

TOWN OF
WESTFORD
VERMONT



2022
ANNUAL REPORT
July 1, 2021 – June 30, 2022

NOTICE

**There will be no in-person Annual Town Meeting in 2023.
All articles will be voted on by Australian ballot.**

In January 2023, the Legislature passed a bill (H.42) which grants municipalities the option of not holding an in-person town meeting and does not require a physical location for the required public hearing.

In 2020, Act 60, which made several changes to Vermont's Election Laws, was passed by the Legislature. One of the changes allows governing bodies (selectboards, city councils, etc.) to decide whether or not to mail ballots to all active, registered voters.

On January 26, 2023, the Selectboard voted to not hold an in-person meeting and public hearing, and to mail ballots to all active, registered voters.

Public Hearing for Australian Ballot Articles Thursday, March 2, 2023 6:00 pm via Zoom

Information on how to access the remote hearing:

By Computer

To join the Zoom Meeting:

<https://us02web.zoom.us/j/83759748471?pwd=MVFCY2xPROV5SUc5bDIWdlQ4YnA5dz09>

Meeting ID: 837 5974 8471 - Passcode: 03vXnV

By Telephone

Dial +1 646 558 8656

Meeting ID: 837 5974 8471 - Passcode: 476452

See the Remote Public Informational Hearing Notice in this report for more information.

Australian Ballot Voting Tuesday, March 7, 2023 Westford School Polls Open 7:00 am to 7:00 pm

If you decide to vote in-person at the polls, please bring the ballot that was mailed to you. If you do not bring the ballot, you will be required to complete an affidavit before receiving another ballot.

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

Cover photo: Westford Historical Society building provided by Caroline Brown

TABLE OF CONTENTS

DEDICATION

WESTFORD HISTORICAL SOCIETY.....	1
----------------------------------	---

TOWN OFFICE INFORMATION

GENERAL INFORMATION.....	4
--------------------------	---

ELECTED & APPOINTED TOWN OFFICERS	5
---	---

TOWN MEETING

2022 TOWN MEETING ABSTRACT	8
----------------------------------	---

2023 ANNUAL TOWN MEETING WARNING & PUBLIC HEARING NOTICE	9
--	---

TOWN FINANCIALS

EXPENSE BUDGET 2023-2024	11
--------------------------------	----

REVENUE BUDGET 2023-2024.....	18
-------------------------------	----

FIVE YEAR CAPITAL BUDGET.....	20
-------------------------------	----

TREASURER’S REPORT	22
--------------------------	----

AUDITORS’ CERTIFICATION – FOTHERGILL, SEGALE & VALLEY.....	23
--	----

SCHEDULE OF TAXES BILLED & COLLECTED.....	24
---	----

ARPA FUND ACCOUNT.....	25
------------------------	----

CONTINGENCY FUND ACCOUNT.....	25
-------------------------------	----

TOWN COMMON FUND ACCOUNT	26
--------------------------------	----

MUNICIPAL RECORDS RESERVE FUND.....	26
-------------------------------------	----

STATEMENT OF OUTSTANDING DEBT	27
-------------------------------------	----

STATEMENT OF RESERVE ACCOUNTS	27
-------------------------------------	----

REPORTS OF TOWN OFFICIALS, BOARDS & ENTITIES

SELECTBOARD	28
-------------------	----

TOWN CLERK	31
------------------	----

BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT	32
---	----

CEMETERY COMMISSION	33
---------------------------	----

CONSERVATION COMMISSION	36
-------------------------------	----

DELINQUENT TAX COLLECTOR	38
--------------------------------	----

DEVELOPMENT REVIEW BOARD.....	38
-------------------------------	----

FIRE WARDEN	39
-------------------	----

LISTERS.....	40
--------------	----

PLANNING COMMISSION	41
---------------------------	----

RECREATION COMMITTEE	42
WESTFORD PUBLIC LIBRARY.....	45
WESTFORD VOLUNTEER FIRE DEPARTMENT.....	48
ZONING ADMINISTRATOR	51
TOWN ORGANIZATION	
BRICK MEETING HOUSE SOCIETY	52
SENIOR LUNCHEON	54
WESTFORD COMMON HALL.....	55
TOWN CHARTER, ORDINANCES & POLICIES	
TOWN CHARTER	57
CONTRACTED WASTE & RECYCLING REIMBURSEMENT POLICY.....	59
DOG ORDINANCE.....	60
MOBILE FOOD VENDOR ORDINANCE.....	65
ORDINANCE TO REGULATE OPEN FIRES	68
TOWN TRAILS ORDINANCE	70
TRAFFIC ORDINANCE.....	72
WINTER ROAD POLICY	76
OUTSIDE AGENCIES	
AGE WELL	78
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION	78
CHITTENDEN COUNTY SHERIFF	85
CHITTENDEN SOLID WASTE DISTRICT	85
CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS (CUSI)	87
ESSEX CHIPS.....	89
ESSEX RESCUE	90
FAIRFAX RESCUE	91
HOME, HEALTH & HOSPICE	93
STEPS TO END DOMESTIC VIOLENCE	94
VERMONT CENTER FOR INDEPENDENT LIVING	95
VERMONT LEAGUE OF CITIES AND TOWNS	96

Dedication Westford Historical Society

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

Something happened in the past year and a half that the Westford Historical Society (WHS) has been waiting for, for a long, long time. We had our building built! We now have a home!

In 1863 there was a blacksmith/granary shop on this property. It burned in the early 1960's and the lot was empty until the WHS was able to purchase it in 2020. After much planning we contracted with a local builder, Tim Aiken & Son Builders, to build a close replica of the original building. The groundbreaking was held in August of 2021 and construction was underway within the next few weeks. (We won't mention the multitude of permits needed to be completed for this undertaking!)

The timber frame went up quickly but with COVID the process slowed, and the cost of materials soared. We are proud of what has been done but still need to complete the second-floor interior and do some landscaping.

The first meeting held in the building was in April 2022. A few items from our collection were brought to the building for the Sunday openings held in July and August. The remainder of the collection will be moved to the building when the second floor is finished. The WHS is hoping all will be completed by the Summer or Fall of 2023 at which time there will be a much-anticipated official opening.

The current Westford Historical Society was formed in 1988 to save the covered bridge on Cambridge Road. After years of fundraising, ham dinners, and grants, the bridge was restored and returned to its site in 2001. The Society has and continues to receive items and photos from former and current Westford residents.

The Historical Society is always looking for new members. We meet monthly on the third Monday of the month at 6:30 p.m. From January to March meetings will be held on ZOOM. For more information, please contact Caroline Brown, President, at 802-878-8890.

Active members: Sandra Ashley, Stuart Ashley, Caroline Brown, Barry Conolly, Lynn Gauthier, Marge Hamrell, Trish Indoe, Becky Macomber, Beth Menut, Guy Roberge, Pat Roberge, Glenn Rogers, and Todd Violette.



1863 Blacksmith Granary Shop



East side of Town Common



Westford Historical Society Members

Top row: Glenn Rogers, Lynn Gauthier, Barry Connolly, Marge Hamrell, Patricia Roberge, Guy Roberge

Bottom row: Sandra Ashley, Caroline Brown, Patricia Indoe, Ruby (dog)

Missing: Beth Menut, Becky Macomber, Todd Violette, Stuart Ashley



Construction of staircase to second floor



Adding the trusses!



Second floor



Roof and siding installation.



All buttoned up!



Enjoying the new meeting space!

TOWN OFFICE INFORMATION**Westford Town Office**

1713 Vermont Route 128 • Westford, Vermont 05494

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

<https://westfordvt.us/>**EMERGENCY NUMBER:** 911 (Fire, Rescue and Police)

Non-Emergency Numbers

State Police: 802-878-7111

MEETINGS

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

HOURS

Town Clerk's Office	Monday – Thursday	8:30 a.m. - 4:00 p.m.
	Friday	8:30 a.m. - 1:00 p.m.
Town Administrator	Monday – Thursday	9:00 a.m. - 4:00 p.m.
	Friday	9:00 a.m. - 1:00 p.m.
Town Planner	Monday – Wednesday	8:30 a.m. - 4:00 p.m.
	Thursday & Friday	Remote
Zoning Administrator	Tuesday 10:00 a.m. - 4:00 p.m. (except July and August)	
	Thursday 8:30 a.m. - 4:00 p.m.	Friday 8:30 a.m. – 1:00 p.m.
Library	Tuesday 10:00 a.m. - 7:00 p.m.	Wednesday 1:00 p.m. - 7:00 p.m.
	Thursday 10:00 a.m. - 7:00 p.m.	Friday 1:00 p.m. - 7:00 p.m.
	Saturday 10:00 a.m. - 2:00 p.m.	

TRASH & RECYCLING SCHEDULE

Trash and recycling are picked up weekly as follows:

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

Wednesday: All roads east of Route 128

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

ELECTED TOWN OFFICES

Town Moderator (1 year, term expires 2023)
Town Clerk (3 years, term expires 2025)

Edward Chase
Callie Hamdy

Selectboard

Term expires 2023 (3 years)
Term expires 2024 (3 years)
Term expires 2025 (3 years)

Lee McClenny
David Baczewski
William Cleary

School Board (election takes place in April)

Term expires 2023 (3 years)
Term expires 2024 (3 years)

Andre Roy
Scott Cooledge

Library Trustees

Term expires 2023 (5 years)
Term expires 2024 (5 years)

Term expires 2025 (5 years)
Term expires 2026 (5 years)
Term expires 2027 (5 years)

Patty Pittala
Peggy Rodgers (resigned)
Helen Sterling (appointed)
Leanne Saddlemire
Patricia Hechmer
Vicky Ross

Justice of the Peace

Dennis Angiono
Lynn Bursell
Christian Frenette
Martha Heath

Derrick Kendrew
Andrea Letorney
Francois Ross

APPOINTED TOWN OFFICES

Town Administrator
Assistant Town Clerk
Town Treasurer
Bookkeeper
Delinquent Tax Collector
Dog Wardens
Lister
Town Planner
Zoning Administrator (3 year term, expires 2023)
Library Director
Library Assistant
Recreation Coordinator
Road Foreman
Road Crew
Cemetery Commissioners

CCRPC Representative
CSWD Representative
Emergency Management Director Coordinator
Fence Viewers
Fire Chief

Nanette Rogers
Maria Barden
Gregory Barrows
Mary Jane Featherstone
Marjorie McIntosh
Matt Bartholomew, Elisabeth Smith
Caroline Brown
Melissa Manka
Harmony Cism
Bree Drapa
Niquette Bergeron
Amanda Gifford
John Roberts
Sean Cushing, Reggie Smith
Lynn Gauthier, Glenn Rogers,
Ronald Perry
Benjamin Bornstein
Katie Frederick
Joshua Smith
Bruce Root, Scot Phillips, Barb Peck
Steve Willard

APPOINTED TOWN OFFICES (CONTINUED)

Fire Warden
 Health Officer
 Deputy Health Officer
 Inspector of Wood & Lumber/Weigher of Coal
 Land Agent
 Town Agent
 Town Grand Juror
 Tree Warden

Dennis Angiono
 Tina Shoup
 Devin Porter
 Kyle Hobart
 Benjamin Stark
 Willis Breen
 Ronald Perry
 Owen Jacobs

Development Review Board

Term expires 2023 (3 years)
 Term expires 2023 (3 years)
 Term expires 2023 (3 years)
 Term expires 2024 (3 years)
 Term expires 2024 (3 years)
 Term expires 2025 (3 years)
 Term expires 2025 (3 years)
 Alternate - Term expires 2023 (1 year)
 Alternate - Term expires 2023 (1 year)

Bill Cleary
 Jesse Lebrecque
 Dennis Angiono
 Matthew Wamsanz
 Francois Ross
 Dave Baczewski (resigned)
 Andrew Collier
 Seth Jensen
 Vacant

Planning Commission

Term expires 2023 (5 years)
 Term expires 2024 (5 years)
 Term expires 2025 (5 years)
 Term expires 2026 (5 years)
 Term expires 2027 (5 years)

Maureen Reilly
 Seth Jensen
 Gordon Gebauer
 George Lamphere
 Mark Letorney

Conservation Commission

Term expires 2023 (4 years)

 Term expires 2024 (4 years)
 Term expires 2024 (4 years)
 Term expires 2025 (4 years)
 Term expires 2026 (4 years)

Dale Rodgers (resigned)
 Christopher Cunningham (apptd)
 Kirsten Tyler
 Elias Rosenblatt
 Sarah Pinto
 Joel Fay

Recreation Committee

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

 Term expires 2024 (3 years)
 Term expires 2024 (3 years)
 Term expires 2025 (3 years)

 Term expires 2025 (3 years)

Maureen Carpenter (resigned)
 Lori Miller
 Ashley Sliker (resigned)
 Deanna Norton (appointed)
 George Elliott
 Chuck Medick
 Meghan Orisko (resigned)
 Maria Olsen (appointed)
 Benjamin McElvany

Notary Public

Nanette Rogers (with seal)
Callie Hamdy (with seal)
Maria Barden (with seal)
Niquette Bergeron (with seal)

State Representative – Chittenden-25

Julia Andrews (D)
P.O. Box 33, Westford, VT 05494
Phone: (802)324-9273
Email: jandrews@leg.state.vt.us
Assigned committee: House Ways and Means

Senator - Chittenden North

Irene Ava Wrenner (D)
15 Thrush Lane, Essex, VT 05452
Phone: (802)338-2247
Email: IWrenner@leg.state.vt.us
Assigned committees: Senate Agriculture, Senate Institutions, and Canvassing Committee



ABSTRACT OF 2022 ANNUAL TOWN MEETING

Due to COVID-19, there was no in-person Town Meeting. All articles were voted on by Australian Ballot due to a temporary change in the Election Laws. The Selectboard held a public hearing via Zoom on February 23, 2022 to present the articles that were voted on March 1, 2022.

Results of Australian Ballot Articles - Voted on March 1, 2022

Article 1 Approved the collection of 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, 2022, with USPS, FedEx or UPS cancellation postmarks being acceptable.

Total ballots cast: 523

506 Yes

3 No

1 Over vote

13 Blanks

Article 2 Approved the Selectboard's budget of \$2,047,224 to defray the expenses for the ensuing year.

Total ballots cast: 523

438 Yes

72 No

0 Over votes

13 Blanks

Article 3 To elect all officers required by law.
Town Moderator - one year – Edward Chase
Town Clerk – three years – Callie Hamdy
Selectboard - three years – William Cleary
Library Trustee - five years – Vicky Ross

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

The legal voters of the Town of Westford are hereby warned and notified to meet at the Westford School in said Town of Westford on Tuesday, March 7, 2023 at 7:00 a.m. to act on the following articles by Australian ballot. Polls for Australian balloting will open at 7:00 a.m. and will remain open until 7:00 p.m.

- ARTICLE 1** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15, November 15, March 15 and May 15, commencing with the fiscal year that begins on July 1, 2023, with USPS, FedEx or UPS cancellation postmarks being acceptable?
- ARTICLE 2** Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,158,830 to defray the expenses for the ensuing year?
- ARTICLE 3** To elect all officers required by law.
- Town Moderator for a term of one year
 - Selectboard for a term of three years
 - Library Trustee for a term of five years
 - Library Trustee for a term of five years with one year remaining

Approved this 26th day of January, 2023.

WESTFORD SELECTBOARD

Lee McClenny, Chair

David Baczewski

William Cleary

Received for record January 30, 2023 at 8:30 a.m.

Attest: Callie Hamdy, Town Clerk

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

**TOWN OF WESTFORD
REMOTE PUBLIC INFORMATIONAL HEARING
NOTICE and AGENDA
MARCH 2, 2023
6:00 P.M.**

The Selectboard for the Town of Westford will hold a public informational hearing by electronic means on March 2, 2023 at 6:00 p.m. to discuss the Australian ballot articles on the 2023 Town Meeting Warning.

Information on how to access the remote hearing:

By Computer

To join the Zoom Meeting:

<https://us02web.zoom.us/j/83759748471?pwd=MVFCY2xPROV5SUc5bDIWdlQ4YnA5dz09>

Meeting ID: 837 5974 8471 - Passcode: 03vXnV

By Telephone

Dial +1 646 558 8656

Meeting ID: 837 5974 8471 - Passcode: 476452

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

To ensure smooth access, we recommend that you test your remote hearing access in advance of the meeting. If you have difficulty accessing the hearing, please call 802-878-4587 or email selectboard@westfordvt.us.

AGENDA

- 6:00 Call to order & roll call
- 6:05 Changes to the agenda
- 6:06 Public Comment (for items not on the agenda)
- 6:09 **Article 1:** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15, November 15, March 15 and May 15, commencing with the fiscal year that begins on July 1, 2023 with USPS, FedEx or UPS cancellation postmarks being acceptable?
- Public comment
- 6:11 **Article 2:** Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,158,830 defray expenses for the ensuing year?
- Selectboard presentation
 - Public comment
- 6:45 Adjourn

Please note the times listed above are approximate.

GENERAL FUND EXPENSE BUDGET 2023-2024

		2021-22	2021-22	2022-23	2023-24
		Budget	Actual	Budget	Proposed
100-30 Administration					
3000-10.00	Selectboard Salaries	2,400	1,600.00	2,400	2,400
3000-10.01	Selectboard Minute Taker	0	300.00	0	1,200
3000-11.00	Town Administrator Salary	33,429	44,282.39	70,076	74,199
3000-12.00	Bookkeeper Salary	28,982	32,455.54	34,096	37,185
3000-13.00	Fire Warden Stipend	0	400.00	400	400
3000-13.01	Rec Coordinator Salary	0	0.00	12,497	15,599
3000-14.00	FICA & Medicare	16,751	18,014.07	22,523	24,035
3000-15.00	Health Insurance	22,805	21,945.36	23,055	24,500
3000-15.01	Dental Insurance	920	863.52	864	885
3000-15.02	Disability Insurance	1,200	1,116.60	1,200	1,200
3000-15.03	Vision Insurance	220	217.44	220	220
3000-16.00	Employee Pension Plan	6,338	6,101.56	8,504	9,300
3000-19.00	Office Equipment	500	205.43	500	500
3000-20.00	Office Supplies & Repairs	5,500	4,499.26	5,000	5,500
3000-30.00	Legal Notices	1,000	824.50	1,000	1,000
3000-34.00	Postage	4,250	6,010.40	4,000	6,000
3000-40.00	Education - Selectboard & Town Admin	400	76.00	400	400
3000-42.00	Grant Writer	0	0.00	5,000	5,000
3000-48.00	Property & Casualty, W/C Insurance	21,850	20,436.88	20,100	17,900
3000-60.01	Legal & Professional Fees	25,000	14,434.40	20,000	20,000
3000-60.02	IT Professional Services	20,000	26,941.90	20,000	23,765
3000-60.04	Software	0	0.00	0	0
3000-60.08	Admin/Library/Rec Cap Budget Reserve	18,500	18,500.00	19,400	20,700
3000-60.10	Holiday Baskets	0	4,700.00	0	0
3000-62.00	Stationary & Printing	2,100	2,234.26	2,200	3,200
3000-63.00	Newsletter Printing	2,400	3,056.90	3,000	3,100
3000-74.00	Selectboard/Town Administrator Travel	0	0.00	500	700
3000-75.00	Emergency Generator	1,500	802.50	1,600	1,200
3000-76.00	Electricity - Flag, Street Lights	1,680	1,706.31	1,800	1,800
3000-91.00	Interest Expenses	708	644.99	800	0
3000-92.00	Tax Abatements	0	3,039.58	0	0
Administration Total		218,433	235,409.79	281,135	301,888
100-32 Clerk & Treasurer					
3200-10.00	Clerk & Assistant Clerk Salaries	53,336	52,076.95	48,221	43,675
3200-25.00	Treasurer Salary	12,483	12,480.00	13,114	13,243
3200-30.10	Membership Dues	300	250.00	300	300
3200-40.10	Education - Clerk's Office	600	164.00	600	600
3200-40.20	Education - Treasurer's Office	200	0.00	200	200
3200-60.03	Supplies - Town Clerk	300	210.04	300	300
3200-60.04	Supplies - Treasurer	800	1,047.37	800	1,000
3200-60.05	Treasurer/Bookkeeper Computer	1,800	1,685.96	0	1,800

	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Proposed
100-32 Clerk & Treasurer (continued)				
3200-60.06 Town Clerk/Administrator Laptop	0	0.00	0	0
3200-74.00 Travel	1,400	547.34	1,000	500
Clerk & Treasurer Total	71,219	68,461.66	64,535	61,618
100-33 BCA & Elections				
3300-10.00 BCA Salaries	700	530.00	700	700
3300-20.00 Election Workers	100	0.00	100	120
3300-30.00 Ballots, Supplies & Voting Machine	1,600	3,998.42	2,000	1,600
3300-99.00 Miscellaneous Expenses	100	0.00	100	100
BCA & Elections Total	2,500	4,528.42	2,900	2,520
100-34 Auditors & Delinquent Tax Collector				
3400-11-00 Independent Audit	10,500	17,000.00	18,000	25,000
3440-10.00 Delinquent Tax Penalty Payment	5,000	5,376.43	5,000	5,000
3440-34.01 Delinquent Tax Collector Expenses	150	58.10	150	100
3440-40.00 Education - DTC	50	0.00	50	50
Auditors & Delinquent Tax Collector Total	15,700	22,434.53	23,200	30,150
100-35 Listers				
3500-09.00 Assessor	20,000	11,485.50	10,000	0
3500-10.00 Lister Salaries	1,692	5,762.66	6,906	19,499
3500-20.00 Tax Mapping	4,500	7,940.25	4,500	5,000
3500-40.00 Education	100	0.00	100	0
3500-50.00 Supplies& Equipment	200	0.00	200	500
3500-60.04 Software	225	542.62	225	500
3500-60.05 Computer	0	0.00	0	0
3500-74.00 Travel	100	0.00	50	50
Listers Total	26,817	25,731.03	21,981	25,549
100-36 Planning, DRB & Zoning				
3600-10.01 Planning Commission Stipend	2,000	1,033.32	2,000	2,000
3600-10.02 PC Minute Clerk	0	0.00	2,000	2,000
3600-30.00 PC Legal Notices	750	0.00	750	750
3600-40.00 PC Education	300	0.00	300	300
3600-60.01 PC Legal & Professional Fees	150	237.54	1,000	1,000
3600-60.02 Planning Special Projects	8,000	8,000.00	8,000	4,000
3600-60.06 Wastewater Project	0	103,540.42	0	0
3600-60.07 VCDP Grant - 1705 Property	0	26,092.36	0	0
3600-89.00 Conservation Commission	4,000	4,000.00	4,000	4,000
3600-99.00 Planning Maps & Miscellaneous	500	205.08	500	500
3601-10.00 Town Planner Salary	56,754	57,234.05	59,635	64,316
3601-10.01 DRB Coordinator & Administrative Asst	0	0.00	12,480	0
3601-40.00 Town Planner Education	150	160.00	150	150

	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Proposed
100-36 Planning, DRB & Zoning (continued)				
3601-60.05 Town Planner Computer	0	0.00	1,900	0
3601-74.00 Town Planner Travel	200	1.17	200	200
3620-20.00 DRB Stipend	2,800	2,800.00	2,800	2,800
3620-30.00 DRB Legal Notices	500	279.76	500	500
3620-40.00 DRB Education	100	0.00	100	100
3620-41.00 DRB Minute Clerk	1,500	179.57	1,000	1,000
3620-42.00 Grant writer	5,000	0.00	0	0
3620-60.01 DRB Legal & Professional Fees	2,375	1,047.54	2,350	2,350
3620-99.00 DRB Miscellaneous	50	0.00	75	75
3650-10.00 Zoning Admin & Planning Asst Salary	21,385	22,470.00	22,470	32,348
3650-40.00 Zoning Education	200	50.00	100	500
3650-60.05 Zoning Administrator Computer	0	0.00	0	0
3650-74.00 Zoning Administrator Travel	700	278.75	500	700
3650-75.00 Zoning Administrator CCRPC BWQC	0	91.40	0	0
Planning, DRB & Zoning Total	107,414	227,700.96	122,810	119,589
100-37 Town Office Building & Property				
3700-68.00 Building Maintenance & Repairs	3,000	1,705.96	3,000	3,000
3700-70.00 Custodial Services	2,320	2,535.00	2,600	2,600
3700-71.00 Mowing	3,800	4,679.05	4,500	6,000
3700-75.00 Fuel	1,000	1,484.64	1,000	2,500
3700-76.00 Electricity	3,000	2,890.82	3,000	3,000
3700-77.00 Telephone & Internet	2,150	2,328.67	2,200	2,800
3700-78.00 Water - Office & Library	400	428.00	400	450
3700-79.00 Common Port-o-let	770	785.00	945	945
8310-13.00 Spiller Lot	0	3,790.98	0	0
8310-14.00 Maple Shade Town Forest	29,500	29,504.12	0	0
3700-81.00 Building Improvements	0	0.00	0	0
3700-83.00 Sports Field Maintenance	4,500	4,634.21	4,922	4,695
Town Office Building & Property Total	50,440	54,766.45	22,567	25,990
100-41 Dog Warden				
4100-10.00 Salary	500	250.00	500	500
4100-40.00 Education	100	28.00	100	100
4100-74.00 Travel	100	0.00	100	100
4190-00.00 Miscellaneous	0	0.00	0	100
Dog Warden Total	700	278.00	700	800
100-42 Law Enforcement				
4200-00.00 Law Enforcement Contract	20,000	19,992.00	20,000	26,500
4200-30.00 CUSI	3,928	3,248.00	3,975	2,000
Law Enforcement Total	23,928	23,240.00	23,975	28,500

	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Proposed
100-43 Emergency Services				
4310-00.00 Essex Rescue	2,610	2,610.00	7,059	11,646
4320-00.00 Fairfax Rescue	12,064	12,064.00	12,064	12,064
4330-00.00 Emergency Dispatching Services	12,500	12,500.00	12,500	13,125
Emergency Services Total	27,174	27,174.00	31,623	36,835
100-45 Fire Department				
4500-00.00 Fire Department	49,000	49,000.00	49,000	49,000
4500-60.01 Capital Budget Reserve	31,328	29,784.66	59,328	60,443
4500-59.00 2018 710 Pumper Loan Payment	29,825	31,328.00	29,040	28,260
Total Fire Department	110,153	110,112.66	137,368	137,703
100-61 Health Officer				
6100-10.00 Salary	350	400.00	400	400
Health Officer Total	350	400.00	400	400
100-63 Trash & Recycling				
6300-00.00 Solid Waste Disposal	300,000	259,953.09	250,000	243,000
6305-00.00 Recycling	100	0.00	0	0
6306-00.00 Metal Dumpster	250	0.00	0	0
Trash & Recycling Total	300,350	259,953.09	250,000	243,000
100-68 Cemeteries				
6800-00.00 Cemetery Commission	8,000	8,000.00	8,000	8,000
6800-10.00 Cemetery Commissioner Stipend	400	400.00	400	425
Cemeteries Total	8,400	8,400.00	8,400	8,425
100-78 Library				
7800-00.00 Appropriation	80,071	80,334.00	81,834	85,828
Library Total	80,071	80,334.00	81,834	85,828
100-93 Dues & Assessments				
9300-30.10 Chittenden County Tax	11,500	11,356.08	11,500	12,100
9300-30.12 CCRPC	2,862	2,862.00	2,894	2,978
9300-30.13 VLCT	3,596	3,596.00	3,689	3,817
Dues & Assessments Total	17,958	17,814.08	18,083	18,895
100-99 Donations & Miscellaneous				
9900-00.00 Miscellaneous	1,200	1,826.35	1,200	1,200
9900-05.00 Brick Meeting House Society	4,500	4,500.00	4,500	2,000
9900-05.01 Westford Common Hall	4,500	4,500.00	4,500	2,000
9900-05.02 Summer Concert Series	1,650	1,650.00	1,000	2,000
9900-05.02 Westford Historical Society	0	0.00	2,000	1,000
9900-08.00 Recreation Committee	6,000	6,000.00	0	0

		2021-22	2021-22	2022-23	2023-24
		Budget	Actual	Budget	Proposed
100-99 Donations & Miscellaneous (continued)					
9900-99.00	Matching Grant Funds	1,000	0.00	1,000	0
9905-00.00	UVM Home Health & Hospice	6,243	6,243.00	6,500	6,500
9910-00.00	Age Well	1,000	1,000.00	1,500	1,500
9920-00.00	Westford Fairfax Fletcher Band	100	100.00	100	100
9930-00.00	Front Porch Forum	250	250.00	250	250
9940-00.00	Steps to End Domestic Violence	300	300.00	300	300
9941-00.00	Hope Works	200	200.00	200	200
9945-00.00	Essex CHIPS	500	500.00	500	250
NEW	VT Family Network	0	0.00	0	250
NEW	Winooski Nat Resource Conservation Dist	0	0.00	0	300
NEW	VT Center for Independent Living	0	0.00	0	100
NEW	COTS	0	0.00	0	250
NEW	GBIC	0	0.00	0	200
Donations & Miscellaneous Total		27,443	27,069.35	23,550	18,400
Grand Total Expenditures		<u>1,089,050</u>	<u>1,193,808.02</u>	<u>1,115,061</u>	<u>1,146,091</u>

110-51 Highway Department - Roads

5100-10.00	Salaries	244,486	206,857.31	256,300	282,928
5100-14.00	FICA & Medicare	19,499	16,149.78	20,403	22,041
5100-15.00	Health Insurance	31,360	21,874.90	31,622	48,910
5100-15.01	Dental Insurance	1,845	1,366.03	1,728	1,765
5100-15.02	Disability Insurance	1,250	826.27	1,250	1,200
5100-15.03	Vision Insurance	440	353.34	440	435
5100-16.00	Employee Pension Plan	7,959	6,098.88	8,001	8,644
5011-17.00	Unemployment	0	-437.30	0	0
5100-22.00	Gravel - Road Resurfacing	60,000	23,904.12	50,000	60,000
5100-23.00	Town Ditching	10,000	8,265.04	5,000	5,000
5100-24.01	Gravel - Rebuilding	10,000	2,829.58	5,000	20,000
5100-24.02	Chloride	40,000	61,806.21	45,000	45,000
5100-24.03	Culverts	7,500	7,078.40	7,500	7,500
5100-24.04	Road Fabric	0	0.00	0	5,000
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	2,000	951.70	5,000	2,500
5100-24.06	Guardrails & Fences	1,500	0.00	5,500	5,500
5100-24.07	Seed & Mulch	1,800	895.68	1,000	1,000
5100-24.08	Signs	2,000	1,649.25	2,500	2,500
5100-24.09	Stone for culverts/drains	1,000	408.41	1,000	1,000
5100-25.01	Sand	80,000	84,522.72	85,000	90,000
5100-25.02	Salt	20,000	14,424.99	25,000	25,000
5100-25.03	Chains	3,000	4,760.00	3,000	3,000
5100-26.01	Gravel - Mud Season	30,000	10,438.80	10,000	10,000
5100-26.02	Gravel - Unusual Events	0	0.00	0	0

	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Proposed
110-51 Highway Department – Roads (continued)				
5100-27.00 Blades & Plows	5,000	5,256.82	5,000	5,000
5100-28.00 Tires	7,500	7,797.73	5,000	7,500
5100-58.00 Equipment Rental	4,000	1,936.50	4,000	4,000
5100-59.02 Miscellaneous Contracted Services	12,000	17,700.00	10,000	10,000
5100-59.04 Tree Removal Contracted Services	2,500	4,130.00	3,500	5,000
5100-59.05 Roadside Mowing Contracted Services	8,000	12,000.00	8,000	8,000
5100-59.06 Unusual Events Contracted Services	0	0.00	0	0
5100-59.07 Engineering Contracted Services	0	4,847.50	0	0
5100-59.08 Ditching Contracted Services	0	9,671.00	0	0
5100-59.16 Equipment Reserve Fund	54,300	54,300.00	55,600	43,900
5100-65.06 2017 Western Star loan Payment	27,433	27,433.40	0	0
5100-65.08 2020 International HX620 loan Payment	32,545	32,542.20	32,543	32,543
5100-65.09 2019 JD 75G Excavator loan Payment	12,270	15,784.66	16,413	16,413
5100-65.10 2021 K3500 Chevy loan Payment	12,022	12,022.00	12,400	12,400
5100-66.00 Loan Interest	5,181	5,128.54	2,303	1,660
5100-67.01 2014 - Ford F-550	0	-295.60	0	0
5100-67.02 Excavator Repairs & Maintenance	2,500	1,306.27	2,000	5,000
5100-67.03 Grader Repairs & Maintenance	5,000	9,526.94	5,000	5,000
5100-67.04 2020 Chevy Silverado	0	702.17	0	0
5100-67.08 2020 International	0	5,671.36	0	0
5100-67.10 2019 John Deere 75G Excavator	0	321.41	0	0
5100-67.11 2014 - Western Star	0	12,805.46	0	500
5100-67.12 Brush Hog	500	0.00	500	2,000
5100-67.13 Loader Repairs & Maintenance	2,000	6,594.32	2,000	0
5100-67.14 2017 Western Star	0	8,464.93	0	0
5100-67.15 Hydroseeder	0	0.00	0	0
5100-67.17 Woodchipper	500	0.00	500	500
5100-67.18 2022 K3500 Silverado Pickup	0	0.00	0	0
5100-68.01 Trucks Repairs & Maintenance	20,000	7,901.99	20,000	20,000
5100-68.05 Sander Repairs & Maintenance	1,000	121.24	500	500
5100-68.06 Small Equip Repairs & Maintenance	1,000	97.11	1,000	1,000
5100-74.00 Travel	800	549.37	800	800
5100-75.01 Diesel Fuel	45,000	52,380.35	60,000	65,000
5100-95.00 Chloride Tanks & Pumps	1,000	3.86	1,000	1,000
Highway Department - Roads Total	837,690	791,725.64	818,303	896,639
110-52 Highway Department Permits				
5200-20.00 MRPG Storm Water Permit	1,750	1,350.00	1,750	1,750
5200-30.00 Petroleum Cleanup Fund	50	50.00	50	50
Highway Department Permits Total	1,800	1,400.00	1,800	1,800

	2021-22 Budget	2021-22 Actual	2022-23 Budget	2023-24 Proposed
110-53 Highway Department - Garage				
5300-20.00 Supplies	4,000	5,052.46	5,000	6,500
5300-21.00 Oil & Grease	500	230.34	500	500
5300-23.00 Equipment	3,000	7,584.57	3,000	3,000
5300-24.00 Communication Equipment	1,500	0.00	1,500	1,500
5300-40.00 Education & Workshops	2,000	60.00	1,500	1,500
5300-48.00 Property & Casualty, Auto, W/C Insurance	37,270	38,988.62	42,660	40,000
5300-50.00 Fire System	0	860.35	500	500
5300-60.05 Computer	1,800	1,685.96	0	0
5300-68.00 Building Maintenance & Repairs	6,000	7,982.93	6,000	6,000
5300-71.00 Salt Shed Reserve	5,000	5,000.00	5,000	5,000
5300-76.00 Electricity	4,600	4,498.52	4,600	4,600
5300-77.00 Telephone	3,100	2,924.58	3,100	1,000
5300-81.00 Building Improvements	20,000	9,459.49	35,000	40,000
5300-83.00 Storage Shed	0	1,300.00	1,200	1,200
5300-85.00 Clothing Allowance	2,000	1,860.98	2,000	2,000
5300-99.00 Miscellaneous	1,000	974.01	1,000	1,000
Highway Department - Garage Total	91,770	88,462.81	112,560	114,300
Grand Total Expenditures - Highway Department	<u>931,260</u>	<u>881,588.45</u>	<u>932,663</u>	<u>1,012,739</u>
Total Amount Budgeted (Admin & Highway)	2,020,310	2,075,396.47	2,047,724	2,158,830
Less Anticipated Revenue (Admin & Highway)	265,170		277,910	282,167
Less General Fund Balance	<u>20,000</u>		<u>20,000</u>	<u>18,500</u>
Total Amount to be Raised by Taxes	1,735,140		1,749,814	1,858,163
Estimated Grand List	2,495,633		2,570,797	2,698,500
Estimated Exemptions (Veterans, Farm Stabilization)	<u>-21,290</u>		<u>-21,290</u>	<u>-21,290</u>
Estimated Taxable Grand List	2,474,343		2,549,507	2,677,210
Actual Tax Rate	0.6994		0.6941	
Estimated Tax Rate				0.6941
Change in Tax Rate				0.0000
Percent Change in Tax Rate				-0.005%

GENERAL FUND REVENUE BUDGET 2023-2024

		2021-22 Anticipated	2021-22 Actual	2022-23 Anticipated	2023-24 Anticipated
GENERAL FUND					
100-20 Property Taxes					
2000-00.00	Property Taxes	0	869,331.26	0	0
2009-00.00	Late Tax Interest	2,000	2,478.25	2,000	2,000
2010-00.00	Delinquent Taxes	20,000	72,581.14	20,000	20,000
2011-00.00	Delinquent Tax Penalty	5,000	5,138.45	5,000	5,000
2012-00.00	Delinquent Tax Interest	3,000	4,547.33	3,000	3,000
Total Property Taxes		30,000	954,076.43	30,000	30,000
100-21 Licenses & Fees					
2100-00.00	Liquor Licenses	70	70.00	70	70
2110-00.00	Recording Fees	20,000	22,528.00	25,000	22,000
2120-00.00	Dog Licenses	3,300	2,332.00	2,500	2,225
2131-00.00	Access Permits	100	165.00	100	100
2135-00.00	Excess Weight Permits	750	826.00	800	800
2140.00.00	Marriage Licenses	100	190.00	100	200
2145-00.00	Copier/Fax Fees	3,000	2,430.40	3,000	2,250
2146-00.00	Vault Time	0	314.20	400	200
2150-00.00	Auto Registration Fees	50	48.00	40	50
2155-00.00	Metal Dumpster	500	4,406.90	2,000	2,500
Total Licenses & Fees		27,870	33,310.50	34,010.00	30,395.00
100-22 Intergovernmental					
2229-00.00	Current Use	81,000	92,045.00	85,000	80,000
2242-00.00	State Traffic Fines	4,000	3,522.22	4,000	4,000
2245-00.00	State Miscellaneous	0	2,015.00	0	0
2248-00.00	VT Act 68/Main Grand List	0	960	0	0
2260-60.06	Wastewater Project RF1-26	0	0	0	0
2260-60.07	VCDP Grant - 1705 Property	0	14,797.00	0	0
Total Intergovernmental		85,000	113,339.22	89,000	84,000
100-23 Planning & Zoning					
2359-00.00	Building Permits	22,000	28,991.75	24,000	24,000
2360-00.00	DRB fees	3,000	0.00	2,500	2,500
2362-00.00	DRB Subdivision Final	0	0.00	0	0
2363-00.00	DRB Subdivision Amendment	0	325.00	0	0
2363-10.00	DRB Waiver	0	0.00	0	0
2364-00.0	DRB Site Plan	0	0.00	0	0
2366-00.00	DRB Boundary Line Adjustment	0	650.00	0	0
2367-00.00	DRB Conditional Use	0	0.00	0	0
2369-00.00	ZA Admin Amendment	0	0.00	0	0
2370-00.00	Certificate of Compliance	500	450.00	800	1,000
2371-00.00	Zoning Violation Fines	0	0.00	0	0

		2021-22 Anticipated	2021-22 Actual	2022-23 Anticipated	2023-24 Anticipated	
100-23 Planning & Zoning (continued)						
2372-00.00	Certificate of Occupancy	800	705.00	1,000	500	
2373-00.00	Home Occupancy	0		0	0	
2374-00.00	CCRPC-BWQC	0	200.00	0	0	
2380-00.00	Legal/Professional review	0	0.00	0	0	
Total Planning & Zoning		26,300	31,321.75	28,300	28,000	
100-24 Town Functions						
2438-00.00	Holiday Basket Donations	0	4,700.00	0	0	
Total Town Functions		0	4,700.00	0	0	
100-27 Transfer in From Reserve						
2705-00.00	Transfer in From Reserve	0	3,740.21	0	0	
Total Transfer in From Reserve		0	3,740.21	0	0	
100-28 Dogs						
2820-00.00	Dog Fines	0	50.00	0	0	
2821-00.00	Dog Shelter Fund	0	0.00	0	0	
Total Dogs		0	50.00	0	0	
100-29 Miscellaneous						
2900-00.00	School Expense Reimbursement	2,100	4,747.65	2,100	2,100	
2930-00.00	Interest Income	500	188.23	500	5,500	
2990-00.00	Miscellaneous Revenue	400	201.84	1,000	750	
2990-00.03	National Opioids Settlement	0	0.00	0	222	
2990-04.00	Cannabis VT Control Board	0	0.00	0	200	
2990-11.00	Maple Shade Town Forest	0	6,096.58	0	6,000	
Total Miscellaneous		3,000	11,234.30	3,600	14,772	
TOTAL GENERAL FUND		<u>172,170</u>	<u>1,151,772.41</u>	<u>184,910</u>	<u>187,167</u>	
HIGHWAY DEPARTMENT						
110	2000-00.00	Property Taxes	0	838,252.92	0	0
	5000-19.00	State Grants	0	10,613.56	0	0
	5000-19.02	Rollin Irish Road Grant	0	8,709.80	0	0
	5000-40.00	State Aid - Highway	93,000	95,896.27	93,000	95,000
	5000-40.01	Better Roads Grant	0	0.00	0	0
	5000-40.02	CCRPC Grant	0	30.00	0	0
	5000-50.00	FEMA Oct 2019 Storm	0	54,686.19	0	0
	5000-90.00	Miscellaneous Revenue	0	0.00	0	0
TOTAL HIGHWAY DEPARTMENT		93,000	1,008,188.74	93,000	95,000	
ADMIN & HIGHWAY GRAND TOTAL		<u>265,170</u>	<u>2,159,961.15</u>	<u>277,910</u>	<u>282,167</u>	

**FIVE YEAR CAPITAL BUDGET
FY2024 - FY2028**

	Replace Fiscal Year	Anticipated Cost	FY'24	FY'25	FY'26	FY'27	FY'28
Highway							
	2012 Volvo Grader	2024	350,000	0	0	0	0
	2014 Western Star	2024	220,000	0	0	0	0
	2015 John Deere Loader	2025	165,000	6,600	0	0	0
	Paving, Westford-Milton Rd	2025	230,000	9,200	0	0	0
	2017 Western Star	2026	220,000	8,200	8,200	0	0
	2014 Tandem Utility Trailer	2026	7,000	3,500	3,500	0	0
	2020 International HX620	2028	240,000	9,600	9,600	9,600	9,600
	2021 SURE Flatbed Trailer	2028	10,000	2,000	2,000	2,000	2,000
	2019 20' Utility Trailer	2029	25,000	5,000	5,000	5,000	5,000
	2021 Chevy K3500 Silverado	2029	120,000	4,800	4,800	4,800	4,800
	Cambridge Road Paving	2030	200,000	0	8,000	8,000	8,000
	2018 John Deere Excavator	2030	150,000	0	6,000	6,000	6,000
	Hydroseeder	2033	16,000	0	0	0	3,200
	Furnace	2033	22,000	0	0	0	4,400
	Salt Shed	TBD	250,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Highway Total			53,900	52,100	40,400	40,400
	Surplus			<u>-10,000</u>	<u>-10,000</u>	<u>-10,000</u>	<u>-10,000</u>
	Total to be Included in Budget			43,900	42,100	30,400	30,400
Administration							
	Canon Copier	2024	7,475	0	1,875	1,875	1,875
	Server	2024	10,000	0	2,500	2,500	2,500
	Furnace	2025	15,000	3,000	0	0	0
	Vault Shelving (downstairs)	2025	20,000	4,000	0	0	0
	Handicap Ramp	2028	15,000	3,000	3,000	3,000	3,000
	Roof Replacement	2035	20,000	0	2,000	2,000	2,000
	Town Office/Library Septic	TBD	140,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Administration Total			15,000	14,375	14,375	14,375
Fire Department							
	Portable Pump (2)	2024	6,400	6,400	0	0	0
	Nozzles/Master Stream	2025	13,440	2,688	0	0	0
	711 Pumper	2026	500,000	20,000	20,000	0	0
	712 Tanker	2028	350,000	3,000	4,000	0	0
	Vehicle Extraction Tools	2027	43,200	8,640	8,640	8,640	0
	Ladders	2028	2,860	715	715	715	715
	Rescue Jacks	2028	8,000	1,600	1,600	1,600	1,600
	SCBA (12 Scott Air Packs)	2031	125,280	15,660	15,660	15,660	15,660
	SCBA (12 Spare Bottles)	2031	13,920	1,740	1,740	1,740	1,740

	Replace Fiscal Year	Anticipated Cost	FY'24	FY'25	FY'26	FY'27	FY'28
Fire Department (continued)							
Pagers (18)	2032	6,500	0	0	0	660	660
714 Utility/Rescue	2033	700,000	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
Fire Department Total			74,443	66,355	42,355	34,375	32,060
Surplus			<u>-14,000</u>	<u>-8,000</u>	<u>-8,000</u>	<u>-8,000</u>	<u>0</u>
Total to be Included in Budget			60,443	58,355	34,355	26,375	32,060
Library							
Furnace	2028	1,000	2,000	2,000	2,000	2,000	0
Exterior Painting	2030	12,600	2,100	2,100	2,100	2,100	2,100
Heat Pump	2031	9,500	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Library Total			4,100	4,100	5,200	5,200	3,200
Recreation							
Soccer Goals	2025	8,000	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>0</u>
Recreation Total			1,600	1,600	1,600	1,600	0
Grand Total - All Departments			<u>125,043</u>	<u>120,530</u>	<u>85,930</u>	<u>77,950</u>	<u>83,035</u>

The full Capital Budget & Program documents are available on the Town website
(<https://westfordvt.us/capital-budget-program/>)

TREASURER

Fiscal Year 2022 while Treasurer's office, the town and our country are still in the midst of COVID-19 new variants, Westford continued on with little to no interruptions, albeit with some inconvenience. The Town received the first installment of the American Recovery Plan Act (ARPA) for a total of \$316,349. As of June 30, 2022 the Town has spent \$7,856.

The Town's General Fund finished FY 2022 with an operating loss of \$37,680. The General Fund began the year with a positive fund balance of \$377,269, which was decreased to \$339,589 after all expenditures and transfers. The Highway Fund finished FY 2022 with a budget surplus of \$126,600. The Highway Fund began the year with a Fund Balance of \$48,114 which was increased to \$174,714 after all expenditures and transfers.

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

Please feel free to contact me with any questions at 802-878-4587 or treasurer@westfordvt.us.

Respectfully submitted,
Greg Barrows

	General Fund	Highway Fund	ARPA Fund	Non-Major Funds	Total
Balance as of 06/30/2019	303,994	(150,059)	0	670,218	824,153
FY 2020 Activity					
Operating	192,272	(179,425)	0	(56,076)	(43,229)
Loan Proceeds	0	210,061	0	0	210,061
Other Sources	15,200	0	0	0	15,200
Transfers from Other Funds	0	173,973	0	173,840	347,813
Transfers to Other Funds	(229,013)	(54,550)	0	(64,250)	(347,813)
Net Activity	(21,541)	150,059	0	53,514	182,032
Balance as of 06/30/2020	\$282,453	\$0	\$0	\$723,732	\$1,006,185
FY 2021 Activity					
Operating	209,161	58,505	0	(64,311)	203,355
Loan Proceeds	30,869	49,209	0	0	80,078
Other Sources	0	0	0	0	0
Transfers from Other Funds	0	0	0	204,814	204,814
Transfers to Other Funds	(145,214)	(59,600)	0	0	(204,814)
Net Activity	94,816	48,114	0	140,503	283,433
Balance as of 06/30/2021	\$377,269	\$48,114	\$0	\$864,235	\$1,289,618
FY 2022 Activity					
Operating	111,152	185,900	316,349	(74,561)	538,840
Loan Proceeds	0	0	0	0	0
Other Sources	0	0	0	0	0
Transfers from Other Funds	0	0	0	211,872	211,872
Transfers to Other Funds	(148,832)	(59,300)	(7,856)	(3,740)	(219,728)
Net Activity	(37,680)	126,600	308,493	133,571	530,984
Balance as of 06/30/2022	\$339,589	\$174,714	\$308,493	\$997,806	\$1,820,602

FOTHERGILL SEGALE & VALLEY
Certified Public Accountants



December 14, 2022

Selectboard
Town of Westford, Vermont

AUDITORS CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2022 were audited by Fothergill, Segale & Valley CPAs of Montpelier, Vermont. The financial statements and our report are available at the Town Office and at www.Westfordvt.us.

Sincerely,

Fothergill Segale & Valley, CPAs

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

143 BARRE STREET • MONTPELIER • VERMONT 05602 • 802-223-6261 • FAX: 802-223-1550 • www.fsv-cpas.com

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

SCHEDULE OF TAXES BILLED & COLLECTED

June 30, 2022

2021 Grand List **\$264,007,900**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.6416	1.7951
Town Tax	0.3583	0.3583
Highway Tax	0.3348	0.3348
Local Agreement	<u>0.0063</u>	<u>0.0063</u>
Total Tax Rates	<u>2.3410</u>	<u>2.4945</u>

Taxes assessed and billed:

<u>Rate Name</u>	<u>Tax Rate</u>		<u>Grand List</u>	<u>Total Taxes Billed</u>
Non-Residential Education	1.7951	x	535,850.00	961,904.42
Homestead Education	1.6416	x	1,981,134.00	3,252,229.56
Town Tax	0.3583	x	2,503,742.00	897,076.68
Highway Tax	0.3348	x	2,503,742.00	838,252.94
Local Agreement	0.0063	x	2,503,742.00	15,773.76
Late Homestead Penalty				<u>570.44</u>
Taxes Billed (Town & School)				5,965,807.80
Net Adjustments				<u>0.00</u>
Total Taxes Billed (Town & School)				<u>5,965,807.80</u>
Collections:				
Town & Education			5,949,463.60	
Adjustments			0.00	
Net Adjustments			5,380.09	
Abatements			<u>5,680.00</u>	
Total collections				\$5,960,523.69
Delinquent Taxes				<u>5,284.11</u>
Total Taxes				<u>5,965,807.80</u>

ARPA FUND
Year Ending June 30, 2022

Beginning Balance - July 1, 2021		\$0.00
<u>Receipts</u>		
ARPA Allocation 8/18/2021	110,759.64	
ARPA Allocation 9/8/2021	205,543.01	
Interest	<u>46.21</u>	
Total Receipts		\$316,348.86
<u>Expenses</u>		
VT0255-01 - Salary - Administration	247.73	
VT0255-02 - IT & HVAC Improvements	7,608.11	
Miscellaneous	<u>0.00</u>	
Total Expenses		\$7,855.84
 Ending Balance - June 30, 2022		 <u>\$308,493.02</u>

CONTINGENCY FUND
Year Ending June 30, 2022

Beginning Balance - July 1, 2021		\$107,502.92
<u>Receipts</u>		
Interest*	<u>\$0.00</u>	
Total Receipts		\$0.00
<u>Expenses</u>		
Miscellaneous	<u>\$0.00</u>	
Total Expenses		\$0.00
 Ending Balance – June 30, 2022		 <u>\$107,502.92</u>

*Interest accumulated is in the General Fund

TOWN COMMON FUND
Year Ending June 30, 2022

Beginning Balance – July 1, 2021	\$44,801.49
Disbursements	
LSF Forest Products (wood chips)	\$155.00
Receipts	
Earned Interest	<u>\$8.76</u>
Ending Balance - June 30, 2022	<u>\$44,655.25</u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2022

Beginning Balance - July 1, 2021		\$49,874.97
<u>Revenue</u>		
Recording Fees	\$8,152.00	
Interest	<u>\$10.17</u>	
Total Revenue		\$8,162.17
<u>Expenses</u>		
Monthly Software Program Fee	\$4,464.61	
Scanner (refurbished) & Set Up Fee	\$0.00	
Supplies	<u>\$0.00</u>	
Total Expenses		\$4,464.61
Ending Balance - June 30, 2022		<u>\$53,572.53</u>

STATEMENT OF OUTSTANDING DEBT
Year Ending June 30, 2022

Lender	Capital Asset	2021	2022	Change
Community National Bank	2017 Pumper Truck	170,535	146,176	(24,359)
Community National Bank	2020 International HX620	130,169	97,630	(32,539)
Community National Bank	Maple Shade Town Forest	29,504	0	(29,504) (1)
Community National Bank	John Deere Excavator	31,875	16,094	(15,781)
People's United Bank	2017 Western Star 4700	27,433	0	(27,433)
Union Bank	2021 Chevrolet K3500	49,209	37,198	(12,011)
Vermont Municipal Bond Bank	Wastewater Improvements	<u>30,869</u>	<u>30,869</u>	<u>0</u> (2)
Totals		469,594	327,967	(141,627)

Notes: (1) Loan was retired a year early

(2) Note due August 1, 2029 with \$15,435 to be forgiven on August 1, 2025

STATEMENT OF RESERVE ACCOUNTS
Year Ending June 30, 2022

Reserves	Beginning				Ending
	Balance	Deposits	Debits	Interest	Balance
	<u>7/1/2021</u>				<u>6/30/2022</u>
Admin Capital Budget	\$97,858.25	\$16,900.00	\$3,740.21	\$19.08	\$111,037.12
Equipment Reserve	\$193,191.18	\$54,300.00	\$0.00	\$38.80	\$247,529.98
Fire Dept. Capital Budget	\$203,658.83	\$31,328.00	\$0.00	\$40.43	\$235,027.26
Lister PVR Education	\$5,074.91	\$0.00	\$0.00	\$0.98	\$5,075.89
Office Expansion	\$8,307.42	\$0.00	\$0.00	\$1.63	\$8,309.05
Reappraisal	\$107,203.59	\$8,165.00	\$0.00	\$21.54	\$115,390.13
Salt Shed	<u>\$5,089.34</u>	\$5,000.00	\$0.00	\$1.08	<u>\$10,090.42</u>
Total Reserve Accounts	\$620,383.52				\$732,459.85

SELECTBOARD

As each year that passes since March 2020 when the country shut down due to the COVID-19 pandemic, the community becomes more alive. It has been wonderful to witness things slowly returning to pre-pandemic levels. Attendance at summer concerts, recreation activities, library events to name a few as well as new events such as the Winter Festival. It has been hard on all of us, but we as a community have persevered and continue to do so.

This past year has been very busy for the Selectboard. In addition to routine business, the Selectboard has been involved in a variety of projects such as the community wastewater system proposal, town trails, ARPA (American Rescue Plan Act) Funds, changes in town staff, town center development concerns, and concerns with the volume and speed on town roads. We are grateful for the lively engagement of Westford residents and the volunteers that serve on Westford's various boards, committees, and commissions.

Town Staff

Town Clerk & Assistant Town Clerk – In March Callie Hamdy was elected as Town Clerk. Prior to being elected, Callie served as Assistant Town Clerk since December 2018. In May, Callie appointed Maria (Laforce) Barden to fill the Assistant Town Clerk position. If Maria's name sounds familiar it's because she grew up in Westford. Congratulations on Callie's election and welcome aboard, Maria!

Road Crew – The Road Crew has seen a couple of changes over the course of the year. Kurt McNamara and Torrey Webster were offered a position from their former employers. They both resigned, Kurt in April and Torrey in September. The Town was fortunate to hire Reggie Smith in May to fill Kurt's position. Reggie's prior experience made him a great candidate and he seems to fit in well with his cohorts. The Town continues to advertise the fourth road crew position.

Zoning Administrator – Kate Lalley submitted her resignation as Zoning Administrator effective the end of June 2022. Kate served in this role for approximately ten years. She was effective in helping property owners with submitting zoning applications to ensure their project complied with regulations. Kate's resignation comes as she runs as State Representative for her district. We wish Kate the best of luck! The Town was fortunate to have a local resident apply for the Zoning Administrator and Planning Assistant position. Harmony Cism was hired in July; she has a Bachelor of Science degree in Natural Resource Management and Policy. Her education combined with her organizational and interpersonal skills is a perfect fit for the position.

Recreation Coordinator – After serving four years as Recreation Coordinator, Tonya Calley resigned from the position. Tonya did a wonderful job and will be greatly missed. Thankfully, she's a resident so you will likely see her around. The Rec Committee interviewed several candidates and made a recommendation to hire Heather Rodriguez to fill the vacancy. Unfortunately, Heather decided the position was not a good fit and gave her resignation. After completing another interview process, the Committee recommended Amanda Gifford from Fairfax. Amanda was hired in October and so far, she has enjoyed working with the Committee, town staff and the community.

Financial Practices

Independent Professional Audit - Fothergill Segale and Valley audited the FY'22 financial records. The Auditors Certification can be found in this Town Report, and the full audit report is available on the Town website (<https://westfordvt.us/town-audits/>).

Proposed FY'24 Budget - The Town budget proposal for next fiscal year (July 1, 2023 – June 30, 2024) is detailed in the tables contained on pages 8-16 of the Town Report. The Selectboard's goal while drafting the budget was to be sensitive to taxpayers while continuing to provide the same level of services. The Board was able to achieve this through scrutinization of each line item and applying surplus from the General Fund to reduce the amount to be raised by taxes.

The \$2,158,830 proposed town budget reflects an overall increase of 5.43%. In addition to the anticipated revenue, the Selectboard opted to utilize \$18,500 from the General Fund surplus to further reduce the amount to be raised by taxes, which is \$1,858,163. Working with the Lister's Office, an estimated Grand List value was determined. After factoring in the different components, an estimated tax rate is calculated. The Selectboard is pleased to report that the estimated tax rate for FY'24 will be level funded from the current year! Please note, that this is the municipal tax rate only and does not include the school tax rate.

As part of the budget process this year, the Selectboard decided to meet with outside organizations that submitted budget requests. The Board felt it was their due diligence to understand what the organizations did and how their work impacted Westford residents. The Selectboard was impressed by the work and services provided by all the organizations. The amounts included in the FY'24 budget for these organizations can be found under the miscellaneous section of the Admin Budget.

Due to the award of ARPA funds to the Brick Meeting House, Westford Common Hall, and Westford Historical Society, the Selectboard reduced the amount previously allocated to these organizations. One of the Board's goals with ARPA funding was to help these organizations become more self-sustaining thereby not relying on town funds for their expenses. These organizations took that to heart when applying for ARPA funding.

Road Projects

The Highway Department completed the work to repair the damage caused by a storm in October 2019, known as the Halloween Storm. The storm was declared a disaster and therefore work qualified for FEMA funds. Now that the work is complete, the Town has submitted documents to close out the grant and be reimbursed for seventy-five percent of the expenses.

In preparation of repaving the southern section of Old Stage Road, the Town hired a contractor to replace two cross culverts and cut trees and brush. The cross culverts were put in to allow time to settle before paving the road. The paving will occur during the spring/summer of 2023. The Town also hired a contractor to cut the trees along a section of the Westford Milton Road.

As for the Road Crew, they performed routine maintenance of roads in addition to completing the work from the storm in 2019. Maintenance included grading roads, filling potholes, resurfacing, ditching, etc. Approximately 150 loads of gravel were added to town roads. The crew also performed routine maintenance on trucks and other equipment as well as the town garage.

Town Projects

ARPA (American Rescue Plan Act) Funds – The ARPA Committee had its first meeting in October 2021 and their last meeting in November 2022. During this time, the Committee surveyed the community to determine priorities, created two applications and a rubric scoring system, heard applications through a two-phase format, and forwarded approved projects with recommendations to the Selectboard. In March, the Selectboard voted to take the entire funding as "lost revenue" due to a change in the rules.

Although this was done, the Selectboard and Committee thought it best to award funds that met the spirit of the original intent of the funding.

The Committee received eighteen applications during the Phase I process. All the applications were approved to move on to the Phase II process, which involved a more detailed application with firmer numbers in costs. Phase II applications were due by the end of September. A total of sixteen applications were reviewed by the Committee (two applicants from Phase I withdrew their request). The Committee met with each applicant and scored the applications based on the rubric. In the end, all the applications were approved and forwarded to the Selectboard with recommendations. Although this process was exhausting at times, the Committee enjoyed working with each other, and were thoroughly impressed by the well thought out applications.

The Selectboard met with the sixteen applicants during the month of December. Unfortunately, there was more money in requests than what was awarded to the Town. The Selectboard approved all the applications, however not all of them were fully funded. Approximately \$65,000 of the \$632,605 received have not been obligated. These funds have been set aside but must be obligated no later than December 31, 2024 or the Town will need to return the funds.

1705 Vermont Route 128 (Pigeon property) – This project is being closed out. In August the property owners decided to list the property for sale because an agreement could not be reached between the different parties involved. The Town will file the necessary paperwork to close out the grants associated with the project.

Community Wastewater System - The Planning Commission continues its work to bring this project to the voters for a bond vote. Some of the funding stack is made up of local and state ARPA funds therefore there are some critical deadlines that need to be met. The project has been significantly delayed due to Green Mountain Engineering, the engineering firm hired by the Town, withdrawing from the project. This has caused a lot of problems because the application and approvals by the state were based on Green Mountain Engineering involvement. The Town is working closely with the State to amend applications to move forward. It is anticipated that a bond vote will occur in November 2023. Town Planner, Melissa Manka, in collaboration with the Planning Commission, has done a wonderful job in keeping things on task and keeping the Selectboard apprised of the status of the project.

Miscellaneous

Dog Warden – The Selectboard appointed Elisabeth Smith and Matt Bartholomew as Dog Wardens in June. The Board had two applicants and felt that dividing the responsibilities would be beneficial to all. One of the ARPA applications approved was to purchase necessary items to help Elisabeth and Matt fulfill their responsibilities. The items will belong to the Town therefore will be passed onto future Dog Wardens.

IT Managed Services – The Town issued a Request for Proposals for IT Managed Services due to the contract expiring at the end of December 2022. The Board received seven proposals. In the end, the Board choose to renew the Town's contract with VTC Tech.

Homelessness – Westford is not immune from situations that occur in other communities, such as homelessness. There have been at least two situations where a homeless person has sought services and refuge at the library or town office. Town office staff, library staff, representatives from the food shelf, and a representative from Pathways Vermont met to establish a process that would remove

town and library staff from the situation while showing compassion and helping the individual find an appropriate venue for their needs.

Respectfully submitted,
Lee McClenny, Chair
David Baczewski
Bill Cleary

TOWN CLERK

This is my first report as Town Clerk. Having been Nanette's assistant since late 2018 I have enjoyed getting to know my fellow Westford residents even better than before and was delighted when I was elected Town Clerk in 2022 after Nanette left the position. I hope to continue to make the Town Office a welcoming place for residents to get their town business taken care of. I also hired a new Assistant Town Clerk to help with day-to-day tasks, Maria Barden. Maria grew up in Westford and has already been an excellent addition to the team of people working in the office. Welcome Maria!

Elections

For the 2022 Annual Town Meeting the town elected to, once again, send ballots to all active registered voters, although some voters preferred to vote in person at the polls.

The Essex Westford School District also elected to mail ballots to all active registered voters. This was their third year in a row doing so. The EWSD staff managed the mailing of the ballots.

The 2022 Primary Election was held in August. The state did not send ballots to all active registered voters, but many Westford voters requested to have their ballots sent to them absentee.

The 2022 General Election was held in November. Ballots were sent to all active registered voters in compliance with the new mail-in-voting law that requires mail-in ballots be sent to all active voters by the state during a General Election. The CSWD Bond Vote was also held during this time, but ballots were to be requested to be sent absentee and not automatically mailed. Both ballots were available at the polls on election day.

Vermont Elections Management System

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

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

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

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

Land Records

Providing online access to the Land Records has been a real benefit. The online access has limited the number of people that need to come to the office to conduct research thereby reducing the risk of exposure to COVID-19 for town staff and researchers.

The online data base contains records dating back to April of 1994. Maria continues to back scan records as time permits. We are collaborating with a vendor to have more of the recent surveys scanned.

During FY'22, 600 documents (deeds, survey's, etc.) were recorded in the Westford Land Records. This translates to 1,945 pages compared to 3,053 pages in FY'21.

Dog Licenses

The number of dog licenses issues in 2022 was down compared to previous years. Numbers have still not returned to pre-COVID levels. In 2022, 308 dog licenses were issued. Dog licenses are due by April 1st each year. A current rabies certificate and fee are required to license your dog.

Vital Records

Vital record statistics in the Town of Westford for January 1, 2022 through December 31, 2022 are as follows: 20 births, 7 deaths, and 16 marriages.

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

Newsletter & Town Website

There are two resources to keep abreast of current events in town. The Town's website (<http://westfordvt.us>) is a valuable resource for general information, such as contact information for town officials, a calendar of events (meetings etc.), and agendas and minutes for meetings of various boards and commissions. The second resource is the Town Newsletter which is published monthly.

The newsletter contains announcements for general town information and events. The newsletter is distributed electronically and is available for viewing on the Town's website: (<http://westfordvt.us/documents/newsletters/>). Upon request, the Town will mail the newsletter to residents who do not have access to a computer and/or the internet.

Holiday Donations

Thank you so much Westford! Your generous donations enabled the Town to help nineteen families! The gift cards to purchase food and necessities were greatly appreciated. This would not be possible without your kindness.

Respectfully submitted,
Callie Hamdy

BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT

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

During FY'22, the BCA met six times. Three of the meetings were to discuss the reapportionment of the Vermont House of Representative District seats. Two of the meetings were to discuss a Tax Assessment Appeal. Two of the meetings were to discuss revising the voter checklist, which resulted in approving 80 voter registration applications, removing 42 voters, and sending notices to 114 voters to confirm residency. One meeting was to discuss allowing ballots to be dropped in the new drop box. In addition to these meetings BCA members worked the polls for 2022 Annual Town Meeting, and the 2022 Annual School District Meeting.

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

CEMETERY COMMISSION

The Westford Cemetery Commission now oversees the care and maintenance of all seven town cemeteries (Cookyard, Richardson, Cloverdale, Osgood Hill, Plains, Brookside, and Pleasant View).

We, with the help of a volunteer, have been able to keep the small previously "neglected" Cookyard Cemetery clear of brush with the ultimate goal of maintaining its integrity. We also hired a contractor to maintain/mow our other six town cemeteries during the mowing season.

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

There was a total of 7 interments during this fiscal year (Brookside - 1; Pleasant View -4; Plains -1; Cloverdale -1). There were 10 lots (4 at Brookside and 6 at Pleasant View) sold during this fiscal year. (Note - an unusual high number of lots sold during a fiscal year.)

There continues to be much work to be done to keep our cemeteries a source of historic information as well as aesthetically maintained. The Town Office receives several requests regarding family history research and often this information can only be found on the gravestones themselves. As part of that effort and duty, we are continuing our long-range project of repairing and cleaning gravestones as funds allow.

Funds were allocated in the 2021-22 fiscal year to restore/clean a portion of Pleasant View Cemetery (see before and after photos below). We have budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2022-2023. The Cemetery Commission considers gravestone restoration/cleaning as part of the annual maintenance program much like the mowing contract since it is an ongoing project. We also continue to repair miscellaneous gravestones on an as needed basis.

Another ongoing project is to record all cemetery inscriptions/information for each of the cemeteries into a computerized data base. All the gravestones have also been photographed. An updated map is available for the older section of Brookside Cemetery. In addition, updated maps for the newer section of Brookside Cemetery and Pleasant View Cemetery are in the process of being completed.

The cost of mowing continues to increase, and we need to adjust our yearly budget accordingly. The use of our cemetery funds in the various savings accounts and certificates of deposit are limited as we can only use the nominal interest earned on the CD accounts and not the principal. This is a problem faced by many communities. Therefore, we rely on the money allocated in the Town of Westford

General Fund.

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

Respectfully submitted,
Lynn Gauthier
Glenn Rogers
Ronald Perry

Pleasant View Cemetery – Route 128, North



Paige Family Monument – Before (2020)



Paige Family Monument – After (Oct. 2021)



Goodrich Family Monument – Before (2020)



Goodrich Family Monument – After (Oct. 2021)

TREASURER'S REPORT – CEMETERY FUNDS
Year Ending June 30, 2022

Cemetery Checking Account

Beginning Balance - July 1, 2021 **\$22,076.17**

Receipts

Interment fees	450.00	
Town budget appropriation	8,000.00	
Donations	3,700.00	
Recording fees	105.00	
Interest	<u>2.44</u>	
Total Receipts		12,257.44

Expenses

Cornerstones	0.00	
Signage	0.00	
Supplies and flags	260.87	
Heritage Tree Service – tree removal	3,285.00	
Stump grinding	139.63	
Monument restoration	0.00	
Recording fees	0.00	
Mowing	<u>3,750.06</u>	
Total Expenses		7,435.56

Ending Balance - June 30, 2022 **\$26,898.05**

<u>Cemetery Savings Accounts</u>	<u>Balance 7/1/21</u>	<u>Income</u>	<u>Interest</u>	<u>Withdrawal</u>	<u>Balance 6/30/22</u>
Alger	\$322.01	\$0.00	\$0.06	\$0.00	\$322.07
Osgood Hill	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00
Cloverdale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Perpetual Care	<u>\$763.41</u>	<u>\$1,00.00</u>	<u>\$0.18</u>	<u>\$700.00</u>	<u>\$1,063.59</u>
Total	\$1,085.42	\$1,00.00	\$0.24	\$700.00	\$1,385.66

<u>Cemetery CDs</u>	<u>Balance 7/1/21</u>	<u>Deposit</u>	<u>Interest</u>	<u>Withdrawal</u>	<u>Balance 6/30/22</u>
James Grow	\$4,689.36	\$0.00	\$2.37	\$0.00	\$4,691.73
Osgood Hill	\$8,367.74	\$0.00	\$4.18	\$0.00	\$8,371.92
Phillips	\$687.38	\$0.00	\$0.42	\$0.00	\$687.80
Irish	\$772.59	\$0.00	\$0.39	\$0.00	\$772.98
Brookside Cemetery	\$18,758.62	\$0.00	\$9.40	\$0.00	\$18,768.02
Perpetual Care	<u>\$20,868.35</u>	<u>\$700.00</u>	<u>\$10.98</u>	<u>\$0.00</u>	<u>\$21,579.33</u>
Total	\$54,144.04	\$700.00	\$27.74	\$0.00	\$54,871.78

Total Cemetery Funds

Cemetery Checking	\$26,898.05
Savings	\$1,385.66
CDs	<u>\$54,871.78</u>
Grand Total in Funds	\$83,155.49

CONSERVATION COMMISSION

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

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

The WCC has partnered with Ethan Tapper, the Chittenden County Forester to apply silvicultural treatments in the Misty Meadows Town Forest (MMTF) and the Maple Shade Town Forest (MSTF). Both the MMTF and the MSTF are part of the Westford Town Lands (WTL), which is managed under a comprehensive Management Plan written in 2018 and approved by the Town in 2019. The work completed in the MMTF and the MSTF is in accordance with this plan. Details on these treatments are found in the next two paragraphs.

The forestry program at the Center for Technology at Essex High School applied pre-commercial thinning in an area of young forest in the Misty Meadows Town Forest (AKA school trails) behind the Westford School last fall. This work, which was completed in conjunction with Ethan Tapper, the Chittenden County Forester, consisted of felling small trees to favor the increased growth of the healthiest trees in this area, at the same time adding dead wood to the forest floor to promote improved habitat, hydrology, and carbon sequestration and storage. Ethan Tapper controlled a large area of invasive honeysuckle, buckthorn, and autumn olive in the MMTF last fall, and the CTE students pulled more of these plants post-thinning.

The WCC worked with Tapper to begin forest management on the Maple Shade Town Forest (AKA the Jackson Farm) last winter. This work used a small-scale logger to apply low-impact logging techniques. Working under Tapper's supervision these techniques will improve the health, resilience, and wildlife habitat of the MSTF by conducting ecological forest management over the course of several winters. Proceeds from this work were reinvested in the MSTF and benefited the Town general fund. Specifically, the MSTF trail system was significantly improved for recreation by installing water bars, improving drainage, and smoothing out previously existing rutted sections. This project was made transparent and inclusive, with public informational materials and forest walks with Ethan, both considered opportunities to learn more about responsible forest management.

Joel Fay and Dale Rodgers have been maintaining the school trails (n/k/a "Misty Meadows") for walkers and Nordic skiers for a number of years. Volunteers were able to lay down a wide path of corduroy in addition to cross-country ski tracks to improve the Nordic-skiing experience again last winter. The Misty Meadows groomed trails were used again by the Fairfax skiing team for practices on Saturday mornings and a Nordic Trail Race in

February, a courtesy we were happy to extend, and we look forward to a continuing relationship with the young skiers.

The WCC collaborated with the Westford Public Library and installed temporary story walks and poetry walks along existing trails at Misty Meadows and Maple Shade Town Forest to encourage new users and young families to enjoy the trails. In addition, the WCC facilitated the Library's "Passport Program" in which trail users were able to stamp "passports" with stamps located along ten different trails in Westford. This year, the passports were extended to other locations in Westford, including the Westford Common Hall, the Red Brick Meeting House, the Covered Bridge, the new Historical Society building, among others. Raffle tickets were earned based on the number of trails hiked, with monthly prizes awarded. It was a great success, and we look forward to another collaboration in summer of 2023.

The WCC held trail clean-up days in both the Fall of 2021 and Spring of 2022, but we encourage all residents to contact us with any comments or concerns, especially if a trail needs work due to blowdowns or washouts. We are also available if you are interested in helping maintain trails or in setting up a temporary right-of-way for trail usage. The WCC can be reached by emailing westfordcc@googlegroups.com.

Dale Rodgers retired from the Conservation Commission this year and we can't thank him enough for his tireless efforts and commitment to the WCC. Though he has officially retired, he remains an active and enthusiastic volunteer. Throughout his years of service, he has trailblazed (Rodgers Ridge), sliced and diced hundreds of fallen trees, weed-whacked miles of trail, groomed trails, done dog doody duty, built bridges, dug ditches, hung signs, attended meetings, repaired snowmobiles, and been that guy that gives you a Nordic ski lesson when you weren't looking for one (and it was great). He will be missed in his official capacity, but unofficially we won't be able to get him off the trails.

**CONSERVATION FUND
Year Ending June 30, 2022**

Beginning Balance - July 1, 2021	\$11,554.30
 <u>Revenue</u>	
Donations	\$448.00
Unexpended budget transfer	1,459.25
Interest	<u>\$2.34</u>
Total Revenue	\$1,909.59
 <u>Expenses</u>	
Conservation Fund Expenses	\$0.00
Maple Shade Town Forest Expense	<u>\$0.00</u>
Total Expenses	\$0.00
 Ending Balance - June 30, 2022	 <u>\$13,463.89</u>

DELINQUENT TAX COLLECTOR**Calendar Year Report: As of December 31, 2022**

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2020-21	828.64	828.64	0.00	0.00
2020-21	<u>40,336.93</u>	<u>33,261.86</u>	<u>5,680.00</u>	<u>1,395.07</u>
Total	41,165.57	33,261.86	5,680.00	1,395.07

Comparison of Year End Delinquent Taxes

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	<u>Uncollected</u>
12/31/19	64,552.98	60,543.84	1,757.47	5,766.61
12/31/20	83,318.51	69,823.67	-1,631.81	11,863.03
12/31/21	94,188.79	93,142.40	-217.75	828.64

As of December 31, 2022, delinquent taxes in the amount of \$1,395.07 remain uncollected. During 2022, the amount of delinquent taxes to be collected, was reduced by the amount of \$5,680.00. This amount represents corrections to the Delinquent Tax List made by the Treasurer.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY 22 is included below.

Fiscal Year 2022: July 1, 2021 through June 30, 2022

<u>Tax year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Abated or Corrected</u>	<u>Tax Uncollected as of June 30</u>
2019-20	\$8,450.34	\$8,450.34	\$0.00	\$0.00
2020-21	\$29,077.98	\$26,030.76	\$2,670.10	\$377.12
2021-22	<u>\$40,336.93</u>	<u>\$29,749.94</u>	<u>\$5,680.00</u>	<u>\$4,906.99</u>
Total	\$77,865.25	\$64,231.04	\$8,350.10	\$5,284.11

Respectfully submitted,
Marge McIntosh

DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) reviews applications for subdivision, site plan, conditional use, waivers, variances, and appeals of administrative officer decisions. The Board meets on the second and fourth Monday of each month, as needed, at 7:00 pm at the Westford Library. All meetings are open to the public and are conducted in a hybrid format– in-person and via Zoom.

We had another relatively slow year for DRB activity compared to recent years. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review Applications- 0
- Preliminary Plat Applications - 0
- Final Plat Applications – 2
- Subdivision Amendment - 1
- Conditional Use Applications – 0
- Site Plan Applications – 2 (multifamily structure & accessory structure)

- Waiver Applications – 0
- Variance Applications - 0
- Appeals – 0
- # of New Development Lots Created - 2
- # of New Deferred Development Lots Created - 0
- Acres of Open Space Created – 0
- Miles of Pedestrian Path Created – 0

In June of 2021, the DRB began reviewing projects under the amended Westford Land Use and Development Regulations which were amended based on public, DRB and Administrative Officer input. The DRB continues to work hard to appropriately implement the regulations. We appreciate the patience of applicants as we navigate the changes. The public is encouraged to attend hearings to view the process and give input. Every decision made, every development approved, and every regulation - new or old - affects each of us. We welcome your thoughts!

Each year generally sees some turnover on our boards, but the DRB had no turnover for the second year in a row! Thank you to all the DRB members for their continued service to the Town of Westford.

Respectfully submitted,
Matt Wamsganz, Chair

FIRE WARDEN

The winter is almost behind us and once the remaining snow is gone folks will be looking to do property cleanup. Unless you are having a small campfire (48 inches around) a burn permit is required by town ordinance and Vermont State Law. People ask me what they can legally burn. The short answer is, if it grows on your lawn then it should be safe to burn. If you have any doubts, questions or concerns please call me at 802-879-1231 and I will help you. Things that you cannot burn include household garbage, painted or treated wood, magazines and newspapers, any plastics or rubber products, etc.

Your fire should be at least 50 feet away from any structures, oil, gasoline, or other flammables are not permitted to start a fire. Your fires should never be left unattended or allowed to smolder overnight and must be completely extinguished before retiring for the evening. While you are burning, please have extinguishing tools such as a charged water hose, shovels and a rake nearby. If your fire gets out of control, please call 911 immediately. Any damage resulting from your fire is your sole responsibility. Please be aware of the conditions printed on the back of the permit and keep an eye out for high winds and wind gusts.

One more thing. Please be considerate of your neighbors as some people have medical conditions that are exacerbated by smoke or just do not want to breathe smoke from your fire. Your fire must be extinguished if it in any way causes a problem for others.

As always I want to thank the men and women of the Westford Fire Department for the great job they do in keeping us all safe.

The following are the number of permits in Westford for this timeframe:

- 660 permits issued electronically
- 0 hard copy permits issued by the Town
- 1 hard copy permit issued by the Fire Warden
- 1 written warning
- 0 fire prevention tickets

Respectfully submitted,
Dennis L. Angiono

LISTERS

This year the Town contracted with NEMRC (New England Municipal Resources Center) to conduct the field work (building permit inspections) and other segments of the listing/assessing of Westford properties. NEMRC has also been contracted to do the town wide reappraisal beginning in 2023.

The state requires the municipalities to begin the reappraisal process when the Common Level of Appraisal (CLA) reaches 85%. Property Valuation & Review has calculated Westford's 2022 Common Level of Appraisal (CLA) at 81.51%; the 2021 CLA was 85.54%. The CLA is determined using sales from previous years. Westford's last reappraisal was done in 2009.

Assessment records are open to the public and can be viewed during regular Town Office hours.

Reminder: if your property is your primary residence and you own and occupy it, you must file a HS-122 and HI-144 when filing your State and Federal Income Tax returns. When filed, these forms dictate if you are taxed at a residential or non-resident tax rate. Failure to file the forms by the due date results in a late penalty being assessed.

- **Form HS-122, Vermont Homestead Declaration Section A:** The Homestead Declaration must be filed when you purchase a property, and each year thereafter providing it is your primary residence. For a new homeowner, you need to be living in the dwelling as of April 1st.
- **Form HS-122, Property Tax Adjustment Claim - Section B:** This claim must be filed every year also.
- **Form HI-144 Household Income**

For more information go to <http://tax.vermont.gov> and search for HS-122.

Respectfully submitted,
Caroline Brown

PLANNING COMMISSION

The Planning Commission thanks Koi Boynton for her many years of service on the Commission. Mo Reilly has filled the vacated position, welcome Mo.

During the past fiscal year, the Planning Commission has reviewed and amended the Westford Land Use and Development Regulations and Westford Town Plan. The Westford Town Plan and related

maps can be found here: <https://westfordvt.us/town-plan/>. The Westford Land Use and Development Regulations can be found here: <https://westfordvt.us/documents/planning-zoning/>.

The study and feasibility of a Town Center Area community wastewater system remains a priority for the Commission. Significant research over several decades has highlighted the importance of clean potable water, wastewater capacity and adequate treatment of wastewater in the Town Center Area. The project funding stack continues to grow, to date, the Town has been awarded \$2,377,136 in State ARPA funds, \$466,194 in Northern Border Regional Commission/Economic Development Administration (NBRC/EDA) funds, and more than \$150,000 for early project planning from the State of Vermont. The project experienced a setback in early 2022 when the Commission was notified that the project engineer was terminating business operations. The Commission is working closely with the State of Vermont and Stone Environmental to secure Stone as the replacement Project Engineer. All parties have worked tirelessly over the past several months to update the Environmental Information Document (EID) in order to receive Facility Plan approval and Engineering Services Agreement (ESA) in order to hire Stone Environmental as the project lead/engineer. The Commission's next steps include final design, building out the funding stack, community engagement on the project details, and preparing for a bond vote in 2023. The goal of the Commission is to offer the voters of Westford a wastewater solution for the Town Center Area that has minimal impact on taxpayers and is sustainable through user fees. For information about the community wastewater project visit <http://www.westfordsfuture.com/>

In 2019, the Commission began working on a conceptual plan for the possible redevelopment of the 1705 property, also known as the former bus garage. The property landowner, Chittenden County Regional Planning, Vermont River Conservancy, Champlain Housing Trust, and Green Mountain Habitat for Humanity all committed to working together on the project. The goals and objectives of the project included addressing stormwater runoff into the Browns River, providing community access to the Browns River, brownfield assessment and cleanup, acquiring additional land for town office expansion or replacement, and construction of perpetually affordable housing, while maintaining the Town's rural character. In 2022, the project did not receive funding from the Vermont Housing & Conversation Board in order to allow the project to move forward. The property is now for sale and any future redevelopment will need to align with the Westford Land Use and Development Regulations. One very positive outcome of the Commission's efforts was a better understanding of the brownfield site, removal of multiple underground storage tanks and petroleum contamination remediation. For a recap of the project visit <https://www.westford1705.com/>

The Planning Commission meets the third Monday of the month at 6:30 p.m. at the Town Office as well as the first Monday of the month when necessary.

Respectfully submitted,
Town of Westford Planning Commissioners
Gordon Gebauer
Seth Jensen
George Lamphere
Mark Letorney
Mo Reilly

PLANNING COMMISSION SPECIAL PROJECTS FUND
Year Ending June 30, 2022

Beginning Balance - July 1, 2021		\$19,014.05
<u>Revenue</u>		
Donations	\$0.00	
Transfer from General Fund	\$6,950.68	
Interest	<u>\$3.85</u>	
Total Revenue		\$6,954.53
<u>Expenses</u>		
Project Expenses	<u>\$0.00</u>	
Total Expenses		\$0.00
Ending Balance - June 30, 2022		<u>\$25,968.58*</u>

*All funds are reserved for current projects and anticipated expenses.

RECREATION COMMITTEE

The Westford Recreation Department's mission is to provide recreational, educational, cultural and community activities to all Westford residents and neighbors.

With even fewer COVID restrictions we were able to resume many of our typical programs. Adult and kids' Summer and Fall Soccer, T-ball, Santa Letters, Basketball, Women's Futsal, Paint & Sip, Lego, and Slime workshops, and more. The Department has also continued to offer free Community Events like the Easter Egg Hunt and the Town Fourth of July celebration, to name a few. We had a great time; we hope you did, too! We look forward to bringing you more events like this in the future.

The ice rink continues to be very popular with our community.

The Westford Recreation Department organized the Turkey Trot this year. We are excited to continue the tradition. This was the largest Turkey Trot yet and raised over \$2,000 for the Community Fund.

The Westford Recreation Department worked hard to secure ARPA funding for a new skills park for biking as well. Look for it to be built summer 2023.

We continued to use the online registration system this year, which has been well received. You are now able to register and pay online for all of our programming. Soon there will be a new website with registration and payment built in!

In the upcoming year we look forward to continuing to build on our successful programs and find new and exciting offerings for the community. We want to hear from you! Please attend our meetings, use the links on the website (<http://www.westfordvt.us/recreation>) or email (recreation@westford.us) with any suggestions and feedback.

Our Facebook page, Westford Recreation Department, is a great place to keep up to date with current recreation events, LIKE us today! You can also find all things recreations in the monthly town newsletter and Front Porch Forum (www.frontporchforum.com). Please contact the town clerk if you would like to be added to the newsletter distribution list. You can also visit the town website for registration, payment and information at www.westfordvt.us/recreation.

The Committee said goodbye to Tonya Calley who served as the Rec Coordinator. We thank her for the time she served and everything she did! We were fortunate to have Amanda Gifford apply for the position. Welcome aboard, Amanda; we look forward to working with you!

We would like to express our gratitude to Committee members who stepped down. They are Maureen Carpenter, Ashley Sliker, and Meghan Orisko. We welcomed new Committee members Deanna Norton and Maria Olsen.

A special thanks to all of our community volunteers who devote their time, expertise and enthusiasm. We could not do it without you!

Yours in recreation,

Board Members: Lori Miller, Ben McElvany, Chuck Medic, Deanna Norton, George Elliott, Maria Olsen.
Recreation Coordinator: Amanda Gifford

RECREATION DEPARTMENT
Year Ending June 30, 2022

Beginning Balance - July 1, 2021 **\$13,418.62**

Revenue

Town Appropriation	7,600.00
Basketball Camp	580.00
Summer Tball	310.00
Summer Events	730.00
Kids Summer Soccer	592.00
Kids Fall Soccer	1,921.00
Turkey Trot	3,592.37
Broomball	340.00
Winter Events	435.00
Adult Soccer	60.00
Adult Paint & Sip	317.59
Futsal	1,120.00
Ice Skating	440.00
Adult Pickup Basketball	131.00
Spring Activity Kits	120.00
Fall Activity Kits	55.00
Winter Activity Kits	225.00
Spring K & PreK Activity	35.00
Spring Events	136.00
Kids Paint & Sip	21.00
Winter Fund Raiser	1,120.00

Revenue (continued)

Donations	843.00	
Miscellaneous	<u>269.00</u>	
Total Revenue		\$20,992.96

Expenses

Rec Coordinator Salary	7,900.12	
FICA Expense	566.12	
Lacrosse Expenses	325.00	
Summer Events	849.48	
Kids Summer Soccer	526.00	
Kids Fall Soccer	155.24	
Basketball	95.80	
Futsal	69.54	
Winter Fund Raiser	131.22	
Ice Rink Repairs	840.24	
Ice Skating	240.00	
Broomball Expense	156.53	
Winter Events	31.00	
Concerts	150.00	
Winter Activity Kits	212.99	
Spring K & PreK Activity	290.20	
Spring Events	104.86	
Toilet Rentals	515.00	
Miscellaneous	148.79	
Donation Expenses	<u>200.00</u>	
Total Expenses		\$13,508.13

Ending Balance - June 30, 2022

\$20,903.45



WESTFORD PUBLIC LIBRARY

"The public library is where place and possibility meet."

Stuart Dybek, American author

As COVID began its slow exit, the past year allowed us more opportunity to reconnect. By July 2021, the library was fully open and mask optional. The summer allowed us to celebrate with a host of outdoor venues. Inspired by trustee Vicky Ross and in collaboration with the Conservation Committee, the library sponsored its highly successful Passport Program to encourage discovery of Westford's great trail system. Mr. Chris and Friends entertained us at a library supported summer concert with ice cream on the Common. For the first time, the annual book sale was held in tents outside the library. Two crafty trustees, Leanne Saddlemire and Patty Pittala, began offering take home craft kits at many library and community events. After three years of cancelling the Welcome Baby Tea, Bree organized Family Fest. Held in June 2022, this event continued the custom of giving books to babies born in the last year (in this case last 3 years). Family Fest provided an opportunity to introduce new families to town resources. Special exhibits returned to the library in April 2022 with Peggy Rodgers's display of Tasha Tudor's art and memorabilia. In May 2022, the library showcased Orah Moore's wonderful photo exhibit of Westford residents.

This past year, the library has had the opportunity to support a number of community projects. A generous donation allowed the trustees to set up the Westford Public Library Community Fund and invite requests for short term support of Westford community projects. Priority was given to projects that support diverse opportunities for community engagement, education, and enjoyment. The fund supported the Westford Food Shelf's purchase of a freezer, helped sponsor the Westford Historical Society's talk by Howard Coffin on Vermont Women and the Civil War and research on the life and writings of Westford resident Irene Allen. Under the auspices of Westford Mutual Aid, the fund allowed residents the opportunity to learn First Aid and CPR taught by Fairfax Rescue and attend a presentation by Westford's Interim Emergency Management Coordinator, Helen Sterling, on Go Bags with a Go Bag raffle for attendees. The trustees used the fund for the library to buy a telescope for lending, to fund the Westford Summer Music Program, to support Family Fest, and to provide for more substitute support inside the library while Bree led many summer reading programs outdoors.

We have continued to work diligently on maintaining and updating this historic building (1844). The exterior was painted and repaired, and new signs were provided by Westford resident Geoff Kerr. The children's section now has gallery lighting to showcase art exhibits. Unforeseen problems included the need to replace the heating oil tank and on demand hot water heater, an infestation of carpenter ants and rot over the basement entrance, and the replacement of some slate roofing tiles.

Bree Drapa, our library director, has used her talents to successfully apply for a number of grants. An IT grant allowed the library to buy a wireless printer. A Vermont Department of Libraries ARPA grant funded the purchase of new computers and computer chairs, easily cleanable folding chairs, tents for outdoor programming, Passport Program supplies, and a dehumidifier. A grant from the Association of Rural and Small Libraries provided money to hire architects for a conceptual design to improve handicap accessibility and the circulation desk area. This design work is necessary to apply for construction grants if and when they become available. These grants allowed the library to initiate purchases and programs outside our budget. The trustees are grateful for Bree's attention to these outside funding opportunities. Generous donations and grants have allowed the library to launch projects while operating within its budget.

In October 2021, the library added nine more hours and an extra day to its schedule. We also hired library assistant, Niquette Bergeron. Niquette brings a wealth of experience to this role. In addition to covering circulation, Niquette supports the library's newsletter and social media, interlibrary loans, and is adept at SQL, a database computer language designed for the retrieval and management of data in a relational database. On her own initiative, Niquette became a notary public and now provides this community service evenings and Saturdays at the library.

Bree continues to enrich the library with new programs and insights gleaned from her participation in the Association of Small and Rural Libraries Leadership Institute. She is the cofounder and cohost of "Solo-ish", a national, informal, online meetup of librarians working in small rural libraries. The trustees are grateful for Bree's initiatives and the creativity she brings to her work.

The trustees would like to thank all our volunteers who generously give their time and energy to support the library. We have weekly and special project volunteers and young people doing community service. They are all part of making our library a vital, community led institution.

We thank the community for its continued support and generosity.

Respectfully,

Patricia Hechmer, Chair

Vicky Ross, Treasurer

Patty Pittala, Secretary

Peggy Rodgers

Leanne Saddlemire



Photo by Alison Pierce

LIBRARY TRUSTEES FUND
Year Ending June 30, 2022

Beginning Balance July 1, 2021	27,883.49
Revenue	111,924.89
Expenses	<u>-116,180.47</u>
Net Income/(loss)	<u>(4,255.85)</u>
Ending Balance June 30, 2022	23,627.91

400-27 Revenue

2705-00.00	Town Appropriation	80,334.00
2710-00.00	Trustee Fund	2,473.16
2711-00.00	Community Funds	18,000.00
2715-00.00	ARSL-PRH Grant	1,000.00
2720-00.00	ARSL new England Grant	5,000.00
2725-00.00	Postage Grant	536.77
2727-00.00	Library Summer Performer	300.00
2729-00.00	VT Libraries ARPA Grant	<u>4,280.96</u>
Revenue Total		111,924.89

		2021-22	2021-22	2022-23	2023-24
		Budget	Actual	Proposed	Proposed
400-78 Expenses					
7800-00.00	Expenses	13,250	13,088.95	13,500	14,750
7800-01.01	Trustee Fund Expense Account	0	2,172.80	0	0
7800-02-.02	Community Expense	0	8,227.98	0	0
7800-04.00	Library Summer Performer	0	500.00	0	0
7800-08.00	Postage Grant Expense Account	0	532.20	0	0
7800-10.00	Library Director Salary	36,900	37,599.50	37,824	39,850
7800-10.01	Substitute Librarian Salaries	1,580	4,641.68	1,870	2,660
7800-10.02	Librarian Assistant	7,500	5,096.25	7,750	8,840
7800-14.00	FICA	3,504	4,019.19	3,615	4,326
7800-15.00	Health Insurance	6,092	5,200.08	5,950	5,200
7800-15.01	Dental Insurance	0	431.76	0	450
7800-15.02	Disability Insurance	263	249.60	0	250
7800-15.03	Vision Insurance	0	108.72	0	100
7800-16.00	Pension	1,107	1,284.04	1,135	1,352
7800-20.00	ARSL New England Grant	0	2,299.73	0	0
7800-21-00	ARSL PRH Grant	0	1,000.00	0	0
7800-29-00	VT Libraries ARPA Grant	0	4,280.99	0	0
7800-48.00	Insurance (property/liability/WC)	3,438	3,451.00	3,540	3,700
7800-68.00	Building Maintenance & Repair	3,000	4,313.25	3,000	0
7800-70.00	Major Expenses	0	13,655.77	0	0

	2021-22 Budget	2021-22 Actual	2022-23 Proposed	2023-24 Proposed
Expenses (continued)				
7800-74.00 Travel	0	170.71	250	0
7800-75.00 Fuel	900	1,267.61	900	1,500
7800-76.00 Electricity	1,300	1,018.86	1,200	1,400
7800-77.00 Telephone & Internet	750	809.13	800	650
7800-78.00 IT	<u>750</u>	<u>760.67</u>	<u>500</u>	<u>800</u>
Expense Total	80,334	116,180.47	81,834	85,828

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2021/2022, the Westford Volunteer Fire Department responded to 32 emergency calls as follows:

- 1 Structure fire
- 1 Brush fire
- 1 Dryer fire
- 1 Vehicle fire
- 2 Outdoor fire investigations
- 13 Motor vehicle accidents
- 1 Power line intervention
- 4 Smoke alarm investigations
- 2 Carbon monoxide alarms
- 2 EMS Rescue assists
- 4 Mutual aid calls

Department highlights of 2021-2022:

- This year we celebrated the 40th anniversary of the Department. To thank the community, we joined the August Westford Farmer's Market, handed out ice cream bars, and displayed a fire truck and equipment.
- This past year, our Department participated in Tanker Task Force Training with Essex Fire Department which ensures close coordination between departments to supply water for fire suppression.
- Motor vehicle accidents are the most frequent category of calls every year and accounted for 13 of our total calls in 2021/22. We were fortunate to once again have the opportunity for vehicle extrication training at Fairfax Salvage and Repair. We would like to thank the folks at Fairfax Salvage for the use of vehicles for training, and for disposal of vehicles after training.
- This past year we were able to purchase new "Jaws of Life" and other battery powered vehicle extrication equipment. This equipment is stronger steel and faster to deploy to enable us to safely remove occupants from crashed or rolled vehicles.
- During Fire Prevention Week, Department members Chris Cunningham, Bob Schipper and Steve Willard volunteered their time to give presentations on fire safety to students at Westford School,

the Barn School, and to preschoolers at the Westford Library on the Common.

- We would like to thank Joe Casilli for his five years of service. Joe has been an active member of the Department, and made positive contributions in his roles as Captain, and Training Officer. He was voted "Firefighter of the Year" three of the five years. He will be missed.
- We would like to thank Emily Bonning for her service to the Department in the role of Auxiliary support.
- Congratulations to Bob Schipper for earning the certification of Firefighter I. This essential training involves considerable investment of an individual's time and energy. Our community is fortunate to have members like Bob who are willing to make this commitment.

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

We are always in need of additional members interested in emergency response, or who have other skills to contribute. If interested, please talk with one of our officers, or come to a weekly meeting at the station. The Fire Department meets on Monday evenings at 7 PM. To learn more about volunteering, check our website www.westfordfire.org.

The Department roster includes the following members at the close of 2022:

Steve Willard	Chief
Bill Fay	Assistant Chief
John Quinn	Treasurer
Garrett Bartlett	Captain/ Training Officer
Dan Gwozdz	Firefighter
Bob Schipper	Firefighter
Peter Shepardson	Firefighter
Chris Cunningham	Firefighter
Jerry Duchaine	Firefighter
Susan Schmidt	Secretary

I would like to thank our Department members and their families for their generous contribution of time and energy. Our department is 100% volunteer. Unlike surrounding towns, our members receive no stipend or compensation for their service. This results in a cost for emergency protection far below that of surrounding communities.

Thank you to the residents of Westford for 40 years of support!

Respectfully submitted,
Steve Willard, Chief



FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2022**RECEIPTS**

Reimbursements & Grants	1,309.48	
Short term loan	<u>5,000.00</u>	

TOTAL RECEIPTS **6,309.48**

Checking Account Balance on Hand 07/01/21 **94.14**

Operating Budget from Town General Fund 49,000.00

TOTAL RECEIPTS **55,403.62**

EXPENSES

Administrative Equipment & Supplies	1,010.62	
Communications		
Telephone & Internet Service	2,401.03	
New Pager/Radio Purchase	0.00	
Radio Maintenance & Repair	0.00	
Awards/Donations/Scholarship	98.59	
Dues & Subscriptions	755.90	
Fire Prevention/Public Education Supplies	0.00	
Fund Raising	0.00	
Building Expense	452.72	
Fuel & Oil	16.95	
Insurance	17,427.00	
Dry Hydrant Materials	0.00	
Fire Fighting Supplies	671.00	
Personal Safety Equipment	3,933.23	
Small Equipment Maintenance	768.00	
Small Equipment Purchase	12,605.71	
Station Supplies	52.29	
Training	176.05	
Truck Maintenance/Repair	10,384.19	
Computer Hardware/Software/Maintenance	0.00	
Cascade Air System/Maintenance	820.90	
SCBA Equipment/Maintenance	<u>907.50</u>	

TOTAL EXPENSES **52,481.68**

Checking Account Balance on Hand 6/30/22 **2,921.94**

Respectfully submitted,
John Quinn, Treasurer

ZONING ADMINISTRATOR

After serving as Westford's Zoning Administrator for 10 years, Kate Lalley left the position in June of 2022. I stepped into this role in July 2022, and while it is clear that I have some big footsteps to follow in, I am truly appreciative of the opportunity to serve our community in this respect.

The Zoning Administrator (ZA) administers the Westford Land Use and Development Regulations. No land development of any kind may be started within the Town of Westford without a building permit. The ZA is required to literally administer the bylaws and may not permit any development that does not conform to the bylaws. Permits are required to amend a prior permit or approval. The Administrator also enforces violations of the bylaws.

Zoning permit forms and applications can be viewed and downloaded at:

<https://westfordvt.us/documents/forms/>.

A permit is required for the following:

Zoning Permits are required for *land development*:

Defined as:

- 1) Constructing, reconstructing, converting, structurally altering, relocating or enlarging any building or structure;
- 2) Mining, excavating, filling, or grading land;
- 3) Commencing, changing, or extending the use of land or a structure.

Boundary Line Adjustment Permits are required to *move a property boundary*. Under certain conditions, the Zoning Administrator may approve the realignment, relocation, or elimination of a boundary line between adjoining parcels.

Administrative Amendments: Under certain conditions, the Zoning Administrator may *amend an existing zoning permit, site plan, or subdivision plan*. The proposed amendment must conform to the regulations and must not be "a material change".

Home Occupation Permits allow a resident to operate a business or work from their home or residential property.

Certificate of Occupancy is required *prior* to the use of or occupancy of any principal structure or accessory dwelling unit. This certifies that the work for which a permit was issued was completed in accordance with the approved plans and specifications and the requirement of the Westford zoning regulations.

Certificate of Compliance is an official verification by the ZA that a property complies with all of the Town's Land Use Regulations and has no outstanding violations.

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

A major update to the Town's regulations went into effect February 18, 2016. **The most recent update of the regulations went into effect June 10, 2021.**

Protection of Water Resources continues as a high priority in Westford and in the State of Vermont. The Land Use and Development Regulations include a Water Resource Overlay (WRO) to

ensure that the quality and character of Westford's important water-related resources, including wetlands, rivers, streams, ponds and wellhead protection areas, are protected. Prior to any landscaping, vegetation removal, or construction project please check with the Zoning Administrator to ensure your project will comply with the regulations. A number of parcels in town have at least some portions located within the WRO or contain State Designated Class 2 wetlands. ***Erosion Control and Stormwater Management Standards*** apply to all development that will disturb the soil and is reflected in the Town's revised standards for roads and driveways.

Zoning Permits Issued July 1, 2021 – June 30, 2022

62 Permits total:

Houses	11	
Garages	5	
Sheds/Barns	8	
Home Occupations	3	
Miscellaneous	20	
Additions to Houses	4	
Accessory Apartments	1	
Agricultural Structures	3	
Administrative Amendments	1	
Boundary Line Adjustments	5	
Commercial Buildings	1	(Westford Historical Society)

Respectfully submitted,
Harmon Cism

BRICK MEETING HOUSE SOCIETY

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

Opening up in the post pandemic Spring of 2022, use accelerated as our community collectively became more active and vibrant. This past year was highlighted by it being the 200th anniversary of the BMHS, which began, under that very same name in 1822. Our current mission is focused on maintaining a community space for all of Westford. Activities include Rec Dept. activities, including support for the broomball tournament, return of the FCTC with a wonderful performance of 3 one act plays, Fire Dept annual gathering, girl scout meetings, Senior Luncheon (mostly monthly), WHS sponsored Howard Coffin presentation, weekly yoga, and ten private rentals. All in all, around 100 events. Not a bad return to vibrancy! Thanks to all who participated.

Notes from 2021-2022

This has been a cautious year of renewal, highlighted by our July 4th celebration of our bicentennial, continuing with the prospect of ARPA funds for necessary renovations and calendar year ending with a fantastic commitment of funds to put towards long awaited projects. Much gratitude and appreciation goes out to the whole ARPA committee for administering such a process. It is with this strength and confidence of support, that the board of the BMHS heads into this new year.

Projects for the upcoming year include back entry renovation and porch, repairs to the front entry to be more seamlessly accessible, long overdue restoration of the wood floor, change from propane to electric heat for hot water, incorporation of heat pump space heating and limited cooling, ongoing interior and exterior painting, and added acoustical absorption to soften the space for vocal and musical activities. We look forward to this new year with eager anticipation and renewed community energy.

Our operating budget is shared by member groups and supported within the town budget. In the coming year we celebrate the return to our traditional fundraisers that include the broomball tournament, Ice Cream Social, Coffee House, and perhaps a community supper or two. Equipped with a full community kitchen and dining capacity for 64 - 80 per seating, the BMH is fully capable of serving many of the gathering needs of the community.

We formed the BMHS in 1994. We need new talent and energy from the community to help and take over the tasks critical to fulfilling our mission. Please consider joining us in supporting our mission of a community center for Westford.

The building is available for community use, and appropriate private functions. Please contact Caroline Brown for scheduling an event. We are open to anyone interested in joining our meetings and helping. Feel free to contact any of our members, or the BMHS through the town office or by mail at P.O. Box 63, Westford, VT 05494. Thank You!

Respectfully submitted,
 John Doane, president
 Caroline Brown, vice president, & scheduler (WHS)
 Greg Barrows, treasurer
 Tom Townsend, secretary (FCTC)
 Dave & Lynn Gauthier (WHS)
 Loreen Teer (Westford Seniors)
 Michael Kirick (Westford Coffee House)

**BRICK MEETING HOUSE SOCIETY
 REVENUE & EXPENSES**

Balance - July 1, 2021

\$3,106.84

Revenue

Community donations	2,036.00
Fundraisers	1,556.00
Town of Westford	4,500.00
Member group donations	200.00

<u>Revenue (continued)</u>		
Other	771.00	
Rent	700.00	
Interest	<u>1.24</u>	
Total Revenue		\$9,764.24
<u>Expenses</u>		
Operations	5,934.47	
Major Repairs	<u>0.00</u>	
Total Expenses		\$5,934.47
Net Activity		\$3,829.77
Balance - June 30, 2022		<u>\$6,936.41</u>

SENIOR LUNCHEON

This report is a summary of events that took place between September of 2021 until the end of June 2022. We do not meet in the summer months and did not meet this year in the coldest months. New protocols were in place such as signing in at the door, masking, distancing, and using paper plates and plastic utensils all due to the ongoing Pandemic. Despite the protocols there was much socialization which was welcome after so much time away.

Carol Howrigan remained as President and Maureen Estes, Vice President; Beth Menut was Secretary, and Loreen Teer remained as Treasurer.

Caroline Brown continued to prepare the menus and various members supplied the requested hot or cold dishes, salads, desserts, and beverages. Meals were always delicious with something for everyone (as well as being nutritious).

Cereta Lamphere continued as "Chaplain" and gave a blessing as well as providing the table decorations, tablecloths, colorful napkins, etc.

A 50/50 raffle run by Loreen Teer continued with winners splitting the luncheon proceeds and either keeping the money or donating it back into the "kitty." Centerpieces generously made and donated by Cereta were also raffled so there were always a number of happy Seniors taking flowers home.

Announcements about events in town were made or an occasional speaker made a presentation. These are most always brief!!

Cards are sent to members who are unwell or have been injured. Thank you notes are read as they come in from appreciative members.

Contributions have been made to various groups once a vote takes place and also donations made to requested organizations to mark the passing of a member.

In April there was an election of officers since both Carol Howrigan and Maureen Estus decided to step down from the duties, they have carried out so well for so long.

Cori Hill and Mary Fay were elected as Co-presidents. Beth and Loreen will stay on for now in their respective positions as Secretary and Treasurer. The new officers will officially start in September of 2022.

The Senior Luncheons are a wonderful way to connect with neighbors and to meet new folks and find out what is happening in town. The luncheons take place on the second Monday of the month in the Brick Meeting House with doors opening at 11:30 for socialization. The meal is served around noon. If school is cancelled on the day that the luncheon is scheduled, then the luncheon will not take place. We hope for a good turnout in the coming year. All Seniors (55 and up) are welcome.

Respectfully submitted,
Beth Menut, Secretary

WESTFORD COMMON HALL

The Westford Common Hall (WCH) has had a year of reorganization and restructuring focused on the transition from a place of worship to a multi-use community asset. As an independent non-profit dedicated to inclusively serve the community of Westford, the work of this past year brings us closer to realizing our mission *to offer a gathering space for diverse communities to connect, share, and celebrate; with a vision to become a landmark assembly space committed to growing the spirit and economy of the community.*

As we began to emerge from the pandemic, we were able to carry on with celebrations and events with caution paid to the health and safety of all. Board meetings formerly conducted by Google Meet transitioned to in person (and often outdoors as the weather warmed). Individuals, families, and townspeople began to look to the WCH to hold functions: the pews, newly fortified and outfitted with casters allow for their movement to make more space for events such as yoga classes, local 4H group's meetings, and family gatherings. As a mark of success, we were able to carry on each month with the Westford Music Series, now running for 12 years! A wide variety of events included an album release celebration party, a double baby shower, a meeting of volunteers for community outreach, a memorial celebration of life and a beautiful May wedding. In February Westford community members organized the First Annual Winter Festival with the WCH serving as a major venue of bustling activity including music concerts, raffle displays, outside food carts, and a Chili Cookoff. We appreciated the opportunity to participate in the success of this celebration with the shared goal of building community spirit and look forward to hosting it again in 2023! Community members have also organized and used the WCH as the home of the Westford Food Shelf for 14 years and the Annual Clothing Share for 3 years.

Reorganization of the Board of Directors came with the gradual retirement of faithful members who helped us move through the hard work of transition. We are grateful for the many years that Wendy Doane served as president and was the 'glue' that held us together through challenging times and to Anne Maloney who served as co-president in previous years, Carol Winfield who took on the tasks of shepherding the legal work for becoming a 501(c)(3), Eliza Lamphere, who moved us forward into the 21st Century with the launching of the website and ground work discussions for a capital campaign, Lynn Bursell for keeping the finances recorded, and George Keener for the hours he spent working to locate past records, putting in place a the current structure for financial record keeping, and for working with Comcast to bring the welcome addition of Wi-Fi to our campus for public use. The WI-FI connect name is Westford Common Hall and the Password is WCHComcast.

We welcomed new members to the board with the addition of Julia Andrews who filled in as interim chairperson for a few months, Andy Fulton who graciously accepted the challenge to become the interim and now the official treasurer. Recently we welcomed Kim Phinney, the newest member to the board. Also joining the board was Heather Armata, who in July 2022 would go on to become the Executive Director. Heather brings lots of energy and exciting new program ideas, the first of which was the hugely successful First Annual Fourth of July event featuring art displays by local artists, homemade goodies, mini-massage sessions, and self-guided tours of the building. This event foreshadowed the many exciting seasonal events and opportunities planned for community engagement starting in July 2022.

The ongoing major challenges we face are the need to upgrade the heating system, becoming ADA compliant, and funding for new programs. Successes with grant writing have allowed us to make progress on program development as well as infrastructure upgrades. The award from the Preservation Trust of Vermont will help begin to address heat loss by partially funding replacement of storm windows. The Vermont Community Foundation 'Spark' grant award will bring an exciting collaboration with the Westford School with the theme, *Building Community Connectivity Through Kindness in Art*, and will culminate in a gala art show in May 2023. Both these grants require matching funds, and we are hard at work to raise them. In early June 2022 we began an in-depth planning process that led to the writing and submission of grant proposals to the Town's American Rescue Plan Act (ARPA) funds. Our goal in the *Energy Efficiency and Safety* and the *ADA Compliance* proposals is to make critical upgrades to the WCH in order to become a fully functioning, accessible gathering place for the community.

We sincerely appreciate the support the Town of Westford has provided this past year for help with our operating expenses.

We thank all the Westford community members for their support, engagement, and generous donations this past year. See our website for updates, booking events, or to make donations to support our work <https://westfordcommonhall.org/> and our Facebook page <https://www.facebook.com/westfordcommonhall>. For use of the WCH Building and Grounds for your event please contact us at info@westfordcommonhall.org.

Respectfully Submitted,

The Westford Common Hall Board

Amber Haller, President

Heather Armata, Executive Director

Andy Fulton, Treasurer

Maura O'Brien, Secretary

Julia Andrews, John Doane, Marge Hamrell, Kim Phinney, Board Members/Committee Chairpersons

TITLE 24 APPENDIX: MUNICIPAL CHARTERS**CHAPTER 155C: TOWN OF WESTFORD****§ 155C-1. General provisions**

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

§ 155C-2. Elected officers

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

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

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

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

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

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

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

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

(6) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees created by it and under its purview as authorized by this chapter or State statute.

(Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-3. Appointed officers

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

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

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

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

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

(1) Nominating committee.

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

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

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

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

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

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

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

§ 155C-4. Independent audit

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

§ 155C-5. Removal of elected town officers

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

(1) A petition must be filed with the Town Clerk seeking the removal of the elected Town officer or officers. The petition must be signed by at least 15 percent of registered voters.

(2) Within 15 days after receipt of the petition, the Selectboard shall warn a special Town meeting, or if the annual meeting is to occur within 90 days of the filing of the petition, the Selectboard shall include an article in the warning for the annual meeting, for the purpose of voting by Australian ballot on whether the officer or officers shall be removed from office.

(3) Removal shall only occur if a majority of the votes cast at the annual or special town meeting approve removal and the total of all votes cast on the removal question equals or exceeds the total of all votes that were cast to elect the officer.

(4) If an officer is removed, the officer shall immediately cease to hold office and the office shall become vacant. The vacancy shall be filled as provided by law.

(5) Only one petition for removal may be filed against any given elected officer during any 12-month period of his or her term of office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-6. Conflict of interest

(a) A Town officer shall recuse himself or herself or be disqualified from any proceeding in which his or her impartiality might reasonably be questioned.

(b) If anyone thinks a Town officer has a conflict in a case before a board, commission, or committee, that person can bring it to the attention of the officer's respective group. If the officer does not disqualify himself or herself, the board, commission, or committee shall consider the factual basis for the question and vote on the member's disqualification, the challenged member abstaining. This vote shall occur before any other business is conducted.

(c) A Town officer who is disqualified by virtue of a conflict of interest shall not vote upon, participate in the discussion of, or otherwise sit as a member of any board, commission, or committee upon the matter from which he or she is disqualified.

(d) Town officers and employees shall follow the rules outlined in the Westford Conflict of Interest Policy. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-7. Severability

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

Town of Westford, Vermont Contracted Waste & Recycling Reimbursement Policy

SECTION 1: PURPOSE

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

SECTION 2: APPLICABILITY

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

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

SECTION 5: CAUSES AND REIMBURSEMENTS

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

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

SECTION 6: Effective Date of Policy

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

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

TOWN OF WESTFORD DOGS AND WOLF-HYBRID ORDINANCE

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

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

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

- A. "Dog" means any member of the canine species. For purposes of this ordinance, this term, wherever used, shall also include "wolf-hybrids" and "working farm dogs" except where specifically exempted.

- B. "Enforcement Officer" means any Police Officer, Dog Warden, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.
- C. "Owner" means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.
- D. "Potentially vicious dog" means a dog running at large that inflicts minor injuries on a person not necessitating medical attention; chases, threatens to attack or attacks another domestic pet or animal as defined in 20 V.S.A. §3541; causes damage to personal property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.
- E. "Running at large" means that a dog is not:
 - 1. on a leash;
 - 2. in a vehicle;
 - 3. on the owner's premises;
 - 4. on the premises of another person with that person's permission;
 - 5. clearly under the verbal or non-verbal control of the owner; or
 - 6. hunting with the owner.
- F. "Wolf hybrid" means:
 - 1. An animal that is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*);
 - 2. An animal that is advertised or otherwise described or represented to be a wolf hybrid; or
 - 3. An animal that exhibits primary physical and/or behavioral wolf characteristics.
- G. "Working farm dog" means a dog that is bred or trained to herd or protect livestock or poultry or to protect crops and that is used for those purposes and that is registered as a working farm dog pursuant to State law.

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

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

2. the working farm dog is running at large in order to herd or protect livestock or poultry or to protect crops.

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

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

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

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

SECTION 7. PENALTIES AND COSTS.

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

SECTION 8. IMPOUNDMENT.

- A. Any dog that is determined by an Enforcement Officer to be a potentially vicious dog, which presents an imminent danger to people or other animals, has reportedly bitten a person off the premises of its owner, or is in violation of State licensing law or 20 V.S.A. §3806 may be immediately impounded.

- B. A person claiming a dog is a “potentially vicious dog” may file a written complaint with the Selectboard. The complaint shall contain the time, date and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the selectboard in conducting its hearing.
- C. Upon receipt of a “potentially vicious dog” complaint” the Selectboard shall proceed as in the case of a “vicious dog” complaint with the exception that if the Selectboard determines that the behavior classifies the dog as “potentially vicious” the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.

SECTION 9. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.

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

SECTION 10. INVESTIGATION OF VICIOUS DOGS.

- A. When a dog has bitten a person while the dog is off the premises of its owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the selectboard in conducting its investigation.
- B. The Selectboard, within seven (7) days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date and place of hearing and a copy of the complaint.
- C. If the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. §3550.
- D. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or a municipal official designated by the Selectboard determines that the dog is a rabies suspect, the provisions of Subchapter 5 of Title 20 Chapter 193 and the rules of the Vermont Department of Health shall apply. If the dog is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

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

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

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

Adopted this 10th day of April, 2014. Effective date: June 9, 2014.

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

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

MOBILE FOOD VENDOR ORDINANCE

SECTION 1. AUTHORITY

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

SECTION 2. PURPOSE

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

SECTION 3. DEFINITION

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

SECTION 4. LICENSE REQUIRED

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

SECTION 5. EXEMPTIONS

The following Mobile Food Vendors are exempt from this ordinance:

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

SECTION 6. APPLICATION

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

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

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

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

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

SECTION 7. FEE

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

SECTION 8. REVIEW OF APPLICATIONS

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

SECTION 9. STANDARDS

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

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

locations identified on *Exhibit A – Public Property Mobile Vendor Locations*. No Mobile Food Vendor licensed under this Ordinance shall be entitled to any exclusive location. Mobile Food Vendors shall comply with the Town Common Use Policy.

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

SECTION 10. VIOLATION

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

SECTION 11. REVOCATION

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

SECTION 12. ENFORCEMENT

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

officer seek further relief, including injunctive relief, the enforcing officer may bring an action in the name of the Town Westford in the Vermont Superior Court, Civil Division, Chittenden Unit to compel compliance with this Ordinance. Ordinances enforced in the Judicial Bureau shall be in accordance with 24 V.S.A. §§ 1974a and 1977, *et seq.*

SECTION 13. APPLICABILITY AND SEVERABILITY

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

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

WESTFORD SELECTBOARD

Allison Hope, Chair

Julia Andrews

Grant Thomas

Received for Record

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

Attest: Nanette Rogers, Town Clerk

ORDINANCE TO REGULATE OPEN FIRES

The Select Board of the Town of Westford hereby ordain:

1. Prohibition of Open Fires

- A. No person shall build an open fire, as such term is defined in this ordinance, or permit an open fire to remain burning at any time in the Town of Westford without obtaining a written permit from the Town Forest Fire Warden, in accordance with Title 10 V.S.A., Ch. 83 Section 2641.
- B. At the discretion of the Warden, open fires may be prohibited:
 1. Within 100 feet of any structure;
 2. Within any developed residential area of the Town where residential development has occurred at or above a density of one unit per 40,000 square feet.
- C. A Town Deputy Forest Fire Warden, appointed in accordance with Title 10 V.S.A., Section 2641, may, when so directed by the Town Forest Fire Warden, take any action the Town Forest Fire Warden is authorized to take under this ordinance.

2. Definition of Open Fires

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

3. Permit to Kindle Fire

- A. The Warden shall promptly approve, disapprove, or approve with conditions any request for a permit under this ordinance and shall provide such decision in writing to the applicant.

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

4. Fire Department Training

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

5. Appeals

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

6. Penalties

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

1st Violation: Maximum \$100.00 Fine

2nd Violation: Maximum \$250.00 Fine

3rd Violation: Maximum \$500.00 Fine

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

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

7. Enforcement

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

Adopted this 22nd day of April 1996.

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

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

Attest: Frena Phillips, Town Clerk

TRAILS ORDINANCE

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

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

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

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

SECTION 4. ACTIVITY PROHIBITED.

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

SECTION 5. PERMITS.

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

SECTION 6. PERMITS FOR WORK WITHIN TRAILS

- a. No person shall commence any activity described in section b. below without first obtaining a permit from the Westford Selectboard.

- b. Permits shall be required for the following activities:
 - 1. Develop, construct, regrade or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a Trail right-of-way, or obstruct a ditch, culvert or drainage course that drains a Trail, or fill or grade the land adjacent to a Trail so as to divert the flow of water onto the Trail right-of-way;
 - 2. Dig up or excavate a trench in a Trail for the purpose of installing pipes or wires; and
 - 3. Install private sewer or water lines in a Trail right-of-way.
- c. The Selectboard shall not grant a requested permit unless it determines that the proposed activity will not interfere with public use of the Trail or create a condition that poses a threat to the safety of those using the Trail. The Selectboard may include in any permit reasonable conditions to protect the safe use of the Trail by the public. The Selectboard may also condition upon approval of a permit on the permittee reimbursing the Town for its reasonable costs in monitoring performance of the work authorized by the permit.

SECTION 7. PENALTIES, COSTS AND REMEDIES.

- a. Any person who operates a motor vehicle on Trails or who allows another person to operate their motor vehicle on Trails without a permit shall be fined \$50.00, with a waiver fee of \$35.00. If the owner and the operator of a vehicle being operated without a permit are not the same person, the owner and the operator shall each be liable for the fine of \$50.00 or the waiver fee of \$35.00.
- b. Any person who violates Sections 4.b-e and Section 6.a of this Ordinance shall be fined \$50.00, with a waiver fee of \$35.00. Each day that such violation continues shall constitute a new violation, subject to a new fine.
- c. In addition to any penalties imposed for violation of this Ordinance, any person who causes damage to or unlawfully installs improvements within any Trail right-of-way shall be responsible for the cost of restoring the Trail to its condition prior to the damage.
- d. The penalties and costs recoverable by the Town under this Ordinance are in addition to any remedies, including penalties, costs and other relief available to the Town under State law.

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

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

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

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

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

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

**TOWN OF WESTFORD
TRAFFIC ORDINANCE**

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

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

ARTICLE I

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

ARTICLE II

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

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

ARTICLE III - SPEED REGULATIONS

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

1	Allen Irish Road	The entire length	TH #10	35 mph
2	Brookside Road	From the intersection of Route 128 proceeding in a southerly direction to the intersection of Chace lane	TH #1	25 mph
2A	Brookside Road	Beginning from the intersection of Chace Lane proceeding in a southerly direction to the intersection of Pettingill Road and Phelps Road	TH #1 & TH #30	35 mph
3	Bill Cook Road	Westford portion	TH #11	35 mph
4	Cambridge Road	The entire length	TH #3	35 mph
5	Chapin Road	Westford portion	TH #38	35 mph
6	Huntley Road	The entire length	TH #8	35 mph
7	Manley Road	The entire length	TH #35	35 mph
8	Old Stage Road	From the Westford Milton Road to junction of Woods Hollow Road	TH #6	35 mph

9	Old Stage Road	From junction of Woods Hollow Road to Essex town line	TH #1	40 mph
10	Osgood Hill Road	From Route 128 to Essex town line	TH #19	35 mph
11	Phelps Road	The entire length	TH #29	35 mph
12	Rollin Irish Road	From Old Stage Road to Milton town line	TH #31	35 mph
13	Woods Hollow Road	The entire length	TH #7 & TH #1	35 mph
14	Westford Milton Rd	From Route 128 to Milton town line	TH #2	40 mph
15	Plains Road	The entire length	TH #9	35 mph
16	Common Road	The entire length	TH #33	25 mph
17	Old #11 Road	The entire length	TH #15	35 mph
18	Covey Road	The entire length	TH #14	35 mph

History: Section 15. Plains Road added and adopted August 12, 2003, effective October 11, 2003; Section 16. Common Road added and adopted November 10, 2005, effective January 9, 2006; Section 17. Old #11 Road added and adopted November 10, 2005, effective January 9, 2006; Section 18. Covey Road added and adopted November 10, 2005, effective January 9, 2006; Section 2. Brookside Road amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. Brookside Road added and adopted October 26, 2006, effective December 25, 2006.

ARTICLE IV - ROAD EXPLANATION

(Refer to Article III for name of road)

<u>Neighborhood Character</u>	<u>Abutting Land Use</u>	<u>Bicycle/Ped Use</u>	<u>Physical Character</u>
1 Well-spaced, residential	Residential/Open	Limited	Steep grade, sight distance, connector road
2 Well-spaced, residential	School/some commercial	Heavy	Various conditions
2A Well-spaced, residential	Residential/Open	Heavy	Various conditions
3 One house in Westford, heavily developed in Underhill	Open	Moderate	Two sharp curves, narrow in places, connector road to Underhill
4 Well-spaced, residential	Residential/Open	Heavy	Good condition, connector road
5 Moderately developed	Residential/Open	Moderate	Various conditions, connector road to Essex
6 Heavily developed	Residential/Open	Heavy	Narrow in several places
7 Lightly developed	Open	Moderate	Steep, narrow in spots
8 Heavily developed	Residential/Agriculture/ Open	Heavy	Generally good, connector road
9 Moderately developed	Residential/Open	Light	Paved, connector road Narrow, some steep
10 Very heavily developed	Residential	Heavy	grades, road difficult to maintain
11 One house	Open	Moderate	Steep, narrow in places

12	Heavily developed	Residential	Moderate	Poor line of sight, narrow in several places, connector road to Milton
13	Moderately developed	Residential/Agriculture/ Open	Heavy	Various conditions, connector road
14	Moderately developed	Residential/Open	Heavy	Paved, connector road One sharp curve, connector road
15	Very heavily developed	Residential	Heavy	Short straight road, no shoulders
16	Village Center	Residential/Some Commercial	Heavy	Narrow, hilly curves, one cross intersection, dead end
17	Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end
18	Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end

History: Section 15. added and adopted August 12, 2003, effective October 11, 2003; Section 16. added and adopted November 10, 2005, effective January 9, 2006; Section 17. added and adopted November 10, 2005, effective January 9, 2006; Section 18. added and adopted November 10, 2005, effective January 9, 2006; Section 2. amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. added and adopted October 26, 2006, effective December 25, 2006.

STOPS AND YIELD SIGNS

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

TH #6 (Old Stage) entering TH #2 (Milton/Westford Rd.)

TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road)

TH #29 (Phelps Rd.) entering TH #1 (Woods Hollow Rd.)

TH #35 (Manley Rd.) entering TH #1 (Woods Hollow Rd.)

TH #1 (Maple Tree Lane) entering TH #1 (Woods Hollow Rd.)

TH #31 (Rollin Irish Rd.) entering TH #6 (Old Stage Rd.)

TH #35 (Manley Rd.) entering TH #6 (Old Stage Rd.)

TH #8 (Huntley Rd.) entering TH #3 (Cambridge Rd.)

TH #9 (Plains Rd.) entering TH #3 (Cambridge Rd.)

TH #15 (Old #11) entering TH #3 (Cambridge Rd.)

TH #29 (Phelps Rd.) entering TH #30 (Pettingill Rd.)

TH #1 (Brookside Rd.) entering TH #30 (Phelps Rd.)

TH #38 (Chapin Rd.) entering TH #1 (Woods Hollow Rd.)

TH #14 (Covey Rd.) entering TH #15 (Old #11) Intersection entering both ways to TH #15

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

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

ARTICLE V - PARKING REGULATIONS

- Section 1 It shall be unlawful to park at any time within 100 feet of the fire hydrant located on Route 128 at the Brown's River or in any area legally posted as a "Fire Lane."
- Section 2 It shall be unlawful to park at any time when temporary "No Parking" signs have been erected at the order of the Selectboard for the duration of the order.
- Section 3 It shall be unlawful to park upon any Town Highway from November 1st until March 1st between the hours of 6:00 p.m. and 6:00 a.m. or at any time during any snow emergency for the purpose of snow removal.
- Section 4 Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner or Selectboard member. If the owner of a vehicle summarily removed under Section three hereof does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the town and the vehicle may be sold or otherwise disposed of in accordance with Title 27, V.S.A. Section II.
- Section 5 Nothing in this Article shall be construed to make unlawful vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.
- Section 6 Any person(s) violating sections 1 or 3 of this article shall be fined an amount of \$25.00 in addition to any fees or charges that may be necessary. Any person(s) violating Section 2 of this article shall be fined an amount of \$5.00. All fines payable to the Town of Westford.

ARTICLE VI - SPEED LIMIT ORDINANCE ON STATE HIGHWAYS**Vermont Route 128**

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

Vermont Route 15

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

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

WINTER ROAD POLICY

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

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

Snow Plowing

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

Sand

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

Plow Routes

Each plow route takes approximately 4 hours to complete, sometimes longer depending on the storm. This means if plowing started when there was 2 inches of snow on the road, by the time the truck finishes the route there is the potential for up to 6 inches or more of snow on the road again. Therefore, during a heavy snowstorm, at times there will be snow on the roads. There shall be no riders in the town trucks other than the operator of the truck and authorized town officials. All town trucks shall be pulled to the side of the road when the operator is using a cell phone.

Freezing Rain

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

Bare Roads

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

Mailboxes

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

Trash Placement

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

Parked Vehicles

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

Plowing Across Town Roads

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

Adopted this 13th day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft



AGE WELL

Confident Aging Starts Here

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

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

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

For FY 2022 (October 1, 2021 - September 30, 2022), Age Well served 50 people from Westford.

Services included:

- 41 calls to the Helpline
- 265 Meals on Wheels delivered
- 9 Congregate Meals served
- 197 Grab & Go meals served
- 162 hours of Care & Service Coordination
- 5 hours of Options Counseling

Thirteen (13) Westford residents volunteered over 1,350 hours.

Impact:

- 1 year of Meals on Wheels equals roughly the same cost as one day in a hospital.
- 89% say Meals on Wheels makes them feel more safe and secure while at home.
- 93% say it helps maintain social distancing during COVID-19 pandemic and beyond.

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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

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

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY22, the CCRPC invested approximately \$5.9 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$4.5 million in Federal and State investment with \$250,400 in municipal dues and another \$175,000 in local match for specific projects—a more than 10:1 return on local investment.

Westford representatives to the CCRPC Board and other committees in FY22 were:

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

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

WESTFORD ACTIVITIES

In FY2022, the CCRPC provided assistance to Westford on the following projects and initiatives:

- **VCDP Planning Grant:** CCRPC continued assisting Westford with program management for a community wastewater system in the Village, including administration of the Vermont Community Development Program (VCDP) planning grant.
- **Westford Village Stormwater Treatment Assessment:** This project is part of a multi-year effort to properly treat stormwater in the Town Center Area and enable redevelopment of the 1705 Route 128 property. Previous studies of stormwater from the roads surrounding the Common identified the existing Common stormwater outlet as causing severe erosion discharging sediment, phosphorus, chloride and excessive stormwater into the Browns River. Through this project, a resilient solution will be identified with alternatives for moving the outlet location to advance the redevelopment of the 1705 Rte. 128 Property, which is brownfield site. Total consultant budget: \$20,000.
- **Municipal Energy Planning:** CCRPC staff collaborated with Westford staff on ideas for how to assist with energy plan implementation.
- **Chittenden County Brownfields Program:** CCRPC obtained a \$400,000 EPA Brownfield Assessment Grant in FY16; and a \$300,000 EPA Brownfields Assessment Grant in FY18 and a \$99,000 Vermont ACCD Assessment Grant in FY22. Since the fall of 2016, using these grants the program has provided \$586,488 to assess perceived or real contamination issues in various municipalities, including Westford at 1705 VT Route 128 (parcel adjacent to Town Office). For more information, visit: <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Emergency Management – LEMP:** CCRPC staff offered assistance in preparation of the annual Local

Emergency Management Plan (LEMP) to ensure that Westford has an identified chain of command for efficient response in the event of an emergency.

- **Water Quality Planning Assistance:** The CCRPC continues to provide assistance with Municipal Roads General Permit (MRGP) compliance and the Grants-In-Aid Program. Chris worked with a consulting firm to develop conceptual plans and cost estimates for 4 non-compliant segments on Woods Hollow and Phelps Roads. Using FY21 Grants in Aid dollars, Chris worked with Westford to upgrade two segments on Rollin Irish Road. The CCRPC continues to update Westford REI database to reflect roadway upgrades completed over the course of the year. Staff uploaded the REI updates to the DEC portal in advance of the December 31, 2021, deadline.
- **Traffic Counts:** Traffic counts conducted in support of Westford's transportation projects and studies can be found here: (<http://vtrans.ms2soft.com/>).
- **Elders and Persons with Disabilities (E&D) Transportation Program:** The E&D Transportation Program supports community members through affordable transportation to medical appointments, access to grocery stores, and social visits with friends and family. In our region, Green Mountain Transit (GMT) contracts with the Special Services Transportation Agency (SSTA) to provide the service. The program uses a combination of lift-equipped vans, sedans and minivans, along with volunteer drivers to give rides to E&D users. While still adapting from the impact of the COVID-19 Pandemic, the E&D program continued to deliver vital transportation to older adults and persons with disabilities in Westford.
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:
 - Prepared and provided a comment letter on the Clean Water and Drinking Water State Revolving Fund Intended Use Plans (IUPs) to address the funding potential for Westford.

Created Town Plan maps for the Westford planning staff and provided Westford's road foreman with a map depicting Road Erosion scoring data.

WESTFORD PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP.

- There are currently no Westford projects in the TIP for FY22.

REGIONAL ACTIVITIES

- **ECOS Plan Implementation:** The CCRPC continues to implement the strategies of the *2018 Chittenden County ECOS Plan* (<http://www.ecosproject.com/2018-ecos-plan>). The ECOS Plan (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines three plans into one: The Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy. The 2021 ECOS Annual Report summarizes progress toward the goals set in the ECOS Plan: (<http://www.ecosproject.com/2021-annual-report>). In addition, the ECOS Scorecard monitors the accomplishments and indicators depicting progress towards all 17 of the ECOS goals (<https://embed.clearimpact.com/Scorecard/Embed/8502>).
- **Chittenden County Municipal Legislative Briefing:** On December 7th, the CCRPC hosted a legislative briefing to serve as a forum for municipal representatives and legislators to connect on

important topics for the upcoming legislative session. The focal areas for the 2021 briefing included: Smart Growth Investment; Economic Recovery; Governance & Funding (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>).

- **Public Engagement & Racial Equity:** Achieving a healthy, inclusive, and prosperous future for Chittenden County is the vision of our Regional ECOS Plan. However, the ECOS partners know we cannot achieve that future without addressing the systemic racism in our community. While addressing inequity has been one of the eight key strategies in the ECOS Plan since 2013, there is much work to be done. The **2014 Public Participation Plan** (PPP: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) guides our program and policy outreach and will be updated in FY23 with a renewed focus on analyzing inequities in all sectors of our work to ensure that we actively eliminate barriers and foster an inclusive and meaningful public engagement for all planning and policy work we do – this meaningful engagement is the foundation that leads to actions that meet the needs of our diverse community. In FY22 the CCRPC continued to address issues related to racial and economic disparities through the following actions:
 - Continued working with equity consultant The Creative Discourse Group (TCDG) to address racial equity within CCRPC. Their work included an [Organizational Equity Assessment](#) of CCRPC with recommendations.
 - Established a CCRPC Racial Equity Leadership Team (ELT) which has evolved into a newly forming Equity Advisory Committee (EAC) to guide the CCRPC’s equity work.
 - Facilitating, providing, and/or taking advantage of educational opportunities for our staff, municipalities, and other local and regional partners that address inequities and advance anti-racism efforts.
 - Strengthening existing relationships and partnerships and forging new ones with Vermont organizations working to advance anti-racism efforts.
 - In partnership with TCDG, hosted a Planning for Equity Summit as way to engage outside individuals and external partners in examining our organization's policies, practices, culture, and services through the lens of anti-racism and white privilege to ensure they reflect our commitment to racial justice.
- **Building Homes Together:** The CCRPC, Champlain Housing Trust and Evernorth concluded the first Building Homes Together campaign, which has been a five-year outreach, education, and advocacy effort focused on the production of much-needed housing in Chittenden County. The campaign set a goal of 3,500 new homes from 2016 to 2020, with 700 of them permanently affordable to low-income households. Over the five years, 3,659 net new homes were built, but only 536 of them are permanently affordable, achieving 77% of the affordable housing goal. Following the conclusion of the first campaign, the Building Homes Together 2.0 campaign was launched last fall with the goal of building 5,000 homes by 2025 for people of all incomes, including at least 1,250 affordable homes. To review the latest housing data, infographics and press releases, more information can be found at <http://www.ecosproject.com/building-homes-together/>.
- **Emergency Management:** The CCRPC helped the State transition from regional Local Emergency Planning Committees to a statewide LEPC starting in July 2021. Concurrent with that change a Regional Emergency Management Committee (REMC) was formed consisting of two representatives from each municipality and others involved in emergency management in Chittenden County. The purpose of the REMC is to coordinate and support regional all-hazard emergency planning and preparedness activities to improve the region’s ability to prepare for,

respond to, and recover from all disasters. CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the SEOC when called upon. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans. Finally, CCRPC assisted IEM, a national consulting firm, with drafts of the 2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan (<https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>) and its municipal annexes.

- **Regional Energy Planning:** The CCRPC continues initiatives to support the Region's Enhanced Energy Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>). The CCRPC hired an energy project manager in September and participated in implementation activities funded by ACCD, which included a Button-Up Vermont event, statewide RPC roundtables, a resource to towns for addressing climate change in land use policy (https://www.ccrpcvt.org/wp-content/uploads/2022/04/Climate-Change-and-Land-Use_Standard-Resolution_20220427.pdf), energy committee roundtables, technical assistance to energy committees and municipal staff, promotion of CVOEO low-income weatherization program, and electric vehicle, energy storage, heat pump, and weatherization education webinars.
- **Chittenden County Park and Ride Plan Update:** This plan assesses existing park and ride facilities in Chittenden County, identify opportunities for improvements to the existing facilities, and evaluate the potential for new facilities that will benefit commuters and residents throughout the CCRPC region and adjacent communities. This plan also evaluates recent travel trends and establishes a methodology and process to determine whether there is demand for new facilities and where new facilities may be warranted. The plan will be finalized later this fall.
- **Chittenden County I-89 2050 Study:** The CCRPC in collaboration with VTrans, municipalities, and other interested parties completed the I-89 2050 Study. The study evaluated existing multimodal conditions along the I-89 Corridor and its interchanges; assessed numerous new and improved interchange alternatives; conducted extensive outreach to the public including underserved populations, municipal officials, and other stakeholder groups; developed and analyzed bundles of multimodal corridor improvements, and created an implementation plan that will guide the corridor toward the project's vision over the next 30 years. For more information, please visit the project website: <https://envision89.com/>.
- **Transportation Demand Management (TDM):** In partnership with VTrans, CCRPC staff managed the transition of the **Way to Go! School Challenge** into **Park Your Carbon** (<https://www.connectingcommuters.org/parkyourcarbon>). The COVID-19 pandemic impacted the effectiveness of Way to Go! which was a school-focused K-12 program to encourage sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. Park Your Carbon was created to pandemic-proof this TDM program and create a fun, engaging brand with easy participation by all Vermonters. Since the transportation sector is the largest contributor to statewide greenhouse gas emissions, educating and encouraging a shift in transportation behavior away from driving alone can help Vermont meet its climate and energy goals. The CCRPC participated in CATMA's Employer Transportation Coordinator (ETC) Network program and events to learn from other ETC Network members about employee TDM benefits and

programs. The CCRPC also continued to collaborate with regional TDM partners to evaluate strategies and policies to encourage sustainable modes of transportation such as walking, biking, ridesharing, vanpooling, transit, bikesharing and carsharing. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Greenride Bikeshare, Go! Vermont/VTrans, and United Way.

- **Public Transportation Planning:** The CCRPC remains engaged with GMT in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable and environmentally sustainable. In FY22, the CCRPC staff participated in Association for Commuter Transportation (ACT) meetings (<https://www.actweb.org/>), continued to participate in Tri-Town Transportation Committee meetings to review community-based solutions to enhance mobility in Jericho, Underhill and Cambridge, served as a stakeholder for the Vermont Clean Cities Coalition’s Future of Rural Transit Project (<https://vtccc.w3.uvm.edu/projects/future-of-rural-transit/>) and managed the Transit Finance Study that developed transit financing options for the Legislature to consider (https://studiesandreports.ccrpcvt.org/wp-content/uploads/2021/12/Transit_Funding_Report_Dec2021.pdf).
- **Elders and Persons with Disabilities (E&D) Transportation Program:** The Chittenden County E&D Transportation Program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits with friends and family. In FY22, the E&D Committee held four quarterly meetings to discuss program funding, volunteer driver utilization and opportunities to enhance transportation equity within our region. In coordination with VTrans, the CCRPC hosted the 3rd Annual E&D Transportation Summit in Burlington. More information about the event can be found here: (<https://vtrans.vermont.gov/public-transit/E-and-D>). The CCRPC also managed the E&D, ADA & Medicaid Call Center Feasibility Study: (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/08/GMT-SSTA-Call-Center-Draft-Final-Report.pdf>).
- **Active Transportation Planning:** The CCRPC began updating the 2017 Regional Active Transportation Plan (ATP, <https://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>), which serves as the active transportation element of the long-range Metropolitan Transportation Plan (MTP). The ATP includes recommended priority corridors, programs and policies to support active transportation throughout the region. CCRPC staff collaborated with TDM partners and local municipalities to expand the Greenride Bikeshare system and convert the fleet to electric assist bicycles (www.greenridebikeshare.com). The CCRPC also promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grant and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. The CCRPC also continued to host the 2021 webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.
- **Clean Water:** The CCRPC’s water quality initiatives help to safeguard our clean drinking water, support our recreation and tourism industry, and make our municipalities more resilient to flood events. The CCRPC continues to host the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>) and provide guidance for the Vermont Clean Water Fund. CCRPC staff also joined the Lake

Champlain Sea Grant Program Advisory Committee, and managed Design Implementation Block Grant projects on behalf of select towns to design stormwater treatment practices. The CCRPC also supported education programs such as the Rethink Runoff (<http://www.rethinkrunoff.org>) on behalf of nine of our municipalities, assisted with watershed resiliency mapping, participated in water quality-focused policy discussions. As the newly designated Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages, Basin (5). CCRPC worked to seat the Basin 5 Water Quality Council which will assist the CCRPC as it oversees the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.

- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continues to work with all Chittenden County municipalities on meeting their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. Staff also assists municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY2022, 13 Chittenden County municipalities signed up to participate in the GIA program. An estimated 38 non-compliant segments will be upgraded using the allocated \$253,000.
- **Comprehensive Economic Development Strategy:** With federal funding from the US Economic Development Administration, CCRPC continued work on a Comprehensive Economic Development Strategy (CEDS) for our region in concert with the Addison, Rutland and Central VT regions -- collectively called the [West Central Vermont CEDS](#). This document will help identify priority economic development strategies and projects and will be used by a variety of federal and state funding programs when making grant decisions. The project will be completed in late 2022.
- **VTculverts:** CCRPC staff worked with a consultant to upgrade the VTculverts website (<https://www.vtculverts.org/>). The new website allows easy in-the-field bridge and culvert inventories to be conducted. VTculverts is a great tool to visually see town-maintained bridges and culverts on a map or chart. Between the new website and training, municipal use of the website has increased.
- **Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, and bylaw revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance for plans, projects and initiatives at the local level that help advance the ECOS Strategies, Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP).
- **Lake Champlain Byway:** Chittenden County includes eight of the Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the Byway website (<https://lakechamplainbyway.com/>) including a helpful Interactive Map (<http://map.ccrpcvt.org/lcbyway/>). Additionally, CCRPC continues to host the Byway's audio stories App & Phone line (<https://lakechamplainbyway.com/explore-our-regions/mobile-story-app/>).

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

CHITTENDEN COUNTY SHERIFF'S REPORT

For the period of July 1, 2021 through June 30, 2022, Chittenden County Sheriff's Office patrolled Westford for a total of 357 hours.

The Sheriff's patrol for speed enforcement travelled all of the town roads. Patrols were generally scheduled during rush hour times. Speed violations were enforced with Vermont Traffic Citations and Warning to violators. The department's speed cart was set up by the Pouliot Farm. Criminal arrests were made of drivers with suspended licenses.

For the above-mentioned time there were 123 traffic stops. Deputies wrote 86 tickets and 36 warnings. Of these tickets and warnings, 97 were for speed and 26 for other violations. The total amount of fines was \$15,121.00.

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

CHITTENDEN SOLID WASTE DISTRICT

Thanks to conservative budgeting and significant belt-tightening, the Chittenden Solid Waste District (CSWD) remained on strong financial footing in Fiscal Year 2022 (July 1, 2021-June 30, 2022). The District's FY22 total operating expenses were \$12,336,755 and operating revenues were \$16,569,666 for a net surplus of \$4,232,911. This surplus was applied to CSWD's reserves following the Board-approved prioritization schedule (*see "Budget Memo" under FY2023 Budget on the Financial Information page of cswd.net.*)

The residents, businesses, and institutions of our 18 member towns and cities generated an estimated 305,389 tons of materials to be managed in calendar year 2021, compared with 270,207 tons in 2020, with the increase likely due to increased construction and overall economic activity. Chittenden County continues to be among the national leaders in landfill diversion, with an estimated 66.7% of those materials recovered in 2021 via composting (food scraps, leaves, and yard trimmings), anaerobic digestion, and recycling of Blue-Bin materials, Special Recycling, and Construction and Demolition materials.

This foundation enabled CSWD to focus on strengthening our infrastructure and our commitments to our members, staff, and our mission: *To reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner.*

STRENGTHENING CSWD'S INFRASTRUCTURE

Preparing for a New Materials Recovery Facility

In March 2022, the CSWD Board of Commissioners voted unanimously in favor of CSWD submitting a bond request to the voters of Chittenden County in the November 2022 General Election enabling CSWD to borrow \$22 million to build a new Materials Recovery Facility.

Organics Diversion Facility: Phase 1 work completed, foodware ban implemented

The first phase of a three-part expansion of CSWD's Organics Diversion Facility (or ODF - where Green Mountain Compost is made) was completed in FY22. This phase included implementation of a windrow turner that replaced four pieces of heavy equipment and reduced windrow-turning time from two weeks to three hours. The completion of a new curing and sales area enabled staff to remove all sales traffic to a separate gate, decreasing congestion and increasing safety for all facility users.

Due to increased contamination from non-compostable materials, the ODF began accepting only food scraps, paper towels and napkins, and newspaper, paper bags, and certified compostable bags used for lining food scrap collection containers as of January 1, 2022. CSWD provided just shy of a year of notice to vendors, commercial and institutional consumers of compostable products, food scrap haulers, and the public. A blog post on the drivers for this decision is on the CSWD website.

New Administration Building approved

COVID-19 demonstrated the necessity of healthy and safe working facilities and the shortcomings of CSWD's Administration offices at 1021 Redmond Road in this regard. CSWD's Board of Commissioners approved planning for new offices to be pursued into FY23.

Other operational changes included the end of CSWD operation of the Drop-Off Center in Richmond after almost 30 years. CSWD submitted a bid for continued operation of the facility, but the Richmond Select Board voted to award the contract to Casella Waste Systems when CSWD's lease expired on December 31, 2021. Though it was not the outcome we desired, the removal of this facility reduced CSWD operating expenses, enabled us to deploy experienced staff to other sites, and provided an opportunity for CSWD to re-evaluate our community's needs.

STRENGTHENING OUR COMMITMENT TO OUR COMMUNITY AND EMPLOYEES

CSWD was not immune to the labor shortages experienced across Vermont, and the Board of Commissioners convened an Ad Hoc Committee to review employee compensation and benefits, ensuring the District is competitive in the labor marketplace and the compensation structure is clear and fair.

The Board adopted a Declaration of Inclusion at their May meeting, with staff forming a Justice, Equity, Diversion, and Inclusion (JEDI) Committee devoted to ensuring and exploring opportunities for implementation of the Declaration's principles.

The CSWD Board passed resolutions recognizing retiring employees Nancy Plunkett (30 years) who implemented mandatory recycling in Chittenden County in 1993 and expanded CSWD's education and research programs, and Lee Tuure (29 years), who transformed "town dump" locations into CSWD's beloved Drop-Off Centers. The Board also recognized the volunteer service of Commissioners Abby Foulk (Shelburne-9 years) and Doug Taff (Hinesburg-12 years).

CSWD staff reported on the 2021 (biannual) Household Solid Waste Survey Report, with key findings including that 93% of respondents reported a favorable impression of CSWD, and strong support for bonding for a new MRF. The survey also revealed opportunities for CSWD to provide more communication on appropriate materials management, particularly to new residents. Staff began the process for amending the CSWD Solid Waste Management Ordinance, which will wrap up in FY23.

Overall, FY22 proved an extremely busy year as CSWD staff and Board of Commissioners rebooted projects stalled by the pandemic and looked ahead to opportunities to build on the District's 35 years of public service to Chittenden County.

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS (CUSI)

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

The Chittenden Unit for Special Investigations (CUSI) is a multi-agency task force dedicated to providing criminal response to reports of sexual assaults, serious child abuse and child fatalities. For 28 years, the primary focus has been to protect and support all children, adults, and families. CUSI defined what is now known as a true multidisciplinary team (MDT) approach to investigating crimes of this nature. The MDT is the heart of CUSI and is composed of seven police detectives, a unit director, a victim advocate, an in-house investigator with the Department for Children and Families (DCF), and a dedicated prosecutor from the Chittenden County State's Attorney's Office. We work jointly with mental health providers and medical providers, as well as with the Department of Corrections. In addition, CUSI is co-located and partners with the Chittenden Children's Advocacy Center (CCAC).

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

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

CUSI and the CCAC investigate these crimes in Chittenden County which consists of a population of approximately 173,940 residents. On average, CUSI investigates over 300 cases a year, over 70% of those cases involve child victims. In recent years we have noticed an increase in the complexity of cases given the substantial increase in computer usage and other mobile devices.

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

Training & Development

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

this national shutdown, many investigators also accessed online webinars to further their education in these fields.

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

Budget

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

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

The year in review

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

This year due to the COVID-19 pandemic, CUSI saw a significant downturn in our caseload. The downturn was not in Chittenden County alone, but statewide. With Vermont going into a shutdown in mid-March, CUSI noticed a dramatic impact on child cases. The closing of daycares, schools and extra-curricular activities resulted in a severe lessening of eyes on the child population by adults who work closely with these children and who are also mandatory reporters. Thus, the decrease in child investigations, which historically contribute to approximately two-thirds of CUSI's cases.

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

ESSEX CHIPS

*Inspiring Youth, Building Healthy Communities
Serving Essex, Essex Junction & Westford since 1986*

Essex CHIPS (Community Health Initiatives and Programs for Students) has served families and the greater communities of Essex, Essex Junction and Westford since 1986. Our programs are offered at no-cost. Our focus since COVID has been on our afterschool program. We serve an average 102 fourth through eighth graders a week with games, healthy snacks, STEM activities, arts, and crafts. We have strengthened the afterschool program by adding more staff and hosting events and activities to help the kids become more well-rounded community members. We held a mental health program with Miss Vermont, Consent Education programs with STEPS to End Domestic Violence, Financial Literacy for Youth with KeyBank, True Leaders in Equity Series with 4-H, STEM Robotics with GlobalFoundries and Recycling education with the Chittenden Solid Waste District just to mention a few. Everyday our kids have a chance to be with their friends in a safe environment, learn new activities, play games, and have a healthy snack while their families have peace of mind knowing they don't need to worry while their kids are at Essex CHIPS. We showcased two documentaries this year that had ties to our community. We hosted screenings with the cast and producers, dinners and discussions for the greater community around the films, *No Other Lake* and *Listen Up!* We also began Pages, a Book Club for Parents and Caregivers this fall. We met bi-weekly and provided childcare in a separate area of our Teen Center, giving parents a chance to discuss the book, *14 talks by Age 14*. The response has been very positive, and we will determine how to continue the book group, which has evolved into a parent support group too, this winter.

Essex CHIPS hosts a free community Little Free Food Pantry accessible 24/7 outside our building. This box started in the pandemic as a way of making our Youth Food Shelf (established during 2020 in response to the pandemic and increased food insecurity) accessible in a socially distanced way. We also receive donations from the community of non-perishable food directly to our food box. The Youth Food Shelf was originally opened to anyone with a child under 18 in their household in our community. We have transitioned to this self-serve model that is available to the whole community and greatly increased the food we distribute to over 500 items each month from 50 items per month in 2021! There is a vital need for healthy food in our community and we are supporting that.

Westford Public Library has a satellite of the Little Free Food Pantry with snacks and hygiene items available to teens. We also work with librarians to promote all of our events, activities at Essex CHIPS.

Our partnerships are vital to our work in serving the youth of our community. We appreciate the support of the Westford community and look forward to seeing you at Essex CHIPS. If you have any questions, please call 802-878-6982 x1 or email office@essexchips.org. Please check our Facebook and Instagram pages for updated program information.

Respectfully submitted,
Christina Corodimas, Executive Director

ESSEX RESCUE

It is with incredible pride that Essex Rescue provides emergency medical transport services to Essex, Essex Junction, Jericho, Underhill, and Westford. During all times of the day and night, and regardless of weather conditions, our providers, ranging from EMT to paramedic, respond quickly to the sick and injured to deliver basic and advanced life support transport services.

Between July 1, 2021, and June 30, 2022:

- Essex Rescue received 2,754 requests for an ambulance
- Ambulance requests have increased nearly 12%
- Our crews now average 8-10 calls per day

As of October 1st, we are 235 calls ahead of last year at this same time.

Commitment to Service

We remain committed to the high-quality service we have provided for the last 50 years. Our service will continue to meet the needs of the communities we serve while providing patient-centered pre-hospital emergency care. While these may be challenging times, Essex Rescue continues to stand ready to fulfill our duty and serve our communities. We are grateful for all the community support which we have received over the years and especially during the darkest days of the COVID-19 pandemic.

Organizational Challenges

Essex Rescue is currently dealing with two big challenges: an increasing call volume and limited funding sources. Although the data identifies the need for two staffed ambulances, Essex Rescue faces significant challenges in meeting that need, with the lack of funding and workforce shortages as leading causes. And while Essex Rescue remains committed to a paid/volunteer workforce, that is becoming harder to sustain as nationwide volunteer shortages are now being seen across Vermont.

Changing Workforce

Many of our volunteers left the job due to COVID while others are leaving Vermont for better paying jobs. Volunteerism in the United States is down to an all-time low leaving organizations like Essex Rescue, who rely on volunteers to supplement their workforce, struggling to fill the schedule. The reality is that EMS has become a profession for some, an educational steppingstone for others, and a volunteer opportunity for only a few.

Financial Reality

We are sensitive to the financial impact the COVID-19 pandemic has had on the community and local government; these are unprecedented times. Due to fixed insurance reimbursement rates organizations like Essex Rescue are falling short of funding their operating costs. Simply stated, the cost to provide the service is more than what government insurance carriers, like Medicare and Medicaid, allow for reimbursement. With 64% of our insurance reimbursement coming from Medicare and Medicaid, more calls results in less reimbursement per call.

Fiscal Year Ending 2022 *	
Expenses	\$1,151,560.40
Revenue	\$ 861,519.40
Capital Reserve	\$ 131,365.00
Total:	\$ -158,676.00
<i>*Capital campaign expenses/contributions removed</i>	

Essex Rescue is committed to keeping our per-capita rate as low as possible. Over the last two years we elected to forgo funding of our reserve account. Without properly funding our operational budget, including the reserve account, we will no longer be able to sustain operations.

We are committed to being a good neighbor, assuring you that we have done, and will continue to do, whatever is necessary to reduce expenses and control costs.

- Sought state and federal grant programs for education and equipment
- Secured Public Health & Social Services Emergency Funding for COVID-19 pandemic related costs

Even though we are in the midst of a public health emergency, we continue to develop our workforce and support our providers, so they are ready to respond to emergencies in the communities we serve.

Volunteer Service

Essex Rescue is committed to remaining a combination volunteer and career department. We offer a rewarding volunteer activity, which provides an opportunity for education and giving back to the community; we are always looking for new volunteers. Previous experience in EMS is not a requirement. If you are interested in joining a motivated team, committed to providing high quality pre-hospital emergency medical care, we would like to speak with you.

Capital Campaign and New Building Project

Due to a number of factors our building project has been paused. However, this does not change the fact that our current building is unsuitable. While our immediate priority is to ensure continued operation from our current headquarters, we continue working toward realizing the vision of a new building.

Annual Subscription

Are you enrolled in Essex Rescue's Subscription? **Program subscribers pay an annual \$50 per household subscription fee and pay nothing else out-of-pocket for expenses relating to emergency ambulance service provided by Essex Rescue.** Our subscription mailing is sent out during the month of November. For more information visit our website: www.essexrescue.org. It is important to note that if a patient is transported to the hospital by an ambulance service other than Essex Rescue, the subscription program benefit does not apply.

Lastly, Essex Rescue will always accept donations, large or small, and are grateful for the ongoing generosity demonstrated by the community.

Thank you.

Respectfully submitted,
Colleen M. Ballard, NRP
Executive Director

FAIRFAX RESCUE

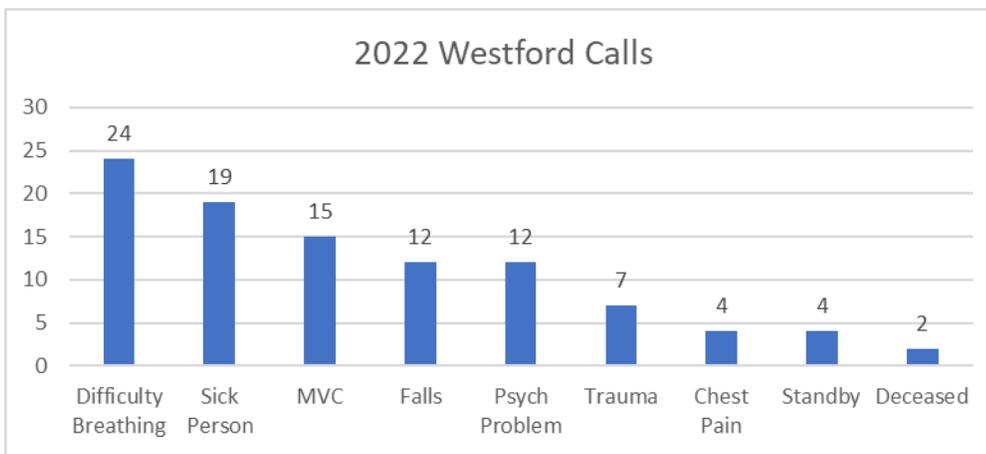
To the Town of Westford,

We are honored to present you with our report for 2022. Fairfax Rescue is a private not for profit Paramedic level ambulance service. We provide Advanced Life Support coverage to the towns of Fairfax, Fletcher, and the northern area of Westford. In addition, we provide mutual aid to the towns of Cambridge, Georgia, Milton, St. Albans, and East Fairfield. We are also happy to provide standby coverage for community events such as the Westford Turkey Trot and school sporting events. Our members love participating in community events! This year we participated in the Fourth of July parade and the Turkey Trot in Westford. We also hosted an open house, and our annual Halloween

party made a big return this year! We are available to help out with any of Westford’s school and community events.

2022 was a year of training and growth for our squad, our members, and the communities that we serve. This year we taught six Vermont Emergency First Responder classes, three EMT classes, and we have a current Advanced EMT class. Through these classes were able to grow our volunteer base. Many of our existing members advanced in their certification level and are now able to provide a higher level of care. We also taught over 200 community members CPR this past year. The mutual aid society obtained grant funding through the library for CPR classes and many residents of Westford became CPR certified at no cost to the individual. Another program designed to teach high school students first responder skills will begin in early 2023.

Fairfax Rescue responded to 700 calls this year with 99 calls being in Westford. The care provided on the majority of these calls was at the Advanced Life Support level.



Fairfax Rescue is primarily a volunteer service that provides Advanced Life Support at the paramedic level. We have some of the most highly trained professionals in EMS. We currently have four paramedics on our roster. We also have two members who are close to completing a paramedic course.

Our members provide quality advanced life support coverage 24 hours a day, 7 days a week. Our dedicated volunteers provide approximately 80% of our coverage and donated over 18,000 hours of their time in 2022. We are honored to have such a dedicated and highly trained membership.

We look forward to serving the Town of Westford in the coming year. It is an honor to serve your community. We are dedicated to providing the best care possible and are excited about our continued training plans for next year.

Income	Proposed 7/1/21-6/30/22	Actual 7/1/21-6/30/22	Current Budget Year
Ambulance Runs	\$148,600.00	\$172,335.36	\$174,000.00
Subscription Drive	\$22,000.00	\$23,800.00	\$22,000.00
Memorials	\$250.00	\$2,020.00	\$250.00
Donations	\$9,500.00	\$14,994.09	\$9,500.00
Signs	\$500.00	\$1,123.00	\$700.00
Town of Fairfax	\$119,519.00	\$119,519.00	\$119,519.00

Income (continued)	Proposed 7/1/21-6/30/22	Actual 7/1/21-6/30/22	Current Budget Year
Town of Fletcher	\$18,043.00	\$18,043.00	\$18,043.00
Town of Westford	\$12,064.00	\$12,064.00	\$12,064.00
Fundraising	\$15,000.00	\$4,338.27	\$5,000.00
Grants	\$5,000.00	\$21,626.00	\$5,000.00
Course Fees	\$16,500.00	\$8,700.00	\$11,000.00
	\$366,976.00	\$398,562.72	\$377,076.00
Expenses			
Ambulance Maintenance	\$4,200.00	\$13,135.00	\$18,000.00
Utilities	\$7,450.00	\$7,106.00	\$8,600.00
Building Maintenance	\$5,700.00	\$2,864.00	\$9,000.00
Operational Expenses	\$112,041.00	\$105,893.56	\$139,510.00
Payroll	\$178,570.00	\$161,000.00	\$148,950.00
Insurance	\$26,500.00	\$20,033.00	\$27,000.00
Training Expenses	\$0.00	\$5,782.51	\$13,000.00
Grant Expenses	\$0.00	\$15,146.25	\$0.00
Miscellaneous	\$0.00	\$136,700.00	\$0.00
	\$334,461.00	\$467,660.32	\$364,060.00
Net	\$32,515.00	\$66,235.40	\$13,016.00

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

Respectfully submitted,
Kathy Jochim, NRP, Director of Operations

HOME HEALTH & HOSPICE - FUND REQUEST FY 2024

Care at Home. For All Ages and Stages of Life. Vermont's oldest and largest non-profit home health and hospice agency and the only Medicare-certified inpatient hospice residence. The University of Vermont Health Network - Home Health & Hospice is part of a health system. This ensures that care at home is integrated for individuals and families in Chittenden and Grand Isle counties.

Compassionate Care that Places People at the Center. Services and Support. All based on our patients' goals. We provide a wide range of high-quality care at home for adults with acute and chronic illnesses, help families through pre- and post-natal visits and pediatric therapies, and offer hospice care for those at end of life.

Experience Matters.

Our patient and family experience of care ratings surpass Vermont and National averages. The way our patients experience care is important to us. Medicare's Care Compare website (www.medicare.gov/care-compare) publicly displays our ratings, demonstrating that our patients and

their caregivers rate us highly for home health and hospice care and would recommend our agency to their friends and family.

Our Impact

- 138,522 hours of care provided
- 4,307 patients served, at all ages and stages of life
- 4,224 days of care provided at McClure Miller Respite House

Our Services in Westford

- Home Health & Hospice cared for **29 Westford residents** in our last reporting period.
- Of the care we provided in Westford, **\$29,767 was charity or free care**. Your contribution helps ensure Westford residents can access innovative, high-value, compassionate care wherever they call home to keep them healthy, independent, and active.

For F2024, Home Health & Hospice (HH&H) is requesting a contribution of \$6,750. HH&H cared for **29** people in Westford during our past fiscal year (July 2020 – June 2021) with the following services:

<u>HOME HEALTH & HOSPICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	171	
Physical Therapy	76	
Speech Therapy	22	
Occupational Therapy	26	
Social Work	11	
Licensed Nursing Assistant		0
Total	306	0
<u>Cost of Care</u>		<u>Amount</u>
Total cost of HH&H services		\$72,084
Amount reimbursed to HH&H		<u>\$42,317</u>
Unreimbursed Care		\$29,767

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

STEPS TO END DOMESTIC VIOLENCE

Who We Served

Steps to End Domestic Violence provided services to 2,079 individuals. Of those served, 1,490 were adults and 589 were children.

- 87% of the people we served live in Chittenden County.
- 27 individuals served identified as being members of the LGBTQ community.
- 109 male-identified adults were served.
- 296 youth between the ages of 13 and 24 were served.

Our Housing program provided advocacy and support services to 434 adults and 221 children who sought help with emergency and/or permanent housing.

- We provided emergency shelter to 189 adults and 98 children for a total of 25,999 bednights.
- We provided rental assistance to 14 adults and 13 children for a total of 7,001 bednights.
- We assisted 38 homeless adults and their 48 children to move into permanent housing.
- We helped 17 adults and 22 children who were in danger of losing their permanent housing.

Our hotline fielded 4,486 calls, emails, and webchats, assisting 1,272 individuals in crisis, and offering emergency services, support, and referrals.

An average of 67 new survivors called the hotline each month, accessing emergency services and support for the first time.

89 adults attended our support groups a total of 496 times.

Our Legal Advocacy program provided services to a total of 530 adults seeking support with divorce, custody/parentage, immigration, criminal justice, and relief from abuse orders.

- Of the 530 adults noted above, the Legal Advocacy program assisted 292 with filing relief from abuse orders. These adults had 287 children who also benefited from the assistance given to their parents.

Our Children and Youth Services program spent 2,056 hours providing playgroups, advocacy, parenting support, and resources to 158 adults and 444 children.

17 full-time paid staff equivalents worked at Steps to End Domestic Violence.

Our budget for FY 2022 was \$1,591,656.

VERMONT CENTER FOR INDEPENDENT LIVING

For over 43 years, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy, and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

In FY'22 (10/2021-9/2022) VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **158** individuals to help increase their independent living skills and **6** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **172** households with information on technical assistance and/or alternative funding for modifications; **80** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **91** individuals with information on assistive technology; **39** of these individuals received funding to obtain adaptive equipment. Four hundred fifty-four (**454**) individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. Our Vermont Telecommunications Equipment Distribution Program (VTEDP) served **29** people and provided **16** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone. Due to the pandemic VCIL was able to start

a new (temporary) program, Resilience and Independence in a State of Emergency (RISE) which served over 600 people in the 2 years it was funded. The Rise Program helped provide an array of items or services if the needs were directly related to the Covid-19 epidemic.

VCIL's central office is located in downtown Montpelier, and we have five branch offices in Bennington, Chittenden, Franklin, Rutland, and Windham Counties. Our PACs and services are available to people with disabilities throughout Vermont.

During FY'22, **2** residents of **Westford** received services from the following programs:

- Sue Williams Freedom Fund (resident on waiting list for assistive technology in early FY'23)
- Information Referral and Assistance (I,R&A)

VERMONT LEAGUE OF CITIES AND TOWNS

Serving and Strengthening Vermont Local Government

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

Member Benefits - All 247 Vermont cities and towns are members of VLCT, as are 142 other municipal entities that include villages, solid waste districts, regional planning commissions, and fire districts. Members have exclusive access to a wide range of specialized benefits, expertise, and services, including:

- **Legal and technical assistance**, including prompt responses to member questions that often involve how to comply with state and federal requirements. During the past year, staff responded to thousands of member questions and published guidance, templates, research reports, and FAQs. In 2022, VLCT began offering additional government finance training and consulting services and launched the new Federal Funding Assistance Program (FFAP). FFAP offers communities advice on complying with federal rules surrounding pandemic funding, provides direction and insight on accessing billions of dollars in federal infrastructure funding, and provides input to state leaders on designing and implementing grant programs for municipalities.
- **Trainings and timely communications on topics of specific concern to officials** who carry out their duties required by state law. The League provided training via webinars, onsite classes, and during the hallmark annual event, Town Fair, the largest gathering of municipal officials in the state. VLCT's Equity Committee also published an online equity toolkit that assists municipalities in centering the work of justice, diversity, equity, inclusion and belonging in their decision making, policies, practices, and programs.
- **Representation before the state legislature, state agencies, and the federal government**, ensuring that municipal voices are heard collectively and as a single, united voice. VLCT's recent legislative efforts have helped provide cities and towns additional resources to respond to the pandemic, address road and bridge repair, tackle cybersecurity, improve housing and economic growth, promote renewable energy, provide emergency medical services, address equity and inclusion, and ensure the quality of our drinking water. Specific success in 2022 includes securing \$45 million in funding to help municipalities make energy improvements in their buildings, securing \$250,000 for

VLCT's Federal Funding Assistance Program, increasing Municipal Planning Grants to \$870,000, securing \$250,000 for the Vermont Office of Racial Equity to launch the Inclusion, Diversity, Equity, Action, Leadership Program, and increasing municipal authorities in statute. Members are also represented at the federal level to Vermont's Congressional delegation and through our partner, the National League of Cities.

- **Access to insurance programs.** The Property and Casualty Intermunicipal Fund (PACIF) provides comprehensive and cost-effective property, liability, and workers' compensation insurance coverage, programs, and services that protect the assets of your community. The VLCT Unemployment Insurance Trust provides unemployment insurance at stable pricing. VLCT also provides members with the option to purchase life, disability, dental, and vision insurance products at a competitive price. All the programs offer coverage and products that members need and ask for, help Vermont municipalities stretch their budgets, and are *only* available to VLCT members.

Members are welcome to contact VLCT anytime to ask questions and to access resources to help them carry out the important work of local government. **To learn more about the Vermont League of Cities and Towns**, visit <https://www.vlct.org/>. Recent audited financial statements are available at <https://www.vlct.org/about/audit-reports>

