

TOWN OF
WESTFORD
VERMONT



2021
ANNUAL REPORT
July 1, 2020 – June 30, 2021

NOTICE

There will be no in-person Annual Town Meeting in 2022.

All articles will be voted on by Australian ballot.

In January 2022, the Legislature passed a bill (S.172) 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.

Due to the high number of COVID cases in Vermont, and under an abundance of caution and with the health and safety of Westford residents in mind, the Selectboard voted to apply the temporary election law change to the 2022 Town Meeting and to mail ballots to all active, registered voters.

Public Hearing for Australian Ballot Articles Wednesday, February 23, 2022 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/82810167032?pwd=bzJUMzBCd0Z0Q25Gd1N5aGUxOWFRQT09>

Meeting ID: 828 1016 7032 - Passcode: dQ0HSk

By Telephone

Dial +1 646 558 8656

Meeting ID: 828 1016 7032 - Passcode: 172254

Australian Ballot Voting Tuesday, March 1, 2022 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.

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Dedication Martha Heath

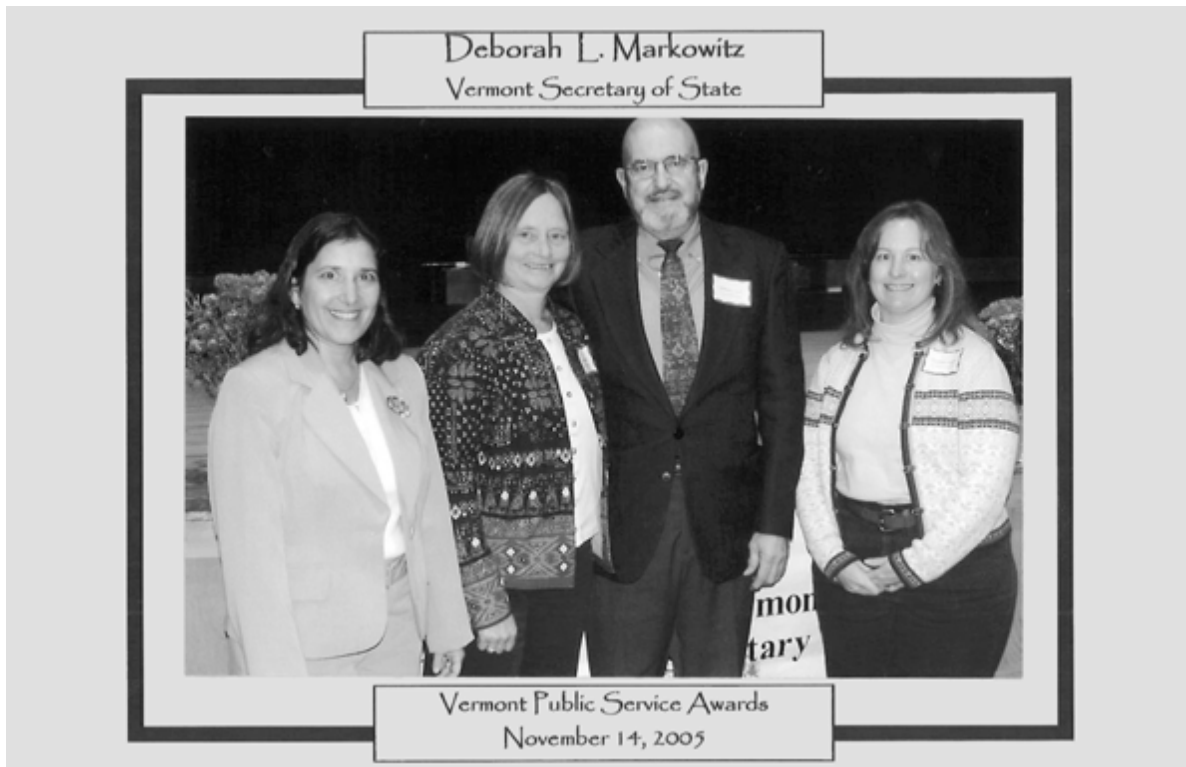
It is with honor that this year's town report is dedicated to Martha Heath. She retired from the Westford School Board in April 2021 after an amazing 36 years of public service.

Martha and her family moved to Westford in 1980. Her three daughters attended the Westford Elementary School. She was first elected to the School Board in March 1985. She volunteered as a middle school algebra teacher at the school and helped with numerous town and school events.

Martha has been a valued and active member of the Westford community with her dedication and leadership skills on the School Board as well as her commitment to education on the state level as Westford's State Representative in the Legislature for 22 years, ten of them as Chairwoman of the Appropriations Committee. Westford Elementary School's reputation for fostering quality education is a direct result of Martha's tireless efforts. We appreciate her help in making the school a special place for children, their families, and the teachers.

Additionally, she has served on numerous boards throughout the years, including VSAC (Vermont Student Assistance Corporation) and the University of Vermont Board of Trustees. Martha currently serves on the ARPA (American Rescue Plan Act) Committee and volunteers for the Turkey Trot every year.

Thank you, Martha, for your service and dedication to the Westford Community!



Pictured left to right: Deborah Markowitz (former Secretary of State), Martha Heath (former State Representative & School Board member), unknown, Nanette Rogers (Town Clerk)

TOWN OFFICE INFORMATION**Westford Town Office**

1713 Vermont Route 128 • Westford, Vermont 05494

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

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

Non-Emergency Numbers

State Police: 878-7111

MEETINGS

Brick Meeting House Society	3 rd Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 rd Wednesday	Town Office
Development Review Board	2 nd & 4 th Monday (as needed)	Town Office
Fire Department (volunteer)	Every Monday	Fire Station
Historical Society	3 rd Monday	Brick Meeting House
Library Trustees	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 Planner	Monday – Wednesday	8:00 a.m.-4:00 p.m.
Zoning Administrator	Monday & Tuesday	10:00 a.m.-4:00 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 – 7:00 p.m.
	Saturday 10:00 a.m. – 2:00 p.m.	

TRASH & RECYCLING SCHEDULE

Trash and recycling are picked up weekly as follows:

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

Wednesday: All roads east of Route 128

Recycling bins are available for purchase at the Town Office.

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

ELECTED TOWN OFFICERS

Town Moderator (1 year, term expires 2022)
 Town Clerk (3 years, term expires 2022)

Edward Chase
 Nanette Rogers

Selectboard

Term expires 2022 (3 years)
 Term expires 2023 (3 years)
 Term expires 2024 (3 years)

William Cleary
 Lee McClenny
 David Baczewski

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 2022 (5 years)
 Term expires 2023 (5 years)
 Term expires 2024 (5 years)
 Term expires 2025 (5 years)
 Term expires 2026 (5 years)

Vicky Ross
 Patty Pittala
 Peggy Rodgers
 Leanne Saddlemire
 Patricia Hechmer

Justice of the Peace

Dennis Angiono (appointed)
 Robert Bancroft (resigned)
 Caroline Brown
 Lynn Bursell
 Christian Frenette (appointed)

Martha Heath
 Carol Howrigan (resigned)
 Andrea Letorney
 Becky Roy

APPOINTED TOWN OFFICES

Town Administrator
 Assistant Town Clerk
 Town Treasurer
 Bookkeeper
 Delinquent Tax Collector
 Dog Warden
 Assessor Assistant
 Town Planner
 Zoning Administrator (3 year term, expires 2023)
 Library Director
 Assistant Librarian
 Recreation Coordinator
 Road Foreman
 Road Crew

 Cemetery Commissioners

 CCRPC Representative
 CSWD Representative
 Emergency Management Director Coordinator
 Fence Viewers

Nanette Rogers
 Callie Hamdy
 Gregory Barrows
 Mary Jane Featherstone
 Marjorie McIntosh
 Kristin LeClair (resigned)
 Caroline Brown
 Melissa Manka
 Kate Lalley
 Bree Drapa
 Niquette Bergeron
 Tonya Calley
 John Roberts
 Sean Cushing, Torrey Webster, Kurt
 McNamara
 Lynn Gauthier, Glenn Rogers,
 Ronald Perry
 Vacant
 Katie Frederick
 Joshua Smith
 Bruce Root, Scot Phillips, vacant

APPOINTED TOWN OFFICES (CONTINUED)

Fire Chief

Health Officer

Deputy Health Officer

Inspector of Wood & Lumber/Weigher of Coal

Land Agent

Town Agent

Town Grand Juror

Tree Warden

Steve Willard

Martha Bennett (resigned)

Tina Shoup (appointed)

Devin Porter (appointed)

Kyle Hobart

Benjamin Stark

Willis Breen

Ronald Perry

Ned Meehan (resigned)

Development Review Board

Term expires 2022 (3 years)

Term expires 2022 (3 years)

Term expires 2023 (3 years)

Term expires 2023 (3 years)

Term expires 2023 (3 years)

Term expires 2024 (3 years)

Term expires 2024 (3 years)

Term expires 2024 (3 years)

Term expires 2024 (3 years)

Term expires 2022 (1 year)

Term expires 2022 (1 year)

Dave Baczewski

Andrew Collier

Bill Cleary

Jesse Lebreque

Dennis Angiono

Matthew Wamsganz

Francois Ross

Matthew Wamsganz

Francois Ross

Seth Jensen (alternate)

Vacant (alternate)

Planning Commission

Term expires 2022 (5 years)

Term expires 2023 (5 years)

Term expires 2024 (5 years)

Term expires 2025 (5 years)

Term expires 2026 (5 years)

Mark Letorney

Koi Boynton

Seth Jensen

Gordon Gebauer

George Lamphere

Conservation Commission

Term expires 2022 (4 years)

Term expires 2023 (4 years)

Term expires 2024 (4 years)

Term expires 2024 (4 years)

Term expires 2025 (4 years)

Joel Fay

Dale Rodgers

Kirsten Tyler

Elias Rosenblatt

Sarah Pinto

Recreation Committee

Term expires 2022 (3 years)

Term expires 2022 (3 years)

Term expires 2023 (3 years)

Term expires 2023 (3 years)

Term expires 2023 (3 years)

Term expires 2024 (3 years)

Term expires 2024 (3 years)

Meghan Orisko

Benjamin McElvany

Maureen Carpenter

Lori Miller

Patrick Cribb

Adam Adorisio

Chuck Medick

Notary Public

Nanette Rogers (with seal)

Callie Hamdy (with seal)

Fire Warden

Dennis Angiono

State Representative - Chittenden County District 8-3

Alyssa Black (D)

P.O. Box 9141, Essex, VT 05451

Phone: (802)598-1026

Email: ablack@leg.state.vt.us

ABSTRACT OF 2021 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 March 1, 2021 to present the articles that were voted on March 2, 2021.

Results of Australian Ballot Articles - Voted on March 2, 2021

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, 2021, with USPS, FedEx or UPS cancellation postmarks being acceptable.

Total ballots cast: 409

390 Yes

12 No

1 Over vote

6 Blanks

Article 2 Approved the Selectboard's budget of \$2,020,310 to defray the expenses for the ensuing year.

Total ballots cast: 409

349 Yes

52 No

0 Over votes

8 Blanks

Article 3 To elect all officers required by law.

Town Moderator - one year – Edward Chase

Selectboard - three years – Dave Baczewski

Selectboard -three years with two years remaining – Lee McClenny

Library Trustee - five years – Patricia Hechmer

Library Trustee - five years with two years remaining – Patty Pittala

Library Trustee -five years with one years remaining – 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 1, 2022 at 7:00 a.m. to act on the following articles by Australian ballot. Polls for Australian balloting will open at 7:00 a.m. and will remain open until 7:00 p.m.

- ARTICLE 1** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15th, November 15th, March 15th and May 15th, commencing with the fiscal year that begins on July 1, 2022, 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 \$2,047,224 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
 - Town Clerk for a term of three years
 - Library Trustee for a term of five years

Approved this 13th, day of January, 2022.

WESTFORD SELECTBOARD

William Cleary, Chair

Lee McClenny

David Baczewski

Received for record January 14th, 2022 at 10:00 a.m.

Attest: Nanette Rogers, Town Clerk

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

**TOWN OF WESTFORD
REMOTE PUBLIC INFORMATIONAL HEARING
NOTICE and AGENDA
FEBRUARY 23, 2022
6:00 P.M.**

The Selectboard for the Town of Westford will hold a public informational hearing by electronic means on February 23, 2022 at 6:00 p.m. to discuss the Australian ballot articles on the 2022 Town Meeting Warning.

Information on how to access the remote hearing:

By Computer

To join the Zoom Meeting:

<https://us02web.zoom.us/j/82810167032?pwd=bzJUMzBCd0Z0Q25Gd1N5aGUxOWFRQT09>

Meeting ID: 828 1016 7032 - Passcode: dQ0Hsk

By Telephone

Dial +1 646 558 8656

Meeting ID: 828 1016 7032 - Passcode: 172254

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, 2022 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 \$2,047,224 to 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 2022-2023

		2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
100-3000 Administration					
3000-10.00	Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00	Town Administrator Salary	34,044	35,124.60	33,429	70,076
3000-12.00	Bookkeeper Salary	33,936	31,575.61	28,982	34,096
New	Rec Coordinator	0	0.00	0	12,497
New	Fire Warden Stipend	0	0.00	0	400
3000-14.00	FICA & Medicare	17,467	17,363.34	16,751	22,523
3000-15.00	Health Insurance	22,500	20,277.39	22,805	23,055
3000-15.01	Dental Insurance	900	818.18	920	864
3000-15.02	Disability Insurance	1,700	1,429.64	1,200	1,200
3000-15.03	Vision Insurance	220	217.44	220	220
3000-16.00	Employee Pension Plan	6,443	7,416.46	6,338	8,504
3000-19.00	Office Equipment	1,000	511.98	500	500
3000-20.00	Office Supplies & Repairs	6,500	3,373.38	5,500	5,000
3000-30.00	Legal Notices	1,000	292.76	1,000	1,000
3000-34.00	Postage	4,000	3,236.10	4,250	4,000
3000-40.00	Education - Selectboard & Town Admin	600	200.80	400	400
3000-42.00	Grant Writer	0	0.00	0	5,000
3000-48.00	Property & Casualty, W/C Insurance	21,500	21,407.00	21,850	20,100
3000-60.01	Legal & Professional Fees	25,000	13,039.55	25,000	20,000
3000-60.02	IT Professional Services	20,000	19,427.98	20,000	20,000
3000-60.04	Software	0	283.94	0	0
3000-60.08	Admin/Library/Rec Cap Budget Reserve	14,400	14,400.00	18,500	19,400
3000-60.10	Holiday baskets	0	7,250.00	0	0
3000-62.00	Stationary & Printing	2,500	2,187.50	2,100	2,200
3000-63.00	Newsletter Printing	2,500	2,928.71	2,400	3,000
3000-75.00	Emergency Generator	1,600	5,309.94	1,500	1,600
3000-76.00	Electricity - Flag, Street Lights	1,600	1,730.54	1,680	1,800
3000-91.00	Interest Expenses	2,100	1,363.93	708	800
3000-92.00	Tax Abatements	0	755.78	0	0
Administration Total		223,910.00	214,322.55	218,433	280,635
100-3200 Clerk & Treasurer					
3200-10.00	Clerk & Assistant Clerk Salaries	53,478	55,269.73	53,336	48,221
3200-25.00	Treasurer Salary	12,180	12,175.54	12,483	13,114
3200-30.10	Membership Dues	300	280.00	300	300
3200-40.10	Education - Clerk's Office	800	0.00	600	600
3200-40.20	Education - Treasurer's Office	300	0.00	200	200
3200-60.03	Supplies - Town Clerk	300	245.26	300	300
3200-60.04	Supplies - Treasurer	1,000	798.51	800	800
3200-60.05	Treasurer/Bookkeeper Computer	0	0.00	1,800	0

		2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
100-3200 Clerk & Treasurer (continued)					
3200-60.06	Town Clerk/Administrator Laptop	1,800	1,913.54	0	0
3200-74.00	Travel	1,600	819.46	1,400	1,000
Clerk & Treasurer Total		71,758	71,502.04	71,219	64,535
100-3300 BCA & Elections					
3300-10.00	BCA Salaries	900	720.00	700	700
3300-20.00	Election Workers	150	0.00	100	100
3300-30.00	Ballots, Supplies & Voting Machine	3,000	1,566.20	1,600	2,000
3300-40.00	CTCL Election Grant	0	5,000.00	0	0
3300-99.00	Miscellaneous Expenses	100	10.71	100	100
BCA & Elections Total		4,150	7,296.91	2,500	2,900
100-3400 Auditors & Delinquent Tax Collector					
3400-11-00	Independent Audit	10,500	10,100.00	10,500	18,000
3440-10.00	Delinquent Tax Penalty Payment	6,000	6,742.84	5,000	5,000
3440-34.01	Delinquent Tax Collector Expenses	125	110.00	150	150
3440-40.00	Education - Auditors & DTC	100	0.00	50	50
Auditors & Delinquent Tax Collector Total		16,725	16,952.84	15,700	23,200
100-3500 Listers					
3500-09.00	Assessor	0	0.00	20,000	10,000
3500-10.00	Assessor Assistant	7,564	6,389.08	1,692	6,906
3500-20.00	Tax Mapping	5,000	4,780.25	4,500	4,500
3500-40.00	Education	100	0.00	100	100
3500-50.00	Supplies/Equipment	200	0.00	200	200
3500-60.04	Software	225	516.36	225	225
3500-60.05	Computer	1,800	1,492.25	0	0
3500-74.00	Travel	100	43.12	100	50
Listers Total		14,989	13,221.06	26,817	21,981
100-3600 Planning, DRB & Zoning					
3600-10.01	Planning Commission Stipend	2,000	800.00	2,000	2,000
New	PC Minute Clerk	0	0.00	0	2,000
3600-30.00	PC Legal Notices	750	851.24	750	750
3600-40.00	PC Education	300	20.00	300	300
3600-60.01	PC Legal & Professional Fees	150	880.00	150	1,000
3600-60.02	Planning Special Projects	8,000	8,000.00	8,000	8,000
3600-60.06	Wastewater Project RFI-26	0	36,843.50	0	0
3600-89.00	Conservation Commission	3,600	3,600.00	4,000	4,000
3600-99.00	Planning Maps & Miscellaneous	500	339.71	500	500
3601-10.00	Town Planner Salary	55,360	55,454.42	56,754	59,635

		2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
100-3600 Planning, DRB & Zoning (continued)					
New	DRB Coordinator & Administrative Asst	0	0.00	0	12,480
3601-40.00	Town Planner Education	200	80.00	150	150
3601-60.05	Town Planner Computer	0	0.00	0	1,900
3601-74.00	Town Planner Travel	200	0.00	200	200
3620-20.00	DRB Stipend	2,800	2,700.00	2,800	2,800
3620-30.00	DRB Legal Notices	600	128.44	500	500
3620-40.00	DRB Education	250	0.00	100	100
3620-41.00	DRB Minute Clerk	1,500	298.33	1,500	1,000
3620-42.00	Grant writer	5,000	4,996.28	5,000	0
3620-60.01	DRB Legal & Professional Fees	4,750	230.00	2,375	2,350
3620-99.00	DRB Miscellaneous	100	59.72	50	75
3650-10.00	Zoning Administrator Salary	20,863	16,851.33	21,385	22,470
3650-40.00	Zoning Education	200	0.00	200	100
3650-60.01	Zoning Admin legal & Professional	0	680.00	0	0
3650-60.05	Zoning Administrator Computer	1,800	1,834.97	0	0
3650-74.00	Zoning Administrator Travel	700	291.29	700	500
Planning, DRB & Zoning Total		109,623	134,939.23	107,414	122,810
100-3700 Town Office Building & Property					
3700-68.00	Building Maintenance & Repairs	3,000	2,618.09	3,000	3,000
3700-70.00	Custodial Services	2,200	2,185.00	2,320	2,600
3700-71.00	Mowing	3,400	3,000.00	3,800	4,500
3700-75.00	Fuel	1,000	694.56	1,000	1,000
3700-76.00	Electricity	3,000	2,944.29	3,000	3,000
3700-77.00	Telephone & Internet	2,100	2,230.35	2,150	2,200
3700-78.00	Water - Office & Library	700	396.55	400	400
3700-79.00	Common Port-o-let	770	440.00	770	945
8310-14.00	Maple Shade Town Forest	28,900	28,900.00	29,500	0
3700-81.00	Building Improvements	0	1,700.00	0	0
3700-83.00	Sports Field Maintenance	4,500	4,579.26	4,500	4,922
Town Office Building & Property Total		49,570	49,688.10	50,440	22,567
100-4100 Dog Warden					
4100-10.00	Salary	500	250.00	500	500
4100-40.00	Education	200	0.00	100	100
4100-74.00	Travel	100	0.00	100	100
4190-00.00	Miscellaneous	100	0.00	0	0
Dog Warden Total		900	250.00	700	700

	2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
100-4200 Law Enforcement				
4200-00.00 Law Enforcement Contract	20,000	19,873.50	20,000	20,000
4200-30.00 CUSI	3,796	3,919.00	3,928	3,975
Law Enforcement Total	23,796	23,792.50	23,928	23,975
100-4300 Emergency Services				
4310-00.00 Essex Rescue	2,610	2,610.00	2,610	7,059
4320-00.00 Fairfax Rescue	11,713	11,713.00	12,064	12,064
4330-00.00 Emergency Dispatching Services	12,500	12,500.00	12,500	12,500
Emergency Services Total	26,823	26,823.00	27,174	31,623
100-4500 Fire Department				
4500-00.00 Fire Department	50,600	50,600.00	49,000	49,000
4500-60.01 Capital Budget Reserve	27,522	27,522.00	31,328	59,328
4500-59.00 2018 710 Pumper Loan Payment	30,600	30,548.68	29,825	29,040
Total Fire Department	108,722	108,670.68	110,153	137,368
100-6100 Health Officer				
6100-10.00 Salary	350	350.00	350	400
Health Officer Total	350	350.00	350	400
100-6300 Trash & Recycling				
6300-00.00 Solid Waste Disposal	300,000	242,332.00	300,000	250,000
6305-00.00 Recycling	100	0.00	100	0
6306-00.00 Metal Dumpster	500	0.00	250	0
Trash & Recycling Total	300,600	242,332.00	300,350	250,000
100-6800 Cemeteries				
6800-00.00 Cemetery Commission	9,000	9,000.00	8,000	8,000
6800-10.00 Cemetery Commissioner Stipend	400	400.00	400	400
Cemeteries Total	9,400	9,400.00	8,400	8,400
100-7800 Library				
7800-00.00 Appropriation	74,944	79,944.00	80,071	81,834
7800-69.00 Drainage/basement mitigation	5,000	0.00	0	0
Library Total	79,944	79,944.00	80,071	81,834
100-9300 Dues & Assessments				
9300-30.10 Chittenden County Tax	11,500	11,319.69	11,500	11,500
9300-30.12 CCRPC	2,803	2,803.00	2,862	2,894
9300-30.13 VLCT	3,596	3,596.00	3,596	3,689
Dues & Assessments Total	17,899	17,718.69	17,958	18,083

		2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
100-9900 Donations & Miscellaneous					
9900-00.00	Miscellaneous	1,200	947.65	1,200	1,200
9900-05.00	Brick Meeting House Society	4,500	4,500.00	4,500	4,500
9900-05.01	White Common Hall	0	0.00	4,500	4,500
9900-05.02	Summer Concert Series	0	0.00	1,650	1,000
New	Westford Historical Society	0	0.00	0	2,000
9900-08.00	Recreation Committee	6,000	6,000.00	6,000	0
9900-99.00	Matching Grant Funds	2,000	0.00	1,000	1,000
9905-00.00	UVM Home Health & Hospice	6,243	6,243.00	6,243	6,500
9910-00.00	Age Well	1,000	1,000.00	1,000	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	480	0.00	300	300
9941-00.00	Hope Works	200	480.00	200	200
9945-00.00	Essex CHIPS	500	500.00	500	500
9951-00.00	Pleasant View Cemetery Association	1,500	1,500.00	0	0
Donations & Miscellaneous Total		23,973	21,520.65	27,443	23,550
Grand Total Administration Expenditures		<u>1,083,132</u>	<u>1,038,724.25</u>	<u>1,089,050</u>	<u>1,114,561</u>

110-5100 Highway Department - Roads

5100-10.00	Salaries	240,414	209,209.17	244,486	256,300
5100-14.00	FICA & Medicare	18,789	16,212.12	19,499	20,403
5100-15.00	Health Insurance	35,285	26,701.91	31,360	31,622
5100-15.01	Dental Insurance	1,800	1,487.60	1,845	1,728
5100-15.02	Disability Insurance	1,335	1,121.68	1,250	1,250
5100-15.03	Vision Insurance	440	380.52	440	440
5100-16.00	Employee Pension Plan	7,368	5,903.08	7,959	8,001
5100-22.00	Gravel - Road Resurfacing	60,000	82,108.07	60,000	50,000
5100-23.00	Town Ditching	15,000	4,678.13	10,000	5,000
5100-24.01	Gravel - Rebuilding	10,000	829.50	10,000	5,000
5100-24.02	Chloride	35,000	46,787.66	40,000	45,000
5100-24.03	Culverts	10,000	10,311.60	7,500	7,500
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	2,000	287.31	2,000	5,000
5100-24.06	Guardrails & Fences	1,500	0.00	1,500	5,500
5100-24.07	Seed & Mulch	1,800	607.77	1,800	1,000
5100-24.08	Signs	2,000	2,435.44	2,000	2,500
5100-24.09	Stone for culverts/drains	1,000	1,589.00	1,000	1,000
5100-25.01	Sand	80,000	76,694.73	80,000	85,000
5100-25.02	Salt	20,000	9,782.12	20,000	25,000
5100-25.03	Chains	3,000	2,925.00	3,000	3,000

		2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
110-5100 Highway Department - Roads (continued)					
5100-26.01	Gravel - Mud Season	30,000	18,829.40	30,000	10,000
5100-26.02	Gravel - Unusual Events	0	17,202.86	0	0
5100-27.00	Blades & Plows	5,000	1,985.35	5,000	5,000
5100-28.00	Tires	5,000	10,922.03	7,500	5,000
5100-58.00	Equipment Rental	1,500	3,991.20	4,000	4,000
5100-59.02	Miscellaneous Contracted Services	12,000	10,530.00	12,000	10,000
5100-59.04	Tree Removal Contracted Services	2,500	4,500.00	2,500	3,500
5100-59.05	Roadside Mowing Contracted Services	10,000	8,000.00	8,000	8,000
5100-59.06	Unusual Events Contracted Services	0	2,964.00	0	0
5100-59.07	Engineering Contracted Services	0	1,571.02	0	0
5100-59.16	Equipment Reserve Fund	54,600	54,600.00	54,300	55,600
5100-60.01	Rogers Road Culvert - 2020	0	68,990.00	0	0
5100-65.03	2015 John Deere Loader loan payment	19,000	19,000.00	0	0
5100-65.06	2017 Western Star loan payment	27,433	27,433.40	27,433	0
5100-65.08	2020 International HX620 loan payment	32,545	32,542.20	32,545	32,543
5100-65.09	2019 JD 75G Excavator loan payment	12,270	15,474.61	12,270	16,413
5100-65.10	2021 K3500 Chevy loan payment	0	28,042.00	12,022	12,400
5100-66.00	Loan Interest	6,904	6,397.12	5,181	2,303
5100-67.01	#518-Tk 2014 - Ford F-550	0	6,031.56	0	0
5100-67.02	Excavator Repairs & Maintenance	2,500	439.38	2,500	2,000
5100-67.03	Grader Repairs & Maintenance	5,000	21,039.14	5,000	5,000
5100-67.04	#523-Tk 2120 Chevy Silverado	0	35,189.37	0	0
5100-67.08	#522-Tk 2020 International	0	364.08	0	0
5100-67.10	2019 JD 75G Excavator	0	812.00	0	0
5100-67.11	#517-Tk 2014 - Western Star	0	11,495.02	0	0
5100-67.12	Brush Hog	500	236.72	500	500
5100-67.13	Loader Repairs & Maintenance	2,000	4,220.63	2,000	2,000
5100-67.14	2017 Western Star	0	3,554.63	0	0
5100-67.15	Hydroseeder	0	0.00	0	0
5100-67.16	#521-Tk 2018 Western Star	0	490.55	0	0
5100-67.17	Wood Chipper	500	37.52	500	500
5100-68.01	Trucks Repairs & Maintenance	25,000	3,007.09	20,000	20,000
5100-68.05	Sanders Repairs & Maintenance	1,000	124.74	1,000	500
5100-68.06	Sm Equipment Repairs & Maintenance	1,000	1,139.37	1,000	1,000
5100-74.00	Travel	800	982.31	800	800
5100-75.01	Diesel Fuel	45,000	43,657.33	45,000	60,000
5100-95.00	Chloride Tanks & Pumps	2,000	3,274.48	1,000	1,000
Highway Department - Roads Total		850,783	969,123.52	837,690	818,303

	2020-21 Budget	2020-21 Actual	2021-22 Budget	2022-23 Proposed
110-5200 Highway Department Permits				
5200-20.00 MRPG Storm Water Permit	1,750	1,590.00	1,750	1,750
5200-30.00 Petroleum Cleanup Fund	50	50.00	50	50
Highway Department Permits Total	1,800	1,640.00	1,800	1,800
110-5300 Highway Department - Garage				
5300-20.00 Supplies	4,000	10,165.95	4,000	5,000
5300-21.00 Oil & Grease	1,000	87.27	500	500
5300-23.00 Equipment	3,000	12,098.66	3,000	3,000
5300-24.00 Communication Equipment	800	2,411.10	1,500	1,500
5300-40.00 Education & Workshops	2,000	0.00	2,000	1,500
5300-48.00 Property & Casualty, Auto, W/C Ins	33,000	35,772.00	37,270	42,660
5300-50.00 Fire System	0	370.00	0	500
5300-60.05 Computer	0	0.00	1,800	0
5300-68.00 Building Maintenance & Repairs	6,000	3,246.28	6,000	6,000
5300-71.00 Salt Shed Reserve	5,000	5,020.77	5,000	5,000
5300-76.00 Electricity	4,600	4,466.25	4,600	4,600
5300-77.00 Telephone	3,000	2,941.24	3,100	3,100
5300-78.00 Water	250	0.00	0	0
5300-81.00 Building Improvements	20,000	4,713.78	20,000	35,000
5300-83.00 Storage Shed	0	1,100.00	0	1,200
5300-85.00 Clothing Allowance	2,000	1,458.73	2,000	2,000
5300-99.00 Miscellaneous	1,000	159.91	1,000	1,000
Highway Department - Garage Total	85,650	84,011.94	91,770	112,560
Grand Total Expenditures - Highway Department	<u>938,233</u>	<u>1,054,775.46</u>	<u>931,260</u>	<u>932,663</u>
Total Amount Budgeted (Admin & Highway)	2,021,365	2,093,499.71	2,020,310	2,047,224
Less Anticipated Revenue (Admin & Highway)	233,600		265,170	277,910
Less Amount from Contingency/General Fund Balance	<u>50,000</u>		<u>20,000</u>	<u>20,000</u>
Total Amount to be Raised by Taxes	1,737,765		1,735,140	1,749,314
Estimated Grand List	2,428,000		2,495,633	2,570,797
Estimated Exemptions (Veterans, Farm Stabilization)	<u>-21,290</u>		<u>-21,290</u>	<u>-21,290</u>
Estimated Taxable Grand List	2,406,710		2,474,343	2,549,507
Actual Tax Rate		0.7107	0.6994	
Estimated Tax Rate				0.6861
Change in Tax Rate				-0.0133
Percent Change in Tax Rate				-1.896%

GENERAL FUND REVENUE BUDGET 2022-2023

		2020-21 Budget	2020-21 Actual	2021-22 Anticipated	2022-23 Anticipated
GENERAL FUND					
100-20 Property Taxes					
2000-00.00	Property Taxes	0	818,536.96	0	0
2009-00.00	Late Tax Interest	2,000	2,703.00	2,000	2,000
2010-00.00	Delinquent Taxes	0	79,531.28	20,000	20,000
2011-00.00	Delinquent Tax Penalty	5,000	6,558.68	5,000	5,000
2012-00.00	Delinquent Tax Interest	3,000	5,086.11	3,000	3,000
Total Property Taxes		10,000	912,416.03	30,000	30,000
100-21 Licenses & Fees					
2100-00.00	Liquor Licenses	0	70.00	70	70
2110-00.00	Recording Fees	12,000	32,554.00	20,000	25,000
2120-00.00	Dog Licenses	3,300	2,512.00	3,300	2,500
2131-00.00	Access Permits	100	70.00	100	100
2135-00.00	Excess Weight Permits	750	830.00	750	800
2140-00.00	Marriage Licenses	100	120.00	100	100
2145-00.00	Copier/Fax Fees	3,000	2,865.80	3,000	3,000
2146-00.00	Vault Time	0	743.25	0	400
2150-00.00	Auto Registration Fees	50	39.00	50	40
2155-00.00	Metal Dumpster	0	2,803.20	500	2,000
Total Licenses & Fees		19,300	42,607.25	27,870	34,010
100-22 Intergovernmental					
2229-00.00	Current Use	81,000	89,428.00	81,000	85,000
2242-00.00	State- Traffic Fines	4,000	5,011.54	4,000	4,000
2248-00.00	VT Act 68/Main Grand List	0	960.00	0	0
2260-60.06	Wastewater Project RF1-26	0	30,868.50	0	0
Total Intergovernmental		85,000	126,268.04	85,000	89,000
100-23 Planning & Zoning					
2359-00.00	Building Permits	20,000	27,612.71	22,000	24,000
2360-00.00	DRB fees	3,000	975.00	3,000	2,500
2362-00.00	DRB - Subdivision Final	0	1,050.00	0	0
2363-10.00	DRB Waiver	0	325.00	0	0
2364-00.0	DRB Site Plan	0	175.00	0	0
2366-00.00	DRB Boundary Line Adjustment	0	325.00	0	0
2367-00.00	DRB Conditional Use	0	0.00	0	0
2370-00.00	Certificate of Compliance	500	930.00	500	800
2371-00.00	Zoning Violation Fines	0	0.00	0	0
2372-00.00	Certificate of Occupancy	800	1,130.00	800	1,000
2373-00.00	Home Occupancy	0	0.00	0	0

		2020-21 Budget	2020-21 Actual	2021-22 Anticipated	2022-23 Anticipated
100-23 Planning & Zoning (continued)					
2380-00.00	Legal/Professional review	0	0.00	0	0
Total Planning & Zoning		24,300	32,522.71	26,300	28,300
100-24 Town Functions					
2422-00.00	CTCL Elections Grant	0	5,000.00	0	0
2438-00.00	Holiday Basket Donations	0	7,250.00	0	0
Total Town Functions		0	12,250.00	0	0
100-29 Miscellaneous					
2900-00.00	School Expense Reimbursement	2,100	6,009.23	2,100	2,100
2930-00.00	Interest Income	750	235.10	500	500
2990-00.00	Miscellaneous Revenue	400	1,231.55	400	1,000
Total Miscellaneous		3,250	7,475.88	3,000	3,600
TOTAL GENERAL FUND		<u>141,850</u>	<u>1,133,539.91</u>	<u>172,170</u>	<u>184,910</u>
HIGHWAY DEPARTMENT					
110 2000-00.00	Property Taxes	0	846,518.81	0	0
5000-19.00	State Grants	0	24,765.42	0	0
5000-19.01	Rogers Road Culvert	0	70,167.20	0	0
5000-20.00	Note proceeds (new vehicle)	0	49,209.00	0	0
5000-40.00	State Aid - Highway	91,750	95,897.95	93,000	93,000
5000-40.01	Better Roads Grant	0	13,410.10	0	0
5000-90.00	Miscellaneous Revenue	0	2,921.20	0	0
TOTAL HIGHWAY DEPARTMENT		91,750	1,102,889.68	93,000	93,000
ADMIN & HIGHWAY GRAND TOTAL		<u>233,600</u>	<u>2,236,429.59</u>	<u>265,170</u>	<u>277,910</u>

FIVE YEAR CAPITAL BUDGET
FY2023 - FY2027
Date Adopted: January 13, 2022

	Replace Fiscal Year	Anticipated Cost	FY'23	FY'24	FY'25	FY'26	FY'27
Highway							
2012 Volvo Grader	2024	350,000	14,000	0	0	0	0
2014 Western Star	2024	220,000	11,000	0	0	0	0
2015 John Deere Loader	2025	165,000	6,600	6,600	0	0	0
Paving, Westford-Milton Rd	2025	230,000	9,200	9,200	0	0	0
2017 Western Star	2026	220,000	8,200	8,200	8,200	0	0
2014 Tandem Utility Trailer	2026	7,000	0	3,500	3,500	0	0
2020 International HX620	2028	240,000	9,600	9,600	9,600	9,600	9,600
2021 SURE Flatbed Trailer	2028	10,000	2,000	2,000	2,000	2,000	2,000
2019 20' Utility Trailer	2029	25,000	0	5,000	5,000	5,000	5,000
2021 Chevy K3500 Silverado	2029	120,000	0	4,800	4,800	4,800	4,800
Cambridge Road Paving	2030	200,000	0	0	8,000	8,000	8,000
2018 John Deere Excavator	2030	15,000	0	0	6,000	6,000	6,000
Salt Shed	TBD	250,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Highway Total			65,600	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>	<u>-10,000</u>
Total to be Included in Budget			55,600	43,900	42,100	30,400	30,400
Administration							
Canon Copier	2024	7,475	0	0	1,875	1,875	1,875
Server	2024	10,000	800	0	2,500	2,500	2,500
Furnace	2025	15,000	3,000	3,000	0	0	0
Vault Shelving (downstairs)	2025	20,000	4,000	4,000	0	0	0
Handicap Ramp	2028	15,000	3,000	3,000	3,000	3,000	3,000
Roof Replacement	2035	20,000	0	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>	<u>5,000</u>
Administration Total			15,800	15,000	14,375	14,375	14,375
Fire Department							
Portable Pump (2)	2024	6,400	0	6,400	0	0	0
Nozzles/Master Stream	2025	13,440	2,688	2,688	0	0	0
711 Pumper	2026	500,000	20,000	20,000	20,000	0	0
712 Tanker	2028	350,000	3,000	3,000	4,000	0	0
Vehicle Extraction Tools	2027	43,200	8,640	8,640	8,640	8,640	0
Ladders	2028	2,860	0	715	715	715	715
Rescue Jacks	2028	8,000	1,600	1,600	1,600	1,600	1,600
SCBA (12 Scott Air Packs)	2031	125,280	15,660	15,660	15,660	15,660	15,660
SCBA (12 Spare Bottles)	2031	13,920	1,740	1,740	1,740	1,740	1,740

	Replace Fiscal Year	Anticipated Cost	FY'23	FY'24	FY'25	FY'26	FY'27
Fire Department (continued)							
Pagers (18)	2032	6,500	0	0	0	0	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			67,328	74,443	66,355	42,355	34,375
Surplus			<u>-8,000</u>	<u>-14,000</u>	<u>-8,000</u>	<u>-8,000</u>	<u>-8,000</u>
Total to be Included in Budget			59,328	60,443	58,355	34,355	26,375
Library							
Furnace	2028	1,000	2,000	2,000	2,000	2,000	2,000
Exterior Painting	2030	12,600	0	2,100	2,100	2,100	2,100
Heat Pump	2031	9,500	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>
Library Total			2,000	4,100	4,100	5,200	5,200
Recreation							
Soccer Goals	2025	8,000	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
Recreation Total			1,600	1,600	1,600	1,600	1,600
Grand Total - All Departments			<u>134,328</u>	<u>125,043</u>	<u>120,530</u>	<u>85,930</u>	<u>77,950</u>



TREASURER

Fiscal Year 2021 was another unusual year for the Treasurer's office, the town and our country. While many parts of the country were in the throes of the COVID pandemic, Westford continued on with little to no interruptions, albeit with some inconvenience. Some of the highlights for the past year include the purchase of the 2021 Chevrolet K3500 single axel dump truck, replacement and fit up of the chloride trailer, as well as repairs, maintenance and upgrades to various trucks and equipment.

The General Fund finished FY 2021 with an operating surplus of \$94,816. The General Fund began the year with a positive fund balance of \$282,453, which was increased to \$377,269 after all expenditures and transfers.

The Highway Fund finished FY 2021 with a budget surplus of \$48,114. The Highway Fund began the year with a Fund Balance of \$0 after retiring the prior year's deficit. The current balance of the Highway Fund is \$48,114.

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

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

Respectfully submitted,
Greg Barrows

	<u>General Fund</u>	<u>Highway Fund</u>	<u>Non-Major Funds</u>	<u>Total</u>
Balance as of 06/30/2018	\$263,444	(\$274,369)	\$586,610	\$575,685
FY 2019 Activity				
Operating	36,510	156,382	-85,602	107,290
Sale of Town Property	131,750	0	0	131,750
Other Sources	0	9,428	169,210	178,638
Transfers from Other Funds	-127,710	-41,500	0	-169,210
Net Activity	40,550	124,310	83,608	248,468
Balance as of 06/30/2019	\$303,994	(\$150,059)	\$670,218	\$824,153
FY 2020 Activity				
Operating	192,272	-179,425	-56,076	-43,229
Loan Proceeds	0	210,061	0	210,061
Other Sources	15,200	0	0	15,200
Transfers from Other Funds	0	173,973	173,840	347,813
Transfers to Other Funds	-229,013	-54,550	-64,250	-347,813
Net Activity	-21,541	150,059	53,514	182,032
Balance as of 06/30/2020	\$282,453	\$0	\$723,732	\$1,006,185
FY 2021 Activity				
Operating	209,161	58,505	-64,311	203,355
Loan Proceeds	30,869	49,209	0	80,078
Other Sources	0	0	0	0
Transfers from Other Funds	0	0	204,814	204,814
Transfers to Other Funds	-145,214	-59,600	0	-204,814
Net Activity	94,816	48,114	140,503	283,433
Balance as of 06/30/2021	\$377,269	\$48,114	\$864,235	\$1,289,618

FOTHERGILL SEGAL & VALLEY
Certified Public Accountants



January 7, 2022

Selectboard
Town of Westford, Vermont

AUDITORS CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2021 were audited by Fothergill, Segal & Valley CPAs of Montpelier, Vermont. The financial statements and our report are available at the Town Office and at www.Westfordvt.us.

Sincerely,

Fothergill Segal & Valley, CPAs

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

SCHEDULE OF TAXES BILLED & COLLECTED
June 30, 2021

2020 Grand List**\$264,007,900**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.6271	1.7824
Town Tax	0.3613	0.3613
Highway Tax	0.3431	0.3431
Local Agreement	<u>0.0063</u>	<u>0.0063</u>
Total Tax Rates	<u>2.3378</u>	<u>2.4931</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	1.7824	x	650,625.00	1,159,674.00
Homestead Education	1.6271	x	1,828,238.00	2,974,726.05
Town Tax	0.3613	x	2,467,265.00	891,422.84
Highway Tax	0.3431	x	2,467,265.00	846,518.02
Local Agreement	0.0063	x	2,467,265.00	15,543.77
Late Homestead Penalty				<u>115.45</u>
Taxes Billed (Town & School)				5,888,000.74
Net Adjustments				<u>-18,158.33</u>
Total Taxes Billed (Town & School)				<u>5,869,841.91</u>
Collections:				
Town & Education			5,840,763.93	
Adjustments			-18,158.83	
Net Adjustments			5,136.72	
Abatements			<u>750.50</u>	
Total collections				\$5,828,492.32
Delinquent Taxes				<u>41,349.59</u>
Total Taxes				<u>5,869,841.91</u>

TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2021

Ending Balance - June 30, 2020	\$44,775.61
Disbursements	
None	\$0.00
Receipts	
Earned Interest	<u>\$25.88</u>
Ending Balance - June 30, 2021	<u>\$44,801.49</u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2021

Beginning Balance - July 1, 2020		\$44,099.57
<u>Revenue</u>		
Recording Fees	\$11,986.00	
Interest	<u>\$26.66</u>	
Total Revenue		\$12,012.66
<u>Expenses</u>		
Monthly Software Program Fee	\$4,721.00	
Scanner (refurbished) and set up fee	\$550.00	
Supplies	<u>\$966.26</u>	
Total Expenses		\$6,237.26
Ending Balance - June 30, 2021		<u>\$49,874.97</u>

STATEMENT OF OUTSTANDING DEBT
For Year Ending June 30, 2021

Lender	Capital Asset	2020	2021	Change
Community National Bank	2017 Pumper Truck	194,897	170,535	(24,362)
Community National Bank	2020 International HX620	162,711	130,169	(32,542)
Community National Bank	Maple Shade Town Forest	58,404	29,504	(28,900) (1)
People's United Bank	John Deere Loader	19,000	0	(19,000)
Community National Bank	John Deere Excavator	47,350	31,875	(15,475) (2)
People's United Bank	2017 Western Star 4700	54,867	27,433	(27,434)
Union Bank	2021 Chevrolet K3500	0	49,209	49,209
Vermont Municipal Bond Bank	Wastewater Improvements	<u>0</u>	<u>30,869</u>	<u>30,869</u> (3)
Totals		537,229	469,594	-67,635

Notes: (1) Proceeds from the sale of Town Property was used to reduce outstanding principle
(2) John Deere 75G Excavator purchased February 2020
(3) Note due August 1, 2029 with \$15,435 to be forgiven on August 1, 2025

STATEMENT OF RESERVE ACCOUNTS
For Year Ending June 30, 2021

	Beginning Balance				Ending Balance
<u>Reserves</u>	<u>7/1/2020</u>	<u>Deposits</u>	<u>Debits</u>	<u>Interest</u>	<u>6/30/2021</u>
Admin Capital Budget	\$83,409.76	\$14,400.00	\$0.00	\$48.49	\$97,858.25
Equipment Reserve	\$138,510.13	\$54,600.00	\$0.00	\$81.05	\$193,191.18
Fire Dept. Capital Budget	\$176,034.56	\$27,522.00	\$0.00	\$102.27	\$203,658.83
Lister PVR Education	\$5,071.99	\$0.00	\$0.00	\$2.92	\$5,074.91
Office Expansion	\$8,302.62	\$0.00	\$0.00	\$4.80	\$8,307.42
Reappraisal	\$98,985.94	\$8,160.00	\$0.00	\$57.65	\$107,203.59
Salt Shed	<u>\$89.21</u>	\$5,000.00	\$0.00	\$0.13	<u>\$5,089.34</u>
Total Reserve Accounts	\$510,404.21				\$620,383.52

SELECTBOARD

The COVID-19 pandemic continues to impact our community, state, and country and does not show any sign of going away. It has been two years since the first case was detected in the United States and to date there have been two variants. The Governor and his staff continue to hold weekly briefings on the pandemic and the Vermont League of Cities & Towns has an extensive resource page for municipalities. Town office staff, boards, committees, and commissions have adjusted to what seems to be the new norm for conducting town business, such as holding meetings in person and virtually, and providing services electronically when the law allows. We are grateful for our staff and volunteers' dedication to serve the Westford community, as well as the community itself for its understanding and flexibility.

Town Staff

Town Administrator – The Town Administrator role has grown exponentially in the past five plus years. Historically this position has been considered part-time and filled by the same person who was elected Town Clerk. Due to the increase workload and responsibilities, the Selectboard felt it was necessary to make the Town Administrator position full-time. The Selectboard is grateful that Nanette Rogers has agreed to continue to fill this role on a full-time basis.

Assistant Librarian – Niquette Bergeron, who substituted occasionally at the library for the past several years, was hired as a part-time assistant. The additional staff member allows for the library to increase its hours for patrons and the ability to offer more programs. Welcome aboard, Niquette!

Financial Practices

Independent Professional Audit - Fothergill Segale and Valley audited the FY'21 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'23 Budget - The Town budget proposal for next fiscal year (July 1, 2022 – June 30, 2023) is detailed in the tables contained in the Town Report. Similar to last year, the Selectboard asked town staff, boards, and organizations to submit a reduced or level funded request. With this in mind, departments worked hard to submit a proposed budget without negatively impacting services. The Selectboard is extremely grateful for the response and pleased to announce that the FY'23 proposed budget reflects less than a 2% increase.

The \$2,047,224 proposed town budget reflects a 1.33% increase. In addition to the anticipated revenue, the Selectboard opted to utilize \$20,000 from the FY'21 surplus to further reduce the amount to be raised by taxes, which is \$1,749,314 and results in a 1.896% reduction in the municipal tax rate. For perspective, the decrease in the tax increase means that a property owner with property valued at \$200,000 will pay \$26.60 less in municipal taxes and \$53.20 less for property valued at \$400,000.

Some major changes in the budget include decreases in gravel used for mud season, resurfacing, and rebuilding of roads, ditching, final payment on the 2017 Western Star, paid off the Maple Shade Town Forest loan one year early, and reduced cost of trash and recycling collection services. Increases include the cost of diesel fuel, garage building improvements, administration salaries and benefits, Essex Rescue, and the Fire Department Capital Budget Reserve. The budget includes a couple of items that were moved from one section to another, such as the funds for a grant writer and the Rec Committee allocation. The grant writer funds were moved from Planning and Zoning to allow for other town departments to utilize the service. The Rec Committee's allocation was removed in order to

include the Rec Coordinator's salary in the Admin section of the budget. The latter change was made to ensure equity among the departments and to maintain compliance with labor laws.

Road Projects

The Highway Department spent considerable time repairing damage to Old Stage Road from the storm that occurred in October 2019. The cost of the repairs will be partially reimbursed by a FEMA grant. Other projects include expanding turn arounds on Seymour Road, Cowie Road, and Machia Hill Road (involved ditching, brush cutting and adding gravel), widening and ditching a 100-foot section of Cowie Road, ditching Rollin Irish Road as part of a Grants In Aid grant (this project was done by a contractor), adding approximately 150 loads of gravel to roads town wide, and cutting brush on several roads.

Town Projects

ARPA (American Rescue Plan Act) Funds – The Town of Westford will receive approximately \$632,00 in pandemic relief funding from the Federal Government. The amount will be remitted to the Town in two installments. The first instalment of \$316,302.65 was received in August. These funds need to be allocated by the end of December 2024 and expended by the end of December 2026. There are strict guidelines for what the funds may be used for. The Vermont League of Cities & Towns has an extensive resource page and has been holding webinars to assist municipalities with managing and expending the funds.

The Selectboard formed a committee and tasked them to develop a process for vetting ideas submitted by community groups or individuals. The committee will make recommendations to the Selectboard, who will make the final decisions. To date ARPA funds have been used to purchase The Owl for hybrid meetings and for items to improve air quality at the town office.

1705 Vermont Route 128 (Pigeon property) – The Vermont River Conservancy is working closely with the Planning Commission regarding development opportunities for the 1705 VT Route 128 property. Brownfields exist on the property which must be mitigated before any development may occur. Wastewater and water resources will also play a significant role in how the property may be developed. The Town successfully secured a Vermont Community Development Program (VCDP) grant to conduct essential planning and pre-development work. The Selectboard has asked the Planning Commission to update the community as this project moves forward.

Community Wastewater System - The Planning Commission has worked diligently to gather sufficient information to ask voters to approve a bond vote to fund the installation of a community wastewater system on what used to be the Jackson Farm on Brookside Road. They have researched various funding opportunities. One funding source is through the Northern Border Regional Commission Economic & Infrastructure Development Investment Program. The Town contracted with a grant writer to assist the Town with completing the grant application. The first attempt was not approved. However, the Town reapplied and was notified in September that a grant had been approved in the amount of \$466,194!

The Vermont Agency of Natural Resources has indicated that there are state funds available, in part because the project is almost shovel ready. There is also the possibility that ARPA funds may be used. The Planning Commission hoped to bring the bond vote to voters for Town Meeting in March 2022, however due to a delay in a commitment from the state for funding and the latest information on the capacity of the system, the Planning Commission felt more information was needed before asking voters for approval. The Planning Commission hopes the vote will occur no later than the November 2022 General Election.

Goodrich Trail – A property owner submitted a request to the Selectboard to improve a section of the Goodrich Trail so it can be used as a driveway. The only access to the property is the town trail. The Town has been through the process a couple of times, so although it was time consuming, we did not need to reinvent the wheel. The Town is working closely with the property owner and the town attorney and anticipates this project to be completed in the near future.

Schultz Trail – The Town is working with an abutting property owner who expressed concern with increased usage on the trail. The trail dissects their property and trail users are not staying on the trail, letting their dogs run loose, and creating a lot of noise. The owners are working with the Town to find ways to make trail users more aware of trail etiquette to reduce the impact on the property owner. Extra signage for the trail advising of trail etiquette and maintaining control of dogs is one of the ways the Town is attempting to address the concerns.

It is hard to believe that a year has passed. In looking at the Selectboard report it seems as though much more was accomplished. It would be trivial to list out each accomplishment or task completed, let it suffice to say the Board held more meetings this year than normal and agendas were always full.

Two new board members were added this year, Lee McClenny and Dave Baczewski; the Town is fortunate to have them aboard. Both bring experience from their careers that has been extremely valuable in navigating the complexities of the projects that we have handled this past year. The entire Board has worked very well together and bring a common sense perspective to getting town work done.

Lastly, all the things that make Westford great would not be possible without the dedication of our town staff and army of volunteers that staff our commissions, committees, and boards. Please take the time to thank them for all of their hard work when you see them and consider stepping up to volunteer yourself. We believe most would find it rewarding to be part of what makes Westford great.

Respectfully submitted,
William Cleary, Chair
Lee McClenny
David Baczewski

TOWN CLERK

This will be my last report as Town Clerk. My term ends in March 2022 and I have decided not to run for re-election. I was first elected Town Clerk in March 2001. When elected, I also agreed to fill the role of Selectboard Administrative Assistant. As the responsibilities of the Selectboard Administrative Assistant position grew, the role was redefined as Town Administrator. The Town Administrator position has grown significantly and now requires a person to fill the position full-time. Holding both positions is no longer sustainable for me. I will miss the Town Clerk role, especially overseeing elections.

Elections

The 2021 Annual Town Meeting was quite different from previous town meetings due to the COVID-19 pandemic. The Legislature passed temporary election laws to allow municipalities to have all questions voted on by Australian ballot or to move the date of Town Meeting. The Selectboard decided not to change the date of the meeting and chose to have all articles voted on by Australian ballot. Voting all

questions by Australian ballot eliminated an in-person town meeting and minimized the risk of exposure for the election workers and voters. Although ballots were mailed to all active registered voters, there were some voters who preferred to vote in person.

The Essex Westford School District (EWSD) School Board followed suit. They also decided to have all questions voted on by Australian ballot and to mail ballots to all active registered voters for their Annual Meeting held in April 2021. EWSD staff managed mailing of the ballots which was extremely helpful!

Vermont Elections Management System

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

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

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

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

Land Records

Providing online access to the Land Records has been a real benefit. The online access has limited the number of people who 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 August 1995. Callie continues to back scan records as time permits. We are collaborating with a vendor to have the more recent surveys scanned

During FY'21, 819 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This number translates to 3,053 pages compared to 2,508 pages in FY'20.

Dog Licenses

The number of dog licenses issued in 2021 was up slightly compared to 2020 however the number is still low compared to prior years. In 2021, 386 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, 2021 through December 31, 2021 are as follows: 20 births, 10 deaths, and 19 marriages.

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

Newsletter & Town Website

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

Once again, the Westford community was very generous in giving during the holiday season. The community helped 20 families by providing them with a gift card to a grocery store to purchase items to meet their individual needs (prohibiting alcohol and tobacco products). The gift cards were very much appreciated!

In closing, I want to thank everyone for the support shown to me over the past 21 years. It has truly been an honor serving as your Town Clerk.

Respectfully submitted,
Nanette Rogers

BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT

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

During FY'21, the BCA met three times. Two of the meeting were to discuss logistics of upcoming elections. One of those meetings was to revise the voter checklist, which resulted in approving 191 voter registration applications, removing 253 voters and sending notices to 48 voters to confirm residency. In addition to these meetings, BCA members worked the polls for the 2020 State Primary Election, 2020 November General Election, 2021 Annual Town Meeting and the 2021 Annual School District Meeting. There were no grievance appeals filed.

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

CEMETERY COMMISSION

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

We, with the help of a volunteer, have been able to keep the small previously "neglected" Cookyard clear of brush with the ultimate goal of maintaining its integrity. 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 four interments during this fiscal year: one in Brookside, two in Pleasant View, and one in Plains. There were two lots, one in Brookside and one in Osgood Hill, sold during this fiscal year.

There continues to be much work to be done to keep our cemeteries a source of historic information

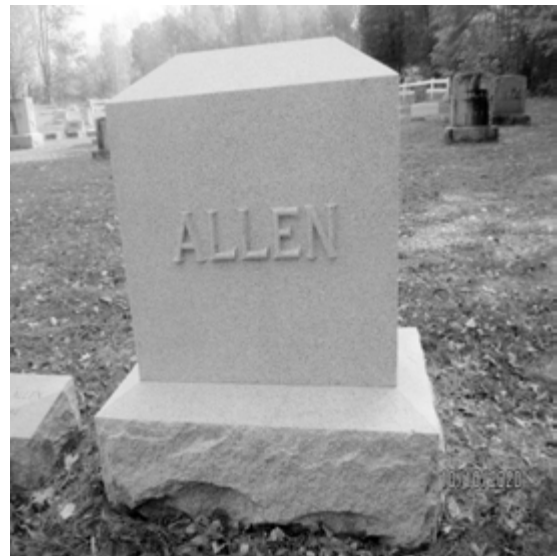
as well as aesthetically maintained. The Town Office receives several requests regarding family history research and often this information can only be found on the gravestones themselves. As part of that effort and duty, we are continuing our long-range project of repairing and cleaning gravestones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

Funds were allocated in the 2020-21 fiscal year to restore/clean a portion of Pleasant View Cemetery (see before and after photos below). We budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2021-2022. 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.

Pleasant View Cemetery – Route 128 North



Allen Family Monument - Before



Allen Family Monument - After



Macomber Family - Before



Macomber Family - After

Another ongoing project is to record all cemetery inscriptions/information for each of the cemeteries into a computerized data base. All of the gravestones have also been photographed.

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

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

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

Respectively submitted,
Lynn J. Gauthier
Ronald Perry
Glenn Rogers

TREASURER'S REPORT – CEMETERY FUNDS **Year Ending June 30, 2021**

Cemetery Checking Account

Beginning Balance - July 1, 2020	\$31,770.39
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Adjustment to Beginning Balance*	-\$14,249.97
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Receipts

Interment fees	750.00	
Town budget appropriation	10,500.00	
Brookside Checking - Closed Account	629.38	
Osgood Hill Saving - Closed Account	680.24	
Cloverdale Savings - Closed Account	275.71	
Lot Purchase	1,815.00	
Donations	0.00	
Misc. revenue	2.50	
Interest	<u>116.5</u>	

Total Receipts	14,769.33
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Expenses

Cornerstones	505.00	
Signage	130.00	
Supplies and flags	183.58	
Monument restoration	4,085.00	
Recording fees	60.00	

Cemetery Checking Account (continued)

Mowing	<u>5,250.00</u>	
Total Expenses		10,213.58
Ending Balance - June 30, 2021		<u>\$22,076.17</u>

Brookside Cemetery Checking Account

Beginning Balance - July 1, 2020		\$629.32
Receipts		
Donations	\$0.00	
Interest	<u>0.06</u>	
Total Receipts		0.06
Transfer to Cemetery Checking (closed account)		629.38
Ending Balance - June 30, 2021		<u>\$0.00</u>

*Based on review of prior year reports, it was determined that the adjustment above is needed to correct double accounting of funds.

<u>Cemetery Savings Accounts</u>	<u>Balance 7/1/20</u>	<u>Income</u>	<u>Interest</u>	<u>Withdrawal</u>	<u>Balance 6/30/21</u>
Alger	\$319.36	\$2.50	\$0.15	\$0.00	\$322.01
Osgood Hill	\$680.14	\$0.00	\$0.10	\$680.24	\$0.00
Cloverdale	\$275.68	\$0.00	\$0.03	\$275.71	\$0.00
Perpetual Care	<u>\$862.90</u>	<u>\$500.00</u>	<u>\$0.51</u>	<u>\$600.00</u>	<u>\$763.41</u>
Total	\$2,138.08	\$502.50	\$0.79	\$1,555.95	\$1,085.42

<u>Cemetery CDs</u>	<u>Balance 7/1/20</u>	<u>Deposit</u>	<u>Interest</u>	<u>Withdrawal</u>	<u>Balance 6/30/21</u>
James Grow	\$4,685.45	\$0.00	\$3.91	\$0.00	\$4,689.36
Osgood Hill	\$8,361.12	\$0.00	\$6.62	\$0.00	\$8,367.74
Phillips	\$686.12	\$0.00	\$1.26	\$0.00	\$687.38
Irish	\$771.17	\$0.00	\$1.42	\$0.00	\$772.59
Brookside Cemetery	\$18,712.70	\$0.00	\$45.92	\$0.00	\$18,758.62
Perpetual Care	<u>\$20,222.69</u>	<u>\$600.00</u>	<u>\$45.66</u>	<u>\$0.00</u>	<u>\$20,868.35</u>
Total	\$53,439.25	\$600.00	\$104.79	\$0.00	\$54,144.04

Total Cemetery Funds

Cemetery Checking	\$22,076.17
Brookside Checking	\$0.00
Savings	\$1,085.42
CDs	<u>\$54,144.04</u>
Grand Total in Funds	\$77,305.63

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 have seen a noticeable increase in use due to the pandemic.

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

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

Joel Fay and Dale Rodgers have been maintaining the school trails (n/k/a "Misty Meadows") for walkers and Nordic skiers for a number of years. With the Westford Recreation Department's help, the WCC acquired a new trail groomer. Volunteers were able to lay down a wide path of corduroy in addition to cross-country ski tracks to improve the Nordic-skiing experience. The Misty Meadows groomed trails were used by the Fairfax skiing team for practices on Saturday mornings, a courtesy we were happy to extend, and we look forward to a continuing relationship with the young skiers as they use the trails for practices and a Nordic Trail Race in February.

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 fourteen different trails in Westford. 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 a new and improved version in the summer of 2022.

The Schultz Trail saw some major reconstruction at the Machia Hill entrance, down to the brook crossing. Bob Mannings ditched and leveled the entire trail down to the brook. This should improve drainage on an area that has been perpetually rocky and wet. Dale Rodgers and Elias Rosenblatt installed a pedestrian bridge over the brook to facilitate crossing.

The WCC held trail clean-up days in both the Fall of 2020 and Spring of 2021, 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.

CONSERVATION FUND
Year Ending June 30, 2021

Beginning Balance - July 1, 2020	\$12,994.15
<u>Revenue</u>	
Donations	\$410.00
Interest	<u>\$7.53</u>
Total Revenue	\$417.53
<u>Expenses</u>	
Conservation Fund Expenses	\$1,704.03
Maple Shade Town Forest Expense	<u>\$153.35</u>
Total Expenses	\$1,857.38
 Ending Balance - June 30, 2021	 <u>\$11,554.30</u>

DELINQUENT TAX COLLECTOR

Calendar Year Report: As of December 31, 2021

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2019-20	11,863.03	11,863.03	0.00	0.00
2020-21	<u>82,325.76</u>	<u>81,279.37</u>	<u>-217.75</u>	<u>828.64</u>
Total	94,188.79	93,142.40	-217.75	828.64

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>
12/31/15	114,896.97	84,548.37	3,010.12	27,338.48
12/31/16	105,968.88	86,830.56	554.07	18,584.25
12/31/17	80,935.22	65,932.68	683.32	14,319.22
12/31/18	66,745.26	64,651.75	946.31	3,039.82
12/31/19	64,552.98	60,543.84	1,757.47	5,766.61
12/31/20	83,318.51	69,823.67	-1,631.81	11,863.03
12/31/21	94,188.79	93,142.40	-217.75	828.64

As of December 31, 2021, delinquent taxes in the amount of \$828.64 remain uncollected. During 2021, the amount of delinquent taxes to be collected, was reduced by the net amount of \$217.75. This amount includes an addition of \$2,452.35 due to a check being returned for NSF after the original warrant was issued and a reduction due to taxes being abated by the Board of Abatement in the amount of \$2,670.10.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY 21 is included below.

Fiscal Year 2021: July 1, 2020 through June 30, 2021

<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>
2018-19	\$5,766.61	\$5,766.61	\$0.00	\$0.00
2019-20	\$28,967.23	\$20,516.89	\$0.00	\$8,450.34
2020-21	<u>\$82,325.76</u>	<u>\$55,700.13</u>	<u>\$2,452.35</u>	<u>\$29,077.98</u>
Total	\$117,059.60	\$81,983.63	\$2,452.35	\$37,528.32

Respectfully submitted,
Marge McIntosh

DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) reviews applications for subdivision, commercial development, waivers, and variances, and appeals of administrative officer decisions. The Board meets on the 2nd and 4th Monday of each month, as needed, at 7:00 pm. Because of Covid we were meeting via Zoom only. but now we are meeting at the Westford Public Library and via Zoom. All meetings are open to the public and a link is provided on agendas so you can log into the meeting remotely if you so choose.

As expected, we had another slow year for DRB activity compared to recent years. No new lots were created but there were three Final Plat applications. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review Applications- 1
- Preliminary Plat Applications - 0
- Final Plat Applications - 3
- Conditional Use Applications – 2 (WRO Crossings)
- Site Plan Applications – 0
- Waiver Applications – 1 (Westford Historical Society Front Yard Setback)
- Variance Applications - 0
- Appeals – 0
- # of New Development Lots Created - 0
- # of New Deferred Development Lots Created - 0
- Acres of Open Space Created – 0
- Miles of Pedestrian Path Created – 0

In March of 2016, the DRB began reviewing projects under the new Westford Land Use and Development Regulations that were approved in February of 2016. The Westford Land Use & Development Regulations were amended on July 27, 2017, May 10, 2018, and June 10, 2021, in order to clarify and correct language. The DRB continues to work hard to appropriately implement these regulations. We appreciate the patience of applicants as we navigate the new regulations. The public is encouraged to attend our hearings to see what the process is like and to give input. Every decision made, every development approved, and every regulation - new or old - affects each of us. We welcome your opinions!

Each year generally sees some turnover on our boards but this year we had no changes!

Respectfully submitted,
Matt Wamsganz, Chair

FIRE WARDEN

Now that snow season is nearing an end and snow on the ground will soon be a thing of the past, burn permits will once again become a requirement.

As always, there are very few things that can be legally burned in Vermont. A rule of thumb I like to use is, if it grows on your lawn then it's probably safe to burn. Burning garbage of any kind including old furniture, treated or painted wood, newspapers and magazines, tires etc., is prohibited. Gasoline, oil, or other flammables are not permitted to start a fire. Burns should be at least 50 feet from any structure and must be completely extinguished before retiring for the evening. It is also unsafe to leave your fire unattended. Always have extinguishing tools and a charged water hose nearby. Keep in mind that any damage that occurs as a result of 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. Remember just because you have a permit to burn ***does not mean you should burn***.

Lastly, please be aware that if smoke from your fire causes discomfort to any of your neighbors you must extinguish it ASAP. Besides being an annoyance, your fire can be dangerous to folks with asthma or other health conditions that can be exacerbated by the smoke it creates.

If you have any questions at all, please call me at 802-879-1231. If you have a fire emergency call 911.

I would like to thank our Westford Fire Department for the great job they do in keeping us safe

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

- 592 permits issued electronically
- 1 hard copy permit issued by the town
- 1 hard copy permit issued by the Fire Warden
- 0 written warnings
- 0 Fire Prevention Tickets

Respectfully submitted,
Dennis L. Angiono

HEALTH OFFICER

Many of the Town Health Officer (THO) trainings were canceled due to COVID and are just as of 2021 starting to go remote.

During the period of July 1, 2020 through March 25, 2021, I fielded a couple of calls regarding COVID related gatherings.

I also fielded at least two calls with concerns over renters that they could not evict for not paying rent. I referred them to state agencies that were providing relief for landlords and renters in these circumstances.

Animal Bites

7/15/2020 – Dog bite reported and field with town. Dog was a ten month old puppy and was confirmed not to have vicious intent and was up to date on vaccines. Case closed.

10/4/2020 – Cat bite reported and filed. Victim was previous owner and grabbed cat. Victim admitted it was their mistake. Confirmed with new owner that vaccines were up to date.

2/23/2021 – Town Clerk reported a resident would be reaching out regarding a potential septic failure of a residential home in the Learned Drive area. No contact was made at the time of this report but follow up should be made with the resident.

This report does not go through the end of the fiscal year due to my resignation in March.

Respectfully submitted,
Martha Bennett

LISTERS

This past year, the pandemic sure made listing a challenge. First, most everything was closed down; second, most everyone was home, so no near contact; and third, interior assessing was done by phone conversations.

The housing market reacted to the pandemic as well. Home sales were happening at a quick pace. For a year plus Vermont had lower cases and a greater percentage vaccinated than the rest of the states. Buyers were flocking here.

Property Valuation and Review has our 2021 Common Level of Appraisal (CLA) at 85.54 %.

The Town has chosen to hire a vendor to manage many of the responsibilities conducted by the Listers. This means there will no longer be a three-member Board of Listers. I would like to take this opportunity to give a tremendous thank you to Trish Indoe for doing the road work (building permits) these past years, mostly single handedly. The Listers' office has been primarily a two-person team for a few years now, except for the expert help of Ben Saunders during grievance. Both have been a pleasure to work with.

Assessment records are public and can be viewed during regular Town Office hours. Assessors are available by appointment or by email (listers@westfordvt.us).

As always remember to file your HS-122 and HI-144 when filing your State and Federal tax returns.

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

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

Also **Form HI-144 Household Income** is due April 15th (late filing penalties apply).

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

Respectfully submitted,
Caroline Brown

PLANNING COMMISSION

Fifty years ago, the Town of Westford created and adopted a Town Plan. Periodically the Town is required by State statute to review and amend the Town Plan. The process of review and receiving public comment is done through a series of public meetings and then the plan is adopted by the Selectboard after a public hearing and comment period. The Westford Town Plan is the principal policy statement for the Town of Westford presenting a snapshot of existing conditions and a vision for the future. Specifically addressed in this plan are the following subjects: demographic trends, housing, economic development, natural resources, energy, facilities, utilities, services, education, transportation, historic resources, future land use, flood resiliency and implementation strategy. The most recent town plan was amended in 2021 and can be found here; https://westfordvt.us/wp-content/uploads/2021/03/2021-Town-Plan_Adopted.pdf.

2021 has been an eventful and busy year for the Planning Commission. In addition to our regular work, we have two major projects underway. The projects are currently in the planning and design phase.

The first is the community wastewater project. As of September 2021, Westford has received nearly \$600,000 in grant funding for our community wastewater project. The Town was awarded a \$466,194 grant by the Northern Borders Regional Commission (NBRC) and Economic Development Administration. We were also granted a Step 2 State Clean Water Revolving Fund (CWRF) loan for \$250,351 with \$125,000 forgiven upon issuance. The \$125,000 forgiveness amount will be used to move the final design forward. Once we have a more detailed design, updated budget, and potential funding stack, we will present a bond vote to the voters for their consideration. As of the writing of this submittal, we anticipate a bond vote being presented to the voters on the ballot Tuesday March 1, 2022. The Planning Commission formed the Community Wastewater Public Engagement Working Group in early 2021 to facilitate public engagement and provide inputs to the final design process. Visit <https://www.westfordsfuture.com/> to find the latest information on the project.

The second project is 1705 Route 128, also known as the Pigeon property, and represents a unique opportunity for the Town. The Planning Commission and 1705 Route 128 Steering Committee are leading an effort funded by a Vermont Community Development Program Planning Grant and Chittenden County Regional Planning Commission (CCRPC) Brownfield Program. The Steering Committee will be studying opportunities such as public river access, affordable housing, brownfield remediation, stormwater improvements, town office expansion or replacement, and US Post Office relocation. In early 2022, the Steering Committee will present a preliminary site plan for 1705 that is based on their findings and public input. Look for more information in upcoming newsletters and on the town's website.

Hip, Hip, Hooray.....Westford now has campgrounds as a use. Organizations like Hipcamp have become popular over the last few years. The campground idea was brought to us by a resident in 2020. After a series of public meetings and through research of similar uses, the Town drafted and adopted campground language that is now part of the Westford Land Use and Development Regulations.

The Planning Commission would like to personally thank the following: Westford residents Eric Ford, Pat Haller, and Heather Armata for their contributions to the Community Wastewater Public Engagement Working Group; Liz Curry, Town Grant Writer, for helping the Town secure the NRBC/EDA Grant; and Taylor Newton CCRPC Senior Planner and Steve Libby, VRC Executive Director, and other members of the 1705 Route 128 Steering Committee. We would also like to express appreciation to

the Pigeon Family for working with the Town and being patient with us while we explore possibilities for the 1705 Route 128 property. The Planning Commission is grateful for the support of the Selectboard in the pursuit of long-term interests and benefits for the Town. Most notable, thank you to residents for your comments, questions, and engagement.

Respectfully submitted,
Koi Boynton
Gordon Gebauer
Seth Jensen
George Lamphere
Mark Letorney

RECREATION COMMITTEE

The Westford Recreation Department's mission is to provide recreational, educational, cultural and community activities to all Westford residents and neighbors. As we reflect upon the past year and half and all the challenges brought on by the coronavirus pandemic, the Westford Recreation Department flourished while delivering our vision to provide quality, diverse programs to our community.

With minimized COVID restrictions we were able to resume many of our typical programs. Adult and kids' Summer and Fall Soccer, T-ball, Santa Letters, Door Drop kits, Women's Futsal, and the Town Fourth of July celebration, to name a few. The Department also has been working to offer free Community Events. This fall we hosted a free pizza and ice cream party on the Common. 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 an asset to our community. This past winter it was well used by community members. We were able to offer learn to skate programs to our younger community members and will be doing so again. We are also happy to announce that the Annual Broomball Tournament will be held this winter.

The Westford Recreation Department also partnered with the Committee for Children and Families this past year to bring the Turkey Trot back to town. We are excited to continue the tradition.

The Westford Recreation Department has partnered with the Westford Conservation Committee to work towards advancing and maintaining our Town's Trail System. The goal of this trail work is to achieve upgrades which consider diverse user groups and ability levels. Restoration and installation of bridges and signage along with expansion is the goal. If this past year has taught us anything is that our town trails are such a vital resource to our town.

We moved to an online registration system this year, which has been well received. You are now able to register and pay online for all of our programming.

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 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.

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: Maureen Carpenter, Lori Miller, Ben McElvany, Megan Valyou-Orisko, Chuck Medic and Ashley Sliker

Recreation Coordinator: Tonya Calley



RECREATION DEPARTMENT
Year Ending June 30, 2020

Beginning Balance - July 1, 2020		\$6,712.77
Revenue		
Town Appropriation	6,000.00	
Basketball	350.00	
Basketball Camp	50.00	
Summer Tball	350.00	
Kids Summer Soccer	1,895.00	
Kids Fall Soccer	2,170.00	
Broomball	45.00	
Lacrosse	1,514.95	
Adult Soccer	40.00	
Adult Paint & Sip	240.00	
Ice Skating	1,220.00	
Spring K & PreK Activity	250.00	
Donations	142.00	
Miscellaneous	<u>5,376.00</u>	
Total Revenue		19,642.95
Expenses		
Rec Coordinator Salary	7,042.50	
Referees	30.00	
FICA Expense	538.80	
Lacrosse Expenses	1,362.52	
Kids Summer Soccer	55.99	
Kids Paint & Sip	334.86	
First Aid	9.87	
Ice Rink Repairs	543.10	
Concerts	400.00	
Spring K & PreK Activity	490.15	
Toilet Rentals	270.00	
Miscellaneous	<u>1,859.31</u>	
Total Expenses		12,937.10
Ending Balance - June 30, 2020		<u>\$13,418.62</u>

TREE WARDEN

Emerald Ash Borer (EAB)

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

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

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

Shade Trees and You!

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

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

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

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

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

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

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

WESTFORD PUBLIC LIBRARY

"More and more libraries believe that their future lies in "connection," not the "collection." While the materials available at your public library will always be important, more important will be the ways your materials, services, staff, and volunteers bring the community together in innovative, meaningful ways – both inside and outside the library building."

Lara Keenan, VT Dept. of Libraries

COVID's challenges to our building operations led to many new opportunities to engage the community. The library sponsored and our Library Director, Bree Drapa, moderated successful online Meet the Candidate Forums for the positions of Westford/Essex State Representative and Westford Selectboard. The library's popular book club was able to meet with author Sue Halpern via Zoom. Westford Public Library partnered with Carpenter-Carse Library (Hinesburg) and Showing Up for Racial Justice (Burlington) to offer a workshop on having effective conversations on race. The library was awarded a Public Library Association grant to help provide free Wi-Fi, 24/7, to our village center. This service is invaluable in a community where many households do not have internet access.

The library expanded its collaboration with community groups. We were a collection point for the Recreation Department's Letters to Santa and provided Zoom access for its free of charge yoga classes. In addition to Story Walks, the library partnered with the Conservation Commission to offer a Fairytale hike with fairy wings to wear and an invitation to make a fairy house or chipmunk cafe with natural objects found on the trail.

Bree's early literacy program went online with many community members recommending it to friends and family. As a result, the library's YouTube channel has an audience beyond Westford and Vermont. Bree created her "Bree On Books" YouTube series to review new fiction and non-fiction titles available at the library. Over the winter, the library hosted a puzzle swap. Over the February school vacation, it provided NASA science kits. Thanks to Patty Pittala, the library has provided craft kits for Valentine's Day, a bookmark make and swap, and the 4th of July.

While the building was closed to the public, we improved its infrastructure. Thanks to a grant from the UVM Office of Engagement, the air filtration was upgraded from standard filters to HEPA filters. Ultraviolet lights were added in the ductwork to help impede bacteria and viruses. In another effort to provide a safer environment, additional electrical outlets were added. Money from the Town's Phase 1 Storm Water Plan was used to install a catch basin and grate and remove part of the old driveway. This effort appears to have significantly improved storm water drainage around the library.

Our COVID Continuation of Operation Plan has served as an example for other libraries. It has allowed us to efficiently segue from curbside to partial to full operation. While programming has mostly remained online or outdoors, we have cautiously opened the library for several small groups to meet indoors. When Vermont's emergency mandates expired, we looked to the CDC for guidance.

Bree has been proactive in adjusting the library's budget line items to meet changing circulation patterns. There has been a higher demand for digital services, so the library has increased its digital offerings. The library purchased a wireless printer so patrons can print directly from their mobile phones or their own computers.

While COVID has presented unusual challenges to library services, we are grateful to have a gifted library director in Bree. She is one of 30 librarians nationwide selected by the Association of Rural and Small Libraries to join their Outstanding in Their Field Leadership Institute. This 18-month program is designed to develop strong rural and small library leaders, give them tools to strengthen the communities they serve, and empower them to add their voices to national conversations about libraries.

In the next fiscal year, we look forward to an expansion of library hours and the hiring of a library assistant. We hope to offer more daytime programming for adults. We continue to be conscious of our stewardship of an historic building with planned renovations for accessibility.

We thank the community for its support and generosity. Libraries are truly more than collections of books.

Respectfully,
Patricia Hechmer, Chair
Vicky Ross, Treasurer
Peggy Rodgers, Secretary
Patty Pittala
Leanne Saddlemire

LIBRARY TRUSTEES FUND
Year Ending June 30, 2021

Beginning Balance July 1, 2020	18,250.50
Revenue	94,943.11
Expenses	<u>-85,310.12</u>
Ending Balance June 30, 2021	27,883.49

400-27 Revenue

2705-00.00	Town Appropriation	79,944.00
2710-00.00	Trustee Fund	8,679.11
2725-00.00	Postage Grant	520.00
2726-00.00	WiFi Grant	5,000.00
2727-00.00	Library Summer Performer	400.00
2728-00.00	CARES Tech	<u>400.00</u>
Revenue Total		94,943.11

		2020-21	2019-20	2021-22	2022-23
		<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>	<u>Proposed</u>
400-78 Expenses					
7800-00.00	Expenses	13,718	13,304.60	13,250	13,500
7800-01.01	Trustee Fund Expense Account	0	3,438.55	0	0
7800-04.00	Library Summer Performer	0	200.00	0	0
7800-06.00	WiFi Grant	0	5,000.00	0	0
7800-07.00	CARES Tech	0	400.00	0	0
7800-08.00	Postage Grant Expense Account	0	520.00	0	0
7800-10.00	Library Director Salary	35,296	34,814.00	36,900	37,824
7800-10.01	Substitute Librarian Salaries	1,550	989.78	1,580	1,870
7800-10.02	Librarian Assistant	0	0.00	7,500	7,750
7800-14.00	FICA	2,819	3,136.92	3,504	3,615
7800-15.00	Health Insurance	9,931	5,717.89	6,092	5,950
7800-16.00	Pension	1,059	1,200.42	1,107	1,135
7800-24.00	Library Preservation Trust	0	441.74	0	0
7800-48.00	Insurance (property/liability/WC)	2,930	3,323.00	3,438	3,540
7800-68.00	Building Maintenance & Repair	3,500	4,987.39	3,000	3,000
7800-69.00	Drainage/basement	5,000	5,136.98	0	0
7800-74.00	Travel	450	34.04	0	250
7800-75.00	Fuel	976	599.63	900	900
7800-76.00	Electricity	1,215	867.15	1,300	1,200
7800-77.00	Telephone & Internet	750	763.60	750	800
7800-78.00	IT	<u>750</u>	<u>434.43</u>	<u>750</u>	<u>500</u>
Expense Total		79,944	85,310.12	80,071	81,834

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2020/2021, the Westford Volunteer Fire Department responded to 32 emergency calls as follows:

- 2 Structure fires
- 2 Brush fires
- 1 Cooking fire
- 1 Chimney Fire
- 1 Propane fire
- 1 Propane leak
- 8 Motor vehicle accidents
- 2 Chemical/gas odor investigations
- 3 Power line interventions
- 4 Smoke alarm investigations
- 2 Carbon monoxide alarms
- 2 assists to EMS Rescue
- 2 Mutual aid calls
- 1 Fallen tree removal from road

Department highlights of 2020-2021:

- COVID 19: Our department continues to follow safety protocols in response to COVID 19. In-person training at the station has resumed, but many state-wide trainings were canceled.
- Our firefighters regularly participate in combined trainings with other area fire departments, which enhances the coordination between departments for mutual aid. One of this year's events was a live fire training with Fairfax, Underhill-Jericho, and Essex Junction Fire Departments which took place in Fairfax. Our Department also participated in Tanker Task Force Training with Essex Fire Department which ensures close coordination between departments to supply water for fire suppression. In addition, we participated in the Westford School evacuation drill.
- Motor vehicle accidents are the most frequent category of calls every year and accounted for eight of our total calls in 2020/21. 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.
- Membership: We are pleased to welcome four new volunteer members to the Department: Bob Schipper, Derrick Kendrew, Chris Cunningham, and Trenton Forseberg.
- Congratulations, and thank you to our Firefighter of the Year, Captain Joe Casilli.
- The Department maintains a total of 14 "dry" hydrants which provide water sources in the event of a fire and are strategically located around Westford. Hydrants are installed and maintained by the volunteer labor of the Fire Department and the Westford community.
- 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. Fire prevention activities were held outdoors for Covid safety.

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 2020:

Steve Willard	Chief
Bill Fay	Assistant Chief
John Quinn	Treasurer, Captain
Joe Casilli	Captain, Training Officer
Garrett Bartlett	Firefighter, Training Officer
Tony Pouliot	Firefighter
Dan Gwozdz	Firefighter
Chris King	Firefighter
Bob Schipper	Firefighter
Peter Shepardson	Firefighter
Chris Cunningham	Firefighter
Derrick Kendrew	Firefighter
Trenton Forseberg	Firefighter
Emily Bonning	Auxiliary support
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, 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 your continued support.

Steve Willard, Chief

Westford Volunteer Fire Department

FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2021**RECEIPTS**

Reimbursements & Grants	1,318.15	
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TOTAL RECEIPTS		1,318.15
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Checking Account Balance on Hand 07/01/20		2,018.98
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Operating Budget from Town General Fund		<u>50,600.00</u>
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TOTAL RECEIPTS		53,937.13
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EXPENSES

Administrative Equipment & Supplies	831.49	
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Communications		
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Telephone & Internet Service	1,975.82	
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New Pager/Radio Purchase	0.00	
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Radio Maintenance & Repair	229.00	
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Awards/Donations/Scholarship	0.00	
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Dues & Subscriptions	239.00	
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Fire Prevention/Public Education Supplies	6.34	
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Fund Raising	0.00	
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Building Expense	707.19	
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Fuel & Oil	96.20	
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Insurance	16,252.00	
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Dry Hydrant Materials	0.00	
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Fire Fighting Supplies	1,148.53	
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Personal Safety Equipment	9,123.32	
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Small Equipment Maintenance	716.45	
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Small Equipment Purchase	12,635.67	
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Station Supplies	121.70	
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Training	232.84	
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Truck Maintenance/Repair	5,358.48	
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Computer Hardware/Software/Maintenance	1,330.66	
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Cascade Air System/Maintenance	1,780.02	
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SCBA Equipment/Maintenance	<u>1,058.28</u>	
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TOTAL EXPENSES		53,842.99
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Checking Account Balance on Hand 6/30/21		<u>94.14</u>
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TOTAL		53,937.13
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Respectfully submitted,
John Quinn, Treasurer

ZONING ADMINISTRATOR

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

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

Highlights include:

Rule Change regarding Certificates of Occupancy. A Certificate of Occupancy (C.O.) is now required only for certain zoning projects. Your zoning permit indicates whether your project requires a C.O.

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

Boundary Line Adjustment and Lot Merger. Under certain conditions the Zoning Administrator may approve the realignment, relocation, or elimination of a boundary line between adjoining parcels.

Erosion Control and Stormwater Management Standards. Apply to all development that will disturb the soil and is reflected in the Town's revised standards for roads and driveways.

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

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

Protection of Water Resources continues as a high priority in Westford and in the State of Vermont.

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

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

Zoning Permits Issued July 1, 2020 – June 30, 2021

Single Family Houses	6
Duplex	0
Garages	5
Sheds/Barns	4
Home Occupations	5
Miscellaneous	26
Additions to Houses	5

Accessory Apartments	1
Agricultural Structures	2
Administrative Amendments	1
Boundary Line Adjustments	1
Commercial Buildings	0

Respectfully submitted,
Kate Lalley

BRICK MEETING HOUSE SOCIETY

The Brick Meeting House Society of Westford, (BMHS) is **a committee charged with the restoration and operation of the 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, and therefore to be considered a home for all of Westford. We meet mostly quarterly.

Due to COVID restrictions the BMH was closed most of the last year, opening up in the Spring of 2021. Use was pretty sparse for the remainder of the year through June 2021. Activities included the annual Westford Fire Department gathering, one WHS meeting, and weekly Yogalates starting in June 2021.

Notes from 2020-2021

This was a tough year for use and operation of a public building. We were essentially closed for eight months of this reported fiscal year. The beginning of the next year showed increased use with COVID protocols firmly in place, and the promise and hope of higher community use enjoyed in previous years of a different time.

We have several unfinished renovation tasks remaining. Unfortunately, in 2020-21 we did not receive the Vermont state grant referred to in our previous report (for much needed renovations to the back door and exterior painting). Several other needs remain as well, including restoration of the interior floor, interior painting, and other miscellaneous projects. We look forward to a return to more normal use, improved coordination with the Westford Common Hall, and the realization of these critical improvements.

Our operating budget is shared by member groups and support within the town budget. In the coming year we hope to return to our traditional fundraisers that include the broomball tournament, Ice Cream Social, and the monthly Coffee House.

Equipped with a full community kitchen and dining capacity for 64-80 at any one time and wheelchair accessible, it is fully capable of serving many of the gathering needs of the community. Our board at the writing of this report in November of 2021 includes eight people, representing member organizations.

We formed the BMHS in 1994. Much of our board have been involved with the BMH since then. We need new talent and energy from the community to help and take over the tasks critical to fulfilling our

mission. The building was built in 1822. We are fast approaching our bicentennial. 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)
 Tonya Calley (Westford Recreation Dept.)

BRICK MEETING HOUSE SOCIETY REVENUE & EXPENSES

Balance - July 1, 2020		\$5,949.30
<u>Revenue</u>		
Community donations	2.50	
Fundraisers	0	
Town of Westford	4,500.00	
Member group donations	0	
Other	250.00	
Rent	100.00	
Interest	<u>1.18</u>	
Total Revenue		\$4,853.68
<u>Expenses</u>		
Operations	5,864.52	
Major Repairs	<u>1,831.82</u>	
Total Expenses		\$7,696.34
Net Activity		-\$2,842.66
Balance - June 30, 2021		<u>\$3,106.64</u>

SENIOR LUNCHEON

The Westford Senior Lunch group who faithfully have met on the second Monday of the month at the Red Brick Meeting House (with the exception of July and August) did not meet after their March meeting in 2020 due to the ongoing issues surrounding the Coronavirus pandemic. Therefore, there is nothing to report this year.

Respectfully submitted,
Beth Menut, secretary

WESTFORD COMMON HALL

The Westford Common Hall (WCH) in its landmark site at the top of the Common has been settling into its new role in our community. Built as a church in 1840, this historical building is transitioning from a place of worship to a multi-use community asset dedicated to inclusively serve the community of Westford. The Westford Common Hall, as an independent non-profit organization, states the following: Our mission is to offer a gathering space for diverse communities to connect, share, and celebrate; with a vision to be a landmark assembly space committed to growing the spirit and economy of the community. To this end we are home to the Westford Food Shelf, the Annual Clothes Drive, the Fall through Spring Music Series, pop-up artist events, art installations, and many life celebration services such as weddings and memorials. As we emerge from this health crisis, the building can be reserved for community events, art exhibits, music, book talks, educational classes, social gatherings, and appropriate private functions.

We are coming out of the pandemic energized to continue pursuing many grant opportunities to move this 19th Century structure into the 21st Century. We used the quiet times that the pandemic forced on us all and worked on internal reorganization like consolidating finances and administrivia to become a non-profit, the Westford Common Hall. We have been able to install internet and public WIFI with some of the funds from a budgeted line item from the Town. The connection is good at the parking lot and folks are welcome to use that connection!

Our biggest challenges are upgrading the heating system and becoming ADA compliant. The current furnace is being used on borrowed time. A heat pump paired with solar panels installed on the south sloping roof is the plan for a new heating system. According to a Certified Solar Installer and Building Analyst it has the potential to produce "around 21,000 KWH a year and could be a part of a group metered system. Clearly oversized for the building; it could be a great opportunity for people in town to buy in." Charging stations could also be implemented. This intersects with many of the Town Plan Goals and Vermont State goals for reaching its carbon emission reduction goal.

There are many grants that we are tracking down and pursuing to help with our goals of moving the building into the 21st Century. In January 2021, the WCH received a Preservation Trust of Vermont/Robert Sincerbeaux Fund matching grant. This funded a certified consultant to prepare a general assessment of the building, a necessary first step for application to any Vermont grant funder. Future grant opportunities to meet our goals require matching grants. Our fundraising efforts in 2022 and likely beyond will be toward creating funds for those matching grants. The WCH Board appreciates and supports the thoughtful work the Town Planners are doing to protect our community while preparing for the revitalization of the infrastructure the Town needs.

For contacting the Westford Common Hall please use: Info@westfordcommonhall.org. Our website (designed by Avery and Eliza Lamphere) is <https://westfordcommonhall.org>, here residents can go to get updates, book an event, or make a donation in support of our work.

Respectfully submitted by the Westford Common Hall Board

Wendy Doane, Maura O'Brien, George Keener, John Doane, Amber Haller, Rich Staab, Marge Hamrell, and Julia Andrews

WESTFORD HISTORICAL SOCIETY

2020, the year of waiting. Waiting on permit appeals periods. Permit after permit after permit. We waited. Glenn Roger's dutifully worked on the next one. Waiting until people could get back to work. A backlog of work for them. Final signings and the last of the permits and alteration permits were accomplished! We gratefully thank our member, Glenn Rogers, for the hours and hours of work he gave towards this permitting endeavor.

Early August 2021 we were able to have our ground breaking on the Common Road lot. Quickly our contractor, Tim Aiken Building, hired the pouring of the slab, and he then erected the timbers for our close to replica of the blacksmith shop that stood on the same property in the 1860's.

The Historical Society will move the collection of artifacts into the building some time in 2022. It's been a long wait for a home for the Historical Society and exciting to have been able to build this to display donated town artifacts.

Follow us on Facebook. (Westford Vermont Historical Society)

There are several ways to help preserve Westford's history by donating:

1. AmazonSmile - Westford Historical Society, look for location-Vermont
2. Online: please visit www.westfordvthistoricalsociety.com and click the Donate Today! button.
3. By mail: PO Box 21, Westford, VT 0494.

We are a 501c3, tax deductible.

Respectfully submitted,
Caroline Brown, President



Blacksmith Shop - c. 1863



Future WHS Building - August 2021

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

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

§ 155C-2. Elected officers

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

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

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

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

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

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

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

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

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

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

§ 155C-3. Appointed officers

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

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

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

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

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

(1) Nominating committee.

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

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

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

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

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

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

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

§ 155C-4. Independent audit

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

§ 155C-5. Removal of elected town officers

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

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

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

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

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

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

§ 155C-6. Conflict of interest

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

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

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

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

§ 155C-7. Severability

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

Town of Westford, Vermont Contracted Waste & Recycling Reimbursement Policy

SECTION 1: PURPOSE

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

SECTION 2: APPLICABILITY

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

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

SECTION 5: CAUSES AND REIMBURSEMENTS

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

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

SECTION 6: Effective Date of Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 7. PENALTIES AND COSTS.

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

SECTION 8. IMPOUNDMENT.

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

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

SECTION 9. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.

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

SECTION 10. INVESTIGATION OF VICIOUS DOGS.

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

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

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

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

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

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

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

MOBILE FOOD VENDOR ORDINANCE

SECTION 1. AUTHORITY

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

SECTION 2. PURPOSE

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

SECTION 3. DEFINITION

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

SECTION 4. LICENSE REQUIRED

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

SECTION 5. EXEMPTIONS

The following Mobile Food Vendors are exempt from this ordinance:

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

SECTION 6. APPLICATION

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

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

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

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

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

SECTION 7. FEE

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

SECTION 8. REVIEW OF APPLICATIONS

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

SECTION 9. STANDARDS

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

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

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

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

SECTION 10. VIOLATION

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

SECTION 11. REVOCATION

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

SECTION 12. ENFORCEMENT

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

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

SECTION 13. APPLICABILITY AND SEVERABILITY

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

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

WESTFORD SELECTBOARD

Allison Hope, Chair

Julia Andrews

Grant Thomas

Received for Record

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

Attest: Nanette Rogers, Town Clerk

ORDINANCE TO REGULATE OPEN FIRES

The Select Board of the Town of Westford hereby ordain:

1. Prohibition of Open Fires

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

2. Definition of Open Fires

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

3. Permit to Kindle Fire

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

B. When considering an application for a permit under this ordinance, the Warden shall take into consideration:

1. Potential risk of injury or damage to persons or property;
2. Potential nuisance, pollution and health problems created by smoke, ash or fumes;
3. Climate and weather conditions that could impact open fire; and,
4. Precautions proposed by the applicant to prevent injury to other persons or property and the spread of the fire to surrounding areas.

4. Fire Department Training

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

5. Appeals

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

6. Penalties

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

1st Violation: Maximum \$100.00 Fine

2nd Violation: Maximum \$250.00 Fine

3rd Violation: Maximum \$500.00 Fine

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

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

7. Enforcement

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

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

Adopted this 22nd day of April 1996.

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

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

Attest: Frena Phillips, Town Clerk

TRAILS ORDINANCE

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

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

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

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

SECTION 4. ACTIVITY PROHIBITED.

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

SECTION 5. PERMITS.

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

SECTION 6. PERMITS FOR WORK WITHIN TRAILS

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

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

SECTION 7. PENALTIES, COSTS AND REMEDIES.

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

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

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

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

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

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

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

TOWN OF WESTFORD TRAFFIC ORDINANCE

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

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

ARTICLE I

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

ARTICLE II

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

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

ARTICLE III - SPEED REGULATIONS

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

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

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

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

ARTICLE IV - ROAD EXPLANATION

(Refer to Article III for name of road)

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

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

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

STOPS AND YIELD SIGNS

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

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

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

ARTICLE V - PARKING REGULATIONS

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

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

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

Vermont Route 15

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

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

WINTER ROAD POLICY

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

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

Snow Plowing

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

Sand

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

Plow Routes

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

Freezing Rain

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

Bare Roads

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

Mailboxes

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

Trash Placement

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

Parked Vehicles

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

Plowing Across Town Roads

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

Adopted this 13th day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft



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 2021 (October 1, 2020 - September 30, 2021), Age Well served 38 people from Westford.

Services included:

- 37 calls to the Helpline
- 1 Westford client received Meals on Wheels (a total of 394 meals)
- 38 hours of Care & Service Coordination
- 22hours of Options Counseling

Eleven (11) Westford residents volunteered over 1,390 hours.

Impact:

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

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit

(GMT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY21, the CCRPC invested more than \$4.8 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$4.3 million in Federal and State investment with \$250,400 in municipal dues and another \$242,500 in local match for specific projects - a 10:1 return on local investment.

Westford representatives to the CCRPC Board and other committees in FY21 were:

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

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

WESTFORD ACTIVITIES

In FY2021, the CCRPC provided assistance to Westford on the following projects and initiatives:

- **VCDP Planning Grant:** The Town has been actively working to redevelop the property at 1705 Route 128. To support this initiative, CCRPC staff developed a scope of work in collaboration with the Planning Commission, finalized a Vermont Community Development Program planning grant application, wrote a RFQ for civil engineering and survey services, wrote a RFQ for appraisal services, conducted interviews of prospective consultants with the Planning Commission and assisted with consultant selection. The CCRPC also worked on completing the grant agreement conditions of approval and conducted grant administration, including the drafting of semi-annual progress reports. This initiative will continue into FY22.
- **Municipal Plan Development & Implementation Assistance:** CCRPC staff conducted an official regional review of the Westford Town Plan including the Enhanced Energy Plan. Edits to the Town Plan were then completed to ensure for statutory compliance. After discussing proposed zoning changes with the Planning Commission, the CCRPC drafted new non-conforming use language for the Westford Development Regulations.
- **Speed Study Assistance:** CCRPC staff collaborated with members of the Westford in Motion Task Force to review opportunities to address speeding and traffic calming on gravel roads throughout the Town. Ultimately, speed studies were completed for Cambridge Road, Old Stage Road, Wood Hollow Road and Brookside Road in Westford with findings and recommendations presented to the Selectboard in a technical memo.
- **Chittenden County Brownfields Program:** The CCRPC manages this program to help properties that are vacant or underutilized because of potential petroleum or hazardous substance contamination become productive again. Since the fall of 2016, using EPA grant funds, the program has provided approximately \$49,700 for consultants to assess potential environmental

contamination and archeological issues at the Pigeon property located adjacent to the Town office. For more information, visit: <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.

- **Emergency Management - LEMP:** CCRPC staff offered assistance in preparation of the annual Local Emergency Management Plan (LEMP) 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. In FY21, CCRPC staff facilitated the development of REI concept plans on Rollin Irish Road and used FY21 Grants-In-Aid Program funding for planned implementation work on the site. 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, 2020, deadline.
- **Geographic Information Systems:** CCRPC staff updated the Westford Map Viewer (<http://map.ccrpcvt.org/westfordmapviewer/>) with the latest housing and MRGP data, as well as other enhancements requested by planning staff within the Town. Staff also created and printed wall size maps of all Westford Town Plan maps. CCRPC staff updated 43 town-maintained culvert inventories in VTCulverts.org.
- **Traffic Counts:** Due to COVID-19, the CCRPC's ability to conduct traffic counts in FY21 was limited. Traffic counts conducted in previous years 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 in Chittenden County has continued to adapt under the changing conditions of the COVID-19 pandemic. Throughout much of the fiscal year, the E&D program had been operating at around 50% of the original ride capacity due to COVID-19 restrictions. However, despite these challenges, the E&D program still delivered vital transportation assistance to older adults and persons with disabilities in Westford. In FY21, 28 trips were provided to Westford residents as part of this program.

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 FY21.

FY2022 CCRPC WORK PROGRAM

Project Name	Brief Description	Total Budget
Westford Village Stormwater Treatment Assessment	The 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 and the Common itself identified the existing Common stormwater outlet as causing severe erosion discharging sediment, phosphorus, chloride and excessive stormwater into the Browns River.	\$20,000 budget which includes a local match of \$4,000.

REGIONAL ACTIVITIES

- **ECOS Plan Implementation:** The CCRPC continues to implement the strategies of the 2018 Chittenden County ECOS Plan. The ECOS Plan (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines three plans into one: The Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy. The 2020 ECOS Annual Report includes some of the data we report on annually, as well as indicators of disparities that have resulted from systemic racism in our nation and community, as well as indicators associated with the COVID-19 pandemic. This intentional focus on race, equity, and the COVID-19 pandemic marks the commitment of the ECOS Leadership Team to address these challenges (<http://www.ecosproject.com/2020-annual-report>). In addition, the ECOS Scorecard hosts the ECOS Partners' shared measurement and indicator system that monitors how Chittenden County is doing relative to achieving our shared ECOS goals (<https://app.resultsscorecard.com/Scorecard/Embed/8502>).
- **Legislative Forum:** On December 8th, the CCRPC hosted a Legislative briefing to serve as a forum for municipal representatives and legislators to connect on a few important topics for the upcoming legislative session, including: Act 250 changes, housing, broadband, water quality funding, regional dispatch, energy/climate, cannabis, the economy and workforce, transportation investments, property tax implications of Covid-19 and racial equity (<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. Throughout the past fiscal year, CCRPC staff have started to plan for the update of the **2014 Public Participation Plan** (PPP: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) with a renewed focus on analyzing inequities in all sectors of our work to ensure that we actively eliminate barriers and foster an inclusive and meaningful public engagement for all planning and policy work we do - this meaningful engagement is the foundation that leads to actions that meet the needs of our diverse community. In FY20, the CCRPC continued to address issues related to racial and economic disparities through the following actions:
 - Hiring a consultant, Creative Discourse, to address racial equity within the organization.
 - Established a CCRPC Racial Equity Leadership Team.
 - 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 FY21 we will be holding an Equity Summit and 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 Building Homes Together campaign was initiated by the CCRPC, Champlain Housing Trust, and Housing Vermont (now Evernorth) in 2016. The campaign, supported by over a hundred local and state officials, nonprofits, businesses, and individuals, set a five-year goal of 3,500 new homes in Chittenden County with 20% of them permanently affordable.

This amounts to an annual target of 700 overall homes with 140 affordable; the average over the first four years is 787 homes, and only 112 of them affordable. While the 2020 annual progress report showed continued overall success in new housing being created, there is still a persistent lack of affordable homes in our region. More information can be found at <http://www.ecosproject.com/building-homes-together/>.

- **Public Health:** In response to remote work, education, health care, and other needs prompted by the COVID-19 pandemic state of emergency, the CCRPC has been assisting state agencies and municipalities with a number of pandemic-related planning efforts through the following actions:
 - Identification of locations with free public Wi-Fi for access to the internet.
 - Support with COVID-19 information sharing between Vermont Emergency Management, municipalities, and other partners.
 - Participation in the Governor's COVID press conferences and Vermont Emergency Management's municipal official meetings.
- **Emergency Management:** During the unprecedented time of global response to the COVID-19 pandemic, CCRPC staff worked with municipalities, state health officials, and the public to relay important updates, resources, and general information about the pandemic. A COVID-19 Municipal Response webpage was maintained (<https://www.ccrpcvt.org/covid-19/>). CCRPC staff assisted Chittenden County municipalities with applications for the Local Government Expense Reimbursement (LGER) grant program to help cover the cost of eligible COVID-19 expenses such as supplies, facility alterations and overtime compensation. In addition to focusing resources on addressing the pandemic in our region, the CCRPC hosted the final meetings of Local Emergency Planning Committee (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>) and worked with the state on the transition to a statewide LEPC starting in July 2021. CCRPC staff participate in a wide array of emergency management-related workshops and exercises to enhance resilience to disasters in our region. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.
- **Regional Energy Planning:** The CCRPC has been continuing to move forward with initiatives to support the Region's Enhanced Energy Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>). Implementation activities funded by Efficiency Vermont in FY21 included: Weatherization Wednesdays, a Button-Up Vermont event, statewide RPC roundtables, energy data reporting and training, energy committee technical assistance, and electric vehicle education webinars.
- **Chittenden County I-89 2050 Study:** The CCRPC in collaboration with VTrans, municipalities, and other interested parties is conducting the I-89 2050 Study to assess safety, capacity, multimodal access, resilience, and other transportation and land use issues along the I-89 Corridor and its interchanges within Chittenden County; and to develop a comprehensive multimodal investment plan through 2050. A Vision was established for the I-89 Corridor, as an interstate system (mainline and interchanges) that is safe, resilient, and provides for reliable and efficient movement of people and goods in support of state, regional, and municipal plans and goals. To date, the study evaluated existing multimodal conditions along the I-89 Corridor and its interchanges; evaluated numerous new and improved interchange alternatives; conducted extensive outreach to the public

including underserved populations, municipal officials, and other stakeholder groups; and developed bundles of multimodal corridor improvements that will be evaluated in the next phase of the I-89 2050 Study. For more information, please visit the project website at <https://envision89.com/>.

- **Transportation Demand Management:** In partnership with VTrans, CCRPC staff continued the **Way to Go! School Challenge** (www.waytogovt.org) as a school-focused K-12 program to encourage sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. Due to the impacts of COVID-19, the program shifted online to provide resources and encouragement as families were remote, and a two-week spring event was open to all Vermonters to encourage active movement. In 2020/2021, 97 schools signed up, with 32 schools actively participating. Over the course of the 2020-2021 school year, these schools ran 186 events with 20,967 instances of student engagement and 1,988 instances of faculty engagement. 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:** Throughout the past year, the CCRPC has been 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 FY21, the CCRPC staff participated in Association for Commuter Transportation (ACT) meetings (<https://www.actweb.org/>), were involved in GMT's Operations Committee and Board meetings, 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 Tri-Town Area (Jericho, Underhill, Cambridge) Transit Feasibility Study, which was completed at the end of June (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2021/07/Tri-Town-Study-Final-Report.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. Following the comprehensive E&D program evaluation that began in FY19, the CCRPC has continued to collaborate with committee stakeholders, Green Mountain Transit (GMT), the Special Services Transportation Agency (SSTA) and United Way of Northwest VT to evaluate program improvements for E&D transportation. In FY21, the E&D Committee held four quarterly meetings to discuss program funding, volunteer driver utilization and opportunities to enhance transportation equity within our region.
- **Neighbor Rides:** Beginning in 2013, the CCRPC started to invest in United Way's Neighbor Rides program to integrate volunteer drivers into human services transportation in order to increase access to transportation for seniors and persons with disabilities by offering a lower-cost option (<http://www.unitedwaynwvt.org/Neighbor-Rides>). In FY21, this program shifted its focus to work with community partners on a more collaborative volunteer driver strategy. However, as COVID-19

pandemic evolved, this goal was revised to focus on integrating health and safety strategies within the program.

- **Active Transportation Planning:** 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 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, participated in Vermont Clean Water Network meetings, assisted municipalities with developing stormwater master plans and implementing Clean Water Block Grant projects, supported education programs such as the Rethink Runoff (<http://www.rethinkrunoff.org>), assisted with watershed resiliency mapping, participated in water quality-focused policy discussions, and was appointed by the Vermont DEC to become the Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages, Basin (5). As the Basin 5 CWSP, the CCRPC will oversee 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 money to participating towns for stormwater improvements related to the MRGP. In FY2021, 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.
- **Intelligent Transportation Systems (ITS) and Bluetooth Technology:** Intelligent Transportation Systems (ITS) technologies enhance transportation safety and increase mobility through the integration of advanced communications technologies into transportation infrastructure. The CCRPC has continued to monitor Bluetooth devices that were deployed along five high-traffic corridors in Chittenden County. Real time speed data from this system will be utilized by the VTrans Advanced Transportation Management System (ATMS) and Traveler Information System (TIS) for the Tri-state 511 system. CCRPC has initiated an update to the ITS regional architecture including updates to the participant list, roles and responsibilities of regional interested parties, service packages, and the ITS project list.
- **Comprehensive Economic Development Strategy:** With federal funding from the US Economic Development Administration, CCRPC began work on a Comprehensive Economic Development Strategy (CEDS) for our region and the Addison, Rutland and Central VT regions - collectively called

the **West Central Vermont CEDS**. Ultimately 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.

- **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/>).

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, 2020 through June 30, 2021, Chittenden County Sheriff's Office patrolled Westford for a total of 358 hours.

The Sheriff's patrol for speed enforcement travelled all 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 Howard Farm for a week during July. Criminal arrests were made of drivers with suspended licenses.

For the above-mentioned time there were 178 traffic stops. Deputies wrote 148 tickets and 61 warnings. Of these tickets and warnings, 171 were for speed and 38 for other violations. The total amount of fines was \$24,498.00

An officer was flagged down after tree service workers struck a propane tank and checked nearby homes for evacuation.

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

Respectfully Submitted,
Kevin McLaughlin, Sheriff

CHITTENDEN SOLID WASTE DISTRICT

Governance

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

Our Mission

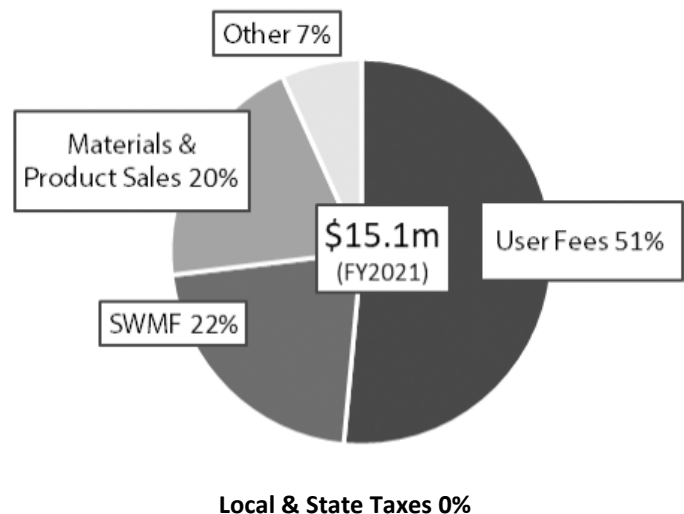
To reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

How We Are Funded

Our revenue comes from three primary sources:

- **User Fees** on Materials we accept at our facilities.
- The **Solid Waste Management Fee** (SWMF), a per-ton fee on trash sent to the landfill.
- **Sales** of recyclables and projects.

We do not receive any funding from state or local taxes.



FY21 Financial and Operations Summary

General Fund FY21 expenditures totaled \$11.9 million and revenues \$15.1 million, representing an increase overall with a significant increase in revenue from FY20 (figures are unaudited). Revenue exceeding expenses goes to the CSWD General Fund for capital improvements and reserves.

In Fiscal Year 2021, the District continued to adapt to the changing nature of the COVID-19 pandemic. Operations in all facilities responded to these changes with several innovations and process improvements.

- Drop-Off Centers (DOCs) moved from COVID-19 restrictions to current operating conditions including expanded days of operation at our Essex, Milton, and South Burlington locations and reinstating the acceptance of the most commonly generated materials at all DOCs except Burlington. Less frequently generated, more space-intensive materials remained consolidated at the Williston location for most efficient management. CSWD's Burlington DOC reopened as a food scrap-only facility to improve safety for staff and customers.
- The Environmental Depot, CSWD's hazardous waste facility in South Burlington, implemented an appointment system that streamlined Depot traffic and allowed more time for staff to handle material safely. In FY21, the Depot collected 476,114 pounds of hazardous waste and handled 8,041 customer drop offs. These numbers show a decrease in customer visits from previous years but a significant increase in the pounds received. This trip consolidation means less potential greenhouse gas emissions by customers and improved operational efficiencies.

- The Organics Diversion Facility, where food scraps are processed into soil amendments, saw a blockbuster year with sales 52.5% over budgeted amounts. The pandemic continued to keep most residents at home, and increased gardening and landscaping investments boosted demand for soil and compost products.
- CSWD's Materials Recovery Facility (MRF) in Williston processed approximately 45,763 tons of blue-bin recyclables, which were marketed for \$3,360,630. The overall average value of these recycled commodities increased by 105% over FY20.

CSWD's full Fiscal Year 2021 Annual Report will be distributed to the governing bodies of our member towns and cities and posted on www.cswd.net no later than February 1, 2022.

ESSEX RESCUE

With tremendous pride and professionalism, Essex Rescue responds to requests for emergency medical services in the Westford community. In addition to Westford, Essex Rescue provides emergency medical transport services to the towns of Essex Town, Essex Junction, Jericho, and Underhill. During all times of the day and night, and regardless of weather conditions, our volunteer and paid 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, 2020 and June 30, 2021,

- Essex Rescue received 2,442 requests for an ambulance to respond to a medical emergency or traumatic injury.
- Requests for an ambulance have increased nearly 8% over the prior year. The increasing call volume is significant as our crews now average 6 calls per day.
- We predict another volume increase for 2021. As of August 1st, we are 100 calls ahead of last year at this same time.

Essex Rescue is committed to meeting the needs of our communities and, as the data suggests, we will stay on an increasing trajectory for the foreseeable future. Our analysis of data trends has identified the need for two staffed ambulances during peak call times. Therefore, we recently hired three more paid staff members to help supplement our workforce to support a second ambulance during these times.

In its 50th year of service, Essex Rescue is in the process of planning a new building and location. The existing building no longer meets the needs of our organization and the new vehicles. Essex Rescue cannot expand the current footprint and due to the age of the building, repairs are not feasible. We are in negotiations on a central location that will ensure a strong response time to all of our communities and will allow Essex Rescue to continue to provide the service that everyone has come to expect. There will be more updates and Rescue will need to have a capital campaign to raise the needed funds. More to come on this.

Essex Rescue is committed to remaining a combination volunteer and career department. Therefore, we continue to seek rooted community residents who desire a rewarding and professional volunteer activity, which provides an opportunity for education and giving back to their community.

Volunteerism in the United States is down to an all-time low making organizations like Essex Rescue,

who rely on volunteers as their core workforce, quite fragile. Essex Rescue is always looking for new volunteers. Previous experience in EMS is not a requirement. **If you are interested in joining a team motivated and committed to provide high quality pre-hospital emergency medical care, we would like to speak with you. If you would like to learn more, visit our website: www.essexrescue.org or by calling our station at 802-878-4859, Ext. 3, and speak with Deputy Executive Director Maureen Hoague.**

As we all continue to navigate the COVID-19 pandemic we remain confident that we will continue to meet the needs of the communities we serve. Our crews are continuing to provide high-quality, patient centered pre-hospital emergency medical care while facing a threat they cannot see, hear, feel, or otherwise detect. Unfortunately, the pandemic has also resulted in an additional decrease in volunteers willing to volunteer in emergency medical service area causing us to rely more and more on paid staff. We are continuing to work closely with regional ambulance service providers and hospital counterparts to ensure all community members have access to emergency medical services and the hospital system. While these may be challenging times, Essex Rescue continues to stand ready to fulfill our duty and serve our communities and at the same time we must look for new ways to manage the increase in the cost of doing what we do.

We are aware and sensitive to the financial impact the COVID-19 pandemic has had on the community and local government. We are committed to being a good neighbor and I want to ensure you that we have done our best to reduce unnecessary expenses as part of our effort to control costs.

- We have maximized other funding sources to include state and federal grant programs to pay for our volunteer members to attend paramedic, advanced EMT and EMT school.
- Even though we are in the midst of a public health emergency, we continue to develop our workforce and support our members and staff, so they are ready to respond to medical emergencies in the communities we serve.
- To date, 100% of our costs directly related to preparing for and responding to the COVID-19 pandemic have been paid for with federal funds appropriated via the Public Health and Social Services Emergency Fund.

You may be interested in enrolling in our annual subscription program. **Subscribers to the program pay a \$50 annual subscription fee directly to Essex Rescue and then pay nothing else out of pocket for the deductible or co-pay expenses relating to emergency ambulance transport.** The program fee entitles everyone living within the same household to the annual benefit. Our subscription drive starts during the month of November; more information can be found by visiting our website: www.essexrescue.org, or by calling our station at 802-878-4859. It is important to note that if a patient is transported to the hospital by an ambulance service other than Essex Rescue, the subscription program benefit does not apply.

Lastly, Essex Rescue accepts donations. We are grateful for the ongoing generosity demonstrated by the community.

Thank you,
Colleen M. Nesto
Executive Director & Paramedic

FAIRFAX RESCUE

To the Town of Westford,

We are pleased to present you with our report for 2021. Fairfax Rescue is a private not for profit corporation. We are primarily a volunteer Paramedic level service that provides Advanced Life Support at the paramedic level to the towns of Fairfax, Fletcher, and the northern area of Westford. Our highly skilled members offer quality advanced life support coverage 24 hours a day, seven days a week. We are proud to report that our dedicated volunteers provide over 80% of our coverage, donating thousands of hours throughout the year. In addition to the coverage that we provide to our service area, we also 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 Turkey Trot and other community events.

Our team responded to a total of 104 active 911 calls in Westford during 2021. This is up from 91 calls the previous year. The majority of the calls were at the advanced life support level.

In addition to providing emergency medical services, we are dedicated to educating the communities that we serve. We offer CPR classes, Stop the Bleed, and other EMS classes at the Basic Life Support and Advanced Life Support levels. We have several CPR instructors and offer CPR, first aid, and Stop the Bleed to our local schoolteachers, coaches, daycare providers, workplaces, and community members who wish to be certified in CPR.

In 2021 our team continued to adapt to the challenges of operating in a pandemic situation. We embraced new ways of working and new ways of educating. We increased our efforts in promoting volunteerism and hosted several classes including an EMT class, a Vermont First Responder class, and several emergency vehicle driver training classes. Our number of volunteer members has increased as a result of hosting these classes.

We have seen an increase in operational costs in 2021 due to the increased cost of fuel, medications, and personal protective equipment. While we expect that these costs will remain elevated in 2022, we also expect that our increased call volume and increase in volunteerism will mitigate the increase in operational costs. Therefore, we are proposing that there will be no increase for the cost of EMS services provided to the Town of Westford in the 2022 budget year.

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 <https://www.fairfaxrescue.org/>, or like us on Facebook for information on becoming a volunteer and the classes that we offer.

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

Sincerely,

Kathy Jochim, NRP
Director of Operations

GREEN UP VERMONT

Green Up Day on May 1, 2021 was a huge success thanks to nearly 22,000 volunteers statewide who Greened Up. The infographic shows that all your hard work to beautify Vermont is needed and that it makes where we get to live, work, and play a very special place. As one of Vermont's favorite holidays, it is imperative for today and for future generations to keep building pride, awareness, and stewardship for a clean Vermont environment.

Support from your municipality is essential to our program. Funds help pay for Green Up Day supplies, promotional outreach, and educational resources including activity books, contests for kids, and a \$1,000 scholarship.

Along with Green Up Day, we work year-round to further our impact with waste reduction initiatives, additional clean-up efforts, and educational programs.

Green Up Vermont is a private nonprofit organization that relies on your town's support to execute the tradition of cleaning up our roads and waterways, while promoting civic pride, and community engagement. Thank you for your support of this crucial program that takes care of all our cities and towns.

Your donations make a huge impact and can be made on Line 23 of the Vermont State Income Tax Form or anytime online at www.greenupvermont.org.

Visit our website, like us on Facebook (@greenupvermont), and follow us on Instagram (greenupvermont). greenup@greenupvermont.org 229-4586



HOME HEALTH & HOSPICE - FUND REQUEST FY 2023

Home Health & Hospice (HHH) serves neighbors in Chittenden and Grand Isle Counties, providing medically complex care and supportive services to people at all ages and stages of life, from infants to seniors, wherever they call home. We are Vermont's oldest and largest non-profit home health agency, proudly serving since 1906.

Our Programs

Home Health Nursing and Rehabilitation for Adults, Family and Children's Program, Hospice and Palliative Care for Adults and Children, McClure Miller Respite House, Adult Day Program, Long-Term Care, and Foot Care Services

Our Impact

- In our last reporting year, Home Health & Hospice care for **4,325 community members**.
- We are committed to providing care to those in need, regardless of ability to pay. **Last year, we provided over \$1 million in unreimbursed care.**

Our Services in Westford

- Home Health & Hospice cared for **34 Westford residents** in our last reporting period.
- The care we provided included nursing, physical, speech and occupational therapy, social work, and homemaking services.
- Of the care we provided in Westford, **\$8,828.07 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.

Thank you to the Town of Westford for helping us to build healthy communities.

For F2023, Home Health & Hospice (HH&H) is requesting a contribution of \$6,500. HH&H cared for **30** people in Westford during our past fiscal year (July 2020 – June 2021) with the following services:

<u>HH&H</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	171	
Physical Therapy	85	
Speech Therapy	41	
Occupational Therapy	29	
Social Work	11	
Licensed Nursing Assistant		46.45
Total	337	46.45

<u>COST OF CARE</u>	<u>AMOUNT</u>
Total cost of HH&H services	\$86,178.06
Amount reimbursed to HH&H	<u>\$77,288.00</u>
Unreimbursed Care	\$8,891.44

Home Health & Hospice requests annual contributions from each town and city in our two-county service area. Your contribution is critical to supporting the **\$2.2 million** in unreimbursed care that we provided this year.

Our goal is to have each town and city help alleviate some of the debt the Home Health & Hospice incurs. Contact HH&H at 802-658-1900 or <https://www.uvmhomehealth.org/> for more information.

STEPS TO END DOMESTIC VIOLENCE

A NEW HOME

Moving to a space that better suited our needs was a long time coming. In partnership with the Champlain Housing Trust, we secured CARES Act funding through Vermont Housing & Conservation Board to move quickly and convert a former extended-stay motel into 21 individual suites, that’s over 60 adults and children with separate kitchens, bathrooms and living spaces to ensure increased access to safe, emergency housing.

Having the entire agency under one roof has been a benefit to staff and service users alike. We are able to provide case management, advocacy, child care, workshops and more all just steps away from our residents’ living space.

The Director of Housing Services, Ciara Kilburn, said: “Moving into our new space means hope that there is a better tomorrow. We had one resident that said that they had been to multiple shelters that had shared living spaces and they always found themselves going back to their abuser. They said that by having their own bathroom, bedroom, kitchen, and privacy, they know now that they will be able to start building their life free from abuse.”

THANKS FOR MAKING IT POSSIBLE

While the COVID-19 pandemic made in-person volunteering virtually impossible this year, it did not stop people from supporting those who have experienced domestic violence. We are grateful for individuals and businesses who donated much-needed items to make our transition into a new facility a smooth one.

WHO WE SERVED

Hotline

We received 4,328 calls, emails, and web chats through our 24-hour hotline services with an average of 71 new callers each month. We were able to assist 1,296 people with emergency services, support, and referrals.

Emergency Shelter

We provided emergency shelter to 196 adults and 101 children for a total of 28,451 bednights.

Housing & Economic Justice

We provided economic advocacy and support to 247 adults and 135 children for a total of 1,200 hours. We were able to provide rental assistance to 20 adults and 23 children as well as other emergency short-term financial assistance to an additional 60 adults and 38 children.

Legal Advocacy

The Legal Advocacy program provided services to 493 adults seeking support with divorce, custody/parentage, immigration, and criminal justice. We assisted 264 adults with filing for relief from abuse orders.

Children’s Program

The Children and Youth Services program spent 1,505 hours providing advocacy, parenting support, and resources to 131 adults and 380 children.

VERMONT 2-1-1

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

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

The Vermont 2-1-1 database contains detailed descriptions of programs and services available to Vermonters that are provided by local community groups, social service and health-related agencies, government organizations, and others. We are constantly adding new resources to our database. To find out more about 2-1-1 please visit <https://www.vermont211.org/home>.

VERMONT CENTER FOR INDEPENDENT LIVING

For the last 42 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'21 (10/2020-9/2021) 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 **186** individuals to help increase their independent living skills and **4** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **141** households with information on technical assistance and/or alternative funding for modifications; **65** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **74** individuals with information on assistive technology; **42** of these individuals received funding to obtain adaptive equipment. Four hundred ninety-seven (**497**) individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **35** people and provided **24** 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 **418** people in its first few months. The Rise Program can help provide an array of items or services if the needs are directly related to the Covid 19 epidemic (computers for tele-med appointments, cleaning supplies, etc.).

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

During FY'21, **3** residents of **Westford** received services from the following programs:

- Meals on Wheels (MOW)
(\$**400.00** spent on meals for residents)
- Information, referral and Assistance Program (IR&A)

VERMONT DEPARTMENT OF HEALTH

Twelve Local Health District Offices around the state provide health services and promote wellness for all Vermonters. Additional information about your local health office and related programs can be found at <https://www.healthvermont.gov/local>.

COVID-19

It has been almost two years since the COVID-19 pandemic began, and in response, our families, schools, businesses, first responders, and countless other groups have worked to better protect the health of our communities. Together we ensured towns had access to the vaccine, testing, and other services needed to make more informed decisions about their health. As of December 1, 2021, approximately

- 494,000 Vermonters received at least one dose of COVID-19 vaccine.
- 546,055 people have been tested and a total of 2,570,835 tests completed.
- Many COVID-19 resources are now provided in over 20 different languages.
- Up-to-date information, including town-level data can be found on the Health Department's website: <https://www.healthvermont.gov/covid-19/current-activity>.

Public Health Programs

In addition to COVID-19 response efforts, Local Health offices continue to provide health services and programs to Vermont communities, including but not limited to

- In collaboration with Town Health Officers and other local partners, we help Vermonters better understand the relationship between their environment and their health at a time when more of us are spending time at home with our families. Find information about environmental health and lead, asbestos, toxic chemicals, child safety, food safety, climate change, drinking water, and more at <https://www.healthvermont.gov/environment>.
- The WIC nutrition program continues to provide primarily remote access to services with phone appointments. In 2021, an average of approximately 11,300 infants, children, and pregnant, postpartum, and breastfeeding people were served by WIC in Vermont each month.
- As of November 23, 2021, 193,000 flu vaccine doses have been administered. Protecting people from influenza continues to be particularly important as the flu may complicate recovery from COVID-19.

Thank you to everyone involved in supporting these efforts. We look forward to what 2022 brings, to seeing you in the community, and encourage you to stay in touch with us.

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. The most recent audited financial statements are posted on our website, vlct.org/about/audit-reports.

Member Benefits - All 246 Vermont cities and towns are members of VLCT, as are 139 other municipal entities that include villages, solid waste districts, regional planning commissions, and fire districts.

Members have exclusive access to a wide range of specialized benefits, expertise, and services, including:

- **Legal and technical assistance**, including prompt responses to member questions that often involve how to comply with state and federal requirements. During the past year, VLCT answered more than 4,000 legal questions, publishing guidance, templates, research reports, and FAQs explaining how municipalities can comply with the state's most recent COVID-19 requirements and guidance. To support Vermont's towns and cities in recovering from the pandemic, VLCT created a new American Rescue Plan Act (ARPA) Coordination and Assistance Program to help members comply with requirements for spending and tracking Coronavirus Local Fiscal Recovery Funding.
- **Trainings and timely communications on topics of specific concern to officials** who carry out their duties required by state law. The League provided online trainings, a virtual week-long conference, and timely announcements and information about how to access Coronavirus Local Fiscal Recovery Funding as well as a range of municipal topics.
- **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. Members are also represented at the federal level to Vermont's Congressional delegation and through our partner, the National League of Cities. This federal partnership was instrumental in securing more than \$200 million in local pandemic aid through the American Rescue Plan Act, and ensuring it reached every city, town, and village in Vermont.
- **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 Employment Resource and Benefits (VERB) 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.

At the heart of all these activities is VLCT's commitment to serving as a good steward of member assets, and we are proud of the progress we continue to make in that effort. Members are welcome to contact VLCT anytime to ask questions, and to access resources that can help them carry out the important work of local government.

For a comprehensive list of member benefits and services, please visit

<https://www.vlct.org/resource/vlct-member-guide>. **To learn more about the Vermont League of Cities and Towns, visit the VLCT website at [vlct.org](https://www.vlct.org).**