

TOWN OF WESTFORD
PO BOX 43
WESTFORD NEW YORK 13488

SUPERVISOR

Walter Heinrich 607-638-5623

TOWN CLERK

Louisa M. Platt 607-638-5165

HIGHWAY SUPERINTENDENT

Jason Ritton 607-638-9071

COUNCIL MEMBERS

Ralph Ritton 607-638-9976

Robert Huntington 607-638-5548

James Feil 607-638-9530

Steven Zerby 607-638-9068

January 08, 2024

Amended March 11, 2024

Town of Westford Organizational Meeting

OATHS OF OFFICE FOR NEW TERMS: *TOWN CLERK LOUISA M. PLATT, TOWN SUPERVISOR WALTER HEINRICH, HIGHWAY SUPERINTENDENT JASON RITTON, COUNCILMEN JAMES FEIL & STEVEN ZERBY*

TOWN MEETING LOCATION: *THE WESTFORD TOWN HALL*

TOWN MEETING TIME: *THE 2nd MONDAY OF THE MONTH @ 7:00 pm*

OFFICIAL PAPER: *THE HOMETOWN ADVANTAGE > BIDS MAY ALSO BE PLACED IN THE ONEONTA DAILY STAR NEWSPAPER TO ENHANCE CIRCULATION*

OFFICIAL BANK: *COMMUNITY BANK NA*

REGISTRAR OF VITAL STATISTICS: *LOUISA M. PLATT*

DEPUTY REGISTRAR OF VITAL STATISTICS: *JOANNE TOBEY*

TOWN JUSTICE: *HON. JOCELYN HARRIS*

TOWN ATTORNEY: *MARVIN PARSHALL*

HEALTH OFFICER: *DR. WILLIAM FREDETTE*

DOG POUND / SHELTER: *SUSQUEHANNA ANIMAL SHELTER*

DOG CONTROL OFFICER: *JENNIFER LARRABEE BY TOWN CONTRACT*

TOWN HISTORIAN: *MARY KAY HARVARD*

TOWN ASSESSOR: *PAM DYN GOHDE*

DEPUTY TOWN ASSESSOR: *CHRIS FARRELL*

LAND USE ZONING OFFICER: *PAM DYN GOHDE*

DEPUTY LAND USE OFFICER: *CHRIS FARRELL*

(2)

TOWN CODE ENFORCEMENT OFFICER: *OTSEGO COUNTY CODE ENFORCEMENT OFFICER*

PLANNING BOARD CHAIRPERSON: ***PSALM WYCOFF*** ***12/31/2027 (607) 435-0310***

MEMBERS: *BRYAN LARABEE* *12/31/2024*

DONALD BURTON *12/31/2026*

MELISSA SILVER *12/31/2025*

BOARD OF ASSESSMENT REVIEW CHAIRPERSON: ***RICHI DEE HORNE*** ***12/31/2024 (607) 434-8546***

MEMBERS: *STACEY CAMILLERI* *09/30/2025*

ILLEANA SOUSA *09/30/2026*

ZONING BOARD OF APPEALS CO-CHAIRPERSONS: ***JOANNE TOBEY*** ***12/31/2027***

MEMBERS: *JACKSON DUBOIS* *12/31/2025*

MAURY BOUCHARD *12/31/2024*

JO SPENCER *12/31/2026*

PROCUREMENT POLICY:

\$0 - \$2,000.00 > *APPROVED BY THE WESTFORD TOWN BOARD FOR PURCHASES BY THE TOWN SUPERVISOR, TOWN CLERK, HIGHWAY SUPERINTENDENT& TOWN BOARD MEMBERS UP TO THE STATED LIMIT*

\$2000.01-\$5,000.00 > *APPROVED BY THE WESTFORD TOWN BOARD FOR PURCHASES BY THE TOWN SUPERVISOR, TOWN CLERK, HIGHWAY SUPERINTENDENT& TOWN BOARD MEMBERS UP TO THE STATED LIMIT WITH THREE (3) VERBAL QUOTES. QUOTES MUST BE DOCUMENTED ON THE PURCHASE VOUCHER*

\$5,000.01 -9,999.99 > *THREE (3) WRITTEN QUOTES REQUIRED WITH APPROVAL OF THE TOWN BOARD*
\$10,000 + > PURCHASE BIDS ADVERTIZED. THREE (3) WRITTEN BIDS REQUIRED. PURCHASE REQUIRES TOWN BOARD APPROVAL

PROCUREMENT POLICY EXEMPTION: *THE PURCHASE OF SURPLUS GOVERNMENTAL / MUNICIPAL ITEMS DO NOT REQUIRE QUOTES. HOWEVER, THE PURCHASE STILL REQUIRES APPROVAL BY THE TOWN BOARD*

INVESTMENT POLICY: *MANAGED BY THE TOWN SUPERVISOR*

PRE APPROVED BILLS – SPECIAL PROVISIONS: *THE TOWN SUPERVISOR HAS APPROVAL TO PAY NESSESSARY BILLS UPON RECEIPT. INCLUDING BUT NOT LIMITED TO UTILITIES, INSURANCE, INTERNET SERVICE, POST OFFICE BOX RENTAL AND BILLS DUE TO AVOID LATE PAYMENT CHARGES PER PROCUREMENT POLICY. PRE APPROVED BILLS WILL BE SUBMITTED TO THE TOWN BOARD AT THE NEXT REGULARLY SCHEDULED BOARD MEETING FOR REVIEW*

townofwestfordsupervisor@gmail.com

607-638-5623