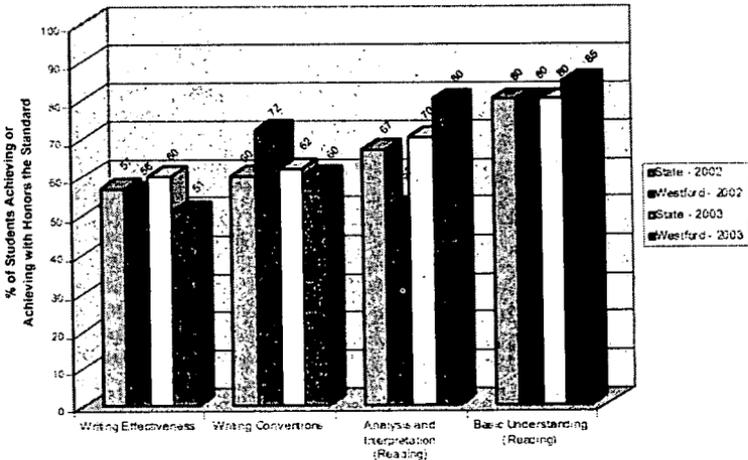
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Grade 2 – Developmental Reading Assessment

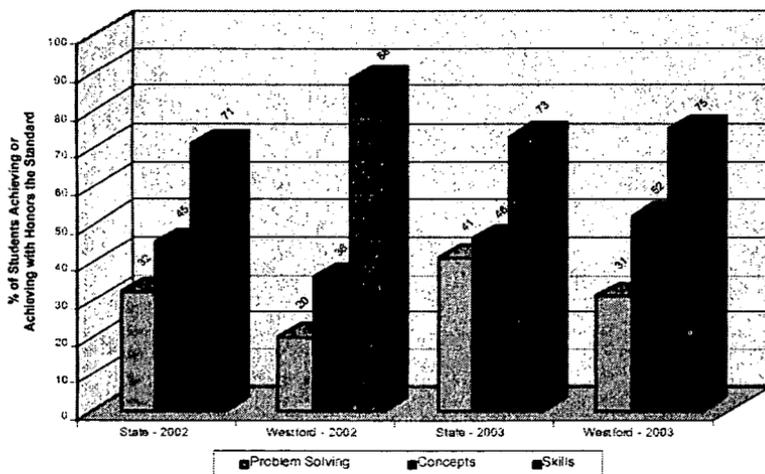


The students are given a state assessment again in fourth grade. The New Standards Reference Exam (NSRE) in English Language Arts assesses both students’ reading and writing abilities. Performance is measured against standards for basic understanding of text, analysis and interpretation of text, writing effectiveness, and writing conventions. During the same testing window in the spring, students in grade 4 take the New Standards Reference Exam (NSRE) in mathematics. This test measures students’ basic math skills, understanding of math concepts, and problem solving abilities.

Grade 4 – New Standards Reference Exam – Language Arts

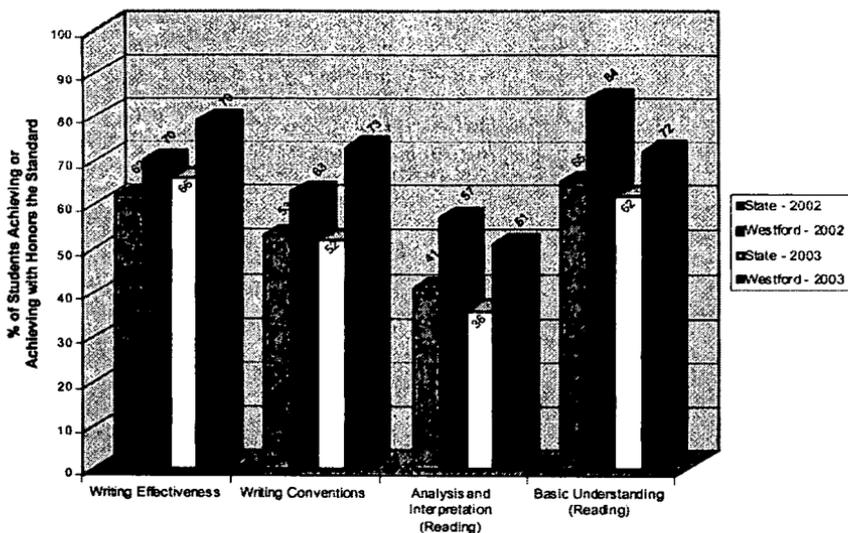


## Grade 4 – New Standards Reference Exam – Mathematics

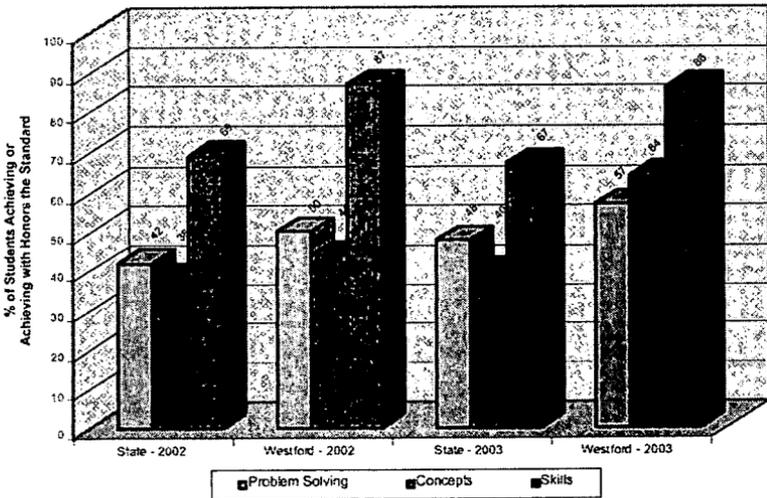


NSRE English language arts and math assessments are administered to students again in the 8th grade. This year's results indicate that Westford's students are making greater progress in some areas than others. As noted earlier, year-to-year inconsistencies in performance are carefully addressed in the school's annual action plan.

## Grade 8 – New Standards Reference Exam – Language Arts

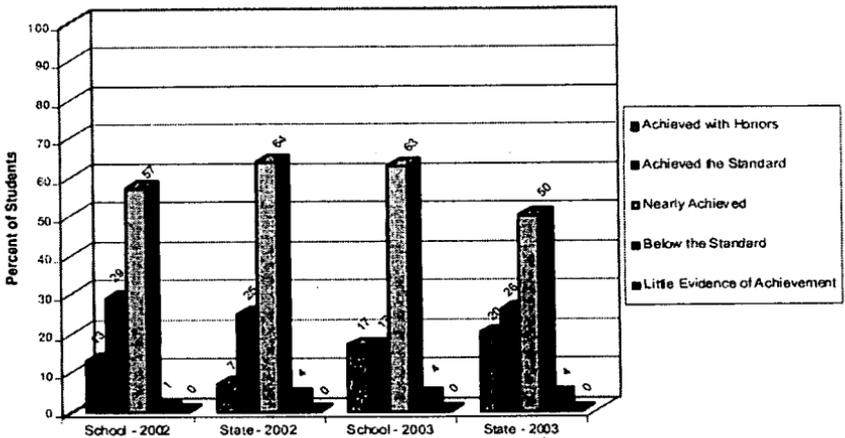


Grade 8 – New Standards Reference Exam – Math



The Vermont-PASS (Partnership for the Assessment of Standards-based Science) science assessment is administered to all 5th graders. The assessment measures student achievement in science literacy as defined by both national and state science standards.

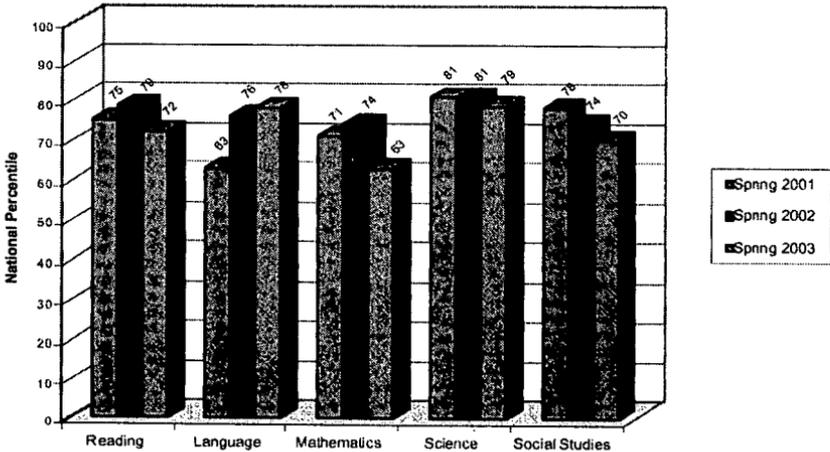
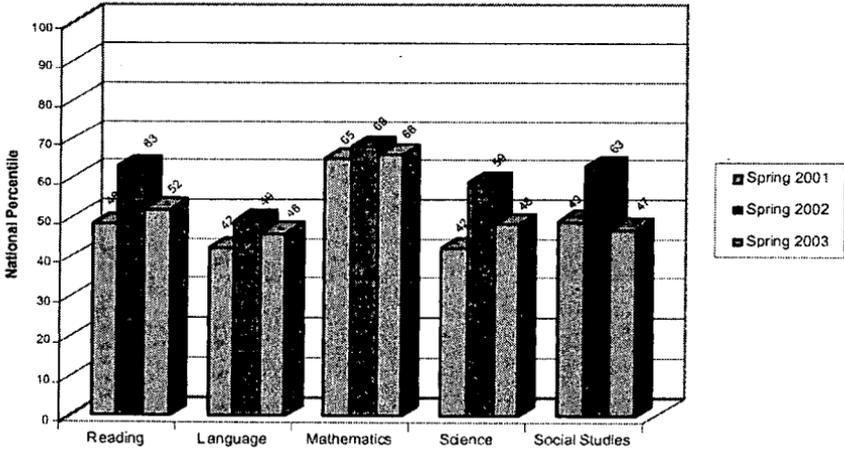
Grade 5 – Vermont PASS



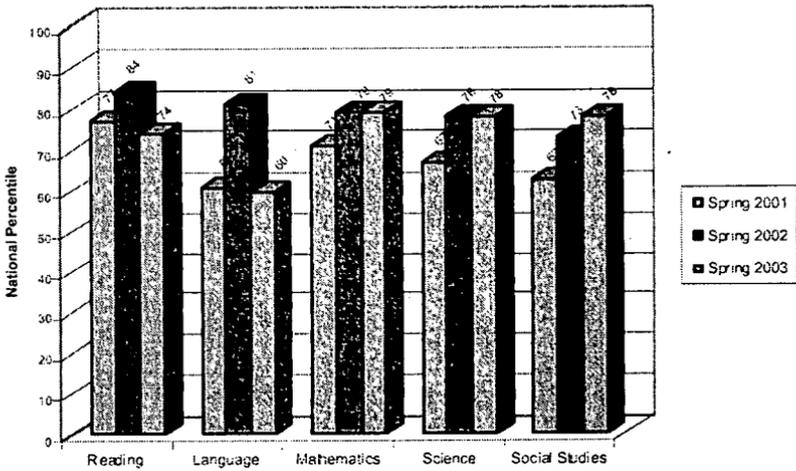
The Terra Nova is a norm-referenced test. In a norm-referenced test, general achievement in several subject areas is measured in such a way that it can be compared with the general achievement of other

students. On the Terra Nova, students respond in a variety of ways to questions in math, language arts, science, and social studies. The Terra Nova is given in grades 3, 5, and 7. The following graph shows Westford's results over a three-year period.

Grade 3 – Terra Nova  
Grade 5 – Terra Nova



## Grade 7 – Terra Nova



At the high school, one of the main indicators of success are the Scholastic Aptitude Test results used by students for admission to college. Most Westford students attend Essex High School. You will note that these scores are substantially higher than either state or national averages.

	EHS Verbal	EHS Math	VT Verbal	VT Math	National Verbal	National Math
2000-2001	536	539	511	506	506	514
2001-2002	540	547	512	510	504	516
2002-2003	540	546	515	512	507	519

The continued support of the Westford community for our children's education is an essential piece of the rich picture of learning here at Westford Elementary School. The establishment of high standards and the continual journey toward academic excellence continue to be the hallmarks of our partnership together. Thank you to each and every community member for making education a priority.

Dr. Steve D. Sanborn

## WESTFORD SCHOOL PERSONNEL: 2003-2004

(\* = Partially or funded by specific state or federal funds)

### Central Office Staff

(Shared with Essex Junction and Essex Union High School District #46)

Superintendent/CIO (Westford & Essex Junction)	Stephen Sanborn
CEO/Superintendent (Essex UHS #46 and CCSU)	Michael Deweese
Business Manager	Roger Derby
CIO/Director of Pupil/Personnel Services	JoAn Canning
Human Resource Director	Deb Robbins
Accounting Supervisor	Kathy Barron
Chief of Operations	Brian Donahue
Budget & Fiscal Officer	Mark Bouvier
Curriculum Coordinator	Linda Keating
Legal Support	Paul O'Brian

### Principal

Judith Prince

### Classroom Teaching Staff

<u>Position</u>	<u>Name</u>	<u>Full or Part-Time</u>
Kindergarten	Cindy Friel	Part-time
Kindergarten	Margo McCray	Full-time
Grade 1	Marcia Connor	Full-time
Grade 1/2	Mary Berney Skutel	Full-time
Grade 2	Gail Piotrowski	Full-time
Grade 3/4	Kathie Pingree	Full-time
Grade 3/4	Diane Siegriest	Full-time
Grade 3/4	Jill St. George	Full-time
Grade 5/6 Math & Science	Kurt Sherman	Full-time
Grade 5/6 Reading & Language Arts	Charles Tymon	Full-time
Grade 5/6 Language Arts, Technology, Social Studies	Lorretta Grant	Full-time
Grade 7/8 French	Beth Martell	Part-time
Grade 7/8 Language Arts	David Goss	Full-time
Grade 7/8 Math & Science	Lee Lichtenstein	Full-time
Grade 7/8 Math & History	Bruce O'Leary	Full-time
Art	Sally Ziegler	Part-time

**Other Teaching Staff**

Chapter 1 Math*	Donna Maguire	Part-time
Chapter 1 Reading*	Paula Costello	Part-time
Early Essential Education*	Genevieve Paul	Full-time
Guidance Counselor K-4	Gregory Martin	Full-time
Librarian	Sandra Bochanski	Part-time
Music	Hilary Nelson	Full-time
Nurse/Health Coordinator*	Deborah Travis, APRN	Full-time
Physical Education	Keith Wakefield	Full-time
Special Education*	Barbara Barnier	Full-time
Speech Pathologist	Cynthia Capossela	Full-time
School Psychologist	Allison Terry	Part-time
Social Worker	Kerry McCracken	Full-time

**Support Staff**

<u>Position</u>	<u>Name</u>	<u>Days/ Week</u>	<u>Hours/ Week</u>	<u>Weeks/ Year</u>
Head of Maintenance	Gerald Shepard, Jr.	5	40	52
Custodians	Richard Muir	5	40	52
	Kimberlee Phillips	5	40	52
	Sandra Keener	5	20	36
Chapter 1/Spec. Ed Asst.*	Theresa Martin	5	33	36
Planning Room & Library	Mary Claire Eyler	5	33	36
	Phyllis Forsey	5	33	36
	Jeannette Wills	5	33	36
	Jodi Parrott	5	33	36
	Thad Krueger	5	33	36
Spec. Ed Mstr. Tutors	Jill Cramer	5	33	36
	Linda Frank	5	33	36
	Michelle Tolosky	3	21	36
Micro-Computer Spec.	Donald Kenney	5	20	52
Staff Assistant	Pauline Perry	5	40	52
Administrative Secretary	Merilyn Weston	5	35	36

**Hot Lunch Staff** Caterer: The Abbey Group  
 Lunch Coordinator/Cook: Cheryle Slayton  
 Lunch Assistants: Melissa Wells & Kimberlee Phillips

**TOWN OF WESTFORD SCHOOL DISTRICT  
TREASURER'S REPORT  
FOR FISCAL YEAR JULY 1, 2002 - JUNE 30, 2003**

**BALANCE ON HAND JULY 1, 2002**

Checking Account	\$	-0-	
Managed Balance Account		<u>165,110.76</u>	
<b>TOTAL</b>			<b>\$ 165,110.76</b>

**RECEIPTS:**

Taxes: Real Estate & Personal Prop.	\$1,826,465.00	
State Aid to Education	1,552,159.00	
Special ED -	131,814.00	
Expenditures Reimbursement		
Mainstream Block Grant	120,274.00	
Abby Group	61,707.48	
Federal & Vt Food Programs	17,531.03	
State Placed Students	50,783.00	
Title II/A, VI, V, & EEI Grants	27,631.57	
IDEA-B	24,232.91	
Essential Early Education	18,419.00	
Prior Year Accounts Receivable	8,981.89	
Tuition Refunds	6,703.63	
Interest Earned	4,514.74	
Migrant Ed, Tobacco	2,052.00	
& Welcome Baby Grants		
Playground Fund	324.15	
Line of Credit	200,000.00	
Capital Improvement Loan	<u>68,754.00</u>	
<b>Total Receipts</b>		<b>4,122,347.40</b>

**DISBURSEMENTS:**

## Vendors Paid:

July 2002	\$ 24,832.12
August 2002	184,777.45
September 2002	62,529.45
October 2002	224,856.31
November 2002	512,664.80
December 2002	95,617.43
January 2003	173,284.06
February 2003	215,697.23
March 2003	533,286.98
April 2003	75,457.52

May 2003	92,638.27	
June 2003	123,285.33	
Payroll:		
July 2002	20,295.64	
August 2002	118,706.94	
September 2002	120,362.86	
October 2002	122,285.48	
November 2002	118,087.26	
December 2002	118,580.30	
January 2003	176,153.53	
February 2003	122,848.64	
March 2003	115,968.16	
April 2003	122,763.01	
May 2003	117,343.06	
June 2003	279,103.81	
Line of Credit Payment	200,000.00	
Bond Payment	50,000.00	
Interest Payments	31,571.33	
COBRA Reimbursements	( 1,397.00)	
Refunds, Reimbursements & Miscellaneous	( 2,823.69)	
<b>Total Disbursements</b>		<b><u>4,148,776.28</u></b>
<b>TOTAL</b>		<b><u>\$ 138,681.88</u></b>
<b>BALANCE ON HAND JUNE 30, 2003</b>		
Checking Account	-0-	
Managed Balance Account	138,681.88	
<b>TOTAL</b>		<b><u>\$ 138,681.88</u></b>

## WESTFORD SCHOOL DISTRICT BUDGET REPORT

REVENUES	FY 02	FY 03	FY 04	FY 05
	Actual Revenues	Actual Revenues	Budget Revenues	Proposed Revenue
Fund Balance CY Appropriations Revenue	\$95,000	\$34,000	\$90,000	\$90,000
Local Education Property Taxes	\$607,009	\$643,437	\$835,707	\$0
Interest Earnings	\$8,060	\$4,515	\$7,500	\$4,500
Building Rental	\$0	\$220	\$0	\$0
State Education Property Taxes	\$1,135,508	\$1,183,028	\$1,317,734	\$3,640,306
General State Aid Revenues	\$1,212,525	\$1,148,848	\$1,049,434	\$0
Education Fund - Local Share	\$368,821	\$338,032	\$352,806	\$0
State Aid Transportation	\$63,683	\$64,573	\$62,126	\$67,200
Debt Service Hold Harmless Aid	\$585	\$1,489	\$0	\$0
Special Ed Mainstream Block Grant	\$117,087	\$120,274	\$113,137	\$118,489
Special Ed Reimbursement	\$164,292	\$130,130	\$215,000	\$233,185
EEE - Essential Early Education	\$19,919	\$18,419	\$17,279	\$16,833
Care & Custody - State Placed Students	\$43,203	\$51,169	\$45,000	\$48,000
EEI - Early Learning Initiative	\$17,093	\$26,999	\$27,000	\$27,000
Technical Center Block Grant	\$0	\$0	\$0	\$45,054
IDEA-B	\$15,558	\$33,202	\$34,600	\$34,600
Title IV - Safe & Drug Free Schools	\$2,586	\$2,100	\$2,600	\$1,700
Title I	\$31,542	\$22,518	\$16,030	\$0
Title V - Innovative Ed Programs	\$3,100	\$3,100	\$3,100	\$3,100
Title VI - CSR Grant	\$22,737	\$0	\$0	\$0
Medicaid Reimbursement	\$30,000	\$15,331	\$19,722	\$17,540
Title II - Part A: Teacher Quality	\$0	\$18,498	\$20,000	\$20,000
PY Transportation Aid Reconciliation	\$315	(\$783)	\$0	\$0
Impact Fees Revenues	\$25,000	\$0	\$5,000	\$0
Prior Year Revenues	\$9,903	\$267	\$0	\$0
<b>REVENUE Total</b>	<b>\$3,993,525</b>	<b>\$3,859,367</b>	<b>\$4,233,775</b>	<b>\$4,367,507</b>

EXPENSES	FY 02 Actual Expenses	FY 03 Actual Expenses	FY 04 Approved Budget	FY 05 Proposed Budget
<b>DISTRICT WIDE</b>				
110 Certified Staff Salaries	\$1,210,114	\$1,168,351	\$1,203,334	\$1,262,911
111 Support Staff Salaries	\$211,744	\$231,939	\$266,745	\$266,857
112 Extra Curricular Activity Stipends	\$12,072	\$9,904	\$13,358	\$13,281
113 Certified Staff Retirement	\$0	\$0	\$0	\$8,830
114 Certified Staff Extra Duty Stipends	\$2,554	\$5,384	\$4,000	\$3,812
115 Tutoring Staff Salaries	\$9,319	\$1,212	\$4,500	\$4,455
120 Substitute Salaries	\$17,726	\$19,987	\$17,650	\$18,784
130 Salaries for Overtime	\$13,963	\$16,256	\$6,999	\$15,334
210 Health Benefits	\$242,792	\$229,923	\$316,233	\$331,729
211 Health Inoculations	\$9	\$196	\$800	\$500
220 Social Security (FICA)	\$112,242	\$109,346	\$116,937	\$121,961
230 Group Life Insurance	\$2,807	\$2,914	\$3,618	\$3,585
240 Retirement Contributions	\$10,202	\$11,277	\$12,350	\$16,384
250 Worker's Compensation	\$5,599	\$8,041	\$8,500	\$11,600
260 Unemployment Compensation	\$2,549	\$4,284	\$2,950	\$5,200
270 Tuition Reimbursement	\$9,588	\$8,324	\$12,000	\$11,000
280 Dental Insurance Premiums	\$27,212	\$31,652	\$37,838	\$35,777
930 Fund Transfers	\$28,590	\$0	\$0	\$0
990 Prior Year Adjustments	(\$4,552)	(\$8,866)	\$0	\$0
<b>DISTRICT WIDE Total</b>	<b>\$1,914,530</b>	<b>\$1,850,124</b>	<b>\$2,027,812</b>	<b>\$2,132,000</b>

EXPENSES	FY 02 Actual Expenses	FY 03 Actual Expenses	FY 04 Approved Budget	FY 05 Proposed Budget
<b>DIRECT INSTRUCTION</b>				
320 Professional - Education Services	\$3,325	\$1,221	\$3,800	\$3,830
580 Travel and Conference Expense	\$243	\$863	\$600	\$625
610 General Supplies	\$19,072	\$18,630	\$19,428	\$20,236
619 Testing Materials	\$2,900	\$2,438	\$3,289	\$3,400
641 Books Expense	\$17,352	\$5,077	\$7,400	\$7,675
642 Periodicals Expense	\$555	\$776	\$1,000	\$1,050
650 Audiovisual Materials	\$800	\$697	\$500	\$525
670 Computer Software	\$1,449	\$531	\$100	\$100
735 Purchase of Equipment	\$4,553	\$5,449	\$4,000	\$4,200
812 Student Special Programs	\$0	\$0	\$2,415	\$2,500
899 Discretionary Funds	\$1,920	\$1,544	\$1,800	\$1,800
<b>DIRECT INSTRUCTION Total</b>	<b>\$52,169</b>	<b>\$37,226</b>	<b>\$44,332</b>	<b>\$45,941</b>
<b>INSTRUCTION - TUITION</b>				
561 Tuition to Vermont				
School Systems	\$1,014,025	\$1,034,475	\$1,215,333	\$1,065,321
564 Tuition to Other Vermont				
School Systems	\$22,041	\$7,757	\$32,579	\$58,800
566 Tuition to Private Schools	\$0	\$27,150	\$0	\$0
569 Tuition to Area Vocational/ Tech. Centers	\$67,355	\$57,329	\$53,298	\$83,182
<b>INSTRUCTION — TUITION Total</b>	<b>\$1,103,421</b>	<b>\$1,126,711</b>	<b>\$1,301,210</b>	<b>\$1,207,303</b>

EXPENSES	FY 02 Actual Expenses	FY 03 Actual Expenses	FY 04 Approved Budget	FY 05 Proposed Budget
<b>SPECIAL EDUCATION</b>				
330 Other Professional Services	\$37,535	\$36,453	\$53,350	\$57,980
531 Telephone Expense	\$229	\$228	\$350	\$350
532 Postage Expense	\$304	\$65	\$373	\$373
540 Advertising Expense	\$0	\$130	\$400	\$400
561 Tuition to Vermont School Systems	\$156,901	\$157,357	\$220,590	\$268,766
580 Travel and Conference Expense	\$1,333	\$401	\$3,000	\$3,000
610 General Supplies	\$2,839	\$2,786	\$2,200	\$3,000
619 Testing Materials	\$1,427	\$1,329	\$2,000	\$2,000
641 Books Expense	\$1,534	\$1,755	\$600	\$600
660 Manipulative Devices	\$602	\$1,683	\$1,700	\$1,700
670 Computer Software	\$705	\$118	\$1,000	\$1,000
735 Purchase of Equipment	\$2,918	\$4,022	\$2,000	\$3,000
<b>SPECIAL EDUCATION Total</b>	<b>\$206,327</b>	<b>\$206,327</b>	<b>\$287,563</b>	<b>\$342,169</b>
<b>STUDENT ACTIVITIES</b>				
610 General Supplies	\$1,929	\$1,627	\$1,929	\$2,000
812 Student Special Programs	\$2,415	\$2,020	\$0	\$0
815 Official's Fees	\$1,710	\$2,200	\$4,200	\$4,500
<b>STUDENT ACTIVITIES Total</b>	<b>\$6,054</b>	<b>\$5,847</b>	<b>\$6,129</b>	<b>\$6,500</b>
<b>GUIDANCE</b>				
580 Travel and Conference Expense	\$229	\$272	\$300	\$300
610 General Supplies	\$715	\$496	\$600	\$600
641 Books Expense	\$162	\$104	\$150	\$150
810 Dues and Fees	\$120	\$177	\$220	\$220
812 Student Special Programs	\$568	\$188	\$750	\$750
<b>GUIDANCE Total</b>	<b>\$1,794</b>	<b>\$1,237</b>	<b>\$2,020</b>	<b>\$2,020</b>

EXPENSES	FY 02	FY 03	FY 04	FY 05
	Actual Expenses	Actual Expenses	Approved Budget	Proposed Budget
<b>HEALTH</b>				
320 Professional - Education Services	\$0	\$650	\$600	\$400
435 General Maintenance	\$74	\$147	\$150	\$150
580 Travel and Conference Expense	\$955	\$0	\$800	\$600
610 General Supplies	\$3,439	\$2,602	\$2,800	\$2,300
641 Books Expense	\$95	\$92	\$95	\$95
642 Periodicals Expense	\$34	\$74	\$200	\$200
650 Audiovisual Materials	\$0	\$49	\$300	\$300
<b>HEALTH Total</b>	<b>\$4,597</b>	<b>\$3,614</b>	<b>\$4,945</b>	<b>\$4,045</b>
<b>SPEECH &amp; LANAUGAGE</b>				
532 Postage Expense	\$0	\$0	\$37	\$37
580 Travel and Conference Expense	\$0	\$0	\$1,000	\$1,000
610 General Supplies	\$0	\$256	\$500	\$1,000
641 Books Expense	\$0	\$162	\$250	\$250
660 Manipulative Devices	\$0	\$219	\$250	\$250
735 Purchase of Equipment	\$0	\$309	\$500	\$500
<b>SPEECH &amp; LANAUGAGE Total</b>	<b>\$0</b>	<b>\$946</b>	<b>\$2,537</b>	<b>\$3,037</b>
<b>LIBRARY</b>				
435 General Maintenance	\$187	\$160	\$200	\$250
532 Postage Expense	\$0	\$54	\$250	\$275
580 Travel and Conference Expense	\$0	\$215	\$250	\$275
610 General Supplies	\$586	\$595	\$600	\$750
641 Books Expense	\$3,176	\$3,002	\$3,200	\$4,000
642 Periodicals Expense	\$798	\$840	\$500	\$1,000
650 Audiovisual Materials	\$924	\$480	\$450	\$500
<b>LIBRARY Total</b>	<b>\$5,671</b>	<b>\$5,346</b>	<b>\$5,450</b>	<b>\$7,050</b>

EXPENSES	FY 02 Actual Expenses	FY 03 Actual Expenses	FY 04 Approved Budget	FY 05 Proposed Budget
<b>SCHOOL BOARD &amp; TREASURER</b>				
331 Assessment - Supervisory Union Services	\$135,070	\$123,492	\$124,828	\$121,040
360 Legal Services	\$4,218	\$7,516	\$7,500	\$7,500
370 Audit Services	\$0	\$1,641	\$0	\$0
390 Purchased Information Technology Svcs	\$0	\$0	\$0	\$10,000
390 Other Purchased Prof. & Tech. Svcs	\$1,574	\$0	\$1,750	\$1,750
395 Recording Secretary	\$439	\$128	\$750	\$750
532 Postage Expense	\$623	\$857	\$1,000	\$1,000
540 Advertising Expense	\$1,701	\$4,465	\$5,000	\$5,000
550 Printing and Binding Expense	\$156	\$85	\$200	\$200
594 School Board Expenses	\$0	\$677	\$100	\$100
610 General Supplies	\$494	\$891	\$500	\$750
642 Periodicals Expense	\$0	\$270	\$270	\$300
810 Dues and Fees	\$2,275	\$1,400	\$2,500	\$2,000
890 Miscellaneous Expense	\$118	\$66	\$0	\$0
<b>SCHOOL BOARD &amp; TREASURER Total</b>	<b>\$146,668</b>	<b>\$141,488</b>	<b>\$144,398</b>	<b>\$150,390</b>
<b>PRINCIPAL SERVICES</b>				
430 Maintenance Contracted	\$170	\$49	\$500	\$500
442 Rental of Equipment	\$11,243	\$9,194	\$11,250	\$12,500
532 Postage Expense	\$756	\$636	\$900	\$900
550 Printing and Binding Expense	\$265	\$1,007	\$2,000	\$1,500
580 Travel and Conference Expense	\$1,402	\$1,615	\$1,500	\$1,500
610 General Supplies	\$2,267	\$1,549	\$1,500	\$1,750
735 Purchase of Equipment	\$0	\$0	\$0	\$1,800
810 Dues and Fees	\$680	\$733	\$900	\$2,500
<b>PRINCIPAL SERVICES Total</b>	<b>\$16,783</b>	<b>\$14,783</b>	<b>\$18,550</b>	<b>\$22,950</b>

EXPENSES	FY 02 Actual Expenses	FY 03 Actual Expenses	FY 04 Approved Budget	FY 05 Proposed Budget
<b>MAINTENANCE &amp; OPERATIONS</b>				
330 Other Professional Services	\$26,581	\$995	\$3,180	\$7,460
432 Maintenance of Buildings	\$14,918	\$11,769	\$12,400	\$25,295
435 General Maintenance	\$286	\$266	\$515	\$515
442 Rental of Equipment	\$17,222	\$0	\$225	\$225
521 Property Insurance	\$10,732	\$11,077	\$9,000	\$15,000
531 Telephone Expense	\$7,716	\$6,878	\$8,749	\$8,899
532 Postage Expense	\$136	\$148	\$150	\$175
580 Travel and Conference Expense	\$0	\$215	\$225	\$325
610 General Supplies	\$19,100	\$7,872	\$8,500	\$8,500
622 Electricity Expense	\$36,515	\$36,857	\$36,000	\$38,500
623 Bottled Gas	\$384	\$432	\$0	\$1,200
624 Oil	\$7,496	\$10,989	\$7,500	\$8,500
628 Wood Chips	\$7,468	\$5,507	\$15,300	\$15,300
720 Building Improvements	\$13,230	\$12,312	\$5,225	\$11,605
735 Purchase of Equipment	\$4,895	\$1,188	\$1,225	\$425
<b>MAINTENANCE &amp; OPERATIONS Total</b>	<b>\$166,679</b>	<b>\$106,505</b>	<b>\$108,194</b>	<b>\$141,924</b>
<b>STUDENT TRANSPORTATION</b>	<b>\$160,816</b>	<b>\$171,950</b>	<b>\$177,050</b>	<b>\$179,804</b>
<b>INFORMATION TECHNOLOGY</b>				
435 General Maintenance	\$6,070	\$6,463	\$2,814	\$6,916
670 Computer Software	\$5,883	\$6,222	\$6,845	\$5,928
735 Purchase of Equipment	\$2,065	\$12,066	\$0	\$15,604
<b>INFORMATION TECHNOLOGY Total</b>	<b>\$14,018</b>	<b>\$24,751</b>	<b>\$9,659</b>	<b>\$28,448</b>

EXPENSES	FY 02	FY 03	FY 04	FY 05
	Actual Expenses	Actual Expenses	Approved Budget	Proposed Budget
DEBT SERVICES				
830 Short Term Interest Expense	\$33,991	\$31,571	\$30,176	\$30,176
910 Long Term Debt Principal Repayment	\$50,000	\$50,000	\$63,750	\$63,750
<b>DEBT SERVICES Total</b>	<b>\$83,991</b>	<b>\$81,571</b>	<b>\$93,926</b>	<b>\$93,926</b>
<b>Grand Total</b>	<b>\$3,883,518</b>	<b>\$3,778,426</b>	<b>\$4,233,775</b>	<b>\$4,367,507</b>

GRAND LIST INFORMATION	Year	Grand List	Tax Rate
	1993	\$ 769,513	\$1.701
	1994	\$ 788,338	\$1.655
	1995	\$ 802,453	\$1.712
	1996	\$ 784,963	\$1.752
	1997**	\$ 792,325	\$1.737
	1998	\$ 807,915	\$1.656
	1999	\$ 814,213	\$1.724
	2000	\$ 839,209	\$1.948
	2001	\$ 844,137	\$2.064
	2002	\$ 859,403	\$2.125
	2003***	\$1,422,199	\$1.5141

\*\* An additional \$65,571 was received from the State for Land Use Refund. \*\*\*Re-appraisal

EXPENSES	FY 02	FY 03	FY 04	FY 05
	Actual Expenses	Actual Expenses	Approved Budget	Proposed Budget
DISTRICT WIDE	\$1,914,530	\$1,850,124	\$2,027,812	\$2,132,000
DIRECT INSTRUCTION	\$52,169	\$37,226	\$44,332	\$45,941
INSTRUCTION - TUITION	\$1,103,421	\$1,126,711	\$1,301,210	\$1,207,303
SPECIAL EDUCATION	\$206,327	\$206,327	\$287,563	\$342,169
STUDENT ACTIVITIES	\$6,054	\$5,847	\$6,129	\$6,500
GUIDANCE	\$1,794	\$1,237	\$2,020	\$2,020
HEALTH	\$4,597	\$3,614	\$4,945	\$4,045
SPEECH & LANAUGAGE	\$0	\$946	\$2,537	\$3,037
LIBRARY	\$5,671	\$5,346	\$5,450	\$7,050
SCHOOL BOARD & TREASURER	\$146,668	\$141,488	\$144,398	\$150,390
PRINCIPAL SERVICES	\$16,783	\$14,783	\$18,550	\$22,950
MAINTENANCE & OPERATION	\$166,679	\$106,505	\$108,194	\$141,924
STUDENT TRANSPORTATION	\$160,816	\$171,950	\$177,050	\$179,804
INFORMATION TECHNOLOGY	\$14,018	\$24,751	\$9,659	\$28,448
DEBT SERVICES	\$83,991	\$81,571	\$93,926	\$93,926
<b>Grand Total</b>	<b>\$3,883,518</b>	<b>\$3,778,426</b>	<b>\$4,233,775</b>	<b>\$4,367,507</b>

**EXPLANATION OF TERMS**

<b>District Wide:</b>	Costs related to salaries and benefits for all employees.
<b>Instruction:</b>	Costs related to the classroom instructional programs for grades K-8 including books, paper, pencils, software, etc.
<b>Instruction Other:</b>	Costs related to regular tuition for all students.
<b>Special Education:</b>	Costs related for special education and early essential education.
<b>Student Activities:</b>	Costs related to co- and extra-curricular activities for students.
<b>Student Support:</b>	Costs related to guidance, staff development, library, health services and technology support.
<b>Administrative Support:</b>	Costs of administration including expenses of the School Board, Treasurer, Principal, and Westford's SU assessment.
<b>Operation &amp; Maintenance:</b>	Costs related to the upkeep of the school facility including heat, utilities, repairs, building improvements, etc.
<b>Transportation:</b>	Costs of busing and field trips for grades K-8.
<b>Debt Service:</b>	Costs of annual interest and principal repayment of construction debt.

## SCHOOL DISTRICT SUPPLEMENTAL INFORMATION

### SCHOOL CONSTRUCTION DATA:

#### 1993 School Addition:

Bonds were sold in July 1994 for \$910,000 for a period of 20 years. Principal payment of \$55,000 annually from December 1, 1995 to December 1, 1997; \$50,000 from December 1, 1998 to December 1, 2004; \$45,000 from December 1, 2005 to December 1, 2009; \$35,000 from December 1, 2010 to December 1, 2013 with a final payment of \$30,000 on December 1, 2014. Interest is payable at 5.733% semi-annually on June 1st and December 1st. Balance of Bond as of June 30, 2002 was \$495,000. In July 2003, the Bond Bank refunded this bond issue, a process, which reduced the interest cost of the bond issue for Westford.

### ENROLLMENT DATA:

#### Elementary:

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Actual 2002-03	Actual 2003-04	Projected 2004-05
EEE	14	15	16	16	0	0
Kindergarten	23	31	27	21	38	28
Grade 1	39	23	27	31	24	42
Grade 2	33	40	21	28	28	28
Grade 3	40	32	36	20	28	28
Grade 4	41	39	26	35	20	20
Grade 5	37	37	36	26	34	34
Grade 6	34	34	33	40	26	26
Grade 7	35	33	31	33	41	41
Grade 8	44	34	32	32	33	0
<b>Total Elementary</b>	<b>340</b>	<b>318</b>	<b>285</b>	<b>282</b>	<b>272</b>	<b>271</b>

<b>Secondary:</b>							
Grade 9	33	41	33	36	34	32	
Grade 10	37	30	39	37	37	35	
Grade 11	35	37	22	48	34	34	
Grade 12	29	36	34	20	49	32	
Adults (Without H/S Diploma)	1	0	0	0	0	0	
<b>Total Secondary</b>	<b>135</b>	<b>144</b>	<b>128</b>	<b>141</b>	<b>154</b>	<b>133</b>	

<b>Special Ed. (Extraordinary)</b>	0	0	0	0	0	0
<b>HIGH SCHOOL TUITION RATES: Actual</b>	<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>Actual 2003-04</b>	<b>Projected 2004-05</b>

<b>Schools:</b>						
Essex Jct.	\$7,300	\$7,600	\$8,200	\$8,650	\$8,950	\$9,150
Mt. Mansfield	\$5,600	\$5,800	\$6,000	\$6,000	\$6,200	N/R
Fairfax \$6,200	\$6,700	\$7,000	\$7,350	\$7,995	N/R	N/R
So. Burlington	\$7,508	\$7,864	\$8,192	\$8,271	\$9,243	N/R
Private						
(State Average)	\$6,300	\$6,863	\$7,347	\$7,757	\$8,234	N/R
Vocational	\$4,001	\$5,080	\$5,025	\$5,640	\$6,052	\$6,052

Note: N/A Not applicable

Note: N/R Not available at time of printing.

HIGH SCHOOL ENROLLMENT	Actual 1999-00	Actual 2000-01	Actual 2001-02	Actual 2002-03	Actual 2003-04	Projected 2004-05
Locations:						
Essex Jct.	95	105	97	107	115	99
Mt. Mansfield	2	4	3	10	16	15
BFA (Fairfax)	29	26	19	17	15	12
Colchester	0	0	0	2	2	2
Private 6	7	6	4	5	4	
Burlington	1	0	0	0	0	0
South Burlington	2	2	3	1	1	1
<b>TOTAL</b>	<b>135</b>	<b>144</b>	<b>128</b>	<b>141</b>	<b>154</b>	<b>133</b>

**CHITTENDEN CENTRAL SUPERVISORY UNION REVENUES**

	FY 02 Actuals Revenues	FY 03 Actuals Revenues	FY 04 Approved Budget	FY 05 Proposed Budget
<b>ASSESSMENT</b>				
Essex Junction Assessment	\$531,748	\$553,731	\$565,533	\$629,522
Union #46 Assessment	\$810,042	\$863,666	\$904,260	\$1,046,808
Westford Assessment	\$135,070	\$123,492	\$116,745	\$121,040
<b>LOCAL</b>				
E-Rate	\$0	\$7,118	\$0	\$35,000
Fund Balance CY Appropriations	\$10,759	\$36,802	\$62,630	\$12,000
Interest Earnings	\$19,406	\$14,444	\$14,000	\$14,000
Miscellaneous Income - Revenue	\$5,141	\$4,502	\$0	\$18,000
Summer Courses - Revenue	\$0	\$8,772	\$0	\$0
Treasurer Reimbursement - Revenue	\$1,833	\$2,597	\$1,833	\$1,833

STATE Act 230 Grant	\$0	\$0	\$0	\$3,500
B.E.S.T. Grant	\$0	\$10,499	\$0	\$7,000
FEDERAL				
EPSDT Medicaid	\$0	\$5,000	\$0	\$1,000
Homeless Grant	\$0	\$500	\$0	\$0
IDEA - B	\$27,440	\$29,500	\$0	\$0
IDEA-B Grant	\$0	\$0	\$29,500	\$29,500
Medicaid Reimbursement	\$0	\$10,192	\$18,000	\$13,935
Title I - Basic & Concentration Grants - Revenue	\$0	\$5,577	\$0	\$4,691
Title II - Part D: Technology	\$0	\$2,650	\$0	\$0
Title II Grant	\$0	\$0	\$15,326	\$0
Title IIA - Curriculum & Prof. Devel.	\$0	\$50,785	\$41,880	\$54,832
Title III	\$0	\$18,043	\$0	\$0
Title III: Technology	\$0	\$6,188	\$0	\$8,076

**Grand Total** \$1,541,439 \$1,754,059 \$1,769,707 \$2,000,737

**ASSESSMENT PERCENTAGES**

Essex Junction	34.33%	33.61%	33.61%	32.10%
Union High School	55.71%	56.91%	58.05%	59.40%
Westford	9.96%	9.48%	8.71%	8.50%

\*\* Effective July 1, 1996, the Essex Junction School District is a K-8 school district and a new Union District #46 (9-12) was formed. The Assessment percentages do not include new services that are provided by the Supervisory Union to the Essex Junction and Union #46 Districts.

EXPENSES	FY 02 Actuals Expenses	FY 03 Actuals Expenses	FY 04 Approved Budget	FY 05 Proposed Budget
Certified Staff Salaries	\$379,910	\$450,244	\$510,783	\$63,816
Support Staff Salaries	\$230,631	\$199,077	\$216,490	\$181,275
Retirement Benefit	\$0	\$0	\$0	\$20,000
Professional Staff Salaries	\$386,749	\$378,918	\$379,008	\$965,146
Substitute	\$1,289	\$1,536	\$0	\$0
Overtime Salaries	\$4,412	\$8,813	\$4,327	\$12,327
Health Insurance Premiums	\$125,872	\$139,560	\$173,921	\$211,039
Health Inoculations	\$0	\$12	\$0	\$0
Long Term Disability Insurance	\$707	\$0	\$0	\$0
Social Security	\$70,582	\$73,541	\$85,951	\$94,443
Life Insurance Premiums	\$6,615	\$6,743	\$8,236	\$9,343
Retirement Contributions	\$24,624	\$55,191	\$54,207	\$40,295
Worker's Compensation	\$2,857	\$3,752	\$3,900	\$4,700
Tuition Reimbursement	\$4,549	\$2,404	\$9,380	\$13,000
Dental Insurance Premiums	\$18,626	\$18,655	\$18,218	\$20,278
Other Employee Benefits	\$825	\$7,961	\$2,727	\$0
Professional Education Services	\$0	\$8,336	\$0	\$8,191
Other Professional Services	\$5,988	\$84,566	\$51,730	\$53,408
Repair & Maintenance	\$4	\$105	\$0	\$0
Legal Services	\$89	\$335	\$0	\$0
Other Purchased Professional & Tech Svcs	\$7,338	\$0	\$0	\$0
Recording Secretary	\$357	\$365	\$500	\$500
Maintenance Contracted	\$7,151	\$627	\$17,630	\$1,000
General Maintenance	\$11,902	\$9,348	\$20,000	\$10,500

Software Support	\$9,000	\$15,702	\$9,200	\$15,000
Lease of Equipment	\$0	\$0	\$0	\$42,710
Building Rental	\$54,421	\$86,117	\$81,174	\$82,000
Equipment Rental	\$8,584	\$9,216	\$8,300	\$10,131
Property & Liability Insurance	\$7,915	\$7,831	\$8,700	\$9,200
Communications/Telephone	\$0	\$0	\$7,500	\$7,500
Telephone	\$7,190	\$13,102	\$2,500	\$6,500
Postage	\$2,070	\$2,300	\$4,300	\$7,500
Telecommunications	(\$3,465)	\$5,538	\$1,350	\$2,000
Advertising	\$2,205	\$6,439	\$2,500	\$16,050
Vicinity Travel	\$10,986	\$26,437	\$8,500	\$4,500
Travel & Conference Expense	\$4,815	\$349	\$6,000	\$36,935
General Supplies	\$32,178	\$28,876	\$26,000	\$2,900
Natural Gas	\$2,031	\$2,653	\$2,975	\$6,500
Electricity	\$4,059	\$6,751	\$4,300	\$3,250
Books	\$7,386	\$2,450	\$2,300	\$5,100
Periodicals	\$1,333	\$3,094	\$2,650	\$0
Computer Software	\$1,783	\$6,028	\$5,100	\$18,000
Equipment Replacement	\$1,195	\$300	\$5,500	\$8,100
New Equipment	\$21,426	\$30,863	\$18,900	\$0
Dues and Fees	\$5,711	\$4,847	\$5,800	\$1,000
Debt Service	\$121	\$0	\$0	\$0
Miscellaneous Expense	\$728	\$818	\$1,000	\$0
Prior Year Adjustments	\$1,408	\$1,070	\$0	\$0
<b>Grand Total</b>	<b>\$1,468,910</b>	<b>\$1,715,576</b>	<b>\$1,769,707</b>	<b>\$2,000,737</b>

\*\*\* Total budget includes services not purchased by Westford School District (Property Services & Information Technology)

District: Westford  
County: Chittenden

LEA: 232  
S.U.: Chittenden Central

Rate: \$1.10

**Expenditures**

Budget (local budget approved in prior years)  
82% of base payment per FTE paid to tech centers by the State on behalf of the district in FY2005  
S.U. assessment (included in local budget)  
Deficit (if included in local budget)  
Block grant paid by State to tech center in prior years  
1. Separately warned article passed at town meeting  
2. Separately warned article passed at town meeting  
3. Separately warned article passed at town meeting  
Act 144 Expenditures, (excluded from "Education Spending")

**Act 68 local adopted budget**

+ Union school or joint school district assessment  
+ Deficit if not included in budget or revenues  
+ Special programs expenditures (if not included in local budget)

**Gross Act 68 Budget**

Act 144 expenditures (if any - excluded from "Education Spending")

**Revenues**

+ Local revenues (categorical grants, donations, tuitions, surplus, etc., including Act 144 revenues)  
+ Capital debt aid  
+ Special program revenues (if not included in local budget)  
+ Deficit if not included in budget or expenditures  
- Act 144 revenues  
- Fund raising (if any)

**Total revenues**

**Adjusted local revenues**

**Education Spending (Act 68 definition)**

Equalized Pupils

**Education Spending per Equalized Pupil**

Excess Spending per Equalized Pupil (if any)  
Per pupil figure used for calculating District Adjustment

**District spending adjustment** (minimum of 100%)  
(\$9,047 / \$6,800)  
**Anticipated homestead tax rate, equalized**  
(133.044% x \$1.10)  
**Household Income Percentage for income sensitivity**  
(133.044% x 2.0%)

	FY2002	FY2003	FY2004	FY2005	FY2005
	3,985,383	3,892,040	4,233,775	4,367,507	4,367,507
	not applicable	not applicable	not applicable	45,054	45,054
	135,070	125,098	124,828	121,040	121,040
	77,580	59,556	41,716	not applicable	not applicable
	4,500	-	-	not applicable	not applicable
	-	-	-	-	-
	-	-	-	-	-
	4,067,463	3,951,596	4,275,491	4,367,507	4,367,507
	-	-	-	-	-
	-	-	-	-	-
	665,435	577,206	678,094	682,147	682,147
	585	1,489	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	666,020	578,695	678,094	682,147	682,147
	-	-	-	-	-
	666,020	578,695	678,094	682,147	682,147
	3,401,443	3,372,901	3,597,397	3,685,360	3,685,360
	445,231	429,651	414,611	407,361	407,361
	7,640	7,650	8,677	9,047	9,047
	not applicable				
	not applicable				
	not applicable	not applicable	not applicable	133,044%	133,044%
	not applicable	not applicable	not applicable	\$1,463	\$1,397
	not applicable	not applicable	not applicable	2.66%	2.66%

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## LISTER'S REPORT

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To begin with, we want to thank Stacy Wells for her time during reappraisal with us, and her expertise as a Lister. We're sorry to have her leave.

A sampling of sales occurring after April 1, 2003, shows some properties have, on average, sold for 2.5% per month over last year's reappraisal figure. With this trend, we could be seeing a swift decline of the CLA (Common Level of Appraisal) that is now at 106.84%. We are certain there won't be 14 years until the next appraisal!

### **New Act 68 Education Liabilities (formerly Act 60):**

For the tax year 2004 (FY05), the "base education payment" amount or the Block Grant is **\$6,800 per student**. The base "effective rate" (or the multiplier) used to determine the homestead education liability will be \$1.10\* for the residential and \$1.59\* for the nonresidential school property tax rate. (\*The House Ways and Means committee is already reviewing the current draft of Act 68 and a new draft may include the above rates to be changed to \$1.05 for the base residential and \$1.54 for the nonresidential.) If residents decide to spend more per pupil than the \$6,800, the base "effective rate" for residential (homestead) rate is adjusted.

### **Another change to Act 68:**

**A reminder for you to file your Homestead Declaration form, HS-131 by April 15<sup>th</sup>!** Residents of Vermont must file this declaration form **annually**. All properties on the educational grand list will be classified as a homestead or a nonresidential property. A statewide education tax is imposed on all properties (see above paragraph). In order for a property to be classified as a homestead property, the Department of Taxes must receive this Homestead Declaration form on or before April 15<sup>th</sup>. If there is no declaration filed, the education tax will be billed at the nonresidential rate. If the declaration is filed late, but before October 1<sup>st</sup>, the property tax bill will be adjusted but the filer will be subject to a penalty. Declaring a nonresidential property as a homestead will also subject the filer to a penalty. If you have lost your Home Declaration form, there are copies at the Town Office, in the income tax booklet or the Department of taxes website: [www.state.vt.us/tax](http://www.state.vt.us/tax) or if you have questions or concerns, please call taxpayer services at 1-866-828-2865.

Westford Listers, Caroline Brown and Ellen Wootton

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## WESTFORD VOLUNTEER FIRE DEPARTMENT

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During the fiscal year 2003, the Fire Department responded to 30 emergency calls. This is roughly equivalent to the ten year average of 31 calls. Fire Department members invested over 1700 hours in direct service to the community in the past year:

- **245** hours were spent responding to 30 emergency calls as follows:

- 3 structure fires
- 1 contents fire
- 2 brush fires
- 12 motor vehicle accidents
- 1 medical assist
- 1 carbon monoxide detector alarm
- 1 farm accident
- 4 calls to investigate suspicious smoke or burning
- 1 utility wire problem
- 1 mutual aid response to structure fire
- 3 mutual aid responses for stand by

- **651** hours were spent in fire service training within the town.

- **650** hours were spent by five members who completed the state of Vermont's Firefighter I program to become state certified firefighters.

- **170** hours were spent in maintenance of the town's fire apparatus and other business matters.

In addition, firefighters provided fire safety and prevention education to Westford School students and local preschool groups during Fire Prevention Week.

During 2003, the Department installed dry hydrant number nine in Westford, near the intersection of Machia Hill Road and Osgood Hill Road. This was our most challenging hydrant installation to date. We continue to take advantage of a state supported program that helps us measure and inventory available water supply sources, and assists with the financing of hydrant installation. We would like to thank Junior Drinkwine for generously donating his services for the installation of the Osgood Hill hydrant. We would also like to thank Steve and Laurie LaForce for their support of this project.

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We would like to thank the fire departments and rescue crews of the surrounding communities. Fire departments from Fairfax, Essex, and Underhill-Jericho assist us with emergency responses when needed, and ask only that we do the same in return. Thanks to the Fairfax, Milton, and Essex Rescue Squads, and to Essex and Cambridge Heavy Rescue units which provide specialized services such as the "jaws of life" at traffic incidents.

Special thanks as always is due to our Auxiliary members, who help with emergency support and fund raising activities. Their efforts increase by countless hours the contribution of time invested to keep our town's emergency services vital and up to date.

We would like to extend thanks to the Westford Road Crew for their support of our operations this past year. Sarah Nightingale retired from the Department this year, and we thank her for her years of service. We would also like to thank everyone who made donations to the Fire Department in memory of Betty Fay, and all those who generously donated during the past year.

We thank Geoff Kerr for the donation of a trailer, now located near the town garage. This invaluable training resource will be used for search and rescue simulations and air pack training.

Congratulations to Cathy Gwozdz, Joe Klemm, Nick Klemm, Jon Kolinich, and Steve Willard for completion of Firefighter I training and certification. This represents a significant investment in time and effort by each individual.

Our roster currently stands at 11 active interior certified fire fighters. We consider this a minimum staffing level to operate the Department. Effective response to emergencies in Westford depends on the willingness of Westford citizens to volunteer. We welcome and encourage men and women over the age of eighteen (sixteen for Junior Firefighter with parental permission) to join. Many different skills and aptitudes are required to provide emergency services to a community including computer and communications operations, traffic control, mechanic services, grant writing, truck driving, operating pumps, and exterior/interior firefighting. The Fire Department meets weekly on Wednesday evenings at 7 pm. Please stop by the station for a visit any meeting night to learn more about becoming a member.

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The Department roster includes the following members at the close of 2003:

Randy Botala	Chief
Bill Fay	Assistant Chief
Art Gwozdz	Captain
John Quinn	Captain, Treasurer
Bill Bonk	Firefighter
Craig Helfrich	Firefighter
Steve Willard	Firefighter
Cathy Gwozdz	Firefighter
Joe Klemm	Firefighter
Nick Klemm	Firefighter
Andrew MacDonald	Firefighter
Grant Thomas	Probate Firefighter
Bill Keefe	Probate Firefighter
Jon Kolinich	Firefighter (on leave)
Shane Phillips	Firefighter (on leave)
Susan Schmidt	Secretary

We would like to thank our Department members and their families for the very generous contribution of their time and energy. They provide professional emergency services to our town without pay. This results in a cost for emergency protection far below that of surrounding communities, all of which pay their Fire Department members for services provided.

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

Randy Botala, Chief  
Westford Volunteer Fire Department

## WESTFORD VOLUNTEER FIRE DEPARTMENT DISBURSEMENTS - RECEIPTS FY 2003

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**RECEIPTS :**

Donations	\$ 2,380.00
Miscellaneous Income	-
Reimbursements	1,694.57
Fund Raising	863.21
Grants	1,000.00
Savings Account Interest	<u>81.58</u>

**TOTAL RECEIPTS****\$ 6,019.36**

Checking Account Balance on Hand 7/01/02	26,132.67
Savings Account Balance on Hand 7/01/02	7,577.89
Operating Budget from Town General Fund	37,100.00
<b>TOTAL</b>	<b>\$ 76,829.92</b>

**EXPENSES :**

Administrative Equipment & Supplies	\$ 441.27
Communications	
Telephone Service	502.87
New Pager / Radio Purchase	2,767.95
Radio Maintenance & Repair	234.88
Betty Fay Scholarship/Donations	600.00
Dues & Subscriptions	398.00
Fire Prevention Supplies	684.49
Fund Raising	513.64
Building Expense	1,893.76
Gas & Oil	171.40
Insurance	10,711.00
Dry Hydrant Materials	433.81
Fire Fighting Supplies	251.45
Personal Safety Equipment	6,468.78
Small Equipment Maintenance	191.75
Small Equipment Purchase	7,685.26
Station Supplies	742.77
Training	3,370.63
Truck Maintenance / Repair	7,717.09
Computer Hardware / Software / Maintenance	395.00
Cascade Air System / Maintenance	495.00
SCBA Equipment / Maintenance	<u>879.45</u>

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<b>TOTAL EXPENSES</b>	<b>\$ 47,550.25</b>
Checking Account Balance on Hand 6/30/03	18,626.99
Savings Account Balance on Hand 6/30/03	10,652.68
<b>TOTAL</b>	<b>\$ 76,829.92</b>

Respectfully submitted,  
John Quinn, Treasurer

## **FIRE WARDEN'S REPORT**

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We continue to have problems with burning without a permit. You must obtain a permit from the Town Office or myself before you have a fire. You must never leave your fire unattended. Control and attendance of the fire is the responsibility of the person requesting the permit. Please be aware there is a difference between a "campfire" and a "bonfire". A "campfire" is a small-contained fire. A "bonfire" is much larger and usually consists of pallets, brush, old Christmas trees, etc. A "bonfire" requires a permit. A campfire does not require a permit. Please contact me if you need further clarification or have any questions at 872-8366.

### Prohibited items:

- Tires/inner tubes
- Pressure treated wood, plywood, particle/clipboard, sawdust
- Waste oil or solvents
- Garbage
- Asphalt shingles or tar paper
- Plastic or rubber coated wire
- Toxic materials (for example urethane foam)
- Synthetic materials

Residents can call the Town Office (during regular business hours) or myself to obtain a burn permit.

Thank you,  
Bill Keefe, Fire Warden

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## ORDINANCE TO REGULATE OPEN FIRES

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

### 3. Permit to Kindle Fire

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

#### **4. Fire Department Training**

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

#### **5. Appeals**

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

#### **6. Penalties**

A. Any person who violates the provisions of this ordinance will be given a written notification and may be subject to fines as follows:

1<sup>st</sup> Violation: Maximum \$100.00 Fine

2<sup>nd</sup> Violation: Maximum \$250.00 Fine

3<sup>rd</sup> Violation: Maximum \$500.00 Fine

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

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

#### **7. Enforcement**

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

B. The enforcement of this ordinance shall be the responsibility of the Select Board of the Town of Westford.

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

William Leach, Chair  
Selectboard of Westford

Francis Howrigan

Arthur Menut II

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

Attest: Frena Phillips, Town Clerk

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## WESTFORD VOLUNTEER FIRE DEPT. AUXILIARY

During 2003 we held our two annual fundraisers and also sold refreshments at the Fire Department Tag sale. Town meeting food sales and our annual Craft Fair were very successful events. The Craft Fair filled the school gym with many different types of crafters. Many visitors made this annual event a great success. Our thanks go out to the local crafters who took part in the Craft Fair again this past year. It's always wonderful to have this type of local support.

### 2003 Accounting

**Beginning Checkbook Balance - January 1, 2003:** \$4,233.72

**Receipts:**

Town Meeting	\$ 445.72
Donation	10.00
Tag Sale	128.05
Craft Fair	<u>1,193.65</u>

**Total Receipts:** \$1,777.42

**Disbursements:**

Town Meeting	\$ 76.09
Tag Sale Supplies	63.53
Craft Fair	202.16
Betty Fay Memorial Fund	250.00
Misc. Donations/Expenses	<u>92.94</u>

**Total Disbursements:** \$ 684.72

**Ending Checkbook Balance - December 31, 2003:** \$5,326.42

**Our current membership is as follows:**

Pauline Perry, President		Suzanne Kearns
Millie Therrien, Secretary/Treasurer		Michelle Kolinich
Sandra Ashley	Cheryl Lavallee	Prudence Doherty
Frena Phillips	Suzanne Foss	Arlitha Racine
Carol Howrigan	Nanette Rogers	Helene Jorschick

Pauline Perry, President  
Westford Volunteer Fire Dept. Auxiliary

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## CONSTABLE'S REPORT

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This past year saw a steady level of activity in regards to the Dog Ordinance, including lost dogs, dog bites and licensing of dogs. While the total number of calls regarding dogs seems to be somewhat constant from previous years, the number of calls specifically regarding complaints of dogs causing a nuisance (roaming, trespassing, damaging property, etc.) seems to have risen sharply. Please remember that all dogs in Westford are subject to the Dog Ordinance and must be under a person's direct control at all times, even on your own property. If the area is not fenced in, your dog must be under voice or leash command at all times, even on your own property.

Any resident of Westford has the right to submit a complaint about a dog in violation of the Ordinance. When I receive such a complaint, I will do my best to resolve it to the satisfaction of both parties. Please remember I only take care of violations of the Dog Ordinance; I can't help with calls about cats, wild animals or property theft.

Don't miss this year's rabies clinic in the spring, and please, for your dog's safety, remember to license your dog in Westford. This will ensure the safe and prompt return of your dog to you in case she gets separated from you. Even if her collar is off, I can usually match the breed to the owners by looking at the list of licensed dogs. Nothing is more frustrating than when I find a dog roaming and cannot locate the owner.

Thank you for being a responsible dog owner and responding to my letters and calls so graciously. Here's to another safe and happy year for us all.

Heather Belcher  
Constable

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## WESTFORD DOG ORDINANCE

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### Section 1

The Westford Dog Ordinance is enacted by authority of V.S.A. Title 20 §3549 and 24 of V.S.A. §2291(10) stating that the selectmen of a town may regulate the keeping of dogs and their running at large. The Town of Westford shall recognize all other laws pertaining to the regulation, licensing and enforcement of applicable dog and game laws of the State of Vermont.

### Section 2

No **dog owner or caretaker** shall harbor a dog, which is unlicensed.

### Section 3

No person shall allow, or cause to allow, a dog to roam freely or out of such person's control. (Control being defined as **on the property of the dog's owner or caretaker**, or under leash or direct verbal command of the **dog's owner or caretaker**.)

### Section 4

No **dog owner or caretaker** shall allow any dog under **his or her** control to cause continued noise, or to become a nuisance. For the purpose of this section, nuisance dog means any dog or dogs which:

- a) Chases passersby or passing vehicles.
- b) Attacks other animals or persons.
- c) Trespasses on school property.
- d) Is repeatedly at large.
- e) Damages private or public property.
- f) Barks, wines, howls or cries in an excessive, continuous or untimely fashion so as to disturb the peace and quiet of any neighborhood or as to materially disturb or annoy any person in the neighborhood.

### Section 5

Any law enforcement officer, constable, police officer, poundkeeper, humane society officer, game warden or otherwise duly appointed town representative may apprehend any dog found in violation of Sections 2, 3 or 4, or any order issued pursuant to Section 9. They may impound such dogs in an animal shelter or other suitable place designated by the selectmen. **The dog owner shall be responsible**

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**for any and all liability connected with the at-large dog. Any dog impounded may not be released until all fines and an impounding fee of \$30.00 is paid to the Town of Westford. No dog can be released until the dog owner or caretaker presents, at the Town Office, a certificate of rabies vaccination and a dog license for the current year. The dog owner or caretaker is additionally responsible for any and all fees charged by the poundkeeper or other person designated by the selectmen for the care of the dog while impounded.**

### **Section 6**

Upon apprehending and impounding a dog, the official in charge will try to determine the **owner or caretaker** and notify the same. If the **dog owner or caretaker** is unknown, written notice shall be posted for at least three days in conspicuous places in the Town (the Westford Town Office, the Westford Post Office and the Westford Market).

### **Section 7**

It shall be the duty of every **authorized enforcement official to make a good faith effort** to apprehend and impound any dog that has bitten any person when an appropriate complaint is lodged with the **Town Clerk or a Select Board member. Dogs, with a valid rabies vaccination certificate, will be impounded for ten days in order to determine if the dog is rabid. Dogs, without a valid rabies vaccination certificate, will be impounded for twenty days.** At the expiration of the ten or twenty day impoundment period, such dog shall be reclaimed by the **owner or caretaker. If the owner or caretaker of any dog is known, and he/she does not reclaim the dog, the dog may be given to the Humane Society, sold or destroyed in a humane way and the owner of the dog will be liable for any and all fees involved. If the owner or caretaker is not known, the dog shall be given to the Humane Society, sold or destroyed in a humane way.** The **owner or caretaker of any dog impounded for observation is responsible for all fines and fees that may be imposed.**

### **Section 8**

If, after seven (7) days of **impoundment, except for dogs involved in biting a person (see Section 7), the owner or caretaker cannot be found, the dog may be given to the Humane Society for adoption or destroyed in**

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a humane way. If the **owner or caretaker** of any dog is known, and he/she does not reclaim the dog, the dog may be given to the Humane Society, sold or destroyed in a humane way and the **owner** of the dog will be liable for any and all fees involved. The Selectmen may choose to collect any and all fees involved in the impounding of a dog by civil action against the **dog's owner or caretaker**.

### **Section 9 (previously Section 11)**

- a. If the Board of Selectmen receive a written complaint or complaints that any dog has attacked and bitten any person or domestic animal on two occasions, the Board shall warn and hold a hearing on such complaint or complaints. If the **owner or caretaker** of the dog which is the subject of the complaint(s) is known or can be determined with due diligence, such **owner or caretaker** shall be provided written notice of the time, date and place of the hearing and a copy of the complaint(s). If, based upon the information received at the hearing, the Board concludes that the **dog has attacked and bitten two people and/or animals, within a 36 month period**, the Board may enter an order directing such action as it deems reasonable and appropriate under the circumstances, including without limitation, that the dog be disposed of in a humane way, muzzled, chained, or confined. **Failure to comply with the requirements of any such order shall constitute a violation of this ordinance and subject to a fine as specified in Section 10. A second violation of any such order will result in a fine as specified in Section 10 and the confiscation of the dog. The confiscated dog will be given to the Human Society and/or destroyed in a humane way.**
- b. A complaint submitted pursuant to subsection (a) above shall describe the dog involved, the date and location of the alleged attack, the name and address of the person making the complaint, and the name (if any) and address of the victim.

### **Section 10 (previously Section 9)**

Any person in violation of Sections 2, 3 or 4 of this ordinance shall be liable for a fine in addition to **impoundment fees and costs**. The fine is payable to the Town of Westford and are as follows:

1<sup>st</sup> offense (within a 12 month period) – a fine of **\$35.00**

2<sup>nd</sup> offense (within a 12 month period) – a fine of **\$75.00**

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3<sup>rd</sup> and subsequent offenses (within a 12 month period) – a fine of **\$150.00**

**Any person in violation of an order issued pursuant to Section 9 of this ordinance shall be liable for a fine of \$350 in addition to impoundment fees and costs.**

**Section 11 (previously 10)**

Pursuant to V.S.A. Title 20 §3581(c), a dog license fee surcharge of **five dollars (\$5.00)** per license shall be added to those fees prescribed by law to establish a dog control and listing program as allowed by law.

Adopted this 12<sup>th</sup> day of June, 2000.

Westford Board of Selectmen

Robert Bancroft

William Leach

Kenneth Tardie

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## VERMONT STATE POLICE REPORT

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The Vermont State Police responded to a total of 216 incidents in the Town of Westford. This is an increase from year 2002, which had a total of 209 incidents. Vandalism increased to 12 in 2003 from 2002's total of 9. Burglaries increased to 11 in 2003 from 2002's total of 10. Suspicious complaints decreased to 22 in 2003 from 2002's total of 31. There was no significant increase or decrease in the number of criminal complaints the State Police responded to.

The Vermont State Police investigated a total of 28 accidents in 2003. This is a significant decrease from 2002's total of 45. There was one fatal accident in 2003, which occurred on Route 128. An analysis of the majority of the accidents found that the primary causes of these accidents were speeds too fast for road conditions. Of the 28 accidents, 8 occurred on Route 128, 6 on Milton Westford Road, 5 on Old Stage Road, 1 on Route 15, and the remainder occurred at various other locations.

In 2003, the State Police issued 211 traffic tickets in Westford. This was a significant increase from year 2002, in which a total of 136

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traffic tickets were issued. The State Police issued 206 traffic warnings in 2003, which was also a significant increase from year 2002, in which 114 traffic warnings were issued.

The increase in traffic tickets and warnings is mainly due to the new Westford Community Policing contract between the State Police and the Town of Westford. Each month, Troopers work a total of 20 hours patrolling the roadways in the Town of Westford. In 2003, while working the Westford Community Policing contract, Troopers issued 159 traffic tickets, 178 traffic warnings, handled 3 Driving Under the Influence cases, and 6 Driving License Suspended cases.

## TOWN OF WESTFORD TRAFFIC ORDINANCE

The amended Westford Traffic Ordinance printed on the attached document was adopted by the Selectboard on July 24, 2000. This amended Ordinance shall become effective on September 25, 2000 unless a petition signed by not less than 5% of the qualified voters of the Town requesting that the attached adopted amended ordinance be submitted to the voters of the Town at an annual or special meeting is presented to the Selectboard or the Town Clerk on or before September 8, 2000.

Westford Selectboard  
Robert Bancroft, Chair  
Kenneth Tardie  
William Leach

Adopted by the Westford Selectboard  
July 24, 2000

Received for Record  
July 25, 2000 at 8:30 a.m.

Attest: Frena Phillips, Town Clerk

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## **TOWN OF WESTFORD TRAFFIC ORDINANCE**

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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.

### **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.

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### 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	The Entire Length	TH #1 & #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 Milton/Westford Rd. to Jct. of Woods Hollow	TH #6	35 mph
9. Old Stage Road	From Jct. of Woods Hollow 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 to Milton Town Line	TH #31	35 mph
13. Woods Hollow Road	The Entire Length	TH #7 & #1	35 mph
14. Westford Milton Rd.	From Route 128 to Milton Town Line	TH #2	40 mph

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## ARTICLE IV ROAD EXPLANATION

Neighborhood Character	Abutting Land Use	Bicycle/Ped Use	Physical Character
1. Well Spaced Residential	Residential/Open	Limited	Steep grade, Short sight distance, Connector road
2. Well Spaced Residential	School/Some Commercial	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 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/Agric/Open	Heavy	Generally good Connector road
9. Moderately Developed	Residential/Open	Light	Paved Connector road
10. Very Heavily Developed	Residential	Heavy	Narrow, some steep grade, road difficult to maintain
11. One House	Open	Moderate	Steep grade, narrow in places
12. Heavily Developed	Residential	Moderate	Poor line of sight, narrow in several places, connector road to Milton
13. Moderately Developed	Residential/Open Agric	Heavy	Various conditions Connector Road
14. Moderately Developed	Residential/Open	Heavy	Paved Connector Road

## 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 #6 (Old Stage) entering TH #1 (Woods Hollow Rd.)
- 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

## ARTICLE V PARKING REGULATIONS

- Section 1 It shall be unlawful to park at any time within 100 feet of the fire hydrant located on Route 128 at the Brown's River or in any area legally posted as a "Fire Lane."
  - Section 2 It shall be unlawful to park at any time when temporary "No Parking" signs have been erected at the order of the Selectboard for the duration of the order.
  - Section 3 It shall be unlawful to park upon any Town Highway from November 1<sup>st</sup> until March 1<sup>st</sup> between the hours of 6:00 p.m. and 6:00 a.m. or at any time during any snow emergency for the purpose of snow removal.
  - Section 4 Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner or Selectboard member. If the owner of a vehicle summarily removed under Section three hereof does not claim such vehicle and pay all towing and storage expenses within
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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.

## AMENDMENT TO WESTFORD TRAFFIC ORDINANCE

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The Selectboard of the Town of Westford hereby ordains:

The Traffic Ordinance adopted on April 30, 1990, as amended from time to time thereafter, is hereby amended as follows:

Pursuant to the authority in 23 VSA Section 1007(f), the Westford Selectboard hereby adopts speed limits on Vermont Route 128 and Vermont Route 15, as adopted by the State of Vermont and described below, dated October 8, 2002.

### 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

Adopted this 8<sup>th</sup> day of October, 2002. Effective date: December 7, 2002.

### **WESTFORD SELECTBOARD**

William H. Leach, Chair      Robert Bancroft      Kenneth Tardie

Received for Record October 8, 2002 at 10:00 a.m.

Attest: Nanette Rogers, Town Clerk

## **AMENDMENT TO WESTFORD TRAFFIC ORDINANCE**

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The Selectboard of the Town of Westford hereby ordains:

Pursuant to the authority in 23 VSA Section 1007, the Westford Selectboard hereby adopts a speed limit of 35 mph for the entire length of Plains Road (TH #9).

The Traffic Ordinance adopted on April 30, 1990, as amended from time to time thereafter, is hereby amended as follows:

**Article III, Speed Regulations, is amended to add Article III (15) to state as follows:**

15. Plains Road, The Entire Length, TH #9, 35 mph

**Article IV, Road Explanation, is amended to add Article IV (15) to state as follows:**

15. Neighborhood Character, Very Heavily Developed; Abutting Land Use, Residential; Bicycle/Pedestrian Use, Heavy, Physical Character, 1 Sharp curve, Connector Road

Adopted this 12<sup>th</sup> day of August, 2003. Effective date: October 11, 2003.

### **WESTFORD SELECTBOARD**

Kenneth Tardie, Chair      Robert L. Bancroft      William H. Leach

Received for Record August 12<sup>th</sup>, 2003 at 10:00 a.m.

Attest: Nanette Rogers, Town Clerk

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## AMENDMENT TO WESTFORD TRAFFIC ORDINANCE

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The Selectboard of the Town of Westford hereby ordains:

The Traffic Ordinance adopted on April 30, 1990, as amended from time to time thereafter, is hereby amended as follows:

**Article IV, Stops and Yield Signs, is amended to add a stop intersection as follows:**

TH #1 (Maple Tree Lane) entering TH #1 (Brookside Road)

Adopted this 28<sup>th</sup> day of October, 2003. Effective date: December 27, 2003.

WESTFORD SELECTBOARD

Kenneth Tardie, Chair   Robert L. Bancroft   William H. Leach

Received for Record October 28<sup>th</sup>, 2003 at 10:00 a.m.

Attest: Nanette Rogers, Town Clerk

## HEALTH OFFICER'S REPORT

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This has been a pretty normal year for the Health Officer. We have done about a dozen new septic inspections. One repair was done. Septic systems are designed by an engineer or state approved site technician. We inspect the system to see it is designed and installed properly before being covered. This is a problem about once a year, requiring more inspections.

We should all be aware of rabies, lime disease - spread by ticks, and West Nile Virus - mosquito borne.

Harold Brown, DMV  
Health Officer

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# ORDINANCE TO REGULATE ON-SITE SEWAGE DISPOSAL SYSTEMS

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## **Section 1. Purpose**

The purpose of this ordinance is to prevent health hazards and environmental damage caused by the improper treatment and disposal of waste water. In particular, this ordinance seeks to assure that:

(a.) Drinking water supplies, ground water and surface waters are not polluted or contaminated;

(b.) A breeding place for insects, rodents and other possible carriers, which may come into contact with food and drinking water is not created;

(c.) A health hazard as a result of treated or untreated waste water on the surface of the ground is not created;

(d.) A nuisance resulting in noxious odors and unsightliness is not caused.

## **Section 2. Approval Requirements**

A. No structure intended for residential, commercial or industrial use, including without limitation those intended for such use on a part-time, temporary or seasonal basis, shall be constructed, reconstructed, enlarged, occupied or used without first obtaining approval for an on-site sewage disposal system from the Administrative Officer.

B. No on-site sewage disposal system in existence on the effective date of this ordinance shall be modified, replaced or reconstructed without first obtaining approval for such modification, replacement or reconstruction from the Administrative Officer.

## **Section 3. Approval Standards**

A. The Administrative Officer shall approve an on-site sewage disposal system or modification, reconstruction or replacement thereof upon determination that the applicant has:

(1) Received a permit from the State of Vermont approving such on-site sewage disposal system for the intended use of the structure served by such system; or

(2) Made adequate provision for sewage disposal by submitting soils, site and sewage system design information that satisfies the standards contained in the Vermont Health Regulations, Chapter 5, Sanitary Engineering; Subchapter 10, Wastewater Treatment and

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Disposal – Individual On-Site Systems, effective June 7, 1983 or Environmental Protection Rules, Department of Water Resources and Environmental Engineering, Agency of Environmental Conservation, Chapter 7, Sewage Disposal, effective September 10, 1982. Systems intended to serve 1 or 2 family residential uses must meet the standards contained in the above mentioned Vermont Health Regulations. Systems intended to serve all other uses must meet the standards contained in the Vermont Health Regulations or the Environmental Protection Rules. Technical information regarding a sewage disposal system for a single family residence may be prepared by an on-site sanitary specialist of the Vermont Association of Conservation Districts, a certified site technician B, or a professional sanitary or civil engineer. Technical information regarding sewage disposal systems for all other structures shall be prepared by a professional sanitary or civil engineer.

B. The Administrative Officer may approve an alternative on-site sewage disposal system (such as a chemical toilet, privy, composting toilet and/or incinerating toilet) or modification, reconstruction, replacement thereof upon determination that:

(1) Such alternative on-site sewage disposal system shall only accommodate one single family residence; and

(2) The applicant has made provision for the disposal of wastewater not containing human waste by a conventional on-site sewage disposal system that satisfies the standards contained in the above mentioned Vermont Health Regulations; and

(3) The applicant has demonstrated an ability to install a conventional on-site sewage disposal system on the subject property by submitting soils, site and sewage design information that satisfies the standards contained in the above mentioned Vermont Health Regulations. Such technical information may be prepared by an on-site sanitary specialist of the Vermont Association of Conservation Districts, a certified site technician B, or a professional sanitary or civil engineer.

#### **Section 4. Inspection Requirement**

Prior to the use of any on-site sewage disposal system requiring approval under this ordinance, the applicant shall have such systems inspected by the Administrative Officer or an individual designated by the Administrative Officer to make such inspection. The Admin-

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istrative Officer shall authorize the use of such system if it has been constructed, reconstructed, replaced or modified in accordance with the approval granted under this ordinance.

### **Section 5. Expiration of Approval**

Any approval granted pursuant to Section 3 above shall expire if all on-site sewage disposal system improvements authorized by such approval are not constructed within 12 months of the date of such approval and authorized for use by the Administrative Officer pursuant to Section 4 above within 18 months of the date of such approval.

### **Section 6. Appeals**

Any individual aggrieved by a decision of the Administrative Officer under this ordinance may appeal such decision to the Board of Selectmen by filing a written notice of appeal with the Town Clerk within 15 days of such decision. The Board of Selectmen shall hold a public hearing on such appeal within 60 days of the date of filing with the Town Clerk and render a written decision within 45 days of the date of such hearing.

### **Section 7. Enforcement**

The Administrative Officer or the Board of Selectmen shall have authority to enforce the requirements of this ordinance on behalf of the Town. In an action to enforce this ordinance, the Town may seek appropriate injunctive relief and civil penalties not exceeding \$500 per week for each week of violation subsequent to mailing of written notice of violation to the violator.

### **Section 8. Definitions**

A. Conventional on-site sewage disposal system – system for disposal of waste using soil as a disposal medium, including a tank for collection of solids and a leach area of liquids.

B. Alternative on-site sewage disposal system – any system (except a conventional on-site sewage disposal system) which disposes of waste on site, such as a chemical toilet, privy, composting toilet or incinerating toilet.

C. On-site sewage disposal system – any system for the disposal of waste on site.

### **Section 9. Severability**

If any portion of this ordinance is held unconstitutional or invalid

by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

**Section 10. Repeal of Prior Ordinance**

A. This ordinance shall, on the date it becomes effective, repeal the Health Regulations Relating to Permissible Means of Individual Sub-surface Sewage Disposal Systems adopted by the Town on May 3, 1972.

B. Any use of land or construction, reconstruction or alteration of on-site sewage disposal improvements commenced or continued in violation of the ordinance repealed hereby shall not be rendered lawful by such repeal and shall constitute a violation of this ordinance.

Adopted on January 14, 1987 at the regular Selectmen's Meeting

Board of Selectmen

William Leach

Francis Howrigan

Attest: Frena Phillips, Town Clerk

Approved June 22, 1987 by Hazel Gordon of the Department of Water Resources and Environmental Engineering.

Ordinance effective June 24, 1987 - V.S.A. 24, Section 3633

Attest: Frena Phillips, Town Clerk

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## NOTICE OF AMENDMENT TO HEALTH ORDINANCE

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The following amendment to the Health Ordinance was adopted at the Board of Selectmen's regular meeting held on April 30, 1990. The Ordinance is changed so that the wording Administrative Officer will read Town Health Officer. All duties presently performed by the Administrative Officer will be performed by the Town Health Officer under the present Ordinance. The amendment in full text follows:

**WHEREAS:** It has come to the attention of the Town of Westford Board of Selectmen that confusion may arise with regard to the use of the term "Administrative Officer" in the Westford Health Ordinance being interpreted as meaning the Town Zoning Administrator rather than the Town Health Officer as intended.

**NOW THEREFORE BE IT RESOLVED THAT:** All references to the "Administrative Officer" within the Town of Westford Health Ordinance, as adopted January 14, 1987, should be construed as meaning the Town of Westford Health Officer.

The amendment to the Westford Health Ordinance printed above was adopted by the Selectmen on April 30, 1990. This amendment shall become effective on June 30, 1990 unless a petition signed by not less than 5% of the qualified voters of the Town requesting that the above adopted amendment be submitted to the voters of the town at an annual or special meeting is presented to the Selectmen of the Town or the Town Clerk on or before June 13, 1990.

Board of Selectmen  
William Leach, Chairman  
Francis Howrigan  
Miles Jensen

Received for Record May 2, A.D., 1990 at 8:30 a.m.

Attest: Frena Phillips, Town Clerk

Approved: Hazel Gordon, 05/15/90  
Chief of Information Services  
Dept. of Environmental Conservation  
Agency of Natural Resources

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## VERMONT DEPARTMENT OF HEALTH

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The Vermont Department of Health works to protect and promote the health of all citizens. The following are some of the essential services available to residents of Westford.

- **Bioterrorism – Emergency Preparedness:** The Vermont Department of Health is actively working with local, state and federal agencies to assure a rapid and effective response to bioterrorism and other public health threats or emergencies. Local health department response may include identifying disease and investigating the source; providing information to the general public and to health professionals; collaborating with other agencies during biological, environmental or weather events; planning local and regional responses with hospitals and other partners; and participation in joint exercises. The Burlington District Office has been actively involved in community-wide planning efforts through its representation on Chittenden County's Local Emergency Planning Commission (LEPC), as well as other local, regional and statewide planning groups.

- **Vaccine-Preventable Diseases:** Proper vaccination protects children and adults against many diseases, saves health care dollars and minimizes sick leave from school or work. Immunization has reduced reportable cases of preventable diseases in Vermont to record low levels. Still, total annual hospital charges from vaccine-preventable disease in Vermont are \$2.6 million, and each year 150 to 200 Vermonters die of pneumonia and influenza. **During 2002, the Vermont Department of Health distributed 45,815 doses of vaccine to health care providers in Chittenden County. This represents a value of \$566,763 to these communities, including Westford.**

- **West Nile Virus Surveillance:** West Nile Virus (WNV) first appeared in the United States in New York City in 1999 and has since become well established throughout the United States. Birds, mammals and humans can get WNV from the bite of an infected mosquito. The Departments of Health and Agriculture conduct surveillance for WNV each year from June until cold weather limits mosquito activity in the fall. In 2003, 5 Town Health Officers throughout the state also participated in this program, assisting primarily with mosquito trapping. **In Chittenden County, from June 1**

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through September 19, 2003, 417 dead birds were reported, 140 were tested, and 9 were found to be infected with WNV. There were no reported human or equine cases reported during this period.

• **Reportable Disease Case Investigations:** Infectious diseases continue to be a major source of illness, disability and death in the U.S. and in Vermont, and account for 25% of all doctor visits each year. The Health Department investigates all cases of disease such as meningitis, hepatitis, pertussis (whooping cough), and infectious diarrhea to determine their source, to recommend control measures and to prevent further spread of the disease. **In 2002, the Department of Health investigated 529 cases of infectious disease in Chittenden County.**

• **The Special Supplemental Nutrition Program for Women, Infants and Children (WIC):** One of the most effective ways to improve the health of the overall population is to improve nutrition and physical activity. WIC improves the health of pregnant and postpartum women, infants and young children by assuring access to health care, teaching families about good nutritional practices, and providing an individually designed package of nutritious food to eligible individuals. **During 2002, 3,710 women, infants and children in Chittenden County, including 30 living in Westford, received foods as well as health screening and individualized nutrition education through WIC.** The average value of foods provided is \$35.00 per person per month.

New public health issues emerge every year. Some challenges being addressed by the Vermont Department of Health include emergency preparedness and response to disease threats like SARS or potential acts of bioterrorism; expansion of substance abuse prevention and treatment; and improving health care for people with chronic conditions like diabetes, asthma and cardiovascular disease.

If you would like more information about these efforts, or if you have a public health concern, please call the Vermont Department of Health Burlington District Office, which serves all of Chittenden County, at (802) 863-7323. Please visit our website at <http://www.healthyvermonters.info> for information on health topics, public health emergency preparedness and response, news releases, publications, reports and general public health information.

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## ZONING ADMINISTRATOR'S REPORT

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The Zoning Administrator administers the Westford Zoning Regulations. No land development or building of any kind may be started within the Town of Westford without a building permit. Home occupations also need zoning permits. If you have a question about whether your proposed project needs a permit, please contact the Zoning Administrator at the Town Office (878-4587) between 2:00 p.m. and 4:00 p.m. on Mondays and Wednesdays.

In addition to a zoning permit, a Certificate of Occupancy must be issued for any new construction or alteration when the project is substantially complete and before it is used. This certifies that the work for which the permit was issued was completed in accordance with the approved plans and specifications, and the requirements of the Zoning Regulations.

**ANY NEW CONSTRUCTION AFTER 1990 MUST HAVE A CERTIFICATE OF OCCUPANCY IN ORDER TO SELL OR RE-FINANCE PROPERTY.**

### Zoning Permits Issued in 2003

House	9	Miscellaneous	23
Garages	11	Additions to Houses	13
Sheds/Barns	16	Accessory Apartments	1
Home Occupations	1		

Maurice Rathbun,  
Zoning Administrator

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## ZONING BOARD OF ADJUSTMENT

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The Zoning Board of Adjustment is composed of the following members: Donald Maddocks, Geoffrey Kerr, Dennis Angiono, Chris Dawson, and Mark Letorney. The Board considers applications for variances and conditional uses, pursuant to the Westford Zoning Regulations. This year the Board held public hearings to consider one variance and three conditional use applications.

The only application for variance heard by our Board was denied. This was because the applicant's proposed shed was too close to his neighbor's property line and could easily be located elsewhere on the property in such a way as to conform to set back requirements.

All three conditional use applications heard by our Board were for home businesses. Two were approved and one denied. The one denial was because the applicant's proposed business activity was within the 100 foot stream set back requirement of the Water Resource Overlay District.

This year Chris Dawson joined our Board. Chris was appointed to replace Board member Daniel Crocket, who moved from Westford.

We would like to thank our Zoning Administrator, Maurice Rathbun, for his help in preparing applicants for our Board hearings, and for notifying adjoining property owners of hearing dates.

Mark Letorney, Chairman  
Zoning Board of Adjustment

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## PLANNING COMMISSION REPORT

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The Planning Commission is a 7 member group appointed by the Selectboard. The Planning Commission's primary duties are to: 1) develop the Town Plan (vision for the future of Westford); 2) draft and revise Westford's Zoning and Subdivision Regulations (regulatory tools to implement Town Plan); 3) review subdivision and site plan (e.g., commercial sites) development proposals. In 2003, the Commission welcomed John Duby as a new member. John filled Bob Scott's position, and the Commission thanks both of them for their help and service to the Town.

The Commission was busy with a wide range of projects in 2003. Zoning and Subdivision revisions were approved by Town voters at 2003 Town Meeting, and later "re-approved" at a special Town Meeting following a petition for another vote. As work on regulation revisions was completed, work on Town Plan revisions got underway. The revision project is still ongoing, but the real highlight of 2003 was the public participation component. Thanks to a State planning grant, the Commission was able to do a summer mail survey, followed by a couple of well attended community forums at the Red Brick Meeting House. Additional public input was garnered during the Commission's regular fall and winter meetings, which focused on developing recommendations for the major sections of the Plan. We hope to have a final draft of the Plan ready for formal public hearings and Selectboard action this spring.

Unlike occasional regulation and Town Plan revisions, development review is a task that occupies just about all Commission meetings, year in and year out. In 2003, the Commission approved 4 subdivision applications, 1 amendment to an approved plat, 1 boundary line adjustment, and 2 commercial site plans. The approved subdivisions created a total of 10 new residential building lots in the following Zoning Districts: Rural Residential – 9 new lots; Agricultural, Forestry & Residential I – 1 new lot. The site plans allowed for 1) expansion of K&R Automotive Services on Route 15, and 2) creation of a new coffee/muffin take-out home business on Route 128 in the Town Center. In addition, the Commission reviewed 9 subdivision sketch plans (1<sup>st</sup> step in subdivision application).

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In 2004, the Commission will complete work on the Town Plan, and consider any regulatory (Zoning & Subdivision) changes necessary to better implement the new Plan. The Commission will also continue to review subdivision and site plan applications as they are submitted. The Planning Commission meets on the second and fourth Wednesdays of each month. These meetings are open to the public, and agendas are posted at least 5 days ahead of time at the Town Office, Library, Post Office, and Westford Market. Subdivision applications and supporting material (e.g., survey maps) are public record, so feel free to stop by the Town Office to learn more about any development projects in town.

Respectfully submitted,  
Ray Belair, Chair

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## PLANNING COORDINATOR'S REPORT

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The Planning Coordinator is appointed by the Selectboard to assist the Planning Commission in all aspects of the planning process. This involves working with landowners, evaluating subdivision and site plan applications, as well as writing staff reports, draft decisions, and meeting minutes for the Commission. Although only in the office 2 days a week, I try to work on other general town & related regional planning issues, and coordinate these efforts with the Selectboard and the community at large.

2003 was a year full of planning for Westford's future! Zoning and Subdivision regulation changes were passed in March. Public participation in the Town Plan revision project was fantastic, with a 32% response rate to the summer mail survey, and a full Red Brick Meeting House (85 people!) for our Town Plan community forum in September. The Selectboard reformed the Road Committee to take another look at one of our most important municipal investments. The Road Committee's public outreach effort also resulted in a packed Red Brick Meeting House in October, when over 70 people came out to speak up on issues like speed control, road maintenance, ditching, and paving. On the "foot traffic" front, a feasibility study to assess pedestrian path options along portions of Brookside and Cambridge Roads was completed in the fall and delivered to the Selectboard for review.

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In other planning news... Thanks to the Zoning changes approved in 2002, and paperwork filed this year, Westford is now participating in the National Flood Insurance Program. Residents will now be able to purchase flood insurance at substantially lower rates! It was also encouraging to see the formation of an informal Trails Committee to assess existing and future trails, and begin planning for summer restoration work.

Many thanks to all of you who took the time to register your opinions on Westford's future. Special thanks to those of you who stopped by the "Municipal Action" booth on July 4<sup>th</sup> to register to vote, complete a survey, and taste my blackberry pie! I am available at the Town Office Mondays from 9-4 and Wednesdays by appointment. Planning is a community effort, so feel free to drop by for information or a bit of dialogue.

Alex Weinhagen, Planning Coordinator

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## CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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The Chittenden County Regional Planning Commission (CCRPC) was founded by an act of the Vermont legislature in 1966. CCRPC is a 24-member board consisting of one delegate from each of Chittenden County's 19 municipalities and five at-large members representing the interests of agriculture, conservation/environmental, industrial/business, socio-economic/housing and transportation. CCRPC provides planning leadership in both policy guidance and technical analysis. Member communities benefit from the expertise of staff through its professional and technical assistance services.

In 2003, several CCRPC projects benefited all member communities:

- Pre-disaster Mitigation Planning (required by Federal Emergency Management Agency),
  - Open Space Inventory,
  - Chittenden County Housing Supply Goals Task Force,
  - Sewage Capacity Study,
  - Regional Build-Out Analysis (provides an understanding of development potential).
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CCRPC also provided a wide variety of technical support to its member communities, especially the application of Geographic Information Systems (GIS) and modeling services such as:

- Cartographic Services,
- Data Development,
- Decision Support System (DSS) development (used to examine the relationship between transportation and land use).

In addition, Westford also has benefited from the following special CCRPC projects:

- Provided various mapping services.

CCRPC reviews municipal plans as part of the statutory requirement to confirm municipal planning processes. In addition, the CCRPC regularly reviewed development applications governed by *Act 250* for compliance with the *2001 Chittenden County Regional Plan*.

Maintaining a balanced built and natural environment involves continued cooperation. CCRPC appreciates the opportunity to work with its members to plan appropriately for the region's future to protect the special quality of life that is shared throughout Chittenden County.

## **CHITTENDEN COUNTY METROPOLITAN PLANNING ORGANIZATION**

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The CCMPO serves as a cooperative regional forum for the development of transportation system plans and programs that address transportation related issues.

The CCMPO is responsible to all citizens of the region to ensure the implementation of the best transportation plan for the region. Therefore, the CCMPO is composed of appointed officials from each of the 18 county municipalities, the Vermont Agency of Transportation (VTrans), the Chittenden County Transit Authority (CCTA), the Chittenden County Regional Planning Commission (CCRPC), the Federal Highway Administration (FHWA), Vermont Transportation Authority (VTA) and air and rail representatives. These officials are accountable to their respective constituencies. The implementation of the transportation plan is primarily carried out by VTrans.

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In 2003 we completed the draft 2005 Metropolitan Transportation Plan and presented it to our member municipalities and hope to adopt it in early 2004.

During the next three federal fiscal years, more than \$174 million in federal dollars are slated for transportation projects throughout Chittenden County in the FY2004-2006 Transportation Improvement Program (TIP). It is the largest TIP in Chittenden County history. The TIP is a multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the CCMPO's Transportation Improvement Program.

James C. Condos, Chair

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## CONSERVATION COMMISSION REPORT

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During 2003, the Westford Conservation Commission once again coordinated Green-Up Day activities. Unfortunately, due to inclement weather the Westford third and fourth grade students were unable to hold their annual Green-Up Day activities. Thus, the amount of trash collected from our town's roadsides was less than in most years.

We established a trails subcommittee this year, which is being led by Marilyn Thomas. The purpose of the subcommittee will be to plan and pursue maintenance of the official town trails, as well as to identify other trails in town that are available for public use. The subcommittee will also be examining the possibility of a recreational trail from the town common to the school. The Commission continues to support the Westford Farmer's Market, which the Conservation Commission helped found a few years ago.

During the past year we became aware of the fact that Mr. Robert Jackson would like to conserve his property, which is located across from the school. We facilitated his involvement with a conservation program through the Vermont Department of Agriculture. The Commission has also been discussing options available for any future land conservation projects that may present themselves.

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Feel free to contact any of the Conservation Commission members if you have questions or ideas for projects, or if you'd like to help out with any projects we undertake.

Chuck McGill

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## WESTFORD PUBLIC LIBRARY

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The classic white building that houses the Westford Library was built in 1844 and originally served as the Town Hall. Over the years, the library has been located in several different places, including the basement of the current library (with the town clerk and a cook stove), and close by in a small building, which was torn down. The library moved into the old Town Hall in 1974, and in the years since, has undergone many changes to improve and enhance the building structurally as well as esthetically. Perhaps you have noticed some recent changes at the library - a new slate roof, new carpeting, furniture, shelving and lighting. In addition to taxpayer support, local donations, and community fund raising, the library has received substantial grants over the past few years to help fund these projects.

In 2002, a building assessment conducted by an historic preservation specialist identified several areas in need of attention, specifically the roof and the basement. As announced last year, we received a \$25,000 grant from the Preservation Trust of Vermont to fund the replacement of the slate roof, which was completed this past fall by Westford resident Larry Stearns. The library also received a grant from the Division of Historic Preservation which funded the reinforcement of the back quarter of the roof, as well as structural support in the basement. Additional work was done in the basement to reduce dampness in the building and prevent rot from taking hold in the floor joists. A crew of dedicated volunteers completed much of this work.

The Library has also benefited from generous grant money from the Vermont Public Library Foundation/Freeman Foundation grant. Since 2001 the library has received over \$30,000. These funds were used in four general areas: facilities and equipment; program development and implementation; collection development; and increased staff time.

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Using this money, we installed additional new shelving, expanded hours of operation by four hours a week, offered expanded programming, and purchased many new books, videos, and audio books. The last phase will include replacing the rest of the old shelving.

Over the past few years community donations and fundraising have financed new lighting and insulating window shades. A Westford business, Rovers North, donated a new meeting table and eight chairs, and a Westford resident donated a comfortable sofa. Local tax support allowed us to purchase a new furnace, new carpeting, a bright new rug in the children's area, and fund repairs to stained glass windows.

In looking at future needs, priorities are to finish replacing all of the old shelving, to improve parking and pedestrian access, and to update our overhead lighting and electrical system.

This summer, as in past summers, the library took part in the State Children's Summer Arts Program. The theme was "Summer Feast". The library hosted 22 different programs; the 70 children registered for the summer reading program read a total of 1,190 books. Ongoing programs at the Library include picture book story times, after school programs, and an adult book discussion group. We have also expanded our senior services to include large print books, document delivery service and community programs and resources aimed to support the senior population.

This past year, the library had 7,456 patron visits and circulated 8,251 titles; this represents a 9% increase in visits and a 22% increase in circulation. We currently own 5,499 books, 512 videos, 197 audio books, and receive 27 periodical subscriptions. We have honored 330 interlibrary loan requests to provide patrons with titles we do not own.

Many community groups continue to use the library as a meeting place, including Playgroup, Cub Scouts, Brownies, Boy Scouts, Tiger Scouts, Girl Scouts, Recreation Department, Book Discussion Group, Brookside Cemetery Committee, Pleasant View Cemetery Association, Library Trustees, and the Kings Hill Homeowners Association.

The Library Board of Trustees would like to thank the community for its continued support of the library. We have a wonderful new librarian, Amron Skowronski. She is friendly, professional, creative,

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and has demonstrated strong leadership skills and a keen vision for the future. Please stop by to meet her and visit the library. As always, if we do not have the book you are looking for, we can get it for you. Give us a call at 878-5639, or check out our web site at [www.westford.lib.vt.us](http://www.westford.lib.vt.us).

India Tresselt

Prudence Doherty

Peter M. Jones

Andrea Letorney

Linell Vilaseca

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## CHITTENDEN SOLID WASTE DISTRICT

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### ADMINISTRATION:

CSWD owns and oversees 12 solid waste or recycling facilities in Chittenden County for its 17 member municipalities. A Board of Commissioners, who sets policy and oversees financial matters, governs CSWD. One Commissioner is appointed by each member community. Monthly meetings are held on the 4<sup>th</sup> Wednesday of each month, typically at the South Burlington City Hall. The audited FY '03 General Fund expenses were \$5,926,456 which is an 8% increase from the FY '02 General Fund expenditures.

### SIGNIFICANT CHANGES/EVENTS:

All-In-One Recycling started in July 2003 allowing people to recycle bottles and cans together with mixed paper. CSWD invested about \$2 million in equipment and renovations at the MRF aimed at making recycling easier, more convenient, and more economical.

A new Drop-Off Center opened in March at 339 Pine Street in Burlington. Trash fees are based on weight (11 cents/pound).

In June, the Environmental Depot (formerly the Hazardous Waste Depot) closed its Burlington location and moved to 1011 Airport Parkway in South Burlington.

### ONGOING OPERATIONS:

THE BOARD OF COMMISSIONERS OFFICERS include: Chairman, William Leach of Westford; Vice Chair, Bert Lindholm of Jeri-

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cho, and Secretary/Treasurer, George Gerecke of Williston. EXECUTIVE BOARD MEMBERS include: Leach, Lindholm, Ken Nolan of Milton, Paul Stabler of South Burlington, and Steve Goodkind of Burlington. CSWD GENERAL MANAGER is Thomas Moreau.

DROP-OFF CENTERS located in Burlington, Essex, South Burlington, Milton, Williston, Richmond, Colchester and Hinesburg are available to District members who prefer to self-haul their trash and recyclables. Drop-Off Centers collected 3,099 tons of recyclables, an increase of 1% from FY '02, and 6,580 tons of household trash during FY '03, a 3% increase from FY '02.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and is privately operated by Casella Waste Management, Inc. In FY '03, 20,956 tons of commingled recyclables were collected, sorted, baled and shipped to markets. This represents a 9.5% decrease from the previous year. The average sale price for materials was \$70, a 69% increase from the previous year's average.

The WOOD & YARD WASTE Program, processed 6,088 tons of clean wood waste and brush in FY '03. This amount is up 25% from the previous year. Wood chips are sold to the McNeil Generating Station, and other facilities, where the chips are used to generate electricity. Chips are also sold for use in wood kilns and in creating a colored mulch product.

Member participation increased at the HAZARDOUS WASTE DEPOT and THE ROVER. These facilities, which collect household and small business-generated hazardous waste, received 9,268 visits with 185 tons of hazardous waste from residents, a 2% decrease from FY '02, and 386 visits with 65 tons from businesses in FY '03, which is a 3% decrease from FY '02.

CSWD brokered 14,492 wet tons of BIOSOLIDS for our member communities in FY '03, down 5% from the previous year.

The focus of CSWD's MARKETING CAMPAIGN in FY '03 was informing people of the changes in CSWD facilities, including the new Burlington Drop-Off Center, the new location of the Environmental Depot, and new hours at Drop-Off Centers.

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A variety of EDUCATIONAL PROGRAMS are available to assist residents and businesses to reduce and properly manage their wastes. The CSWD HOTLINE (872-8111), WEBSITE: ([www.cswd.net](http://www.cswd.net)), school programs, workshops, informational pamphlets, and waste assessments for businesses are part of this positive community outreach.

Two hundred twenty-four businesses and institutions representing 3,966 employees, approximately 1,685 residents of residential complexes, and over 7,320 students, volunteers, and parishioners were impacted by the BUSINESS OUTREACH PROGRAM. Compared to FY '02, contacts in FY '03 increased by 13%. Eighty school presentations, equipment loans, facility tours, and waste assessments reached over 3,800 students in the 2002-2003 school year through the SCHOOL OUTREACH PROGRAM.

RESEARCH AND DEVELOPMENT efforts, which have dual goals of reducing the amount of waste generated and landfilled along with making programs more convenient and cost-effective, focused in FY '03 on drop-off food composting, construction and demolition waste reduction, and computer reuse and recycling.

CSWD provides funding and staff time to support GREEN UP DAY efforts in Chittenden County. In April 2003, 56 tons of litter were collected, including 1,421 tires and 62 cubic yards of scrap metal. CSWD also contributed \$3,650 to Green Up Vermont on behalf of its member municipalities.

The fall and spring TIRE AND APPLIANCE ROUND UPS brought in 969 major appliances and 4,792 tires at no charge from 1,724 households.

The COMMUNITY CLEAN UP FUND helps members keep their communities clean and litter free throughout the year. In FY '03, over \$8,400 was distributed to 12 of our 17 member municipalities through this program.

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## WESTFORD RECYCLING & TRASH CALENDAR

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### **Trash Schedule:**

Trash is picked up every Monday. The only holidays that trash will not be picked up is when Christmas and New Years falls on a Monday. When this occurs, trash will be picked up on a Tuesday. If you have any questions regarding trash or recycling, please contact the Town Office at 878-4587.

### **Recycling Schedule:**

1<sup>st</sup> and 3<sup>rd</sup> Mondays - Route 128 & West of 128 will be picked up.

2<sup>nd</sup> and 4<sup>th</sup> Mondays - East of Route 128 will be picked up.

Recycling bins are available at the Town Office.

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## WESTFORD RECREATION

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The Westford Recreation Department is in its 7<sup>th</sup> year. It was created with a mission to provide recreational, educational, athletic, and cultural and entertainment activities to all Westford residents and neighbors. We strive to offer programs for a wide range of activities and interests and depend on community support, input and volunteers to keep our programs successful and affordable.

Our Recreation Department provides athletic programs for children in kindergarten through grade 6. Without the efforts of community volunteers, these programs could not be offered. The program fees collected allow us to purchase uniforms, equipment, and also to show appreciation for the people that so generously give their time to our kids. Our programs are offered at the Red Brick Meeting House, United Church of Westford, and mostly the Westford School.

Our 2003 offerings include: K - 4 T - Ball, K - 4 Summer Soccer, K - 6 Fall Soccer, K - 6 Basketball, Smugglers Learn to Ski and Snowboard Program, Ski Club, Fencing, Hunter Safety, Jazzercise,

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Yoga, Adult Basketball, Adult Volleyball and free skating at the Town Common Ice Rink. We also proudly co – sponsor fundraising benefits for the Red Brick Meeting House, such as Westford Summer Concerts on the Common, featuring Westford's own Feelin' Alright Band, and Natterjack, and our annual Broomball tournament held at the Town Common Ice Rink.

And new for 2003 – Lacrosse, Bird watching, Lamoille River Canoeing, Build the Space of your Dreams and Yoga. Lacrosse was a huge success. We introduced the 3<sup>rd</sup> and 4<sup>th</sup> grade kids to the sport, and everyone had a great time. Mike Elmore and Gil Harrison were the volunteer coaches. Yoga with Sue Adams was brought back to Westford residents, and they are happy to practice yoga locally. There were great turn-outs for all classes. A weekday night class will return in spring, after hockey season. We also began a new Outdoor Recreation series that includes bird watching, canoeing and Hunter Safety.

I also want to thank Cherie Dunkley for her efforts writing a grant to secure \$3195.00 Recreational Facilities Grant from the State of Vermont. Cherie, a Rec Committee volunteer, pulled together several letters of support and succeeded in securing this grant to support the renovation of the Red Brick Meeting House. She went to Montpelier with her daughter Ada and Representative Martha Heath for the ceremony to receive the award. The grant will be used to renovate a meeting room upstairs in the RBMH for future use by any group interested in using it. We would like to use the room for small workshops and kids programs, so if you have an idea for a small workshop, we can now support it with a clean, heated space with tables and chairs. Thanks, Cherie, for your commitment to our community!

The summer concert series was a wash out, literally. Two were held in the RBMH due to rain, with low turnouts for both. Only one showcased on the common, and the rain fell for half of it. Let's hope for better weather this summer. Hopefully more progress will be made on the Red Brick Meeting House renovation project to provide a rain site.

Thanks to all who helped erect the ice rink this winter, especially the Westford Volunteer Fire Department. We've got a new liner this year and it should prove to make for a great skating season. As al-

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ways, if you're using the rink, mind the signs (green means open for skating, red means closed for skating). We purposely leave shovels out so users can help keep the ice clear. As this is going to print, we are gearing up for another successful Broomball Tournament.

This year saw two dedicated people pass their Rec Committee torches to some new folks. Bill McClintock and Rob Sincerbeaux stepped down from your Rec group. Both Rob's and Bill's kids have moved beyond ages where they would participate in Rec sports, into new athletic endeavors. Rob and Bill will be missed. Cherie and Tom Dunkley and George Lamphere have joined your Rec committee, each bringing new and fresh interests and ideas. Welcome them as volunteers. Not one of these programs would take place if it were not for the dedication of the people who give so much of their time to our community. If you see one of your volunteers giving their time for the benefit of others, be sure to thank them for their service to our community. And consider participating as a volunteer to one of our programs if you have the time.

Enrollment in our adult programs fluctuates from season to season. It's a challenge to offer worthwhile programs on a continuing basis, hence the need for constant revisions and input from you, the customer. Our mission is to meet the recreation needs of our constantly changing community. We will be offering some of the usual programs, others not offered for a while, and hopefully new ones – ones that you request. If you have a particular skill or interest that you would like to offer to our community, call me and we will get you on the agenda.

Westford Recreation offers programs for all four seasons. Schedules are included in the Town Newsletter and the School Newsletter. Registration forms are available at the Town Office, the school, and via email. We meet on the third Tuesday of each month, 7:30 at the Town Library and you are encouraged to attend.

Tony Kitsos, Coordinator 849-2966

Committee Members:

Sue Adams 878-3645

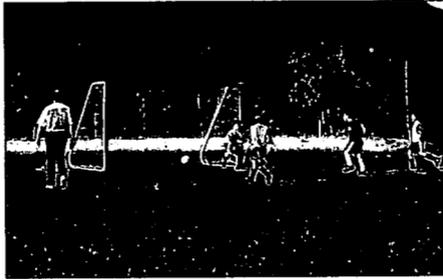
Rich Staab 879-4745

Tom and Cherie Dunkley 878-3929    George Lamphere 879-6488

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*Lamoille River Canoe Trip*



*Rec's First 3-4 Soccer Winning Goal*



*Starting Them Off Right*

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**TOWN OF WESTFORD RECREATION DEPT.**


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**Year Ending June 30, 2003**

<b>CASH ON HAND - July 1, 2002</b>		<b>\$ 3,646.00</b>
<b>RECEIPTS</b>		
Registrations	\$ 11,558.40	
Donations	2,365.00	
Sale of Lacross sticks	543.00	
Miscellaneous	<u>111.21</u>	
<b>TOTAL RECEIPTS</b>		<b>14,577.61</b>
<b>DISBURSEMENT</b>		
Payroll Expenses	6,076.62	
Programs	3,222.00	
Uniforms	1,038.00	
Toilet Rentals	1,035.00	
Equipment	981.50	
Donations	775.00	
Snowmobile repairs	345.25	
Workmen's Comp Insurance	338.12	
Summer Concerts	300.00	
Rent	160.00	
Equipment storage unit	147.71	
Refunds	195.00	
Other Expenses	<u>299.52</u>	
<b>TOTAL DISBURSEMENTS</b>		<b><u>14,913.72</u></b>
<b>TOTAL</b>		<b><u>\$ 3,309.89</u></b>
<b>CASH ON HAND - June 30, 2003</b>		<b><u>\$ 3,309.89</u></b>

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## WESTFORD HISTORICAL SOCIETY

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The Society would like to thank Linell Vilaseca for offering to do the plantings in the entrance barrels at the covered bridge last summer.

This past year the Society held our Ham Dinners on the first Saturday in May and October. Thank you to all those who helped with the dinners and to those who attended. We're planning on having them again in 2004. Since we are working with the Brick Meeting House Society in their project of the restoration of the Meeting House, the proceeds from these dinners will go towards that work.

Caroline Brown for the Westford Historical Society

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## THE BRICK MEETING HOUSE SOCIETY REPORT

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The Brick Meeting House Society of Westford, (BMHS) is a committee that is restoring and operating the Brick Meeting House as a community center. Organizations represented on the committee are: The Westford Historical Society (WHS), The Westford Seniors, the United Church of Westford, the Westford Playgroup, the Recreation Committee of Westford, the Fairfax Community Theatre Company (FCTC), and the Boy Scouts, Cub Scouts, and Girl Scouts of Westford. We meet monthly to coordinate activities.

I acknowledge this has been our first year without Betty Fay. An Apple tree has been planted in her honor and memory.

Activities over the past year have included;

- Broomball Tournament
  - Mud Season Coffee House Evening of music, java and desert.
  - Easter Breakfast
  - Dog and Cat Rabies Clinic
  - July 4<sup>th</sup> festivities
  - August Ice Cream Social with the town band.
  - Late September: the Rovers North Fall Foliage Run.
  - FCTC shows of "Love Letters" and "Chapter Two".
  - Historical Society ham suppers.
  - Monthly luncheons for the Westford Seniors.
  - Hosting of town forums of Planning and Roads
-

We received a Recreational Facilities Grant through the Recreation Committee of \$3,165.

We received notification of a Vermont Community Development Grant of \$10,000.

Renovation work completed includes: new cookstoves from the WHS, insulated back attic completed by the scouts, finished bathroom and meeting rooms, maple tree planted by the scouts, and front walk stones contributed by Dan Jackson and Fred Howard.

Community Funds raised in support of the BMHS	\$ 2,384
Baptist Society Funds	\$ 3,123
Additional income from rent to private groups.	\$ 260
Memorial funds of Betty Fay and John Stark	\$ 1,265
Operating funds from the town	\$ 3,500
Operating expenses	\$ 3,761
Renovation expenses, work completed (approx.)	\$ 3,800

Thanks to the community for your support!

Ongoing work for the next year includes the completion of interior finishes, the attic and windows. Work continues to be performed by local professionals and lots of volunteers. We are thankful for these efforts and for the patience of the community.

Use by the community continues to increase. The building is available for community use, and also for appropriate private functions, where we ask modest rent. Scheduling is coordinated through a central calendar at the town office.

We are open to anyone interested in joining our meetings, or to help with fundraising and construction activities. Feel free to contact any of our members, the various committees, or, the BMHS through the town office or by mail at P.O. Box 63.

Respectfully submitted,  
John Doane, President, BMHS

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## TOWN OF WESTFORD AUDITOR'S REPORT

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We have examined the financial records of the Town Treasurer, Delinquent Tax Collector, School Treasurer, Town of Westford School District and the Trustees of Public Funds in accordance with Title 24, Section 1681 V.S.A. We have verified the existence of all cash balances and examined auditing standards. To the best of our knowledge, the financial statements and reports present the financial position of the Town of Westford for the year ended June 30, 2003.

Many thanks to the Town Clerk, Treasurer and Assistant Town Clerk for their cooperation and hard work throughout the year!

Respectfully submitted,  
Tom Ware  
Maurice Rathbun  
Mark Winer

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## CEMETERY COMMISSIONERS' REPORT

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2003 was a quiet year for the Westford Cemetery Commission. There was only one lot sold by the Cemetery Commission. Flags were placed on all Veterans graves in observance of Memorial Day. The "Friends of Richardson Cemetery" continue to maintain that cemetery. As always, we would like to extend our thanks to everyone who mows our cemeteries and maintains them.

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 continues to receive several requests regarding family history research and often this information can only be found on the gravestones themselves. We have begun a long-range project of repairing & cleaning the gravestones as funds allow. This past summer we had a portion of the Plains Cemetery cleaned and restored. Another portion will be completed in the spring/early summer of 2004. The restoration of the Cookyard cemetery is slowly being completed, as there is a great deal of brush and tree debris that needs to be removed. Two volunteers are undertaking this project and we appreciate their time and efforts.

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Unfortunately, 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. Unfortunately, many communities are faced with this problem. 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 Cemetery Commission with the support of the townspeople, the public and the descendents of people buried in the cemeteries would like to continue to keep the cemeteries aesthetically pleasing and a source of historic information.

The cemetery funds are all invested in local banks and are carefully supervised.

Respectively submitted,  
Lynn J. Gauthier  
Kathleen Sawyer  
Robert O. Jackson

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## WESTFORD SENIOR'S REPORT

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Our meetings started for the year on April 14<sup>th</sup>. We meet on the second Monday of every month at the Red Brick Meeting House. We met through June then adjourned until September due to the busy summer and vacations for some.

Our year began with a wonderful treat. Perky Maddocks, and other women of our town, put on a beautiful dinner for us. This continued through the year until our December meeting. Thanks ladies.

Our officers for the year were voted as follows: Bernice Weston, President and Secretary; Loreen Teer, Treasurer; and later in the year Marion Stark became Vice President. Esther Cota has been Secretary and Treasurer for many years. Due to ill health, she had to resign. We all miss her.

During the year Amron Skowronski, the librarian, read us several short stories at some of our meetings. Everyone enjoyed these and had a good laugh at some of them.

We donated \$50.00 to the food shelf, which is supervised by Marion Stark. It was also voted to give a \$100.00 donation to the town Holiday Baskets.

Our meetings are on hiatus until our March 8<sup>th</sup>, 2004 dinner at the Red Brick Meeting House. We hope to see all the Seniors and guests there. Thank you all for the support you have given us.

Respectfully submitted,  
Bernice Weston, President/Secretary

### **Treasurer Report:**

April Check Balance:	\$101.42
April 30 <sup>th</sup> , transferred	\$1,187.81
from CD to checking account.	
<b>Balance as of 12/23/03</b>	<b>\$1,261.81</b>

Respectfully submitted,  
Loreen Teer, Treasurer

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## CHAMPLAIN VALLEY AGENCY ON AGING

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Helping People Age with Independence and Dignity

**The Champlain Valley Agency on Aging Inc.** has been helping people age with independence and dignity for over 25 years. CVAA is grateful to the citizens of Westford for their ongoing support of services for area seniors.

The Services Available to Residents of Westford Include:

**Meals on Wheels** - CVAA provides hot wholesome meals to seniors who are age 60 or over. Volunteers deliver Meals on Wheels to homebound individuals who are ill, frail, or recuperating after a hospital stay and unable to prepare their own meal.

**Senior Community Meals** - In Westford, these meals are served at Fairfax and Essex, and at many area restaurants. In addition to a nutritious meal, the community meal provides socialization and companionship for older people who may be isolated or live alone.

**Case Management** - CVAA Case Managers make in-home visits and connect individuals with the services and resources they need in order to remain independent and in their own home. Kathy Hart, the CVAA Case Manager for Westford, works with seniors in your town. Kathy may be reached through the CVAA office at 865-0360 or 1-800-642-5119.

**Senior HelpLine** - CVAA operates a toll-free service that provides answers to any question or concern regarding services for older people. Seniors, or their family members, can reach the Senior HelpLine by calling 1-800-642-5119 (Voice/TTY) during business hours.

FOR MORE INFORMATION ON THE AGENCY, OR TO INQUIRE ABOUT VOLUNTEER OPPORTUNITIES, CALL 865-0360 or 1-800-642-5119 (VOICE/TTY). You may also visit us at [www.cvaa.org](http://www.cvaa.org).

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**VNA FUND REQUEST FY 2005**


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Visit statistics listed below are for the VNA's fiscal year 2003 (July 2002 – June 2003).

<b>Breakdown of Visits</b>	<b>Visits</b>	<b>Hours</b>
Nursing	200	
Physical Therapy	84	
Speech Therapy	0	
Occupational Therapy	19	
Social Service	3	
Licensed Nursing Assistant	161	247
Homemaker	3	8
Family Educator	0	0
Waiver Attendant	897	3,844
Home Care Provider	0	0
Continuous Care		0
<b>Totals</b>	<b>1,367</b>	<b>4,099</b>

Total Westford clients cared for: 34

Total cost of services	\$116,227.32
Total cost of services reimbursed by Medicare, Medicaid, private insurance, contract and patient fees	\$109,172.84
Balance	\$7,054.48
FY '02 Town Income	\$1,098.00
Gain (Loss) FY '02	<b>(\$5,956.48)</b>

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## THE VERMONT CENTER FOR INDEPENDENT LIVING

The Vermont Center for Independent Living (VCIL) teaches people with significant disabilities how to gain more control over their lives and how to access tools and services to live more independently. We also conduct public education and systems change activities that promote the full inclusion of disabled people into community life.

An estimated one in five Vermonters has a disability. VCIL, a private not-for-profit corporation, is Vermont's first and only cross-disability center for independent living and the first organization in the state to be directed and staffed by a majority of people with diverse disabilities.

Statewide, from October 1, 2002 through September 11, 2003, VCIL responded to 1,974 requests from individuals, agencies and community groups for information and referrals on a broad range of subjects related to living with a disability. We provided one-on-one peer counseling to 342 individuals to help increase their independent living skills and life opportunities; provided 405 households with financial and technical assistance for making their bathrooms and entrances accessible to a disabled family member; provided over 340 with personal assistance and/or assistive technology; provided communications equipment to 67 Deaf, hard-of-hearing or speech-impaired individuals through our Telecommunications Equipment Distribution Program, and served home-delivered meals to almost 533 Vermonters through VCIL's Meals On Wheels program for Individuals Under 60 with Disabilities.

VCIL's central office is in downtown Montpelier with three smaller regional offices in Bennington, Brattleboro and Burlington. The Montpelier office houses our resource library and our toll-free information line, which provides answers to disability-related questions from every Vermont community. Our locally-based Peer Advocacy Counselors are available to people with disabilities in every municipality in Vermont

To learn more about VCIL, call us toll free at 1-800-639-1522.

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## ENHANCED 911 BOARD REPORT

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Statewide System Operations - January 1, 2003 to November 30, 2003

### Total Calls Handled

System-wide	Wire-Line	113,763	Wireless	60,374
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### Total Abandoned Calls

System-wide	Wire-Line	15,464	Wireless	3,656
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### Average Call Answer

Time System-wide	5 Seconds
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### Average Call Duration

System-wide	1 Minute 54 Seconds
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The Vermont E-911 system continues to perform within established benchmarks.

The Enhanced 911 Board operates ten 911 call answering points, known as Public Safety Answering Points (PSAP). They are located at the Springfield Police Department, the Hartford Police Department, the Montpelier Police Department, the Lamoille County Sheriff's Office, the Saint Albans Police Department, the Shelburne Police Department, and the State Police Barracks at Williston, Rutland, Rockingham and Derby to be operational by January 2004.

### **E 9-1-1 Address Confidentiality**

In 1996, the General Assembly passed a law requiring Towns that created new street addresses for enhanced 9-1-1 to provide a confidentiality option to residents. This option allows residents to prevent their names from being linked with their new street addresses in municipal public records, such as the Grand List. If you choose to exercise this option, you are required by law to provide the Town Clerk with an alternative mailing address, such as a Post Office box. Copies of the "Confidentiality Option Form" and instructions are available at your Town Office or on the internet at [www.state.vt.gov/e911](http://www.state.vt.gov/e911). Your Confidentiality Option Form is not a public record and is exempt from disclosure under the Public Records Law. Town officials are required to preserve your privacy.

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## ESSEX RESCUE

Mission Statement - Essex Rescue is committed to being a leader in EMS and to providing our community with excellence in pre-hospital and out of hospital care by maintaining the highest standards of our profession; caring for our patients, their families and the community; and preventing illness and injury through public education.

Since 1971, Essex Rescue has been providing the Westford community with prompt excellent medical response 24 hours a day, 7 days a week, and 365 days a year. Each year our program gains strength that helps us offer better service to you. Essex Rescue serves the communities of Essex, Essex Junction, Underhill, Jericho and Westford with advanced life support services and outreach through community education. With over 50 volunteer members this year certified at the CPR through paramedic level we too are growing to meet the needs of our expanding communities. Essex Rescue has embarked on some significant changes this year to help us respond to the increasing needs of the communities we serve. This is evident in the creation of the Executive Director position. After a long and thoughtful search process we filled this position in late August of this year to aid us in serving you with the highest quality care and manage the daily activities of our once small organization.

In the last year, Essex Rescue volunteers have donated over 61,000 hours in your community in addition to continuing education through courses and conferences year round. Below you will find statistics related to calls in your area in the past four years.

<u>Total Number of Emergency Responses</u>		<u>Emergency Responses to Westford</u>		
2003	1392	2003	48	-23%
2002	1472	2002	63	+9%
2001	1414	2001	58	+26%
2000	1292	2000	46	—

We continue to offer our subscription plan to offset the cost of Emergency Services. Essex Rescue will waive any co pay or balance not covered by insurance to our subscribers and all members of their household. If you would like more information on our subscription plan or other aspects of Essex Rescue please call our non-emergency number at 878-4859.

Sincerely, Deanna L. Nelson, President

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## VERMONT LEAGUE OF CITIES AND TOWNS

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The Vermont League of Cities and Towns' mission is to serve and strengthen Vermont local government. Most government services used by Vermonters on a daily basis are those provided by its cities and towns. These include highways, police, fire, recreation, sewer and water. Vermont municipal officials are responsible for raising and expending nearly one-half of the non-federal taxes raised in the state.

In large part, volunteer elected and appointed municipal officials lead these governments. VLCT provides the following services to its member cities and towns, to strengthen the ability of these officials to provide quality services at affordable levels of taxation:

- **Advocacy representation before the State Legislature, administration and judiciary, ensuring that municipalities have the resources and authority to serve their citizens.** VLCT is a leader in the education finance debate and in securing revenues for town highway and bridge maintenance programs.
  - **Training, technical assistance and publications to strengthen the ability of municipal officials to serve their communities.** In the past year, we have responded to almost 50,000 telephone calls, 21,200 of them from local officials on the toll-free telephone line available to them. Our Municipal Assistance Center and Group Services staffs provided over 750 workshops and small group training sessions attended by over 4,000 municipal officials and answered over 2,300 legal questions posed by municipal officials. VLCT distributed over 575 copies of local government publications and distributed over 3,200 hard copies or electronic mail versions of VLCT's Weekly Legislative Report to municipal officials each week during the legislative session.
  - **Purchasing opportunities to provide needed services at the lowest cost.** These include an array of municipal insurance programs, among many others. Examples of how this saves local taxpayers dollars are the securing of municipal employee health insurance and liability coverage for town operations. The VLCT Health Trust represents the most affordable option available to provide health insurance to municipal employees. The value of VLCT PACIF to all our members was made painfully clear last
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year when the major re-insurer for the largest private sector option available for municipal property and casualty insurance was declared insolvent by the State of Pennsylvania, threatening the payment of claims made under those policies.

All 246 Vermont cities and towns are members of VLCT, along with 140 other municipal entities including villages and fire districts. Membership dues are \$.72 per capita plus a \$250 service fee per year. VLCT maintains its offices in Montpelier and employs 42 staff members. It has an annual operating budget of approximately \$3.0 million.

Individuals interested in finding out more about Vermont League of Cities and Towns, including reviewing its audited financial statements can visit its Web site at [www.vlct.org](http://www.vlct.org).

## TOWN OF WESTFORD - VITAL STATISTICS

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### MARRIAGES

<i>Name of Bride &amp; Groom</i>	<i>Date</i>	<i>Residence</i>
Stephen R. Doran Jennifer M. Lawrence	May 10, 2003	Westford, VT Westford, VT
Tyler Mills Carr Amanda Marie Horton	May 31, 2003	Essex, VT Westford, VT
Jason Alexander Card Laura Lee Lucas	July 19, 2003	Westford, VT Westford, VT
Geoffrey Philip Gohacki Tessa Blossom Holmes	July 29, 2003 Westford, VT	Westford, VT
Brian Keith Herman Katherine McConnell von Behren	August 10, 2003	Williamsburg, VA Williamsburg, VA
Larry Roger Griffith Pauline Maryann Bierkamp	October 4, 2003	Westford, VT Westford, VT
Jack Paul White Renee Michele Cipri	October 4, 2003	Westford, VT Westford, VT
James Michael Charbonneau Jennifer Kay Fernald	Sept. 19, 2003	Westford, VT Essex, VT
Roger D. Nimmons Debra Ellen Richer	Dec. 19, 2003	Westford, VT Westford, VT

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**CIVIL UNIONS**

<i>Name of Party A &amp; B</i>	<i>Date</i>	<i>Residence</i>
Ann Suzette Laramee	October 11, 2003	Westford, VT
Michelle Louise DaVia		Westford, VT

**BIRTHS**

<i>Name of Child</i>	<i>Date</i>
Alexis Jane Merchant	January 10, 2003
Benjamin Harley Brunzell	January 17, 2003
Natasha Marie Salisbury	February 16, 2003
Keegan Patrick Conrad-Pawlik	February 28, 2003
Natalee Eileen Genest	March 19, 2003
Ashley Marie Wilder	April 18, 2003
Atticus Orrin Phinney-Anderson	May 20, 2003
Shayla Marjlie Winer	July 1, 2003
Jenna Rose Grant	June 10, 2003
Trever Henry Chastenay	June 12, 2003
Jade Alexis McGahey	June 26, 2003
Kylie Ann Trottier	August 3, 2003
Jack Thomas Mahar	August 17, 2003
James Alexander Prakelt	August 20, 2003
Andrew Martin Wilder	September 7, 2003
Meghan Reilly Finn	September 9, 2003
Jazmin Elouise Munson	September 9, 2003
Zachary Richard Brisson	October 5, 2003
Alexander James Wamsganz	October 12, 2003
Samuel Henry Nichols	October 23, 2003
Maya Irene Bernosky Desautels	November 6, 2003
Samuel Raymond Dewey	November 12, 2003
Elie Amadee Chauvin	November 21, 2003
Emilie Nicole Bennett	December 18, 2003

**DEATHS**

<i>Name</i>	<i>Date</i>	<i>Residence</i>
Betty Elinor Fay	January 28, 2003	Westford, VT
John Newhall Stark	March 14, 2003	Westford, VT
Jason Paul Daignault	April 20, 2003	Fairfax, VT
Sean Michael Reynolds	April 20, 2003	Fairfax, VT
Leon Stanley Prairie	April 30, 2003	Westford, VT
Jean Eva Barkyoumb	July 20, 2003	Westford, VT
Byron F. Woodworth	July 25, 2003	Westford, VT
Terrance Christopher Mitchell	August 28, 2003	Westford, VT
Candis A. Langevin	October 16, 2003	Westford, VT

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## SERVICES & ORGANIZATIONS

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The following are some of the organizations offering information and services available to Westford residents.

<b>CVAA - Champlain Valley Agency on Aging</b>	865-0360
Offers a variety of services including <u>Meals on Wheels</u> , assistance with transportation and tax preparation	
<b>RSVP - Retired Senior Volunteer Program</b>	860-1677
Services for elderly, shut-ins, disabled and Tax 5 preparation help.	
<b>American Red Cross</b>	660-9130
<b>COTS - Committee on Temporary Shelter</b>	864-7402
Provides emergency shelter for homeless individuals and families.	
<b>Vt. Food Bank - Emergency Food Shelf (Burlington)</b>	658-7939
<b>Disabled Assistance Service, Special Service Transportation</b>	655-7800
<b>VABVI - Vt. Association for Blind &amp; Visually Impaired</b>	863-1358
<b>Vermont Center Independent Living</b>	1-800-639-1522
Home access modifications, grants for adaptive equipment, meals on wheels, information & referral	
<b>Howard Center for Human Services</b>	660-3678
Mental health, developmental disabilities, substance abuse child and family services	
<b>Milton Family Community Center</b>	893-1457
Day care, emergency food shelf, clothing room, play groups, parent education	
<b>Women Helping Battered Women Hot Line</b>	658-3131 658-1996
<b>Women's Rape Crisis Center Hot Line</b>	864-0555 863-1236
<b>Visiting Nurses Association</b>	658-1900
Hospice of Champlain Valley Respite House	
<b>Vermont Adult Learning</b>	864-2622
Adult Basic Education & English for immigrants & refugees	
<b>Make A Wish</b>	864-9393

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**NOTES**

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**NOTES**

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James P. Taylor Memorial Town Report Contest

# Award of Excellent Achievement

Superior to Vermont

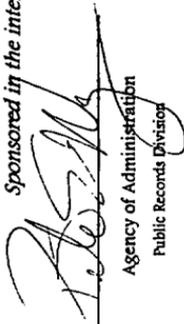
for

2001 Town Report

Presented to the Town of

Westford

Sponsored in the interest of local town government by



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UVM Extension

Community Resource Development Program

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