



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, September 7, 2021, 6:00pm
Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001

**This meeting will be conducted in person at Town Hall
Masks for people that have not been vaccinated are required**

The meeting will also be available on Zoom
<https://zoom.us/j/549799933> - Please mute your microphone.
[youtube.com/catv810](https://www.youtube.com/channel/UCatv810) – click “live now”.
If you're calling in from phone dial:
(415) 762-9988 Type in the Room ID: 549-799-933 followed by #
Press # a second time
Press *9 to raise your hand for public comment

Please Note: The Times Listed are Approximate

- I. Selectboard Meeting Call to Order (6:00)**
- II. Pledge of Allegiance (6:05)**
- III. Local Liquor Control Board (6:05)**
 - 1. Renewal and Change of location**
 - a. Hua Teng Restaurant, Doing Business As: China Moon Buffett (CKA) 96 Sykes Avenue, White River Junction, VT 05001. (First Class)
- IV. Order of Agenda (6:10)**
- V. Selectboard**
 - 1. Public Comments (6:10)**
 - 2. Selectboard Comments and Announcements (6:25)**
 - 3. Appointments: None**
 - 4. Town Manager's Report and Significant Activity Report (6:40)**
 - 5. Board Reports, Motions & Ordinances:**
 - a. Cemetery Update – Town Manager – Information – (6:50)
 - b. Sidewalk Tractor Purchase, Snow Plowing and So. Main St. Lighting Contracts – H. Tyler - Motion – (7:10)
 - c. Health Office Update – B. Mayfield – Information (7:30)
 - d. Changes to Conflict of Interest and Purchasing Policies – Town Manager – Motion – (7:50)
 - Break for 10 minutes***
 - e. Climate Resolution – Selectboard – Motion (8:10)
 - f. Budget Guidance – Selectboard – Motion (8:30)
- VI. Commission Meetings Reports (8:50)**
- VII. Consent Agenda (9:10)**
 - Approve Payroll Ending: 9/4/2021**
 - Approve Meeting Minutes of: 8/24/2021**
 - Approve A/P Manifest of: 9/3/2021 & 9/7/2021**
 - Selectboard Meeting Dates of: Already Approved: 9/21/2021
 - Needs Approval: 10/5/2021, 10/12/2021, 10/19/2021 and 10/26/2021**
- VIII. Executive Session:** In accordance with Vermont's Open Meeting Law requirements the Selectboard will enter into Executive Session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body; Title 313(a)(1)(F).

IX. Adjourn the Selectboard Meeting

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

2021 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

8497-001-1RST-001

Page 1

License Year Beginning May 1, 2021 ending April 30, 2022

Fee: \$230.00 of which
\$115.00 is paid to town/city
\$115.00 is paid to DLC
Town: 14040 - HARTFORD

**MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING**

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Hua Teng Restaurant, Inc
Doing Business As:

Licensee # 8497- 1

VT China Moon Buffet (CKA)

~~42 Sykes Avenue~~ **96 Sykes Ave**

White River Junction VT 05001

Telephone: (802) 291-9088

Mailing Address:

~~42 Sykes Avenue~~ **96 Sykes Ave**

White River Junction VT 05001

PLEASE INCLUDE EMAIL ADDRESS: 67 Smainst@gmail.com

Description of Premises:

Restaurant located in a one story wood framed building located at 42
Sykes Avenue, in the town of White River Junction,
Town of Hartford, VT

Lessor:

Katherine B. Thibideau
White River Junction VT 05001

Last Enforcement Seminar: 03/22/2019

Fed. ID Number: 46-4542563 Incorporation Date: 01/21/2014 Valid Charter?: **Yes** State of Charter: Vermont

Majority of Directors are US Citizens: **Yes**

**ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.**

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. Chen, Jin Fu	37 Forster Terrace	Derby Line	VT	05830

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court
of law (including traffic tickets by mail) during the last year? Yes ☒ No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes ☒ No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 1273

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 440-464542563F-01

Disclosure of Non-profit Organization?: Yes ☒ No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information
from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full
compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date
of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with
respect to child support or are in full compliance with a plan to pay any and all child support payable under a support
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good
standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of
contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2021 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

8497-001-1RST-001
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 17 day of August, 2021

Signature of authorized agent
of corporation, company, club or association

Signature of individual or partners

[Signature]
President of INC
(Title)

Are you making this application for the benefit of any other party? ☐ Yes ☒ No

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

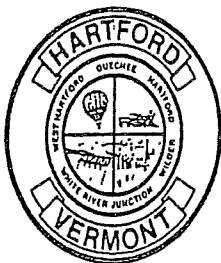
Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present Attest, _____, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:
DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second class license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382

website: www.hartford-vt.org



Serving the Villages of Hartford ♦ West Hartford ♦ White River Junction ♦ Wilder ♦ Quechee

2021 LIQUOR LICENSE-ADDITIONAL INFORMATION

ALL information must be completed (use separate sheet, if necessary).

Incomplete applications will be returned.

Date: 8/19/21 Applicant: Hua Teng Restaurant INC
Doing Business As: Chinamoon Buffet
Mailing Address: 96 Sykes Mountain Ave
Telephone Number(s): 802 291-9088
Other Contact Name: (if applicable) James Chen

Please list below ALL licensees, directors, owners, stockholders name & dates of birth:

JIN FU Chen (owner)
11/07/1975

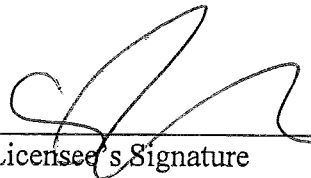
Please list violations any licensee, director, owner, stockholder has been charged with (See Hartford Liquor Policy for Details). If no violations, please answer "None".

NONE

Liquor/Tobacco License Violations (See Hartford Liquor Policy for Details). (including violations taking place on licensee's premises and/or charges against employee, etc.): If unsure of violations, contact DLC and obtain your records of violations. If no violations, please answer "None".

NONE

I/We certify, under pains and penalties of perjury, that the above information is true and complete, and that if after execution of this record any such violations do occur, the Town of Hartford will be duly notified.



Licensee's Signature

JIN FU, Chen 8/19/21

Printed Name

Date

Licensee's Signature

Printed Name

Date



State of Vermont
Department of Liquor and Lottery
Division of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

[phone] 802-828-2339
[fax] 802-828-1031

Patrick Delaney, Commissioner

Please check the following information on your renewal when received, for accuracy.

8/19/21 Seminar Date

NO Corporation/ LLC/ Partnership Changes (corp. name change, director changes, etc.)

✓ Lease Info / Changes

NO Other Info / Changes (Federal ID Number, Outside Consumption Area, Payment of Fee, etc.)

SEMINARS:

Please check the seminar date on your renewal. If it has been 2 years since your last seminar, an owner, director, Partner or manager needs to attend a seminar.

CORPORATION / LLC / PARTNERSHIPS:

If you have had any changes to your Corporation, Partnership or LLC, please attach a note with renewal application and include documentation of the change (i.e. copies of changes filed with Secretary of State's office showing new information.) If you have added or removed a director, partner or member, please include minutes of the meeting where the change took place. We also will need info on any new directors (legal name, address, date of birth and place of birth)

LEASE:

If you have any changes in your lease, (either a new landlord or you purchased the property) we will need a copy of the new lease or title.

OTHER INFO:

Please make sure to check the renewal application for things like your Federal ID number, health number, outside consumption area, etc. Please attach a letter of any changes that have occurred in the past year. Attaching these documents can help expedite the renewal process.

Thank you.

802
Spirits.



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Jin Chen

FOR COMPLETING

1st Class Server Training Program 2021 (Final Exam) 2

COMPLETION DATE
August 20, 2021

SCORE
85%

LEASE OF COMMERCIAL REAL ESTATE

THIS LEASE OF COMMERCIAL REAL ESTATE (the "lease ") is entered into this 14th day of April 2021 by between **Hua Teng Restaurant Inc**, with a usual place of business in White River Junction, Vermont, and a Mailing address of 96 Sykes Mountain Ave White River Junction Vermont 05001(Tenant ") and **Vintar Holdings, LLC** a Vermont limited liability company, which a usual place of business in White River Junction, Vermont, and a mailing address of 121 Slayton Hill Road, Lebanon New Hampshire 03766(Landlord)

WHEREAS, Landlord owns land and buildings located at 96 Sykes Mountain Ave. in the Town of Hartford, Vermont which is more particularly described as Lot 44-0055 on the Tax maps of the Town of Hartford, Vermont (the "Property"); and

WHEREAS, a portion of that Property (restaurant building and parking spaces.) is used by a restaurant known as the Cantore's Crossroads Cafe (the "Leased Premises"); and

WHEREAS, Landlord has, on the effective date of this Lease sold the business assets of Cantore's Crossroads Café ("Café") to Tenant; and

WHEREAS, Landlord is willing to lease the Leased Premises to Tenant and Tenant is willing to lease the Leased Premises from Landlord for the purpose of operating a family dining restaurant in accordance with the terms and conditions as contained in this Lease of Commercial Real Estate;

NOW, THEREFORE, in consideration of the rent to be paid and the mutual covenants and agreements herein contained, Landlord hereby demises and rents to Tenant, and Tenant hereby leases from Landlord, the Leased Premises described below upon the terms, covenants, and conditions herein contained.

1. **Leased Premises.** The Landlord agrees to lease and hereby leases to the Tenant, and the Tenant agrees to lease and hereby accepts, subject to the terms and conditions hereinafter set forth, the Leased Premises which includes the restaurant building and 15 parking spaces. In the event Landlord no longer has parking spaces located on the adjacent lot, this shall not be a breach of Landlord's obligations herein, nor shall it result in any reduction in rental payments required, nor shall it affect any other of the terms of this lease agreement. Landlord agrees to use its best efforts to maintain and keep in force the parking lease with Summit during the term of this lease.

1.1 **Access Easement.** The parties acknowledge that another tenant, Rexel Electric rents the back portion of Lot 44-0055 from the Landlord and that access to the premises currently leased by Rexel is through the driveways on the Property. Accordingly Landlord reserves for itself and for any future tenant of the premises now leased by Rexel, an easement over the driveways currently serving the Café for vehicular and pedestrian traffic going to and from the other portion of Lot 44-0055.

2. **Term and Renewal**

- 2.1 **Commencement and Termination Date.** This Lease shall commence on April 1, 2021 ("Commencement Date") and end on March 31, 2026 (5 years) unless earlier terminated in accordance with the provisions of this Lease.

30. **ENTIRE AGREEMENT.** This Lease sets forth the entire agreement between the parties as to the lease of the Leased Premises and may be canceled, modified, or amended only by written instrument signed by both the Landlord and the Tenant.
31. **MEMORANDUM OF LEASE.** The parties agree that, if desired, the Tenant may file and record a Memorandum of Lease in the Hartford Town Land Records.

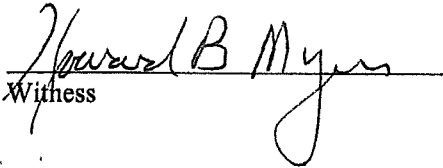
IN WITNESS WHEREOF the parties have executed this Lease of Commercial Real Estate on the date first above written.

Tenant

Hua Teng Restaurant Inc,

By

Chen Yang Liu a/k/a James Chen, Member

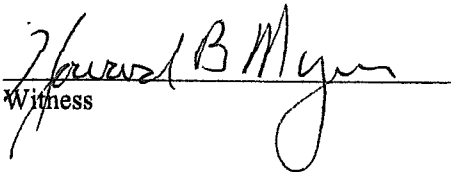

Witness

Landlord

Vintar Holdings, LLC

By

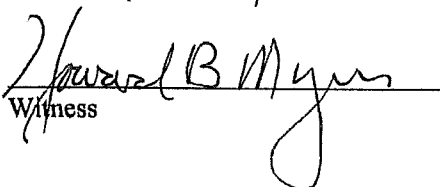
Vincent Cantore, Member

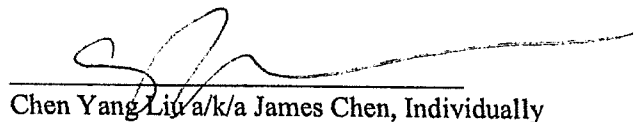

Witness

Personal Guaranty of Payment

For value received, the undersigned hereby unconditionally personally guarantees the payment of any and all monies due under the foregoing LEASE OF COMMERCIAL REAL ESTATE and all extensions or renewals thereof, and all expenses (including reasonable attorney's fees and legal expenses) incurred in the collection thereof, the enforcement rights under any security thereof and the enforcement hereof, and waives presentment, demand, notice of dishonor, protest, and all other notices whatsoever, and agrees that the Landlord may from time to time extend or renew said Lease for any period (whether or not longer than the original period of said Lease) and grant any releases, compromises or indulgences with respect to said Lease or any extension or renewal thereof or any security thereof or to any party liable there under or hereunder, all without notice to or consent of the undersigned and without affecting the liability of the undersigned hereunder.

Dated April 14, 2021


Witness


Chen Yang Liu a/k/a James Chen, Individually

Inspection Summary

Hartford Fire Department



Inspection

Type FINAL Inspection
Status Completed/Closed
Inspector Michael Bedard
Unit Number HFM4
Shift DFM
Scheduled 08/09/2021 00:00
Inspected On 08/09/2021 00:00
Finished At
Next Inspection
Schedul
Inspection Length 0.00

Occupant

Occupant Name China Moon
Building Name
Contact Name
Address 96 SYKES MOUNTAIN AVE
City, State and Zip White River Junction, VT 05001-
Phone

Owner

Owner / Company Vincent Cantore
Contact Name
Address 121 Slayton Hill Rd
City, State and Zip Lebanon, NH 03766-
Phone

Comments

Violation Summary

Status	Violation	Location
		Building
Closed	- Final Occupancy granted no violations noted	

Tickler History

Date	Type	Inspector	Narrative
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Signatures

Inspector



Michael Bedard

8/9/21

Date

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West
From: Deputy Chief Braedon S. Vail
CC:
Date: Aug 20, 2021
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

China Moon Buffet
96 Sykes Mnt Ave

Jin Fu Chen

STATE OF VERMONT - AGENCY OF HUMAN SERVICES
STATE BOARD OF HEALTH
License to Operate

I.D.# **12126**
LICENSE TYPE: **RESTAURANT - SEATING 51-100**
EFFECTIVE DATE: **08/02/2021**

ESTABLISHMENT NAME & LOCATION:
VT CHINA MOON BUFFET
96 SYKES AVE
WHITE RIVER JUNCTION, VT 05001

LICENSEE NAME & ADDRESS:
HUA TENG RESTAURANT INC
42 SYKES MOUNTAIN AVE
WHITE RIVER JCT, VT 05001

CAPACITY : **85** FEE: **\$300.00**

EXPIRATION DATE: **08/02/2022**

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED
TO OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS
4351-4451 VERMONT STATUTES ANNOTATED. THIS LICENSE IS
VALID PENDING RATIFICATION BY THE VERMONT BOARD OF
HEALTH.

**THIS LICENSE IS NOT TRANSFERRABLE AND IS
VALID ONLY FOR THE LICENSEE LISTED.
THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.**

To: Town of Hartford Selectboard
From: Tracy Yarlott-Davis, Town Manger
Meeting Date: September 7, 2021
Subject: Town Manager Report

Much of my office's work over the past two weeks is reflected in tonight's agenda.

Environmental Sustainability Coordinator

I'm very pleased to welcome Dana Clawson to the team. Dana is coming to us from Somerville, Massachusetts and has a Master is Public Administration with a concentration in Sustainable Community Development and Nonprofit Administration. Dana has significant experience in working with public agencies, community groups, and residents of all ages on energy use, sustainability projects, and weatherization.

Winter Preparation

We continue to prepare for winter across departments. This includes evaluating areas that can be difficult to maintain in safe "bare and wet" conditions. One area of concern is the sidewalk on Quechee Main road that affected by the spray from the waterfall. Despite our best efforts last winter, we continue to have slips and falls in the area. We reached out to our insurance carrier for some more guidance and they have advised that we close the sidewalks in that section once it is consistently below freezing.

Public Works continues to monitor other roads and sidewalks that many need additional services or will need to be temporarily closed for safety reasons.

Gates Street Update

We have ordered signs which are on backorder with no estimate on when our order will be fulfilled. Once we have them here, we will need to use DigSafe prior to installing them.

Staff have completed the proposal process for a water resource consultant to possible relocate the water lines out of that road. At the time of this writing Public Works is preparing a formal recommendation for my approval to engage with a bidder.

Significant Activity Report

September 7, 2021

POLICE DEPARTMENT

The police department investigated a custodial interference kidnapping whereas the estranged parent and child were successfully able to be intercepted at the airport by the FBI.

The police department provided CRASE (Citizen Response to Active Shooter Event) training to staff at the Upper Valley Aquatic Center.

Police Social Worker, Whitney Hussong tendered her resignation with HCRS as she will be relocating to another state. Whitney has been a tremendous asset to the community and the department and will be greatly missed. We are actively working with HCRS to seek her replacement.

The police department held a small plaque dedication ceremony in commemoration of Tropical Storm Irene to recognize the 18 department members (past and current) who worked the active hours of the storm.

During this reporting period the department handled 277 incidents with 11 arrests. The breakdown is as follows:

Animal Problem – 9
Assault – 5
Citizen Dispute – 5
DLS – 1
Drug Possession – 3
Fraud – 2
Juvenile Problem – 6
MV Disturbance – 11
Noise Disturbance – 3
Suspicious Person or Circumstance – 33
Traffic Accident – 5
Vandalism – 3
All other – 191

DEPARTMENT OF PUBLIC WORKS

1. On Tuesday, Jeremy and Hannah met with Henry Hazen to begin learning about burials, plot location, and other operational matters. It was quite the learning experience and there is quite a bit more work involved than we were aware.
2. DPW received bids/proposals for the following projects:
 - a. Lighting for South Main Street (to finish installation of the decorative/safety lighting on South Main)
 - b. Waterline Relocation for Gates Street Hill
 - c. Solid Waste Facility Closure
 - d. Winter Parking Lot Plowing
3. Hannah has been working closely with Paula and Tracy to address the desperate hiring situation that we are currently in. At this time, our Highway Crew of nine is down three employees. Our advertisements have either garnered few or zero applicants or

candidates who are being considered want far more money than works within our CBA. Unfortunately, we cannot compete with the rates that private companies are paying. Hannah and Paula are running some incentive ideas by an attorney to ensure that there aren't any unforeseen consequences with our Union.

4. DPW staff has been working closely with our pavement contractor to get as much completed of that contract as we can. Culvert pipe has become nearly impossible to find (or afford!) and their staffing situations are as dire as ours are. It is likely that several of our roads will be postponed until next calendar year under this contract.
5. DPW staff worked closely with Tracy, the Police Department, and consultants to present two big agenda items (South Main Street Parking Lot Progress Report) and Parking Ordinance Updates.
6. DPW has continued to operate routinely.

FIRE DEPARTMENT

The Fire Marshal's office has been out in the community completing purchase and sales inspections and education facility inspections our many schools throughout Town. Schools open 8/24. They completed a total of 29 inspections during this period.

The department has been conducting fire drills with the schools as student have returned to classes.

Staff assisted the high school athletic department with touchdown flags and are scheduled to provide CPR and "Stop the Bleed" training to some of our educators.

Staff attended the Overdose Awareness Vigil.

The department responded to 107 calls for service during this period.

Incident Log:

Calls for Service 8/20-9/1	107		
Incident Type Categories			
Fires	1		
Overpressure Rupture/Explosion	0		
Rescue/Medical	71		
Hazardous Conditions	1		
Service Calls	5		
Good Intent	7		
False Alarm	22		
Weather Emergency	0		
Special Incident/Other	0		

ASSESSOR

- Worked on FY 2023 Assessors Budget
- Processed homestead declarations, state payments, and property transfers
- Finished qualifying property transfers for the 2022 common level of appraisal
- Began FY 2023 tax burden study
- Worked with CAMA vendor on custom modifications
- Began CAMA system audit on property transfers physical inconsistencies

TOWN CLERK

1. We have welcomed Assistant Clerk, Sherry West, back to work on a half day basis for now (some remote, some in-office). So wonderful to have her back!
2. The Board of Civil Authority completed the 2021 Biennial Checklist Review on September 1st. The Clerk has performed the necessary post-review tasks and Certified to the Secretary of State the review has been conducted/completed. A big thanks to the BCA for a great job.
3. The Clerks have been busy with a continued steady flow of recording and assisting visitors to the office. The number of Notary Services and Marriage License requests has been increasing in recent weeks.
4. The BCA will be scheduling hearings by the Board of Abatement for the latter part of September (date/time/location will be forthcoming).

Department of Planning and Development

- Downtown WRJ Public Parking Counts – Completed our summer survey of public parking usage. This consists of 20 counts over a two-week period staggered over different time periods of different days of the week including evenings and weekends. A summary report will be completed over the next few weeks. The department started this process in 2005 with a summer and winter count and added a fall count a couple of years ago. This information has been very helpful in assessing parking demand with development proposals and town capital planning
- Clifford Park Food Forest – Working with Resilient Hartford Committee to finalize the Food Forest multi-year plan for a community discussion on September 9th. Planting of Phase 1 is scheduled for September 18th.
- Hartford Growth Center Designation – Continued working on the 5-year update of the designation granted to a section of the Town in March 2010 and updated in 2015. The draft report submittal is due to the state in September and the final report is due in November.
- Housing – Working with Vital Communities Upper Valley Workforce Housing committee on planning community workshops in October focused on the development of Accessory Dwelling Units as one of the tools to increase Workforce Housing in the Upper Valley. Continued working on options with members of the Town Committee on Emergency Housing.
- Property Development – Continues to be busy responding to inquiries related to improvements to properties, reviewing and processing permit applications.



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5a

Submitted by: Tracy Yarlott-Davis, Town Manager

Subject: Christian Street Cemetery

Background:

While the 2018 Cemetery committee examined both historic (closed) and active cemeteries, this memo solely addresses the operational needs of the active cemetery the Town took over on July 1, 2021.

This cemetery, typically called the Christian Street Cemetery, is one of four active cemeteries in Hartford. The other three are currently managed by independent cemetery associations but could be turned over to the town at any time.

I want to thank Henry Hazen who managed the cemetery for a number of years, and Jeff Knight of Knight Funeral Home for continuing to answer our questions as we take on this new service for the Town. I acknowledge that they, along with many other, brought their concerns to the Town at least three years ago.

Discussion:

Records Administration

My office received electronic spreadsheets of the owners of each plot, its location, and who is buried there. These records were taken from the window shades that were previously used to records this information.

These records should be cross checked against the original documentation and via a walk-through of the cemetery to check for accuracy and completeness. We should also consider that we may need to contract with a company that performs sonar assessments of cemeteries to identify plots with unmarked or inaccurately marked graves. Since plot owners can bury more than one urn in a plot, it is unclear at times where each urn is located within the plot.

We could ask volunteers to perform such cross-checks initially but coordinating volunteers and maintaining the records will require staff time. Another option is to contract with a data solution vendor. These companies offer services such as paper records transition, cemetery mapping, community access to records, and data clean-up. South Burlington uses a vendor like this to manage their cemeteries. It's also something that in the future we could use with the historic cemeteries.

General Administration

Since taking over Christian Street Cemetery, my office has fielded one to two calls a week from individuals wanting to buy plots for future use, to schedule a burial in an already purchased plot, or with general questions about plot ownership.

We understand that it's best if people have a contact that hold regular office hours. Many are calling in times of sadness and we want to make sure that they can reach someone during normal business hours. This, in theory, could reside in my office if my staff knew who to contact for what and solely provided general information on the process, costs, or locations of the purchased plots. Currently, we spend a significant amount of time trying to find answers, reaching out for guidance, and developing procedures and forms. Many other Vermont and New Hampshire towns have provided us with copies of their procedures and forms that Hartford can use as a foundation for developing their own. Historically, they've also been able to schedule a tour of the cemetery on short notice to pick out plots for purchase. This is not something that would be feasible for us to take on in its current model. A data solution vendor could allow us to do that through electronic mapping either with a public portal or at a Town office. We could also explore offering a monthly time where staff could meet interested individuals at the cemetery to discuss purchases.

Grounds and Maintenance

Regular Maintenance

There are active contracts for regular seasonal mowing and restoration work on some memorial stones. Both of which could continue if those vendors would like to engage with the town. We have not reached out to them to explain the process of becoming a town vendor, and depending on the amount of the contact, submitting a bid. We also need to develop an ongoing maintenance plan for the trees, road, and stone wall. Some of which could be performed by staff and some of which would need to be contracted out. For example, maintaining the stone wall is a specialized skillset that very few people know how to do now. We could find that we have few, or no vendors that are qualified and able to perform this work.

Plot, Monument, and Burial Coordination

Part of the work of an active cemetery is marking out purchased but empty plots, coordinating and marking foundations for monuments and stones, and coordinating burials of both coffins and urns. Marking out purchased plots is a precise task that should be undertaken as soon as a plot is purchased. We have learned that the most common markers have been backordered for over a year so there are plots that remain unmarked in the cemetery that need to be marked in a manner appropriate for an active cemetery. The coordination and marking of monument foundations rests on having accurate data about the location and size of the plot as well as the number of urns or coffins and where each is located. Right now, this takes a significant amount of time to do because some plots don't have this information. Coordinating burials is a sensitive task that typically takes place on weekends. The cemetery has an active relationship with an individual that performs burials for coffins. He also works closely with Knight Funeral home. Previously, Henry himself dug the holes for urns. However, this is not a feasible option to assign to Public Works staff who, by their collective bargaining agreement, get on-call compensation at a 4-hour minimum. Incurring that would be cost prohibitive to the family and is also not a cost the Town can bare. Staff has begun brainstorming a part-time contracted position for someone to perform this work.

Conclusion and Next Steps

We can assume that more of our active cemeteries will come under the direction of Hartford in the coming years. In 2018, the Valley News reported that many of the associations were no longer robustly staffed and the current members of the associations were aging. We are required to take these cemeteries on if the association folds.

Based upon many meetings with Hartford staff, as well as emails and calls to other Vermont towns, I'm suggesting the following:

- Explore the costs and implementation of a data management solution.
- Continue to develop and refine procedures and forms for when the public calls with general questions.
- Contact the current vendors for regular maintenance about contracting with Hartford in the future.
- Consider a part-time position for marking out purchased but empty plots, coordinating and marking foundations for monuments and stones, and coordinating burials of both coffins and urns.



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5b

Submitted by: Jeremy Delisle, Assistant Director of Public Works

Subject: Sidewalk Tractor Bid Award

Background: The Town issued a Request For Proposals (RFP) for a new sidewalk tractor for winter snow removal operations.

The RFP includes requests for optional extended warranties, a Dual Auger or Ribbon Style Blower, and a Telescopic Extended Chute for the Snow Blower.

Discussion: The Town received bid forms from Howard P Fairfield located in Hopkinton, NH, Chadwick-Baross Inc. located in Concord, NH, and from Tri-County Contractors Supply Inc. located in West Springfield, MA.

Howard P Fairfield provided a bid of \$148,900 with a trade allowance of \$20,000 for the Trackless MT6 currently owned by the town, bringing the total to \$128,900. Howard P Fairfield submitted this bid for a Trackless MT7. Options for this bid total \$30,429.

Chadwick-Baross Inc. provided a bid of \$148,922 with a trade allowance of \$10,000, bringing the total to \$138,922 for a Prinoth SW50. Options for this bid total \$32,450.

Tri-County Contractors Supply provided a bid of \$191,694 with a trade allowance of \$22,110, bringing the total to \$169,584 for an S2 Series Chameleon. Options for this bid total \$70,810.

Impact: While the bid from Chadwick-Baross is \$12,043 higher than the lowest bidder, Chadwick-Baross provided a bid for a tracked municipal snow removal tractor that is highly recommended by other municipalities for its reliability and snow clearing abilities compared to a Trackless.

Recommendation:

Authorize the Department of Public Works to purchase a new Prinoth SW50 sidewalk tractor from Chadwick-Baross. The Department of Public Works requests authorization to purchase the optional blower, extended chute, and 5-year extended warranty for a total cost of \$171,372. This was a budgeted expense and is fully funded in the current fiscal year operating budget.



AGENDA MEMORANDUM

September 1, 2021

Town Selectboard Meeting Item: Winter Snow Plowing

Submitted by: Jeremy Delisle, Assistant Director of Public Works

Subject: 2022-2023 Winter Snowplowing

Background: The Town issued a Request for Proposals (RFP) for 2022 – 2023 snowplowing services.

The RFP includes request to plow and sand/salt the Municipal Building, South Main Street lot, South Main Street lot sidewalk, Bugbee Senior Center, and the Quechee Visitor Center.

Discussion: The Town received one bid form from Potter Construction. Potter Construction has been the contractor performing this service to the Town for the last 2 years. The Town has been satisfied with the contractor.

Impact: By totaling up all services, Potter Constructions price increased by \$15.00 per storm event for the entire contract. DPW staff considers this very favorable pricing.

Recommendation: Authorize the Department of Public Works to award the 2022 – 2023 snowplowing contract to Potter Construction.

Assistant Director of Public Works



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5b

**Submitted by: Hannah Tyler, Director of Public Work
Lori Hirshfield, Director of Planning and Development
Christopher Holzwarth, Project Manager**

Subject: South Main Street TIF Project Infrastructure Improvements – Lighting Bid Award

Background:

The Town is in the final stages of completing construction of the first phase of the South Main, North Main, and Gates Streets Tax Increment Financing (TIF) project for water, wastewater, roadway, sidewalk, and streetscape improvements. This bid award is for installation of street lighting along a portion of South Main Street. The engineers developed bid documents and contracts to facilitate implementation of the lighting along South Main Street in as timely a manner as possible due to delays in issuing Contract #2 which was to cover the lighting.

Discussion:

The Town received bids from Richard Electric and MDL Electric, both of Hartford. The bid from Richard Electric was for 17 fixtures with a total price of \$114,434 or \$6,731.41 per fixture. The bid from MDL Electric was for 19 fixtures with a reported total price of \$114,820 or \$6,043.16 per fixture. However, our mathematical correction to the price total for MDL is \$114,340.20. The engineer and staff recommend that MDL Electric be awarded a contract given the lower per unit cost.

Since the process was started the lead time for lighting orders has gone from 6-8 week to 14-16 weeks. Town staff is concerned about the snow plowing damage to the already installed pole anchor bolts and is working on developing covers for the bases to protect them as much as possible. However, there is the possibility of some damage and staff estimates approximately \$5,000 of additional funds may be needed for repairs and to modify the bases in the worst scenario.

Fiscal Impact:

Funding for the lighting contract will be covered by TIF funds authorized by the voters in 2019 and issued through the VT Bond Bank in 2020 for this project.

Proposed Recommendation:

Award the contract to MDL Electric in the amount of \$114,340.20 and authorize the Town Manager to execute and implement the contract including additional expenditures as may be necessary.

SECTION A.2

BID

Proposal of MDL Electric (hereinafter called "Bidder"), organized and existing under the laws of the State of Vermont doing business as MDL Electric LLC (a corporation, a partnership or an individual)

To the Town of Hartford
(hereinafter called "Owner.")

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all Work for the construction of:

So. Main Street Lighting

in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. No Bidder may withdraw a Bid within 45 days after the actual date of the opening.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid, each party thereto certifies as to his own organization, that his Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder will submit a construction schedule and execute the Contract within ten (10) calendar days after the Notice of Award.

Bidder hereby agrees to commence Work under this Contract on date of issuance of the Notice to Proceed and shall complete Work within 45 consecutive calendar days thereafter. Bidder further agrees to pay as liquidated damages, the sum of \$ 500 for each consecutive calendar day thereafter as provided in Section 4 of the General Conditions.

A Performance Bond and a Payment Bond, each for 100% of the Bid value, will be submitted at the time of Contract award. Irrevocable Letter of Credit for 100% of the Bid value may be substituted by the Contractor for each of the Bonds. The Payment Bond (or letter of credit) will not be released until satisfactory evidence has been provided to the Owner that all outstanding debts, liens, and judgments incurred by the Contractor for the performance of subcontractors, or supplies and materials incorporated into the Work have been paid. The Performance Bond (or letter of credit) will be held in force for one year after the Substantial Completion and will serve as warranty of the Contract. The Irrevocable Letter of Credit for Performance (if used in place of Performance Bond) may not be reduced or released prior to completion of the one year warranty period unless authorized by the Owner.

Bidder acknowledges receipt of the following Addendum: MDL

Bidder agrees to perform all the Work described in the Contract Documents for the following unit prices or lump sum:

TOWN OF HARTFORD
SO. MAIN STREET LIGHTING
NOTES ON SCHEDULE OF PRICES

1. The BIDDER shall insert the unit price or the lump sum price in words and figures and the total amount in all of the blank spaces provided for that purpose in the Schedule of Prices.
2. In the event there is any discrepancy in the BID between any unit or lump sum price in words, in figures, and the extended totals, the unit or lump sum price in words shall govern and the extended totals in each case shall be corrected accordingly. No BID PROPOSAL will be accepted which does not contain a unit or lump sum price as indicated for each item contained in the BID.
3. The BIDDER shall fill in the Subtotal for each page in the Schedule of Prices in the Bid.
4. The BIDDER shall transfer the Subtotal of the figures from the Total Amount in Figures column from each page in the Schedule of Prices to the appropriate space on the Summary of Prices page. The BIDDER shall then fill in the Total Contract Price in both figures and words.
5. All entries in the Schedule of Prices must be made clearly and in ink or type-written.
6. In the event the BIDDER'S "Total Contract Price In Words" is greater than the OWNER's available funding, then the OWNER shall consider reducing the Project. Project reductions may include, but not necessarily be limited to, the elimination of certain bid items, in whole or in part. Contract adjustments would be made accordingly.
7. The "Total Contract Price" is the basis for Bid Comparison.

TOWN OF HARTFORD
SO. MAIN STREET LIGHTING
SCHEDULE OF PRICES

<u>Item No.</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Brief Description of Item With Unit Price Written in Words</u>	<u>Unit Price in Figures</u>	<u>Total Amount in Figures</u>
1	17	EA.	Light Poles – Type A1		
				\$ <u>6135.⁰⁰</u>	\$ <u>104,295.⁰⁰</u>
2	2	EA.	Light Poles – Type A2		
				\$ <u>5022.60</u>	\$ <u>10,045.20</u>

QUOTE # 082521-BN1		JOB NAME: TOWN OF HARTFORD SOUTH MAIN STREET LTG		
ENG'R:		TO: MDL ELECTRIC		
ARCH:		ATTN: MIKE LARAWAY		
FILE #		DATE: 8/25/2021		
TOWN OF HARTFORD SOUTH MAIN STREET LTG 8				
<u>QTY.</u>	<u>TYPE</u>	<u>LAMPS</u>	<u>MFG.</u>	<u>CATALOGUE #</u>
17	A1	LED BY MFG.	AAL	PROV2-36L-525-5K7-2-CL-DBT-AD5-PCA-T WELDED-UNV
17	A1	N/A	AAL	DB35F14-188-GFI-PTF-BLT-LAB
34	A1	N/A	AAL	BBS5-24-BLT
<u>1</u>	<u>LOT NET</u>			Includes T/L photocells
2	A2	LED BY MFG.	AAL	PROV2-36L-325-5K7-2-CL-HS-BLT-TRA6U-5-UNV
				NOTE: QUOTING ARM INDICATED IN FIXTURE PART NUMBER, SEPARATELY LISTED ARM IS NOT COMPATIBLE WITH FIXTURE.
2	A2-12'	N/A	AAL	DB35F12-188-1A-BLT-TRA6U-FINIAL-LAB
				NOTE: PHOTOCCELL IS NOT AVAILABLE WITH AN UPLIGHT MOUNTING ARM.
<u>1</u>	<u>LOT NET</u>			

As per the addendum, Wires to be pulled upon awarding of the contract and covered with PVC box enclosures. Completion of wiring and fixture installation to be completed with in 45 days of fixture arrival date.

MDL Electric LLC is not responsible for possible theft or damage of wires by others in this time frame.

MDL Electric LLC is not responsible for possible anchor bolt alignment issues, bases supplied by other.

Conduit blockage or issue not being able to pull wires though conduit will be charged as an extra.

TOWN OF HARTFORD
SO. MAIN STREET LIGHTING

SUMMARY OF PRICES

*TOTAL CONTRACT PRICE \$ 114,820.⁰⁰
(IN FIGURES)

one hundred Fourteen, thousand - Eight Hundred and Twenty dollars

TOTAL CONTRACT PRICE IN WORDS

*The "TOTAL CONTRACT PRICE IN WORDS" is the basis for Bid Comparison.

The CONTRACTOR must submit the following additional documents with the bid proposal:

A. Bid on Required Bid Form (Section A.2).

Respectfully submitted:

Michael D. Jennings
Signature

269 RT 12 Hartland Vt.
Address

Owner
Title

8/28/21
Date

EM-3888
License Number (if applicable)

(SEAL) - if BID is by a corporation)

Attest

RICHARD / ELECTRIC INC.

Utmost Quality

Electrical Construction * Maintenance and Repair

Since 1960

131 A Street, P O Box 999, Wilder, VT 05088

Phone 802-295-3894 Fax 802-295-7917 www.richardelectric.com

Hartford Town Managers Office

August 30, 2021

171 Bridge Street

White River Jct. VT 05001

ATTN: Chris Holzwarth

RE: S. Main Street White River Jct. Lighting project quote.

Chris,

The following is our quote for the above referenced project. The bid forms have discrepancies as to the type and quantities of fixtures so we are compiling those forms here. The quote is based on Drawings E1 dated July, 2021 and specifications section Division 16 Electric as prepared by Aldrich & Elliott, Addendum 1 dated Aug. 20, 2021 as provided by you and the following;

15 Light poles Type A1;

Six Thousand, Eight Hundred Twenty Four Dollars Each.

\$6,824.00ea.

2 Light poles Type A2;

Six Thousand, Thirty Seven Dollars Each.

\$6,037.00 ea.

Total Contract Price;

One Hundred Forteen Thousand, Four Hundred and Thirty Four Dollars.

\$114,434.00

Clarifications and Items NOT Included

1. All existing electrical work is assumed to be installed per the current National Electrical Code, in a neat and workmanlike manner, and suitable for the intended use. Any required reworking of existing electrical components not outlined herein is not included. All conduits are assumed to be clear and useable with pull strings. All anchor bolts and ground rods are assumed to be installed properly and all hardware is assumed to be supplied.
2. The separately listed fixture arm is not compatible with the specified fixture. The photocell is not available with an upright mounting arm.
3. This work consists of furnishing and installing wire in existing conduit and pole fixtures on existing bases and anchor bolts only.
4. Pricing is good for 30 days.

We appreciate the opportunity to provide this proposal and look forward to discussing it further with you. Please contact me should you have any questions, or if we may be of service to you.

Sincerely,



Steven L. Richard, President





TOWN OF HARTFORD, VERMONT

South Main Street Lighting



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TOWN OF HARTFORD

SO. MAIN STREET LIGHTING

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SECTION A.1

NOTICE AND INSTRUCTIONS TO BIDDERS

1. Sealed Bids will be received by the Town of Hartford (Owner) for performing the Work described as follows: Installation of nineteen (19) light poles and related electrical work on South Main Street as shown on the Plans and Specifications attached hereto. Bids shall be mailed to the Town of Hartford, Attn: Chris Holzwarth, 171 Bridge Street, White River Junction, VT 05001 or sent electronically to Chris Holzwarth at cholzwarth@hartford-vt.org. **Bids shall be received by 1:00 P.M., August 30th, 2021.**
2. Bidders are highly encouraged to submit their bids earlier than the listed deadline to prevent issues with the submission process. Bids received past the 1:00 P.M. deadline will be considered late and thus will not be included in the bid tabulation. Bidders are required to reachout to confirm receipt once a bid has been submitted.
3. All Bids must be made on the blank form of the proposal attached hereto. No lines on the BID may be left blank. BIDS shall not be faxed. Failure to fully complete the BID will render the Bidder non-responsive, and the BID will not be read. In the event there is any discrepancy in the PROPOSAL between any price in words, figures, or the extended totals, the price in words shall govern and the extended totals in each case shall be corrected accordingly.
4. Bid questions shall be directed to Wayne Elliott, PE at welliott@aeengineers.com or by phone at (802) 879-7733 X103. Any bid questions shall be received by August 13, 2021 and if an Addendum is required, it will be issued by August 20, 2021.
5. A Bidder may withdraw any proposal submitted prior to the hour set for the closing of the Bids provided the request is signed in a manner identical with the proposal being withdrawn. No bidder may withdraw a Bid within 45 days after the actual date of the opening.
6. The Owner will be responsible for payment in accordance with the terms of the Agreement when the Work is completed.
7. The Owner reserves the right to reject any and all bids.

8. CONTRACT DOCUMENTS may be examined at the following locations:
 - a. Aldrich + Elliott, PC, 6 Market Place, Ste. 2, Essex Jct., VT 05452. —
 - b. Hartford Public Works Department, 173 Airport Road, Hartford, VT 05001.
 - c. Town of Hartford website at www.hartford-vt.org
9. A PDF copy of the CONTRACT DOCUMENTS may be obtained at the office of Aldrich + Elliott, PC.

SECTION A.2

BID

Proposal of _____ (hereinafter called "Bidder"), organized and existing under the laws of the State of _____ doing business as _____ (a corporation, a partnership or an individual)

To the _____ Town of Hartford
(hereinafter called "Owner.")

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all Work for the construction of:

So. Main Street Lighting

in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. No Bidder may withdraw a Bid within 45 days after the actual date of the opening.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid, each party thereto certifies as to his own organization, that his Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder will submit a construction schedule and execute the Contract within ten (10) calendar days after the Notice of Award.

Bidder hereby agrees to commence Work under this Contract on date of issuance of the Notice to Proceed and shall complete Work within 45 consecutive calendar days thereafter. Bidder further agrees to pay as liquidated damages, the sum of \$ 500 for each consecutive calendar day thereafter as provided in Section 4 of the General Conditions.

A Performance Bond and a Payment Bond, each for 100% of the Bid value, will be submitted at the time of Contract award. Irrevocable Letter of Credit for 100% of the Bid value may be substituted by the Contractor for each of the Bonds. The Payment Bond (or letter of credit) will not be released until satisfactory evidence has been provided to the Owner that all outstanding debts, liens, and judgments incurred by the Contractor for the performance of subcontractors, or supplies and materials incorporated into the Work have been paid. The Performance Bond (or letter of credit) will be held in force for one year after the Substantial Completion and will serve as warranty of the Contract. The Irrevocable Letter of Credit for Performance (if used in place of Performance Bond) may not be reduced or released prior to completion of the one year warranty period unless authorized by the Owner.

Bidder acknowledges receipt of the following Addendum:

Bidder agrees to perform all the Work described in the Contract Documents for the following unit prices or lump sum:

TOWN OF HARTFORD
SO. MAIN STREET LIGHTING
NOTES ON SCHEDULE OF PRICES

1. The BIDDER shall insert the unit price or the lump sum price in words and figures and the total amount in all of the blank spaces provided for that purpose in the Schedule of Prices.
2. In the event there is any discrepancy in the BID between any unit or lump sum price in words, in figures, and the extended totals, the unit or lump sum price in words shall govern and the extended totals in each case shall be corrected accordingly. No BID PROPOSAL will be accepted which does not contain a unit or lump sum price as indicated for each item contained in the BID.
3. The BIDDER shall fill in the Subtotal for each page in the Schedule of Prices in the Bid.
4. The BIDDER shall transfer the Subtotal of the figures from the Total Amount in Figures column from each page in the Schedule of Prices to the appropriate space on the Summary of Prices page. The BIDDER shall then fill in the Total Contract Price in both figures and words.
5. All entries in the Schedule of Prices must be made clearly and in ink or type-written.
6. In the event the BIDDER'S "Total Contract Price In Words" is greater than the OWNER's available funding, then the OWNER shall consider reducing the Project. Project reductions may include, but not necessarily be limited to, the elimination of certain bid items, in whole or in part. Contract adjustments would be made accordingly.
7. The "Total Contract Price" is the basis for Bid Comparison.

**TOWN OF HARTFORD
SO. MAIN STREET LIGHTING**

SCHEDULE OF PRICES

<u>Item No.</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Brief Description of Item With Unit Price Written in Words</u>	<u>Unit Price in Figures</u>	<u>Total Amount in Figures</u>
1	17	EA.	Light Poles – Type A1 _____		
			_____	\$ _____	\$ _____
2	2	EA.	Light Poles – Type A2 _____		
			_____	\$ _____	\$ _____

**TOWN OF HARTFORD
SO. MAIN STREET LIGHTING**

SUMMARY OF PRICES

*TOTAL CONTRACT PRICE\$ _____
(IN FIGURES)

TOTAL CONTRACT PRICE IN WORDS

*The "TOTAL CONTRACT PRICE IN WORDS" is the basis for Bid Comparison.

The CONTRACTOR must submit the following additional documents with the bid proposal:

A. Bid on Required Bid Form (Section A.2).

Respectfully submitted:

Signature

Address

Title

Date

License Number (if applicable)

(SEAL) - if BID is by a corporation)

Attest

SECTION B.1

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2021, by and between Town of Hartford hereinafter referred to as the Owner, and _____, hereinafter referred to as the Contractor:

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed that:

1. The Contractor will furnish all of the materials and supplies, equipment, labor, insurance, permits, and other services necessary in conformance with these Contract Documents for the construction and completion of the Project described in general as follows:

So. Main Street Lighting

2. Completion of Work. The Contractor shall commence the Work required by the Contract Documents on the date of issuance of the Notice to Proceed and shall complete the same within 45 consecutive calendar days thereafter. The work shall be substantially completed by December 1, 2021. Contractor further agrees to pay, as liquidated damages, the sum of \$ 500 for each consecutive calendar day thereafter as provided in Section 4 of the General Conditions.
3. Contract Sum. The Owner shall pay the Contractor for the performance of said Work, subject to additions or deductions provided herein \$ _____ in conformity with the Bid schedule.
4. The Contract Documents include the following:
 - (a) Notice and Instructions to Bidders
 - (b) Bid
 - (c) Bid Bond
 - (d) Performance Bond
 - (e) Payment Bond
 - (f) Agreement
 - (g) Notice to Proceed
 - (h) Change Order
 - (i) General Conditions
 - (j) Supplemental General Conditions
 - (k) Drawings prepared by Aldrich + Elliott, PC, numbered E1 and dated July, 2021.
 - (l) Specifications prepared or issued by Aldrich + Elliott, PC, and dated July, 2021.

5. The Owner will pay to the Contractor in the manner and at such times as set forth in the General Conditions and in such amounts as required by the Contract Documents.
6. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate, on the date first above written.

Owner:

Town of Hartford

By _____

Name _____

Title _____

(SEAL)

ATTEST:

Name _____

Title _____

Contractor:

By _____

Name _____

Title _____

Employer Identification
Number _____

By _____ Title _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter
called Principal,
(Corporation, Partnership or Individual)

and _____
(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto

(Name of Owner)

(Address of Owner)

hereinafter called Owner, in the penal sum of _____, _____ in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the _____ day of _____, 2021, a copy of which is hereto attached and made a part hereof for the construction of:

NOW, THEREFORE, if the principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the one year guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the Work to be performed thereunder or the Specifications accompanying the same shall in any wise effect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the Specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____ counterparts, each one of which
(No.)

shall be deemed an original, this the _____ day of _____, 2021.

ATTEST:

Principal

(Principal Secretary)

(SEAL)

By _____(s)

Address: _____

Witness as to Principal

Address

Surety

ATTEST:

By: _____
Attorney-in-Fact

Witness as to Surety

Address

Address

NOTE: The date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570) as amended and be authorized to transact business in the State where the Project is located.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter
called Principal,
(Corporation, Partnership or Individual)

and _____
(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto

(Name of Owner)

(Address of Owner)

hereinafter called Owner, in the penal sum of _____, _____ in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the _____ day of _____, 2021, a copy of which is hereto attached and made a part hereof for the construction of:

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, Subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the Work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such Work and all insurance premiums on said Work, and for all labor performed in such Work whether by Subcontractors or otherwise, then this obligation shall be void; otherwise to remain in force and effect.

PROVIDED, FURTHER, that the said Surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the Work to be performed thereunder or the Specifications accompanying the same shall in any wise effect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the Specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____ counterparts, each one of which
(No.)

shall be deemed an original, this the _____ day of _____, 2021.

ATTEST:

_____	_____
(Principal Secretary)	Principal
(SEAL)	By: _____
(s)	Address: _____

Witness as to Principal

Address

ATTEST:

_____	_____
Witness as to Surety	Surety
_____	By: _____
Address	Attorney-in-Fact
_____	_____
_____	Address

NOTE: The date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570) as amended and be authorized to transact business in the State where the Project is located.

SECTION B.4

NOTICE TO PROCEED

To: _____
(Contractor)

Date of Issuance: _____

Project: _____

So. Main Street Lighting

You are hereby notified to commence WORK in accordance with the Agreement dated
_____, 2021. The date of completion of all WORK _____, 2021.

Town of Hartford
(Owner)

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by _____

_____.

this the _____ day of _____, 2021

By: _____

Title: _____

CHANGE ORDER # _____

Project No. _____ Date: _____
Contract No. _____ Agreement Date: _____
CONTRACT TITLE: _____ Original Price: \$ _____
OWNER: _____
CONTRACTOR: _____

The following changes are hereby made to the CONTRACT DOCUMENTS:

DESCRIPTION:

JUSTIFICATION:

PRICE: This C.O.⁽¹⁾ will (not change/increase/decrease) the Contract Price By: \$ _____
Current Contract Price per most recent C.O.: \$ _____
The new Contract Price including this C.O. is: \$ _____

TIME: Calendar Days as per most recent C.O.: Current Contract Days _____
This C.O. will (not change/increase/decrease) the Contract Calendar Days by: Days _____
The new Contract Calendar Days including this C.O. is: Days _____
The new Contract Completion Date is, therefore: _____

The attached Contractor's Revised Project Schedule reflects increases or decreases in Contract Time as authorized by this C.O. Stipulated price and time adjustment includes all costs and time associated with the above described change. Contractor waives all rights for additional compensation or time extension for said change. Contractor and Owner agree that the price(s) and time adjustment(s) stated above are equitable and acceptable to both parties.

REQUESTED BY: _____

SIGNATURES/APPROVALS:

Recommended By: _____
(Engineer)

Accepted By: _____
(Contractor)

Ordered By: _____
(Owner)

Approved By: _____
(Funding Agency)

Change Order

⁽¹⁾ C.O. means Change Order

SECTION C.1

GENERAL CONDITIONS

1. The Contractor shall furnish and pay the cost, including taxes (except tax exempt entities) and all applicable fees, of all the necessary materials and shall furnish and pay for all the superintendence, labor, tools, equipment and transportation and perform all the Work required for the construction of all items listed and itemized under the Bid Schedule of the Bidder's Proposal attached hereto in strict accordance with the Plans, Specifications and requirements, general conditions and special conditions which are attached hereto and made a part hereof, and any amendments thereto and such supplemental plans and specifications which may hereafter be approved.
2. The Owner shall provide the land and/or construction easements upon which the Work under this Contract is to be done, and will, so far as is convenient, permit the Contractor to use as much of the land as is required for the erection of temporary construction facilities and storage of materials, together with the right of access to same, but beyond this, the Contractor shall provide at the Contractor's cost and expense any additional land required.
3. In the event the Owner is dissatisfied with the slow progress or incompetency in the performance of the Work in accordance with the schedule for completion of the various aspects of construction, the Owner shall give the Contractor written notice in which the Owner shall specify in detail the cause of dissatisfaction. Should the Contractor fail or refuse to remedy the matters complained of within five days after the written notice is received by the Contractor the Owner shall have the right to take control of the Work and either make good the deficiencies of the Contractor itself or direct the activities of the Contractor in doing so, employing such additional help as the Owner deems advisable. In such events the Owner shall be entitled to collect from the Contractor any expenses in completing the Work.
4. The Owner may withhold liquidated damages at the rate specified in the Bid from the amount payable to the Contractor for each calendar day that the Contractor is in default after the time of completion stipulated in these Contract Documents. It is understood that the amount is approximately equal to the interest and other charges incurred by the Owner.
5. The Contractor guarantees all material and equipment furnished and all Work performed for a period of one (1) year from the date of substantial completion of the Contract. The Contractor guarantees that the facility is free from defects due to faulty materials or workmanship and the Contractor shall make the necessary corrections or repairs to correct these defects.
6. The Contractor should give all notices and comply with all laws, ordinances, rules, and regulations bearing on the conduct of the Work as specified in the Contract Documents. If the Contractor observes that the Contract Documents are at variation with any laws, ordinances, rules or regulations, the Contractor should promptly notify the Owner in writing and any necessary changes shall be adjusted through the use of Contract Change Orders.
7. The Contractor agrees to pay all claims for labor, materials, services and supplies and agrees to allow no such charge to be fixed on the property of the Owner.
8. The Contractor agrees to comply with all laws, rules and regulations that apply to related Work.
9. The actual performance of Work and superintendence shall be performed by the Contractor, but the Owner and lending authority shall, at all times, has access to the premises for the purpose of observing or inspecting the Work performed by the Contractor.
10. It is fully understood and agreed that none of the requirements of this Contract shall be considered as waived unless changes are made in writing and then only by the persons executing this Contract.
11. The Contractor agrees not to sublet or assign this Work without the written consent of the Owner.

12. The Contractor shall have full responsibility under these General Conditions, General Provisions, or Plans and Specifications for any subcontracts which the Contractor may let.
13. All questions or controversies which may arise between the Contractor and the Owner, under or in reference to this Contract, should be resolved, to the fullest extent possible at a meeting between the Contractor, the Owner, and a representative of the Lending Authority. The agreements reached at such meetings shall be carefully documented and become final and binding on all parties concerned.
14. The Contractor shall indemnify and save harmless the Owner and the Owner's agents and employees, form and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, or employees, in the execution of the Work or in guarding the same.
15. Payment. The Owner shall retain ten (10) percent of the amount of each monthly payment until final completion and acceptance of all work covered by the Contract Documents. Final payment shall be made to the Contractor when the Work is completed and accepted by the Owner and the Lending Authority. The total amount of the payment shall be the amount of the Contract plus the value of all changes as reflected in approved Contract Change Orders.

The entire balance found to be due the Contractor but excepting such sums as may be lawfully retained by the Owner, shall be paid to the Contractor. Such payment shall be conditioned, however, upon the submission by the Contractor of evidence satisfactory to the Owner that all claims for labor, material, and any other outstanding indebtedness in connection with this Contract have been paid.

16. Suspension of work. The Owner may suspend the work or any portion thereof for a period of not more than ninety days or such further time as agreed by the Contractor. The Contractor will be allowed an increase in the contract price or an extension of contract time, or both, directly attributable to any suspension.
17. Termination. After ten (10) days from delivery of a written notice to the Contractor and the Engineer, the Owner may, without cause and without prejudice to any other right or remedy, elect to abandon the project and terminate the contract. In such case, the Contractor shall be paid for all work executed and any expense sustained.
18. Upon completion or termination of the Work, the Contractor shall remove from the vicinity of the Work all equipment and all temporary structures, waste materials and rubbish resulting from its operations, leaving the premises in a neat and presentable condition. In the event of failure to do so, the same may be done by the Owner at the expense of the Contractor.

SECTION C.2

SUPPLEMENTAL GENERAL CONDITIONS

The provisions of the Supplemental General Conditions as described herein change, amend, or supplement the General Conditions and shall supersede any conflicting provisions of this Contractor. All provisions of the General Conditions which are not changed, amended, or supplemented, remain in full force.

- | | |
|-------------------------------------|--------------------------------|
| 1. Contract Change Orders | 4. Insurance |
| 2. Partial Payment Estimates | 5. Remedies |
| 3. Protection of Lives and Property | 6. Audit and Access to Records |

1. CONTRACT CHANGE ORDERS

- 1.1 All changes affecting the Project's construction cost or modifications of the terms or conditions of the Contract must be authorized by means of a written Contract Change Order which is mutually agreed to by the Owner and Contractor. The Contract Change Order will include extra Work, Work for which quantities have been altered from those shown in the Bid Schedule, as well as decreases or increases in the quantities of installed units which are different from those shown in the Bid Schedule because of final measurements. All changes must be recorded on a Contract Change Order before they can be included in a partial payment estimate. Changes for Work, quantities, and/or conditions will include any respective time involved on the same Change Order.
- 1.2 The "Contract Change Order" form in Section B.7 of these specifications shall be used to record Contract changes.
- 1.3 When the Contract sum is, in whole or in part, based on unit prices, the Owner reserves the right to increase or decrease a unit price quantity as may be deemed reasonable or necessary in order to complete the Work contemplated by this Contractor.

2. PARTIAL PAYMENT ESTIMATES

- 2.1 A form acceptable to the Engineer shall be used when estimating periodic payments due the Contractor.
- 2.2 The Owner may after consultations with the Engineer withhold or, on account of subsequently discovered evidence, nullify the whole or part of any approved partial payment estimate to such extent as may be necessary to protect the Owner from loss on account of:
 - 2.2.1 Defective work not remedied.
 - 2.2.2 Claims filed.
 - 2.2.3 Failure of Contractor to make payments properly to Subcontractors or suppliers.
 - 2.2.4 A reasonable doubt that the Work can be completed for the balance then unpaid.
 - 2.2.5 Damage to another Contractor.
 - 2.2.6 Performance of Work in violation of the terms of the Contractor Documents.
- 2.3 Where Work on unit price items is substantially complete but lacks testing, clean-up and/or corrections, amounts shall be deducted from unit prices in partial payment estimates to amply cover such testing, clean-up and/or corrections.
- 2.4 When the items in 3.2 and 3.3 are cured, payment shall be made for amounts withheld because of them.

- 2.5 Payments will not be made that would deplete the retainage nor place in escrow any funds that are required for retainage nor invest the retainage for the benefit of the Contractor.
3. PROTECTION OF LIVES AND PROPERTY
- 3.1 In order to protect the lives and health of its employees under the Contractor, the Contractor shall comply with all pertinent provisions of the Occupational Safety and Health Administration (OSHA) and any VOSHA Safety and Health requirements.
- 3.2 The Contractor alone shall be responsible for the safety, efficiency, and adequacy of its plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance or operation.
4. INSURANCE
- 4.1 The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
- 4.1.1 Claims under workmen's compensation, disability benefit and other similar employee benefit acts;
- 4.1.2 Claims for damages because of bodily injury, occupational sickness or disease, or death or his employees;
- 4.1.3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
- 4.1.4 Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and
- 4.1.5 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from.
- 4.2 Certificates of Insurance acceptable to the OWNER shall be filed with the OWNER prior to commencement of the WORK. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the OWNER
- 4.3 INSURANCE REQUIREMENTS. Insurance obtained by the Contractor to cover the below-listed requirements shall be procured from an insurance company registered and licensed to do business in the State of Vermont. All insurance coverage for property damage shall provide coverage for "Replacement" cost. Before the Contract is signed and becomes effective, the Contractor shall file with the OWNER a certificate of insurance, in duplicate, executed by an insurance company or its licensed agent(s), on a form satisfactory to the OWNER, stating that with respect to the Contract awarded, the Contractor carries insurance in accordance with the following requirements. Renewal certificates for keeping the required insurance in force for the duration of the Contract shall also be filed as specified above. No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Contractor and any SUBCONTRACTOR for the Contractor's and any SUBCONTRACTOR'S operations. These are solely minimums that have been established to protect the interests of the OWNER. The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, insurances as hereinafter specified:
- 4.3.1 Workers Compensation Insurance. With respect to all operations performed the Contractor shall carry Workers Compensation Insurance in accordance with the laws of the State of Vermont, 21 V.S.A. Chapter 9. The Contractor shall also ensure that all SUBCONTRACTORS carry Workers Compensation Insurance in accordance with 21 V.S.A. Chapter 9 for all work performed by them.

- 4.3.2 Commercial General Liability Insurance. With respect to all operations performed by the Contractor and SUBCONTRACTORS, the Contractor shall carry Commercial General Liability Insurance on an occurrence form providing all major divisions of coverage, including but not limited to:

Premises - Operations
Independent Contractor's Protective
Products and Completed Operations
Personal Injury Liability

- 4.3.3 Contractor's General Liability and Property Damage Insurance will be obtained by the CONTRACTOR protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Contractual Liability applying to the Contractor's obligations, unless this requirement is waived in writing by the OWNER, shall have Limits of Coverage not less than:

\$1,500,000 Each Occurrence
\$2,000,000 General Aggregate applying, in total, to this project only
\$2,000,000 Products/Completed Operations Aggregate
\$ 250,000 Fire Damage Legal Liability

- 4.3.4 Automobile Liability Insurance. The CONTRACTOR shall carry Automobile Liability Insurance covering all motor vehicles, including owned, hired, borrowed, and non-owned vehicles, used in connection with the project. Limits of Coverage shall be not less than:

Bodily Injury: \$1,000,000 Each Person, \$1,000,000 Each Occurrence
Property Damage: \$ 500,000 Each Occurrence, OR
Combined Single Limit: \$1,500,000 Each Occurrence

- 4.3.5 General Insurance Conditions. The insurance specified under paragraphs 4.3.1, 4.3.2, and 4.3.3 above shall be maintained in force until acceptance of the project by the OWNER. Under paragraph 4.3.2 above, Products and Completed Operations Coverage shall be maintained in force for at least one year from the date of acceptance of the project. The contractual liability insurance requirements detailed in the Contract Documents are to indemnify, defend, and hold harmless the OWNER, and their officers, agents, representatives, and employees, with respect to any and all claims, causes of actions, losses, expenses, or damages that arise out of, relate to, or are in any manner connected with the CONTRACTOR'S work or the supervision of the CONTRACTOR'S work on this project. Each policy, except the Workers Compensation Policy, shall name the OWNER, as additional insured for actions, losses, expenses or damages that arise out of, relate to, or are in any manner connected with the CONTRACTOR'S work or the supervision of the CONTRACTOR'S work on this project. Umbrella Excess Liability Policies may be used in conjunction with primary policies to comply with any of the limit requirements specified above. "Claims-made" coverage forms are not acceptable without the prior written consent of the OWNER. The CONTRACTOR shall investigate and the CONTRACTOR and/or insurance company shall either adjust or defend all claims against the insured for damages covered, even if groundless. Each policy furnished shall contain a rider or non-cancellation clause reading in substance as follows:

Anything herein to the contrary notwithstanding, no cancellation, termination, or alteration of this policy by the company or the assured shall become effective unless and until notice of cancellation, termination, or alteration has been given by registered mail to the OWNER, at least 30 calendar days before the effective cancellation, termination, or alteration date unless all work required to be performed under the terms of the CONTRACT is satisfactorily completed as evidenced by the formal, final acceptance of the project by the OWNER. There shall be no directed compensation allowed the CONTRACTOR on account of any premium or other charge necessary to take out and keep in effect such insurance or bond; the cost thereof shall be considered included in the general cost of the work.

- 4.4 The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provision of the laws of the state in which the WORK is performed, Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any WORK is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause, each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.
- 4.5 The CONTRACTOR shall secure "All Risk" type Builder's Risk Insurance for WORK to be performed. Unless specifically authorized by the OWNER, the amount of such insurance shall not be less than the CONTRACT PRICE totaled in the BID. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft, water and smoke during the CONTRACT TIME, and until the WORK is accepted by the OWNER. The policy shall name as the insured the CONTRACTOR, the ENGINEER, and the OWNER.

5. REMEDIES

Unless otherwise provided in this Contractor, all claims, counterclaims, disputes, and other matters in question between the Owner and the Contractor arising out of or relating to this Contractor or the breach thereof will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Vermont.

6. AUDIT AND ACCESS TO RECORDS

For all negotiated Contracts, the Owner, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor, which are pertinent to the Contractor, for the purpose of making audits, examinations, excerpts and transcriptions. The Contractor shall maintain all required records for three years after final payment is made and all other pending matters are closed.

SECTION D.1

SPECIAL CONDITIONS

D.1-01 GENERAL

- A. The special conditions detailed in this section of these Specifications apply to this Project in its entirety. If any conflicts exist between these and any other Project requirements, the more stringent shall govern.

D.1-02 ERRORS/OMISSIONS

- A. The fact that specific mention of a fixture or material component of a piece of the work necessary for a complete installation and full function, is omitted from the specifications, but shown on the Drawings, or vice versa, does not entitle the Contractor to any claim for extra compensation. Said fixture or component shall be provided and installed as if called for both by the Drawings and Specifications.
- B. Fixtures or components considered incidental but essential for the full and complete function of the piece of work, which are not mentioned in either the Specification or Drawings, but are commonly included for a complete installation, shall be provided and installed by the Contractor with no claim granted for additional compensation.
- C. Discrepancies between the Contract Drawings and Specifications shall be brought to the attention of the Owner immediately upon discovery. The Owner shall promptly resolve the conflict with a written directive. The Contractor shall only be entitled to additional compensation for the resolution of the conflict if they can demonstrate that the notice was made immediately upon discovery and they can demonstrate a reasonable justification for assuming one set of understanding over another.

D.1-03 CONTRACTOR'S INSURANCE REQUIREMENTS

- A. The Contractor shall carry insurance policies as specified in the general conditions. Each liability policy shall identify the Owner and Engineer as additional insured under the policy. These policies shall remain in full effect for the entire duration of the contract.

D.1-04 SURVEYS

- A. Contractor shall be responsible for establishing all locations of principal component parts of work, together with suitable number of bench marks adjacent to work. The site has been surveyed and sufficient stakes and bench marks exist in the field to allow Contractor's surveyor to carry out necessary survey work.

D.1-05 USE OF PREMISES

- A. The Contractor expressly undertakes at his own expense to take every precaution against and assume all responsibility for injuries to persons or damage to public and private property. If any direct or indirect damage is done to public and/or private property on account of any act, neglect, or omission in the execution of the work on the part of the Contractor, the property so damaged shall be restored by the Contractor and at his expense to a condition at least equal to that existing before damage was done.

D.1-06 EASEMENTS

- A. The Owner has acquired all necessary easements. To ensure compliance with these easements, the Contractor is to fence easement limits as shown on the Contract Drawings and shall ensure all construction activity stays within the designated limits.
- B. The Bidder and resulting Contractor shall take the above into consideration in preparing their bids and/or construction schedule and shall not hold the Owner liable for any delays created by these Special Conditions and agrees to hold harmless and indemnify the Owner against any such liability.

D.1-07 NOTICE AND SERVICE THEREOF

- A. Any notice to any Contractor from the Owner relative to any part of this Contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by certified or registered mail, to the said Contractor at his last given address, or delivered in person to the said Contractor or his authorized representative on the work.

D.1-08 ORAL AGREEMENTS

- A. No oral order, objection, claim or notice by any party to others shall effect or modify any of the terms or obligations contained in any of the Contract Documents, and none of the provisions of the Contract Documents shall be held to be waived or modified by reason of any such act whatsoever, other than by a definitely agreed waiver or modification thereof in writing.

D.1-09 CHARACTER OF WORKERS

- A. Contractor shall at all times be responsible for conduct and discipline of his employees and/or any subcontractor or persons employed by subcontractors. All workers must have sufficient knowledge, skill and experience to perform properly work assigned to them.

D.1-10 INTOXICATING LIQUORS/DRUGS/SMOKING

- A. The Contractor shall not sell and shall neither permit nor suffer the introduction or use of intoxicating liquors upon or about the work under this Contract. This shall also hold true for use of any intoxicating drugs, whether legal or illegal, if they impair the ability of the worker to perform his/her work function.

D.1-11 CONTRACTOR'S EMERGENCY SERVICE

- A. The Contractor must make satisfactory arrangements with the Owner to service emergencies or complaints which may occur at night, over the weekend, or when the job is shut down. A responsible individual representing the Contractor must be available within 2-hours of a call for emergency services on a 24/7/365 basis throughout construction and be capable of completing emergency service to include road maintenance and repairs, securing the job site, and addressing any other emergency concerns including work on weekends, holidays and evenings. If the Contractor fails to satisfactorily meet this obligation, the Owner may make other arrangements for this service with the cost charged to the Contractor.
- B. Before the final estimate is certified for payment, the Contractor shall make similar arrangements to cover the guarantee period.

D.1-12 EXISTING UTILITIES

- A. The Contractor shall expect to encounter existing utilities, water mains, buried gas mains, electrical, telephone, sewers and other services during construction. These services are not to be interrupted during the progress of work. The Contractor shall provide whatever methods necessary to maintain these utilities in full service during this period. These methods may include but are not be limited to the following; bypass pumping, temporary bypass piping, wiring, etc. All costs for maintaining existing utilities are to be included in the various items in the Bid. No additional payment will be made to the Contractor for maintenance of existing utilities.
- B. The cost of relocation, alterations, or repair of damage to electric and telephone utilities, which are encountered and found to interfere with the proposed work, will be borne by the Contractor. The Contractor shall protect and support these utilities when the existing location does not interfere with the proposed work. Any cost of temporary relocations for the Contractor's convenience shall be paid for by the Contractor.
- C. The Contractor shall notify the utility companies of its operations in advance and take all measures to avoid damage or interruption to their services. Poles will in general be braced by the pole owners at the Contractor's expense.
- D. The Contractor shall make all arrangements with the utility companies for temporary and permanent services subject to the conditions further described herein, and in the various technical specifications.
- E. The Contractor shall contact Dig Safe at 1-888-344-7233 prior to excavating in construction areas in order to locate buried utilities.
- F. No claims will be allowed under the Specifications for any circumstances or damage to utilities while digging test pits under this Contract.

D.1-13 TREE PROTECTION

- A. All trees (unless otherwise allowed) and especially those noted on the drawings, shall be protected from damage by the following methods.
- B. Where directed by the Owner, the trunk of the trees shall be shielded for at least 6' with 2 x 4 stakes around the circumference of the tree and at a minimum distance of 6' from the tree.
- C. Main top and lateral roots that the Owner feels will affect the stability of the tree during major wind storms shall not be cut. The Contractor will be required to either complete the excavation work by hand or with much smaller more versatile equipment to avoid damage to sensitive root systems. Portions of the excavation may have to be braced with wood sheeting to assure safe working conditions.
- D. On private property easements, the Contractor may be required to use smaller equipment in order to preserve as much shrubbery and tree stability as possible.

D.1-14 CHANGES IN CONTRACT PRICE

- A. When the extra work is performed by a subcontractor, the amount to cover the cost of general overhead and profit shall not exceed fifteen (15) percent of the actual costs incurred by subcontractor, as subcontractor's fee, plus five (5) percent of the total amount thus obtained as Contractor's fee.

D.1-15 VERMONT SALES TAX EXEMPTION

- A. Owner is exempt from sales tax on products permanently incorporated in work. The Contractor may:
 - 1. Obtain sales tax exemption certificate number from Owner.
 - 2. Place exemption certificate number on invoices for materials incorporated in work.
 - 3. Furnish copies of invoices to Owner.
 - 4. Upon completion of work, file with Owner notarized statement that all purchases made under exemption certificate were entitled to be exempt.
 - 5. Pay all legal costs and assessed penalties for improper use of exemption certificate number.

DI.1-16 CONTRACT TIME

- A. Work Window
 - 1. The Contractor shall select his work hours between 7 a.m. and 5 p.m. No Work outside these hours shall take place unless authorized by the Owner.
- B. Recognized legal holidays:
 - 1. New Year's Day
 - 2. Washington's Birthday
 - 3. Memorial Day
 - 4. July 4th
 - 5. Labor Day
 - 6. Thanksgiving Day
 - 7. Christmas Day

END OF SECTION

SECTION 01025

MEASUREMENT AND PAYMENT

1. GENERAL

1.1 GENERAL

- A. Each unit price or lump sum stated in the Schedule of Prices shall constitute full compensation for all materials, labor, tools, equipment and incidentals thereto, to perform the work in accordance with the Contract Documents.
- B. Payment for any Item of work required by the Contract Drawings and Specifications and/or normally required during the construction of the work herein specified, and not listed as a separate item in the Schedule of Prices in the Bid shall be considered as included in the lump sum and/or unit prices stated in the Schedule of Prices and will not be paid for as a separate Item.
- C. Contractor shall request progress payments no more than monthly. Retainage as described in the general conditions will be withheld until final payment.
- D. A Project Schedule update shall be submitted with each monthly payment request and is a requirement for approval of the pay estimate.

1.2 PAYMENTS FOR MATERIALS STORED ON-SITE

- A. Materials which have been delivered and properly stockpiled in the vicinity of the construction site shall be paid for only when all of the following conditions exist:
 - 1. The Contractor provides the Owner with a copy of his insurance against any loss or damage of all materials
 - 2. The Contractor provides the Owner with copies of complete itemized billing for the delivered cost of all materials for which payment is requested. The invoices shall indicate that the material has been delivered to the site.
 - 3. Payments shall not be made for materials or equipment laid out along roadsides or along other proposed routes.
 - 4. Materials and equipment must meet Project specifications.
- B. After payment is issued to the Contractor for materials stored on-site and prior to submitting the next monthly estimate, the Contractor shall provide the Engineer with paid invoices or other evidence that the materials have been paid for. If the Contractor fails to submit such evidence, the Engineer will then subtract the value of such materials previously paid for by the Owner, from the next monthly estimate.

1.3 LIGHT POLES – TYPE A1 (ITEM 1)

- A. Measurement
 - 1. The quantity to be paid for under this Item in the Schedule of Prices is the number of Type “A1” light poles installed in place.

B. Payment

1. The price stated for the Item in the Schedule of Prices is full compensation for all work and expense incidental thereto for the complete installation of the Type "A1" fixture, 14' pole, and banner arms, including the wiring and all other expenses ordinary to and incidental to the complete installation of the light pole as shown on Drawing E1.

1.4 LIGHT POLES – TYPE A2 (ITEM 2)

A. Measurement

1. The quantity to be paid for under this Item in the Schedule of Prices is the number of Type "A2" light poles installed in place.

B. Payment

1. The price stated for the Items in the Schedule of Prices is full compensation for all work and expense incidental thereto for the complete installation of the Type "A2" fixture, 12' pole, and mounting arm, including wiring and all other expenses ordinary to and incidental to the complete installation of a light pole as shown on Drawing E1.

END OF SECTION

SECTION 16010

BASIC ELECTRICAL REQUIREMENTS

1. GENERAL

1.1 SUMMARY

- A. This section covers the basic contract and procedural requirements which are applicable to all electrical work and the testing of completed systems. The provisions of this section apply to each and every section in this division.
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this and the other sections of Division 16.
- C. Division 16 covers, in broad detail, the extent of the electrical work and the equipment to be provided and shall not be construed as a complete description of all of the details of design and construction required.
- D. The Contractor shall be responsible for reviewing all Contract Drawings and Specifications relating to the project to ensure that all electrical work associated with other trades will be coordinated. No extra compensation will be allowed for his lack of compliance herewith.
- E. Provide all materials, equipment, and tools and provide all labor necessary for the complete execution of the electrical work as shown on the Drawings, and required by the Specifications. In addition, the Contractor shall provide all work not specifically shown or specified, yet required to insure proper and complete operation of all systems to satisfy the design intent of the Project, and to comply with all applicable codes and regulations.
- F. The Drawings are generally diagrammatic, intended to convey the scope of the work and indicate the general arrangement, approximate sizes, and locations of equipment. Do not scale Drawings. Consult Architectural and Structural Drawings for space conditions.

1.2 CODES AND STANDARDS

- A. All materials, equipment, and installation shall be in accordance with the requirements of the currently adopted Federal, State, and Local codes and standards.
- B. All manufactured products and assemblies shall conform to nationally recognized standards referenced in other sections of the Division 16 specifications that are applicable to the product being supplied.

1.3 QUALITY ASSURANCE

- A. All electrical work shall be performed by licensed electricians who are qualified to do such work, and who are normally engaged in this type of work. Registered apprentices shall perform electrical work only under the direct supervision of a licensed electrician. Because of the complexity of the electrical work, unskilled labor is not permitted.
- B. Installation of electrical work shall conform to the latest requirements of the National Electrical Code, National Electrical Safety Code, OSHA, NFPA 70E, and all adopted State and Local Electrical Codes. All materials, equipment, sizes, capacities shall conform to the latest NEMA, ANSI, UL, IEEE, and EIA/TIA standards.
- C. Not all requirements of the applicable codes have been shown or included in the drawings and specifications. The licensed electricians installing the work are expected to understand all applicable codes that are relevant to the work being installed. Questions and interpretations on the drawings and specifications shall be directed to the Engineer.
- D. All electrical work shall be completed in a professional manner with a high degree of workmanship.
- E. Installation methods and materials shall be consistent throughout the project and shall only use products that been approved or specified. The installation of equipment or materials that have not been approved shall be at the Contractor's risk.
- F. Work that is sloppy, inconsistent, or incomplete will be rejected.

1.4 PERMITS AND INSPECTIONS

- A. Secure and pay for all permits and inspections required by the jurisdiction governing the project location.
- B. The Contractor shall work closely with the local electrical inspector throughout the project, and shall accommodate all requests for interim and final inspections. Failure to communicate with the inspector at the early stages of the project shall be at the Contractor's risk.

1.5 GUARANTEE

- A. Contractor shall guarantee all equipment and workmanship to be free from mechanical and electrical defects for a period of one year from the date of final acceptance unless stated otherwise in the specifications. Any replacement of parts or adjustments, including labor made necessary by such defects or adjustments, shall be rectified without cost to the Owner, to the satisfaction of the Engineer.

1.6 SUBMITTALS FOR APPROVAL

- A. Prepare submittals in accordance with requirements of Division 1 requirements.
- B. Provide all submittals for each product type being supplied as identified in the relative section of the specifications.
- C. Submittals shall be provided in electronic, searchable, PDF format unless otherwise permitted.
- D. All submittals shall bear a stamp which indicates the Contractor has reviewed the submittals for compliance with the specifications. Stamp shall include contractor name, project title and date.
- E. Where submitted product information consists of manufacturer's standard catalog data sheets or brochures, the specific product and related features and options being supplied shall be clearly marked with arrows, boxes, circles, or notes that are reproducible with non-color printing. Highlighted text does not reproduce well, and the contractor is cautioned against using it. The inclusion of a separate bill of material list, does not relieve the Contractor from identifying the proposed products on each catalog data sheet. Failure to clearly identify the specific product being supplied will be cause for rejection.
- F. Where the submittal consists of products that are specifically fabricated or assembled for the Project, the submittal shall include the suppliers name, the name of the project, a unique document number, and the first issue date with place for subsequent revisions.
- G. Submit list of nameplate designations for acceptance prior to engraving.
- H. Submit copies of all electrical permits prior to commencing the work.

1.7 SUBMITTALS FOR RECORD AND PROJECT CLOSEOUT

- A. Record drawings and project closeout documents shall comply with all "Submittal for Approval" requirements, and the requirements of Division 1.
- B. Provide installation instructions and operation and maintenance manuals for all equipment as required by the specifications.
- C. Provide as-built drawings in accordance with Division 1 requirements. Drawings shall include the following information:
 - 1. The routing of below grade conduits.
 - 2. Important circuit information including source locations
 - 3. Measured amperage of each phase with all lighting on.

4. All field changes where deviations from the drawings have been made, such that if not corrected would result in erroneous information. D. Provide copies of electrical inspection certificates.
- E. Submit all manufacturer warranty information including terms and conditions, and service center contact information.
- F. During the progress of the work, the Contractor shall furnish and keep on file at all times a complete and separate set of black or blue line print record documents. Each shall be clearly, neatly and accurately noted, promptly, as the work progresses, all electrical changes, revisions, additions, deletions and deviations from the work. Wherever the work was installed, other than as shown on the Contract Drawings, the changes shall be so noted.

1.8 MANUFACTURERS AND EQUALS

- A. The manufacturer's products scheduled on the drawings have been carefully reviewed and specified to satisfy the intent of the design. If there is a discrepancy between the scheduled product and the specification, the requirements listed in the specification have priority and must be complied with.
- B. Division 16 specification sections may list acceptable alternate manufacturers, subject to compliance with the requirements of the drawings and specifications. Products by these listed alternate manufactures are not considered to be substitutions but must be of similar physical size, capacity, construction, quality, features, and performance characteristics as that of the scheduled manufacturers. It is the contractor's responsibility to coordinate any connection or other changes if the contractor elects to install one of the alternate manufacturers.
- C. Products by a manufacturer other than scheduled or specified as an alternative, will be considered substitutions. As a minimum, any proposed substitution must be of similar physical size, capacity, construction, quality, features, and performance characteristics as that of the scheduled manufacturers. Additionally, the requirements of "SUBSTITUTIONS" in the General Conditions must be satisfied. The contractor is responsible for the rearrangement of any work of his trade or any other trade to accommodate the proposed substitution. In general, substitutions will only be accepted if there is a demonstrated benefit to the owner such as cost savings, energy savings, reduced maintenance, etc. The contractor must clearly identify these benefits when submitting for a substitution in accordance with Division 1.
- D. Substitutions are not permitted for the lighting fixtures and poles that are to be supplied.

1.9 SITE VISITATION

- A. The Contractor shall visit the site and shall examine all existing conditions which may affect his work under this Contract. No claims for extra compensation will be allowed because of his failure to do so.

1.10 TEMPORARY POWER

- A. The Contractor shall furnish and install all labor, materials and equipment necessary to provide temporary power and connections to maintain lighting circuits in areas that are outside the limits of construction.

2. PRODUCTS

2.1 GENERAL

- A. All materials and equipment shall be new and of the best quality and shall conform to standards and carry labels in every case where standards have been established.
- B. To the maximum extent possible, all electrical equipment for any one system shall be the product of a single manufacturer. Engineer reserves the right to disapprove and reject equipment from various manufacturers when acceptable components can be secured from fewer manufacturers and to require that source of materials be unified to the maximum extent possible.
- C. Following submittal approval, the Contractor shall not make equipment substitutions during the project for any reason without the approval of the Engineer. Any work requiring removal and re-installation due to the Contractor's failure to comply with this requirement shall be the responsibility of the Contractor with no additional cost to the Owner.

3. EXECUTION

3.1 SAFETY

- A. The Contractor shall be responsible for complying with all Code and Project required safety measures.
- B. The Contractor shall be responsible for maintaining a clean and safe work environment. All work areas shall be cleaned daily, and materials, tools, and equipment shall be stored in designated areas.

3.2 CODE COMPLIANCE

- A. The Contractor shall install all systems of Division 16 sections in conformance with all applicable State and local codes in addition to all the specific codes and standards listed in the various Division 16 sections.

3.3 PERFORMANCE

- A. Perform all work which is required and essential in completing the intended installation in the proper manner.
- B. The Drawings indicate the general arrangement proposed lighting pole locations. Field verification of all dimensions is required. Specifications and Drawings are for assistance and guidance, but exact locations, distances and levels shall be governed by actual field conditions. Conduit runs and grounding are shown diagrammatic only, and the layout does not necessarily show the total number of conduits for the circuit required, nor is the location of indicated runs intended to show the actual routing of conduits.
- C. If any departures from the Construction Documents are deemed necessary by Contractor to furnish an efficient, complete and satisfactory installation, details of such departures and the reasons therefore shall be brought to the attention of Engineer. Do not make departures without prior approval of Engineer. Departures from the Construction Documents without the approval of the Engineer will be at the Contractors risk. Any corrections to the installation because of these departures will be by the Contractor with no cost to the Owner or Design Professionals.

3.4 COORDINATION

- A. Layout all work at the site by consultation with other trades before installing work to eliminate any conflict between this work and work of other trades.
- B. The Drawings are schematic in nature, not all conduit, fittings, boxes, and routing are shown. It is the responsibility of the Contractor to provide, in his original bid, all necessary equipment to provide a complete project. Any conflicts must be brought to the attention of the Engineer. Any work requiring removal and re-installation due to the lack of coordination shall be the responsibility of the Contractor with no additional cost to the Owner.

3.5 EXISTING CONDITIONS

- A. Existing conditions indicated on the plans are based on the best information available and may not be 100% accurate or complete. The Contractor shall be responsible for protecting existing systems to remain.

3.6 GUARANTEE

- A. Contractor shall guarantee all equipment and workmanship free from mechanical and electrical defects for the time period described in Division 1 of the specifications. Any replacement of parts or adjustments, including labor made necessary by such defects or adjustments, shall be rectified without cost to the Owner, and to the satisfaction of the Engineer.

- B. In the absence of specific guarantee requirements in Division 1, the period shall be one year from the date of final acceptance.
- C. The duration of manufacturer warranties of equipment shall be not less than that required by the specification section associated with the equipment. The warranty period shall begin at the time of final acceptance.
- D. Replace any material and equipment prior to final acceptance, which is corroded or otherwise damaged through the failure to properly operate, protect, and maintain the installation during construction or testing.
- E. Keep the work in repair and replace any defective materials, equipment or workmanship upon notice from the Architect/Engineer or Owner's representative for a period of one year from date of acceptance.
- F. Materials or equipment requiring excessive service during the first year of operation shall be considered defective.
- G. Provide the Owner with a list of phone numbers to call for servicing during emergency and guarantee periods.

END OF SECTION

SECTION 16050

BASIC ELECTRICAL MATERIALS AND METHODS

1. GENERAL

1.1 DESCRIPTION

- A. This Section covers the general execution requirements which are applicable to all electrical work.
 - 1. Examination
 - 2. Rough-ins
 - 3. Installation of Equipment
 - 4. Temporary Power
 - 5. Selective Demolition
 - 6. Field Quality Control and Testing
 - 7. Adjust and Clean
- B. Division 16 covers, in broad detail, the extent of the electrical work and the equipment to be provided and shall not be construed as a complete description of all the details of design and construction required.
- C. Provide all labor, materials, equipment, articles, and tools and perform all work necessary for the complete execution of the electrical work, as shown on the Drawings, required by the Specifications and work not specifically shown or specified, yet required to ensure the design intent inherent in the work and to comply with all applicable codes and regulations.
- D. The Drawings are generally diagrammatic, intended to convey the scope of the work and indicate the general arrangement of equipment, major raceway systems, and approximate sizes and locations of equipment. Do not scale Drawings. Consult Architectural and Structural Drawings for space conditions.

1.2 SUBMITTALS

- A. Submittals are not required for products described in this section.

1.3 QUALITY ASSURANCE

- A. All electrical work shall be performed by licensed electricians who are qualified to do such work, and who are normally engaged in this type of work. Registered apprentices shall perform electrical work only under the direct supervision of a licensed electrician. Because of the complexity of the electrical work, unskilled labor is not permitted.

- B. Installation of electrical work shall conform to the latest requirements of the National Electrical Code, National Electrical Safety Code, OSHA, NFPA 70E, and all adopted State and Local Electrical Codes. All materials, equipment, sizes, capacities shall conform to the latest NEMA, ANSI, UL, IEEE, and EIA/TIA standards.
- C. Not all requirements of the applicable codes have been shown or included in the drawings and specifications. The licensed electricians installing the work are expected to understand all applicable codes that are relevant to the work being installed. Questions and interpretations on the drawings and specifications shall be directed to the Engineer.
- D. All electrical work shall be completed in a professional manner with a high degree of workmanship.
- E. Installation methods and materials shall be consistent throughout the project and shall only use products that been approved or specified. The installation of equipment or materials that have not been approved shall be at the Contractor's risk.
- F. Work that is sloppy, inconsistent, or incomplete will be rejected.
- G. All electrical equipment shall be NRTL listed, and shall be suitable for the purpose and location which it is installed. All equipment shall be installed in accordance with its listing and the instructions provided by the manufacturer.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. The Contractor shall be responsible for receiving and off-loading all equipment delivered to the site.
- B. Products delivered to the project shall be properly identified with names, model numbers, types, grades, compliance labels, and other information needed for identification.
- C. Properly store all materials and equipment in accordance with the manufacturers' recommendations and as required to protect them from damage and corrosion.
- D. Products shall be delivered in original containers, boxes, packages, or on the skids provided by the manufacturer. The packaging should be in good condition as indicative of proper handling and storage. Equipment with damaged packaging will be considered as possibly unacceptable for installation. The Contractor or manufacturer may be required to demonstrate to the Owner/Engineer that it's in new condition. Any equipment deemed unsatisfactory will be replaced at no cost to the Owner.
- E. Temporarily close all openings of raceways to prevent obstruction, damage or the intrusion of foreign materials.

- F. Protect all enclosed electrical equipment from damage due to water, dirt, dust, and accidental contact with tools and equipment. Keep factory doors and covers on as much as possible, or provide temporary barriers, tarps, etc. G. Protect all finished surfaces from damage.

1.5 CONTINUITY OF SERVICE

- A. The Contractor shall guarantee continuance of electrical service to all areas of the project presently receiving electrical service which are not designated as construction areas. The Contractor shall schedule, with the Owner, power shutdowns one (1) week in advance.
- B. It is the responsibility of the Contractor to maintain and protect existing building services which pass through areas affected by demolition and excavation. Contractor shall include in his bid price all costs (material, labor, etc.) associated to maintain these services and/or temporarily refeed.

2. PRODUCTS (Not Applicable)

3. EXECUTION

3.1 EXAMINATION

- A. Prior to performing work required under Division 16, carefully inspect all conditions and the work of other trades and verify that all conditions and all such work is complete to the point where the electrical work may properly commence.
- B. In the event of a discrepancy, immediately notify the Engineer. Do not proceed with the work in areas of discrepancy until all such discrepancies have been fully resolved.

3.2 ROUGH-IN

- A. Verify final locations of lighting poles and conduits with field measurements.
- B. Refer to rough in requirements related to specific equipment in specification Divisions 2 through 16.
- C. Coordinate rough in with the work of all other trades.
- D. Protect the work and close all openings until equipment and conductors can be installed.

3.3 ELECTRICAL INSTALLATIONS

- A. General: The materials described in the Project plans and specifications may exceed the requirements of the National Electrical Code and other regulatory requirements. Compliance with the codes, does not relieve the Contractor from providing and installing the materials specified.
- B. Sequence, coordinate, and integrate the various elements of electrical systems, materials, and equipment with the work of other trades. C. Comply with the following requirements:
1. Coordinate the installation of electrical systems, equipment, and related materials with final site conditions and requirements.
 2. All dimensions shall be verified by field measurements.
 3. Sequence equipment delivery and placement with the progress of the construction work.
 4. The installation of electrical materials and equipment shall give right-of-way priority to piping, and to systems that are required to be installed at a specified slope or elevation.

3.4 SELECTIVE DEMOLITION

- A. General: Demolish, remove, demount, and disconnect abandoned electrical materials and equipment indicated to be removed and not indicated to be salvaged or saved.
- B. In general, portions of the existing electrical system shown on the plans to be removed, shall be removed in phases to prevent system shutdown, unless noted otherwise on the drawings, in areas of the project work.
- C. Protect adjacent materials indicated to remain. Install and maintain dust and noise barriers to keep dirt, dust, and noise from being transmitted to adjacent areas. Remove protection and barriers after demolition operations are complete.
- D. Locate, identify, and protect electrical services passing through demolition area and serving other areas outside the demolition limits. Maintain services to areas outside demolition limits. When services must be interrupted, install temporary services for affected areas.
- E. Any device which is to remain but becomes de-energized by removal of existing work shall be rewired and/or reconnected as required to maintain service to the device in question.

- F. Abandoned raceways below grade may remain if such materials do not interfere with new installations. Remove conductors and retain as spare conduits if practical to do so.
- G. Materials and Equipment To Be Salvaged: Remove, demount, and disconnect existing electrical materials and equipment indicated to be removed and salvaged. The Owner reserves the right to retain any and all existing materials and equipment including all items not identified for salvage within the Contract Documents. Existing materials and equipment identified by the Owner to be retained shall remain the property of the Owner. The Contractor shall deliver all salvaged materials and equipment to a storage site as directed by the Owner.
- H. Disposal and Cleanup: Remove from the site and legally dispose of demolished materials and equipment not indicated or identified by the Owner to be salvaged.

3.5 FIELD QUALITY CONTROL AND TESTING

- A. Notify Engineer at least one (1) week in advance of all testing so that he may witness the tests and testing procedures.
- B. Provide all labor, materials, testing equipment, electricity, fuel, lights, lubricants, and all other materials required for conducting all tests.
- C. Test all parts of the electrical system before placing them in service.
- D. All systems shall test free from short circuits and grounds, shall be free from mechanical and electrical defects, and shall show insulation resistance between phase conductors and ground of not less than that required by NEC, or as specified herein.
- E. All equipment shall have proper neutral and grounding connections.
- F. Balance loading on each phase to within a twenty percent range.
- G. Demonstrate the proper operation of any equipment item, or system to Owner, Architect, Engineer, or Code Authority upon request.
- H. Conduct all other tests required to secure approval of the work from all agencies having jurisdiction.
- I. Replace any portion of the work which does not conform to established standards and requirements.
- J. Make all adjustments and changes during tests necessary to achieve optimum operation of the equipment.

- K. Should any defects be suspected or found after the tests have been completed, make all required adjustments, repairs, and replacements, and retest to the satisfaction of the Engineer.

3.6 ADJUST AND CLEAN

- A. Protect equipment against mortar, dust, water, weather, etc. during construction and leave all equipment clean. Remove all debris and unused material from the premises and leave the project site in a neat and clean condition.
- B. Clean all exposed electrical work and remove all unnecessary labels, soil, markings, and foreign materials. Do not remove labels required by the specifications, laws, regulations and codes (e.g.: UL Labels) or special labels warning of hazards, denoting special operating and maintenance procedures or labels with important or meaningful messages, directions or warnings.
- C. Inspect all items thoroughly. Install all screws and fasteners supplied or intended by the manufacturer of the equipment to secure covers and such. Repair any items that are scratched, dented or otherwise damaged to like new condition. Touch up paint shall match the color of the original finish. All repaired items shall be brought to the attention of the Engineer for inspection and approval.

END OF SECTION

SECTION 16110

RACEWAYS

1. GENERAL

1.1 SUMMARY

A. This Section includes raceways for electrical wiring. Types of raceways in this section include the following:

1. Rigid nonmetallic conduit (PVC).

1.2 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.3 SUBMITTALS

A. Refer to Division 1 and Division 16 Section "BASIC ELECTRICAL REQUIREMENTS" for administrative and procedural requirements for submittals. B. Product Data: Submit product data for the following items:

1. Non-metallic conduit products and fittings.

1.4 QUALITY ASSURANCE

- A. Code Compliance: Product use and installation methods shall comply with NFPA 70 "National Electrical Code."
- B. NEMA Compliance: Comply with applicable requirements of NEMA standards pertaining to raceways.
- C. UL Compliance and Labeling: Comply with applicable requirements of UL standards pertaining to electrical raceway systems. Provide raceway products and components listed and labeled by UL, ETL, or CSA.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store and handle all conduit in a manner to prevent entrance of dirt, debris, and moisture. Conduit stored outside shall be stored above grade on 4" x 4" wood blocks. Metal raceways shall be protected from the weather.
- B. Store and handle metal conduit and tubing in a manner to prevent damage to

galvanized coating and subsequent corrosion.

- C. Provide factory applied plastic end caps on each length of threaded conduit. Maintain end caps through shipping, storage and handling to prevent damage to ends of pipe and threads.

1.6 SEQUENCING AND SCHEDULING

- A. Coordinate with other Work, including excavation, metal and concrete deck installation, and wall construction, as necessary to interface installation of electrical raceways and components with other Work.

2. **PRODUCTS**

2.1 MANUFACTURERS

- A. Manufacturers: Provide UL listed products that satisfy the requirements of the Project.

2.2 NONMETALLIC CONDUIT AND DUCTS

- A. General: Minimum conduit size shall be 1" unless otherwise indicated.
- B. Rigid Nonmetallic Conduit: Schedule 40 and 80 PVC conduit shall conform to NEMA TC 2, UL 651, and federal specification WC1094A. Fittings shall conform to NEMA TC-3, UL 514B, and federal specification WC1094A. Conduit and fittings shall carry respective UL or ETL listing or labels.
 - 1. All exposed rigid non-metallic conduit and fittings shall be of the same manufacturer to achieve a uniform appearance with regard to color, shape, and markings.
 - 2. Provide schedule 80 PVC conduit and bends in areas subject to physical damage, where required by local utility company, the National Electrical Code, or where specifically indicated on the drawings.
 - 3. Rigid nonmetallic conduit shall be supplied in 10 or 20 foot lengths. Each length shall include a molded deep belled end coupling at one end.
 - 4. Rigid nonmetallic conduit bends shall match the schedule of the conduit.
 - 5. All conduit bends used in below grade applications shall be provided with a molded deep belled end coupling at one end.
 - 6. Rigid nonmetallic conduit bends shall be standard radius for above grade applications unless otherwise indicated. In below grade applications, conduits 2" and smaller shall be provided with minimum 24" radius bends.

Conduits 2-1/2" and larger shall be provided with 36" radius bends.

7. All fittings shall be listed for use with rigid nonmetallic conduit.
8. Locknuts used with nonmetallic conduit fittings shall be steel. Provide sealing type with gasket in wet locations. Provide stainless steel locknuts in corrosive locations.
9. PVC conduit cement and primer products shall be designed for use with rigid nonmetallic conduit and identified as low VOC.

2.3 CONDUIT BODIES

- A. General: Types, shapes, and sizes as required to suit individual applications, NEC requirements and NEC bending radius. Provide matching gasketed covers secured with corrosion-resistant screws.
- B. For use with Nonmetallic Conduit and Tubing: Use nonmetallic conduit bodies conforming to UL 514 B. Provide PVC conduit bodies with PVC conduit. Covers shall be provided with 316 stainless-steel screws and neoprene gasket.

3. **EXECUTION**

3.1 WIRING METHOD

- A. Outdoors: Use the following wiring methods unless specifically noted:
 1. Exposed: Schedule 80 nonmetallic rigid conduit.
 2. Underground: Schedule 40 nonmetallic rigid conduit.

3.2 INSTALLATION

- A. General: Install electrical raceways in accordance with manufacturer's written installation instructions and applicable requirements of NEC.
- B. Prevent foreign matter from entering raceways by using temporary closure protection.
- C. Protect stub-ups from damage where conduits rise from concrete bases or grade. Arrange so curved portion of bends is not visible.
- D. Make bends and offsets so the inside diameter is not effectively reduced. Unless otherwise indicated, keep the legs of a bend in the same plane and the straight legs of offsets parallel.

- E. Run underground raceways with a minimum of bends in the shortest practical distance with consideration given to site conditions and other utilities.
- F. Install pull line in empty raceways. Use continuous fiber, polypropylene plastic line having not less than 200-lb tensile strength. Leave not less than 12 inches of slack at each end of the pull line.

3.3 ADJUSTING AND CLEANING

- A. Upon completion of installation of raceways, inspect interiors of raceways; clear all blockages and remove burrs, dirt, and construction debris.

END OF SECTION

SECTION 16120

WIRES AND CABLES

1. GENERAL

1.1 SUMMARY

A. This Section includes wires and cables, for power, lighting, and control wiring up to 600V. Types of wire and cables products in this section include the following:

1. Single conductor, solid and stranded copper.

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Refer to section 16142 Electrical Connections for Equipment for connectors and terminals used for wires and cables.

1.3 SUBMITTALS

A. Refer to Division 1 and Division 16 Section "BASIC ELECTRICAL REQUIREMENTS" for administrative and procedural requirements for submittals. B. Submit product data for wires and cables.

1.4 QUALITY ASSURANCE

- A. Code Compliance: Product use and installation methods shall comply with NFPA 70 "National Electrical Code."
- B. Product Listing: Provide only products that are listed and labeled by UL, ETL, or CSA.
- C. Standards Compliance: Comply with applicable requirements of the following standard organizations pertaining to wire and cables:
 1. ANSI – American Standards Institute
 2. ASTM – American Society for Testing and Materials
 3. IEEE – Institute of Electronic & Electrical Engineers
 4. NEMA – National Electrical Manufacturers Association
- D. All wire and cable shall conform to the requirements of the National Electrical Code and shall meet all A.S.T.M. Specifications. Wire and cable shall be new, manufactured within one year of date of installation, shall have size, grade of insulation, voltage rating and manufacturer's name permanently marked on the

outer covering at intervals not exceeding 24 inches, and shall be delivered in complete coils or reels with identifying size and insulation tag.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store all wire and cable on spools until time of installation, and protect conductor insulation from damage. Conductors with damaged insulation should not be installed.
- B. Conductors stored outside shall be wrapped in plastic and shall have ends sealed to prevent entrance of moisture and dirt.
- C. Protect installed conductors from damage. Bundle and coil within the equipment enclosure or junction box until ready for termination.

1.6 SEQUENCING AND SCHEDULING

- A. Coordinate the installation of wires and cables with other Work, including raceways and equipment.

2. **PRODUCTS**

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with the requirements, provide products by one of the following:
 - 1. AFC Cable Systems
 - 2. Allied Wire & Cable
 - 3. Carol Cable
 - 4. General Cable.
 - 5. Houston wire & Cable
 - 6. Southwire
 - 7. Or Equal

2.2 WIRES AND CABLES

- A. General: Provide wire and cable that is suitable for the temperature, conditions, and location where installed.
- B. Conductors: Provide stranded conductors for all power and lighting circuits. Minimum size shall be #12 AWG unless noted otherwise on the drawings.
- C. Conductor Material: All conductors shall be copper unless specifically noted on the drawings. Provide copper conductors with conductivity of not less than 98% at 20 degrees C (68 degrees F). Aluminum conductors where permitted shall be stranded aluminum alloy (Southwire AA-8176 or equal).

D. Insulation Material:

1. All insulation shall be rated for 600V.
2. Provide THHN/THWN-2 or XHHW-2 rated at 90°C for all conductors #10AWG or smaller that are installed in raceway in wet or exterior locations.

E. Color coding of Conductors: The insulation of conductors size #6AWG and smaller shall have factory applied color coding for the entire length of the conductor. Identification shall be as follows:

<u>240/208/120 Volts</u>	<u>Phase</u>	<u>480/277 Volts</u>
Black A	Brown Red B	Orange
Blue C	Yellow White Neutral	White or Gray
Green or Bare	Ground	Green or Bare

F. Conductor and Cable Marking: Size, type, insulation rating, and manufacturer shall be marked at intervals of not less than four feet along the entire length.**3. EXECUTION****3.1 WIRING METHOD**

- A. Install all conductors in raceway unless otherwise permitted by these specifications or indicated on the drawings.

3.2 SIZE, RATINGS, AND QUANTITIES OF WIRES AND CABLES A.

Conductors shall be sized as indicated on the drawings.

- B. Where the conductor size is not indicated, its current carrying capacity shall be equal to or greater than the rating of its overcurrent protective device. The rated ampacity of conductors shall be determined using the 75°C column of NEC Table 310.16, or other NEC tables that specifically apply to the installation.
- C. The routing of raceways, and the quantity of branch circuit conductors within those raceways are not specifically detailed on the drawings. The Contractor is responsible for selecting the best route for raceways, placement of junction boxes, and the assembly of branch circuit wiring. The Contractor shall apply NEC ampacity adjustment factors described in NEC Article 310 for the following:
 1. More than three current carrying conductors
- D. The neutral conductor is not required to be counted as a current carrying conductor

for derating of ampacity when it only carries the unbalanced current of from other conductors of the same circuit. The neutral shall be counted as a current carrying conductor when part of a single wire or 3 wire branch circuit, and on a 3 phase, 4 wire wye circuit where the majority of the load is non-linear.

- E. Voltage Drop: The Contractor shall be responsible for increasing the conductor size of branch circuit wiring based on the voltage and amperage rating of the circuit at 80% loading, and the circuit length. The following shall be used as a guideline:
 - 1. Homeruns longer than seventy five (75) feet from a 120/208/240 Volt source or one hundred seventy five (175) feet from a 277/480 Volt source shall be not less than No. 10 AWG, copper.
 - 2. Where conductor sizes are increased for voltage drop or other reasons, the equipment grounding conductor (when provided) shall be increased in size proportionately.
- F. Branch circuits requiring a neutral conductor shall have one neutral conductor per phase conductor when installed in a common raceway, unless specifically shown otherwise on the Drawings.

3.3 INSTALLATION OF WIRE AND CABLES

- A. General: Install electrical cables, wires, and connectors in accordance with the applicable requirements of NEC.
- B. Coordinate the installation of wire and cable with other work.
- C. Conduit/raceway system shall be complete prior to pulling in wires.
- D. Any raceway that is damaged or otherwise unsuitable for the installation of conductors shall be abandoned and made unusable.
- E. Pull all required conductors into the raceway simultaneously. Use only UL approved cable lubricant where necessary.
- F. Conductors shall be continuous between outlets or junction boxes and no splices shall be made except in outlet boxes, junction boxes, and handholes. G. Keep conductor splices to a minimum.
- H. Train conductors neatly in electrical equipment and boxes. Installed conductors shall allow for a minimum of one (1) future re-termination.
- I. Bundle the conductors of each multi-wire branch circuit together with cable ties in all pull boxes, junction boxes, outlet boxes, wireways, and hand holes to identify the conductors associated with each circuit.

3.4 FIELD QUALITY CONTROL

- A. After installing conductors and cables and before electrical circuitry has been energized, perform the following visual and mechanical inspections:
 - 1. Verify the size and quantity of cables and conductors comply with the contract documents and equipment manufacturer's requirements.
 - 2. Verify conductors and cables are correctly identified at each termination, splice, and tap where applicable.
 - 3. Verify correct phase identification has been maintained throughout the project.
 - 4. Verify color coding complies with the specifications and the National Electrical Code.
 - 5. Inspect all exposed section of cables and conductors for physical damage to the insulation. Cables and conductors with visible insulation damage shall be insulation tested (Megger) to demonstrate suitability for use, or replaced.
 - 6. Inspect all bolted and compression connections and check for tightness in accordance with manufacturer's specifications.
- B. Perform the following electrical tests prior to applying voltage:
 - 1. Check all wiring for continuity, shorts, and grounds.
 - 2. Make any additional tests required by the Owner, Engineer, or any authorities having jurisdiction to determine that the installation is suitable for energizing.
 - 3. The Contractor shall replace any faulty conductors that were supplied under this project at no cost to the Owner.
- C. Following energizing, demonstrate the proper functioning of all circuits including control device and system operation. Correct malfunctioning systems and retest to demonstrate compliance.

END OF SECTION

SECTION 16142

ELECTRICAL CONNECTIONS FOR EQUIPMENT

1. GENERAL

1.1 SUMMARY

- A. This Section describe the requirements of electrical power connections between conductors and to equipment.
- B. Electrical power connections described by this section apply to conductor connections operating at 600V or less including but not limited to:
 - 1. Conductor to conductor (splices)
 - 2. To wiring terminals of equipment including circuit breakers, panels, motor controllers, and wiring devices.
 - 3. To lighting fixtures

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.3 SUBMITTALS

- A. Refer to Division 1 and Division 16 Section "BASIC ELECTRICAL REQUIREMENTS" for administrative and procedural requirements for submittals.
- B. Submit product data for the following:

- 1. Splicing materials for below grade conductors

1.4 QUALITY ASSURANCE

- A. Code Compliance: Product use and torque requirements shall comply with NFPA 70 "National Electrical Code."
- B. Comply with UL Standard 486 and subsections related to wiring connectors and splices.
- C. Comply with Product manufacturer's installation requirements including torque values for securing conductors to terminals.
- D. Product Listing: Provide only products that are listed and labeled by UL, ETL, or CSA.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Cable connectors and splice kits shall be kept in the original packaging material or otherwise protected from moisture, dirt, and abrasions that cause damage due to corrosion or extreme temperatures.

1.6 SEQUENCING AND SCHEDULING

- A. Coordinate conductor connections with equipment installation and the general progress of the work.

2. **PRODUCTS**

2.1 MANUFACTURERS

1. Allen-Bradley
2. AMP Incorporated.
3. Appleton Electric Co.
4. Burndy Corporation.
5. Bussman
6. Crouse-Hinds
7. Hubbell Inc.
8. Ideal Industries, Inc.
9. IlSCO
10. Square D Company.
11. Thomas and Betts Corp.
12. Or equal.

2.2 MATERIALS AND COMPONENTS

- A. General: For each electrical connection indicated, provide complete assembly of materials, including but not necessarily limited to, pressure connectors, terminals (lugs), electrical insulating tape, electrical solder, electrical soldering flux, heat-shrinkable insulating tubing, cable ties, solderless wire-nuts, and other items and accessories as needed to complete splices and terminations of types indicated.
- B. Twist on Wire Connectors: All connectors shall be approved for grounding and bonding applications.
 1. Weatherproof Applications: Flame retardant shell with metal conical spring insert for use in connecting copper conductors to #8AWG UL listed for damp/wet locations. Provided with pre-filled 100% silicone based sealant.
 2. Underground Applications: Flame retardant shell with metal conical spring insert for use in connecting copper conductors to #8AWG UL listed for

damp/wet and underground locations. Provided with pre-filled 100% silicone based sealant.

- C. Crimp terminals and splices for conductors to #10AWG shall be manufactured from high strength copper alloy, electro-tin plated, color coded vinyl or nylon insulated, and UL listed for 600V, 105 deg C. Provide ring, forked with locking or flanged spade, or push on terminals as required.
- D. Splices for 600V Underground Conductors #6 AWG and Larger: Provide mechanical or compression inline connector with cast resin splice kit (3M Scotchcast or equal).
- E. Electrical Connection Accessories: Provide electrical insulating tape, heat-shrinkable insulating tubing and boots, electrical solder, electrical soldering flux, wire nuts and cable ties as recommended for use by accessories manufacturers for type services indicated.

3. **EXECUTION**

3.1 INSPECTION

- A. Inspect area and conditions under which electrical connections for equipment are to be installed and notify Contractor in writing of conditions detrimental to proper completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to Installer.

3.2 INSTALLATION OF ELECTRICAL CONNECTIONS

- A. Install electrical connections as indicated, in accordance with equipment manufacturer's written instructions and with recognized industry practices, and complying with applicable requirements of UL, NEC and NECA's "Standard of Installation" to ensure that products fulfill requirements.
- B. Coordinate with other work, including wires/cables, raceway and equipment installation, as necessary to properly interface installation of electrical connections for equipment with other work.
- C. Connect electrical power supply conductors to equipment conductors in accordance with equipment manufacturer's written instructions and wiring diagrams. Mate and match conductors of electrical connections for proper interface between electrical power supplies and installed equipment.
- D. Feeder and grounding conductors shall be installed continuous from terminal to terminal and only spliced only where necessary. The Contractor shall submit a request to the Engineer for permission to splice any feeder or associated grounding conductor unless instructions to provide a splice has been specifically identified on the plans.

- E. Below grade splices of feeder and branch circuits shall be avoided to the greatest extent possible. If required, and approved by the Engineer, provide products that are listed and approved for below grade and direct buried applications. Comply with the following:
 - 1. All splices for conductors installed below grade shall be made in a concrete vault, or fiberglass reinforced concrete pull box.
 - 2. Feeder splices in conductors installed below grade shall be made with a cast resin splice kit.
 - 3. Branch circuit splices in conductors installed below grade shall be made with silicone filled wire nuts, or compression inline connector with heat shrink covering.
 - 4. All splices shall be watertight.
- F. Cover splices with electrical insulating material equivalent to, or of greater insulation resistivity rating, than electrical insulation rating of those conductors being spliced.
- G. Prepare cables and wires, by cutting and stripping covering armor, jacket, and insulation properly to ensure uniform and neat appearance where cables and wires are terminated. Exercise care to avoid cutting through tapes which will remain on conductors. Also avoid "ringing" copper conductors while skinning wire.
- H. Trim cables and wires as short as practicable and arrange routing to facilitate inspection, testing and maintenance.
- I. Tighten connectors and terminals, including screws and bolts, in accordance with equipment manufacturers published torque tightening values for equipment connectors. Accomplish tightening by utilizing proper torqueing tools, including torque screwdriver, beam-type torque wrench, and ratchet wrench with adjustable torque settings. Where manufacturer's torqueing requirements are not available, tighten connectors and terminals to comply with torqueing values contained in UL's 486A/B.
- J. Fasten identification markers to each electrical power supply wire/ cable conductor which indicates their voltage, phase and feeder number in accordance with Division-16 section "Electrical Identification". Affix markers on each terminal conductor, as close as possible to the point of connection.

3.3 FIELD QUALITY CONTROL

- A. Upon completion of installation of electrical connections, and after circuitry has been energized with rated power source, test connections to demonstrate capability and compliance with requirements. Ensure that direction of rotation of each motor fulfills

requirement. Correct malfunctioning units at site, then retest to demonstrate
compliance.

END OF SECTION

SECTION 16503

LIGHTING POLES AND FIXTURES

1. GENERAL

1.1 SUMMARY

- A. This Section describes the requirements of lighting poles, luminaires, and accessories. The types of poles described in this specification are:
 - 1. Aluminum Poles
- B. The poles supplied under this section shall match those installed under previous projects. No substitutions will be permitted. This specification provides a general description of the pole and the installation requirements. Refer to lighting fixture schedule on the plans for specific manufacturer name and model number.

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Refer to Division 2 specifications for requirements related to concrete work and excavation.

1.3 SUBMITTALS

- A. Refer to Division 1 and Division 16 Section "BASIC ELECTRICAL REQUIREMENTS" for administrative and procedural requirements for submittals.
- B. Submit product data for the following where included in the Project:
 - 1. Poles
 - 2. Lighting fixtures
 - 3. Anchor bolts with pattern template
 - 4. Pole accessories including arms, flag holders, plant hangers, receptacles, and adapters
 - 5. Fuseholder and fuses
- C. Submittal information shall include product description and image, luminaires, provided options, dimensioned drawings, wind loading information including effective projected area (EPA) ratings at various wind values. The poles shall be submitted with the luminaires and accessories they support as a single matched item.

1.4 QUALITY ASSURANCE

- A. Code Compliance: Product construction, use, and installation methods shall comply with NFPA 70 "National Electrical Code."
- B. Product Listing: Provide only products that are listed and labeled by UL, ETL, or CSA.
- C. Standards Compliance: Comply with applicable requirements of the following standard organizations pertaining to lighting poles and accessories:
 - 1. NEMA – National Electrical Manufacturers Association
 - a. ANSI C136.3 – Luminaire Attachments
 - b. ANSI C136.31 – Luminaire Vibration
 - c. ANSI C136.36A – Aluminum Lighting Poles
 - 2. UL – Underwriters Laboratories
 - 3. AASHTO – American Association of State Highway and Transportation Officials
 - 4. ASTM International
 - 5. AWS – American Welding Society
 - 6. IES – Illuminating Engineering Society of North America
- D. Manufacturer's Qualifications: Manufacturing company primarily engaged in the design and production of steel and aluminum poles for the lighting industry. Manufacturer shall have an engineering team on staff to perform calculations and product selections that are specific to the requirements of the Project.

1.5 WARRANTY

- A. Lighting poles, fixtures, and accessories shall be guaranteed to be free from electrical and mechanical defects for a period of one year after final acceptance.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Manufacturer shall ship poles to the site with factory applied UV and tear resistant bubble wrap.
- B. Store equipment in original packaging until ready for installation. Protect from damage due to construction activity, dirt, and moisture.
- C. Handle poles carefully to prevent damage, breaking, and scoring of finishes. Poles with damage to the finish shall not be installed. Damaged areas shall be reviewed with Engineer. Engineer shall decide if the extent of the damage warrants replacement of the pole, or if touch-up with manufacturer supplied paint will be acceptable.
- D. Handle luminaires carefully to prevent damage, breaking, and scoring of finishes. Do not install damaged units or components; replace with new.

1.7 SEQUENCING AND SCHEDULING

- A. Coordinate equipment installation with the general progress of the work.
- B. Sequence installation with other work to minimize possibility of damage and soiling during remainder of construction.
- C. Poles and pole mounted luminaires shall be installed at the same time.

2. PRODUCTS

2.1 GENERAL REQUIREMENTS

- A. General: Lighting poles, accessories, and supported equipment shall be an engineered assembly that meets applicable design standards and satisfies the height, weight, and wind load capacity requirements of the Project.
- B. Refer to plans for lighting pole schedule for specific requirements of each pole to be furnished.
- C. General Pole Description:
 - 1. Material: Aluminum
 - 2. Shape: 5 Inches Round
 - 3. Shaft: Straight
 - 4. Pole Height: 14 Feet
 - 5. Color: Textured Matte Black
- D. General Luminaire Description:
 - 1. Housing components: Aluminum 360 alloy with silicone rubber gaskets
 - 2. Color: To match pole
 - 3. Lens: Clear
 - 4. Mounting: Pole top
 - 5. Light Source: LED, 700mA Microcore Crossover, 5400 lumens, 70CRI
 - 6. Distribution Type II
- E. Accessories to be Provided – Refer to details on plans for specific requirements related to placement and dimensions:
 - 1. 18" OD fluted cast aluminum base
 - 2. Luminaire adapter for top mounting
 - 3. Twistlock photo-cell receptacle with cast shield
 - 4. Compatible photocell
 - 5. 120V 15A, duplex GFCI receptacle with integral cast box and cover
 - 6. Single 24" long banner arm
 - 7. Color: All accessories to match pole
- F. Pole top adapters for luminaires shall be compatible with the luminaire being supplied.

- G. The color of poles, luminaires, arms, and accessories shall match exactly when specified to be the same color.
- H. Each pole shall be supplied with the following:
 - 1. Anchor Bolts: Anchor bolts shall be fabricated from a commercial quality hot rolled carbon steel bar that meets or exceeds a minimum guaranteed yield strength of 50,000 PSI. Bolts shall have an "L" bend on one end and threaded on the opposite end. Anchor bolts shall be galvanized for a minimum of 12" on the threaded end. Three (3) properly sized bolts shall be provided for each pole. Each bolt shall include (2) galvanized hex nuts, and (2) galvanized flat washers.
 - 2. Base Cover: Anchor bolts shall be concealed within the pole base.
 - 3. Hand Hole and Cover: Reinforced hand hole with dimensions and shape to suit pole style. Provide with cover plate matching the finish and material of the pole. Hand hole shall be located approximately 18" above the base plate and 180 degrees with respect to the luminaire arm in single fixture installations. For two arms, the hand hole shall be located directly under one of the arms. Cover plate shall attach directly to the pole with stainless steel machine bolts or by an attachment bar designed to fit inside the opening.
 - 4. Grounding Lug: UL Listed mechanical grounding lug mounted to the interior of the pole at the base.
 - 5. Finish: Poles shall be furnished with a durable scratch and chemical resistant finish that provides excellent corrosion protection from typical environmental elements. Finish shall be electrostatically applied, thermally cured TGIC polyester powder coat, in color specified.

3. EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions under which lighting poles and components are to be installed, and the mounting base which will support the equipment. Do not proceed with the Work until unsatisfactory conditions have been corrected in a manner that permits installation in accordance with the equipment manufacturer's requirements.
- B. Inspect condition of each pole and luminaire prior to installation. Damage from shipping or storage shall be reviewed with the Engineer.

3.2 INSTALLATION OF LIGHTING POLES

- A. Install lighting poles and lighting products as indicated, in accordance with manufacturer's written instructions, applicable requirements of NEC, NESC and NEMA standards, and with recognized industry practices to ensure that roadway and parking area lighting equipment fulfill requirements.
- B. Construct concrete pole bases to the dimensions indicated on the drawings. All bases shall be installed plumb, and to the same height above grade.
- C. Install manufacturer supplied anchor bolts using bolt circle information provided by the manufacturer. Bolts shall be held in place and kept vertical during the pouring of concrete.
- D. Remove all above grade forms or sono-tube after concrete has set.
- E. The installation of rebar, anchor bolts, conduits, and grounding items in concrete base shall be carefully planned and constructed to ensure that the poles can be installed properly on the finished base as intended.
- F. Utilize belt slings or rope (not chain or cable) to protect finishes when raising and setting finished poles.
- G. Set poles plumb. Support adequately when anchoring them to the foundations. Install a leveling nut on each anchor bolt below the lighting base plate and adjust each corner up or down as required to achieve plumb. Secure poles to anchor bolts using a second set of nut and washer. Tighten in accordance with manufacturer's torque specifications.
- H. Conduits entering pole base shall be capped and held into the center of the bolt circle with tie wire during concrete pouring. Trim excess amount of conduit back to 4" above concrete base after pour is complete. Install a PVC connector and plastic bushing on the end of each conduit.
- I. Fasten electrical lighting fixtures securely to poles and pole arms as designed by the manufacturer; and ensure that installed fixtures are plum and level.
- J. Install all luminaire and pole accessories including base and hand hole covers, pole tops, receptacles, mounting brackets, etc.

3.3 ELECTRICAL CONNECTIONS

- A. All branch circuit wiring inside the pole shall be stranded copper, (#12AWG minimum).
- B. Connections inside the pole shall be made with waterproof wire connectors.

- C. Fusing: Provide a two-piece in-line waterproof fuse holder on each phase conductor of lighting poles with fixtures or receptacles (Littlefuse LEB series or equal). Fuse shall quick acting midjet type (Littlefuse KKK series or equal).
- D. Tighten connectors and terminals, including screws and bolts, in accordance with equipment manufacturer's published torque tightening values for equipment connectors. Where manufacturer's torquing requirements are not indicated, tighten connectors and terminals to comply with tightening torques specified in UL Standards 486A and B, and the National Electrical Code.

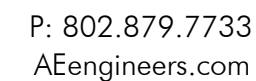
3.4 GROUNDING

- A. Provide equipment grounding connections for poles and standards as indicated. Tighten connections to comply with tightening torques specified in UL 486A to assure permanent and effective grounding.
- B. Each pole shall be bonded to the equipment grounding conductor of the branch circuit, and to a copper ground rod driven at each pole.
- C. An equipment grounding conductor shall be installed to each lighting fixture and receptacle. The use of the pole as the only equipment ground path is not acceptable.

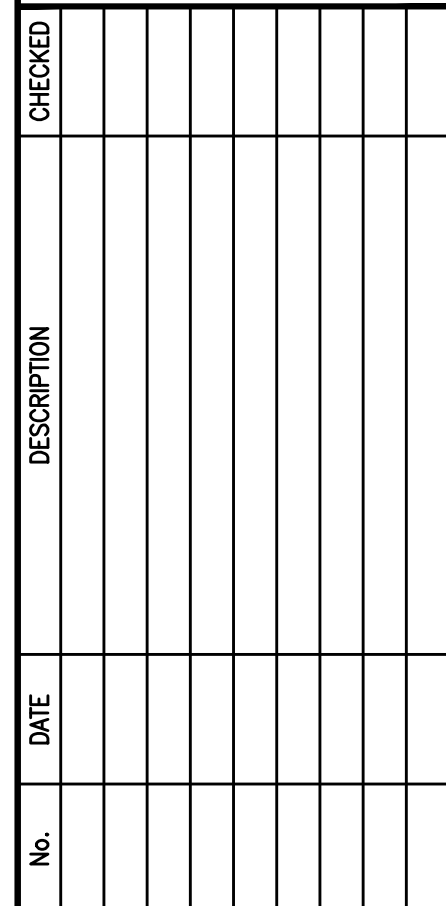
END OF SECTION

APPENDIX A

So. Main Street Site Lighting Proposed Plan



P.O. BOX 96 EAST CALAIS, VT 05650



**SOUTH MAIN, NORTH
MAIN, AND GATES
STREET UTILITY AND
ROADWAY
IMPROVEMENTS
CONTRACT No. 1**

DESIGNED DFF	PROJECT NO. 18018
DRAWN RP	
CHECKED DFF	DRAWING NO. E1
DATE JULY, 2021	



NOTES:

1. SUBSTITUTIONS OF LIGHTING FIXTURES AND POLES WILL NOT BE ACCEPTED.

NOTES:

1. ALL CONCRETE LIGHTING POLE BASES WITH ANCHOR BOLTS ARE EXISTING. ALL UNDERGROUND CONDUITS AND JUNCTION BOXES ARE EXISTING. PULL STRINGS HAVE BEEN INSTALLED IN ALL CIRCUITS. CONTRACTOR SHALL FURNISH AND INSTALL LIGHTING POLES, FIXTURES AND ARMS, AND ALL WIRING.
2. LIGHTING FIXTURES TO BE ORIENTED TO PROVIDE MAXIMUM ILLUMINATION OF THE STREET, AND BACK ILLUMINATION ON THE SIDEWALK.
3. INSTALL BANNER ARMS AT THE ELEVATION AND ORIENTATION DIRECTED BY THE TOWN.
4. WIRING BETWEEN POLES SHALL BE 240/120V, (4) #10 + #10G, 1" SCH 40 PVC. NEW CIRCUIT WIRING SHALL INCLUDE (2) GROUNDED CONDUCTORS (NEUTRALS) FOR HARMONIC CURRENT ASSOCIATED WITH LED LIGHTING.
5. PROVIDE WATERTIGHT, NON BREAKAWAY, IN-LINE FUSE HOLDERS AT EACH LIGHTING POLE FOR EACH PHASE USED FOR FIXTURE AND RECEPTACLE. FUSE SHALL BE 3 AMP, MIDGET SIZE, FAST ACTING. (LITTELFUSE SERIES LEB HOLDER WITH KLK FUSE, OR EQUAL BY BUSSMANN).
6. BOND EACH POLE AND FIXTURE TO THE EQUIPMENT GROUNDING CONDUCTOR.
7. REUSE EXISTING LIGHTING CIRCUITS FOR THE NEW POLES.
8. PROVIDE AS-BUILT PLANS SHOWING CONNECTIONS TO EXISTING POWER SOURCES. PROVIDE AMPERAGE MEASUREMENT OF EACH CIRCUIT PHASE USED.

**TOWN OF HARTFORD, VERMONT
SOUTH MAIN STREET LIGHTING**

ADDENDUM NO. 1

August 20, 2021

1. Table of Contents
 - a. Delete the Contract Forms B.2 Performance Bond and B.3 Payment Bond
2. Section A.2 – Bid
 - a. Change the wording of “Bidder hereby agrees to commence Work under this Contract on date of issuance of the Notice to Proceed and shall complete Work within 45 consecutive days thereafter” to “The Contractor shall commence the Work under this Contract upon issuance of the Notice to Proceed by ordering all fixtures and materials, and shall complete all Work within 45 consecutive days thereafter of the delivery of said fixtures and other materials.”
 - b. Delete the reference to the Performance and Payment Bonds.
3. Section B.1 – Agreement
 - a. 2. Completion of Work. Change to “The Contractor shall commence the Work under this Contract upon issuance of the Notice to Proceed by ordering all fixtures and materials, and shall complete all Work within 45 consecutive days thereafter of the delivery of said fixtures and other materials. ”
 - b. 4. The Contract Documents Included the following – Delete the references to the Bid Bond, Performance and Payment Bonds.
4. Section B.2 – Performance Bond – Delete
5. Section B.3 – Payment Bond – Delete



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5c

Submitted by: Tracy Yarlott-Davis, Town Manager for the Health Officer

Subject: Town of Hartford Health Officer Update

Background:

The Town of Hartford has a Health Officer that is appointed by the Selectboard acting as the Board of Health.

Discussion:

The Town Health Officer, Brett Mayfield, will be presenting an informational update on his work. As a reference, this agenda memo has the State Statute that generally governs his role attached.

Attachment: Vermont Statutes Title 18, Chapter 11

The Vermont Statutes Online

Title 18: Health

Chapter 11: Local Health Officials

§ 601. Local health officials

(a) The Commissioner shall appoint, upon recommendation of the selectboard, a local health officer for each town or city, and the Commissioner shall give such officer a certificate of appointment. The Commissioner may appoint one or more deputy local health officers for a town or city upon written request of the local board of health. In case the selectboard neglect or refuse to recommend to the Commissioner a local health officer, the Commissioner after 30 days' notice in writing to the selectboard shall appoint a local health officer.

(b) With the approval of the Commissioner, towns and cities may combine to form health districts. The towns and cities in such districts, through their selectboards, may recommend to the Commissioner the appointment of a district health officer. They may establish an advisory district board of health and provide for appointment and terms of service of members who shall be representative citizens of the towns in the health district. The district health officer may perform the duties of local health officer in any town or city in the district at any time after written notice to the selectboard. The district health officer, when authorized by the selectboard of each town or city in the health district and with the advice of the district board of health, may employ such persons as may be necessary to assist such officer in carrying on a preventive, protective, and promotional health program in his or her district. Towns in a district may use local tax revenues for the support of the district health officer, advisory board, employees, and programs, and the district board of health may accept grants for those purposes.

(c) The Commissioner may remove a local health officer at any time for cause. Vacancies shall be filled in the same manner as the original appointment was made. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961; 1961, No. 39; 1985, No. 267 (Adj. Sess.), § 17.)

§ 602. Compensation of health officers

(a) All compensation for services rendered by local health officers appointed under section 601 of this title shall be provided by and under the control of the selectboard.

(b) The selectboard may reimburse local health officers appointed under section 601 of this title for all reasonable expenses incurred by such local health officers in the execution of their duties. (Amended 1985, No. 267 (Adj. Sess.), § 18.)

§ 602a. Duties of local health officers

(a) A local health officer, within his or her jurisdiction, shall:

(1) upon request of a landlord or tenant, or upon receipt of information regarding a condition that may be a public health hazard, conduct an investigation;

(2) enforce the provisions of this title, the rules promulgated, and permits issued thereunder;

(3) prevent, remove, or destroy any public health hazard, or mitigate any significant public health risk in accordance with the provisions of this title;

(4) in consultation with the Department, take the steps necessary to enforce all orders issued pursuant to chapter 3 of this title.

(b) Upon discovery of violation or a public health hazard or public health risk that involves a public water system, a food or lodging establishment, or any other matter regulated by Department rule, the local health officer shall immediately notify the Division of Environmental Health. Upon discovery of any other violation, public health hazard, or public health risk, the local health officer shall notify the Division of Environmental Health within 48 hours of discovery of such violation or hazard and of any action taken by the officer. (Added 1985, No. 267 (Adj. Sess.), § 19; amended 2017, No. 188 (Adj. Sess.), § 4.)

§ 603. Rental housing safety; inspection reports

(a)(1) When conducting an investigation of rental housing, a local health officer shall issue a written inspection report on the rental property using the protocols for implementing the Rental Housing Health Code of the Department or the municipality, in the case of a municipality that has established a code enforcement office.

(2) A written inspection report shall:

(A) contain findings of fact that serve as the basis of one or more violations;

(B) specify the requirements and timelines necessary to correct a violation;

(C) provide notice that the landlord is prohibited from renting the affected unit to a new tenant until the violation is corrected; and

(D) provide notice in plain language that the landlord and agents of the landlord must have access to the rental unit to make repairs as ordered by the health officer consistent with the access provisions in 9 V.S.A. § 4460.

(3) A local health officer shall:

(A) provide a copy of the inspection report to the landlord and any tenants affected by a violation by delivering the report electronically, in person, by first class mail, or by leaving a copy at each unit affected by the deficiency; and

(B)(i) if a municipality has established a code enforcement office, provide information on each inspection according to a schedule and in a format adopted by the Department in consultation with municipalities that have established code enforcement offices; or

(ii) if a municipality has not established a code enforcement office, provide information on each inspection to the Department within seven days of issuing the report using an electronic system designed for that purpose, or within 14 days by mail if the municipality is unable to utilize the electronic system.

(4) If an entire property is affected by a violation, the local health officer shall post a copy of the inspection report in a common area of the property and include a prominent notice that the report shall not be removed until authorized by the local health officer.

(5) A municipality shall make an inspection report available as a public record.

(b)(1) A local health officer may impose a civil penalty of not more than \$200.00 per day for each violation that is not corrected by the date provided in the written inspection report, or when a unit is re-rented to a new tenant prior to the correction of a violation.

(2)(A) If the cumulative amount of penalties imposed pursuant to this subsection is \$800.00 or less, the local health officer, Department of Health, or State's Attorney may bring a civil enforcement action in the Judicial Bureau pursuant to 4 V.S.A. chapter 29.

(B) The waiver penalty for a violation in an action brought pursuant to this subsection is 50 percent of the full penalty amount.

(3) If the cumulative amount of penalties imposed pursuant to this subsection is more than \$800.00, or if injunctive relief is sought, the local health officer, Department of Health, or State's Attorney may commence an action in the Civil Division of the Superior Court for the county in which a violation occurred.

(c) If a local health officer fails to conduct an investigation pursuant to section 602a of this title or fails to issue an inspection report pursuant to this section, a landlord or tenant may request that the Department, at its discretion, conduct an investigation or contact the local board of health to take action. (Added 2017, No. 188 (Adj. Sess.), § 5; amended 2019, No. 48, § 6.)

§ 604. Local Board of Health

The local health officer, with the selectboard of the town, or the city council of a city, shall constitute a local board of health for such town or city. (Amended 1985, No. 267 (Adj. Sess.), § 20.)

§ 605. Local health officer as secretary and executive officer of local board

The local health officer shall be the secretary and executive officer of the local board of health, and shall hold office for three years, and until a successor is appointed. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961; 1985, No. 267 (Adj. Sess.), § 21.)

§§ 606, 607. Repealed. 1985, No. 267 (Adj. Sess.), § 28.

§ 608. Inspection of schoolhouses and public buildings

The health officer, under the direction of the Board, shall make a sanitary survey of each schoolhouse, all school lunch facilities, and any building used for public purposes, and annually in the month of February report to the Board, and to the city council or the annual

town meeting, as the case may be. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961.)

§§ 609-612. Repealed. 1985, No. 267 (Adj. Sess.), § 28.

§ 613. Powers of local board

(a) A local board of health may make and enforce rules in such town or city relating to the prevention, removal, or destruction of public health hazards and the mitigation of public health risks, provided that such rules have been approved by the Commissioner. Such rules shall be posted and published in the same manner that ordinances of the municipality are required to be posted and published.

(b) A local board's jurisdiction over sewage disposal includes emergent conditions which create a risk to the public health as a result of sewage treatment and disposal, or its effects on water supply, but does not include the power to adopt ordinances, rules, or regulations relating to design standards for on-site sewage disposal systems. The board may act to abate nuisances affecting public health caused by the failure of a sewage disposal system to:

(1) prevent surfacing of sewage and the creation of a health hazard; or

(2) prevent the pollution or contamination of drinking water supplies, groundwater, and surface water; or

(3) maintain sanitary and healthful conditions during operation.

(c) All rules or ordinances adopted by a local board of health shall be consistent with the purposes, policies, and provisions of this title. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961; 1983, No. 117 (Adj. Sess.), § 3; 1985, No. 267 (Adj. Sess.), § 22; 2017, No. 113 (Adj. Sess.), § 54.)

§ 614. Repealed. 1985, No. 267 (Adj. Sess.), § 28.

§ 615. Approval of selectboard

A local health officer shall not incur significant expense to the town or city for the prevention, removal, or destruction of any public health hazard or the mitigation of any public health risk without the consent and approval of the selectboard of such town or city. (Amended 1985, No. 267 (Adj. Sess.), § 23.)

§ 616. Repealed. 1985, No. 267 (Adj. Sess.), § 28.

§ 617. Assistance by officers; penalty for neglect

(a) The local health officer or local board of health may call upon sheriffs, constables, and police officers to assist it in the proper discharge of its duties. A sheriff, constable, or police officer who neglects or refuses to render such assistance shall be fined not more than \$200.00.

(b) A local health officer may call upon State health officials for technical or other assistance. (Amended 1985, No. 267 (Adj. Sess.), § 24.)

§§ 618-621. Repealed. 1985, No. 267 (Adj. Sess.), § 28.**§ 622. Health officers for unorganized towns and gores**

The Commissioner shall have power to designate a local health officer of a town adjoining an unorganized town or gore as the local health officer of such unorganized town or gore. Such health officer shall report to the Commissioner every violation of this title or any rule adopted, permit or order issued thereunder, and any public health hazard or public health risk of which such officer has knowledge as existing in such unorganized town or gore, and, in such unorganized town or gore, shall perform all acts required of the local health officer of a town. Upon receiving such information from such health officer, the Commissioner shall perform all acts in relation to such cases the same as if such information came from the local health officer of a town. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961; 1985, No. 267 (Adj. Sess.), § 25.)

§ 623. Compensation and expenses

The services and expenses of a local health officer of unorganized towns and gores, with the approval of the Commissioner, shall be paid by the State from the taxes collected from such unorganized town or gore wherein the services were rendered or the expense incurred. The Commissioner of Finance and Management shall issue a warrant therefor. (Amended 1959, No. 328 (Adj. Sess.), § 8; 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961; 1983, No. 195 (Adj. Sess.), § 5(b); 1985, No. 267 (Adj. Sess.), § 26.)

§ 624. Actions against local health officers

Actions taken by local health officers or by any other person given authority by chapters 3 and 11 of this title shall be considered to be actions taken by State employees for the purposes of 3 V.S.A. chapter 29 and 12 V.S.A. chapter 189 if such actions occurred within the scope of such person's duties. (Added 1985, No. 267 (Adj. Sess.), § 27.)



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5d

Submitted by: Tracy Yarlott-Davis, Town Manager

Subject: Additions to the Town's Conflict of Interest and Purchasing Policies

Background:

The Town maintains policies for staff and Selectboard members on conflict of interest and purchasing guidelines.

Discussion:

As part of the audit of the Town's FEMA grant for Covid-19 expenses, the State auditors provided us two in formal recommendations for strengthening these policies when using federal grant funds.

Proposed Addendum to Conflict of Interest Policy Article 3:

In compliance with the Code of Federal Regulations 200.318 [c] (1) no employee, office, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest.

Proposed Addendum to the Purchasing Policy Section 3:

When the Town accepts a Federal award with provisions for allowable costs, staff must review CFR Subpart E Cost Principles as well as the terms and conditions of the Federal award to ensure that expenditures meet the requirements for allowable costs. Please reference <https://www.law.cornell.edu/cfr/text/2/200.302> and <https://www.law.cornell.edu/cfr/text/2/part-200/subpart-E> for specific provisions.

Generally, allowable costs must be necessary and reasonable for the performance of the Federal award, consistent with Town policies and procedures, in accordance with generally acceptable accounting principles, adequately documented, and not be used to meet cost-sharing or matching requirements for other federally-financed programs. Prior to incurring allowable costs, Staff should seek the guidance from the Finance Director and Town Manager to ensure that costs meet the requirements of both the Code of Federal Regulation and the Award Terms and Conditions.

Recommended Motions:

The Town amend the conflict of interest policy and purchasing policy to include the addendums as presented by the Town Manager.

Attachments: The Town's current Conflict of Interest and Purchasing policies.

TOWN OF HARTFORD, VERMONT

CONFLICT OF INTEREST POLICY

Article 1. Purpose. The purpose of this policy is to ensure that the business of the Town of Hartford (Town) will be conducted in such a way that no member of the Board of Selectmen (Board) or employee will gain a personal or financial advantage from his or her position. It is also the intent of this policy to insure that all decisions made by Board members and employees are based on the best interest of the community at large.

Article 2. Definitions. For the purposes of this policy, the following definitions shall apply:

A. Conflict of interest means any of the following:

1. A direct or indirect personal or financial interest of a Board member or employee, his or her spouse, partner in civil union, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the Board (to include all appointed Boards, Commissions or Committees) or an employee of the Town.

A "conflict of interest" does not arise when the interest is incidental to or when an employee's interest is no greater than that of other persons generally affected by the outcome of the matter;

The following conduct by a Board member or an employee of the Town creates either an actual or potential conflict of interest or the appearance of a conflict of interest and is therefore prohibited:

- a. Solicitation or acceptance of a gift or benefit from any vendor or potential vendor except items of a de minimus nature valued \$20 or less or gifts received by an individual if the gift is shared organization wide or made available for general use or consumption.
 - b. Solicitation or acceptance of a gift or benefit from any person or entity with a personal or financial interest in the outcome of a particular matter pending before the Board or employee.
 - c. The purchase, sale, exchange, or lease of goods, services or property to or from the Town unless done through public bid or auction.
 - d. Acting upon or providing to any person any information relating to Town's investment of assets or purchase of real estate prior to that information becoming public record.
 - e. Acceptance of a fee, gift or other benefit for providing information relating to the Town and its assets, obtained as a Board member or employee, whether insider or otherwise, to any other person.
 - f. Participation in any breach of fiduciary duty by another person subject to this Policy, participation in concealing such breach, or knowingly or negligently permitting such breach to occur.
 - g. Participation in a violation of this Conflict of Interest Policy by another person subject to this Policy, participation in concealing such violation, or knowingly or negligently permitting such violation to occur.
 - h. Acceptance of money, gifts or benefits in connection with any campaign for public office from any vendor, potential vendor or employee of the Town.
 - i. Any direct interest in the gains or profits of any investment or purchase made by the Town.
 - j. Direct or indirect use of the gains or profits of any investments made by the Town, for himself or herself or as an agent, for any purpose except to make current and necessary payments as are authorized by the Board.
 - k. Becoming an endorser or surety, or in any manner an obligor, for money loaned to or borrowed from the Town.
2. A situation where a Board member has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
 3. A situation where a Board member has not disclosed ex parte communications with a party in a quasi-judicial proceeding involving the Town.

B. Official act or action means any act performed by any Board member or employee while acting on behalf of the Town within his or her scope of duties specified by law and/or policies adopted by the Board/Town or related job descriptions.

C. Quasi-judicial proceeding means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority. An example of this proceeding is the role of the Board in an appeal of a grievance or disciplinary action under the Town's Personnel Policy/Charter.

Article 3. Disqualification.

- A. A Board member or employee shall not participate in any official action if he or she has a conflict of interest in the matter under consideration, except as provided for under Articles 4 and 5 below.
- B. A Board member or employee shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the Town, the Board of Selectmen or any of its various other Boards. Commissions, Committees, etc., if such Board member or employee has a conflict of interest in the matter under consideration, except as provided for under Articles 4 and 5 below.

Article 4. Disclosures by Board Members. A Board member who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the best interest of the membership at large in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the Board of Selectmen at a Board meeting the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Such disclosure shall be recorded in the minutes of the meeting. Nevertheless, the Board retains the authority to ask that the member recuse himself or herself from the matter.

Article 5. Disclosures by Employees. An employee who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the best interest of the Town in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to his or her immediate supervisor the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the best interest of the Town. In the case of the Town Manager, he or she shall make such disclosure to the Board of Selectmen. Such disclosures shall be filed in the employee's personnel file. Nevertheless, in the case of an employee, the immediate supervisor or in the case of the Town Manager the Board of Selectmen retains the authority to order that the employee to recuse himself or herself from the matter.

Article 6. Recusal.

- A. Any employee or official of the Town may request that a Board member or employee recuse him or herself due to a conflict of interest. Any such request shall be copied in writing or electronically to the employees Supervisor or to the Board of Selectmen as outlined above. Such request shall not constitute a requirement that the Board member or employee recuse him or herself.
- B. A Board member shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
 - 1. A Board member may recuse himself or herself from any matter in which he or she has a conflict of interest by his or her own action.
 - 2. If the Board finds that a member has a conflict of interest and he or she does not recuse himself or herself by his or her own action voluntarily, the Board shall have the authority to request a Board member to recuse himself or herself from the matter.
 - 3. A Board member who has recused himself or herself from a proceeding shall not sit with the Board, deliberate with the Board, or participate in that proceeding as a Board member in any capacity. The Secretary shall record the member "absent" or "abstaining" on any vote taken on the matter.
 - 4. If a previously unknown conflict is discovered during the Board's deliberations on a matter, the Board may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict.
- C. In the case of the Town Manager, the Board shall have the authority to order the Town Manager to recuse himself or herself from the matter if it finds that the Town Manager has a conflict of interest. The Board shall assume the responsibility for deciding the matter in question as may otherwise be allowed by Charter or State law.
- D. In the case of an employee other than the Town Manager, the Town Manager or supervisor shall have the authority to order that employee to recuse him or herself from the matter and shall assign the responsibility for deciding the matter in question to another staff person.

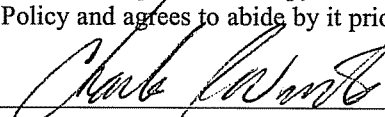
Article 7. Enforcement; Consequences for Failure to Follow the Conflict of Interest Procedures.

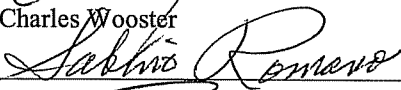
- A. In cases where the conflict of interest procedures above have not been followed, and a Board member or an employee acts in a matter in which the Board determines that he or she had a conflict of interest, the Board may take action to discipline a Board member or the Town Manager. Likewise, the Town Manager may take action to discipline any other offending employee.
- B. In the discipline of a Board member, the Board may take any of these steps:
1. Instruct the Chairman to meet informally, in private, with the Board member to discuss the conflict of interest violation.
 2. Meet to discuss the conduct of the Board member. Executive session may be used for such discussion, in accordance with 1 V.S.A. § 313(4). The Board member may request that this meeting occur in public. The board may admonish the offending Board member in private, if it deems it appropriate.
 3. If the Board decides that further action is warranted, the Board may upon majority vote admonish the offending Board member at an open meeting and reflect this action in the minutes of the meeting. The Board member shall be given the opportunity to respond to the admonishment.
 4. Upon majority vote, the board may request that the offending Board member resign from the board.
- C. In the discipline of the Town Manager, the Board shall follow standard employment disciplinary and discharge processes as outlined in the Town's Personnel Policy, etc.
- D. In the discipline of another employee, the Town Manager shall follow the Town's Personnel Policy and/or applicable Collective Bargaining Agreement(s) for discipline and discharge.

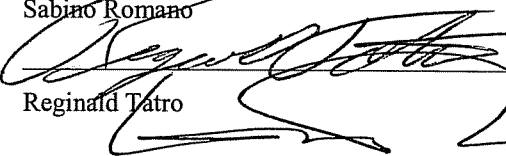
Article 8. Exception. The recusal provisions of this Policy shall not apply if the Board determines that an emergency exists and that actions of the Town otherwise could not take place. In such cases, a Board member or employee who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Articles 5 and 6.

Article 9. Effective Date. This policy shall become effective immediately upon its adoption by the Board of Selectmen and as otherwise required by the Town's General Personnel Policy. Each Board member and employee as of the effective date shall within thirty days following the effective date, sign and return a statement that he or she has read and understands the Policy and agrees to abide by it. Each new Board member and employee shall be provided a copy of this Policy and shall sign and return a statement that he or she has read and understands the Policy and agrees to abide by it prior to taking office or starting employment.

Adopted this 15th day of December, 2009:


Charles Wooster


Sabino Romano


Reginald Tatro

Kenneth Parker

Michael Bettis

Board of Selectmen
Town of Hartford



TOWN OF HARTFORD, VERMONT

PURCHASING POLICY AND PROCEDURE

Version 3

Approved at 8/1/2017 Selectboard Meeting

1.0 INTRODUCTION AND PURPOSE

The purpose of this Policy and the related procedures is to establish an effective purchasing system based upon standard procedures that are utilized by all departments on a consistent basis; to maximize the purchasing value of public funds in procurement; to provide safeguards for maintaining a procurement system of quality and integrity. With a formal system of buying goods and services, the Town of Hartford is clear about what it is purchasing, avoids disputes with vendors, provides a full audit trail of purchases, allows level competition to set prices, controls spending and limits the possibility of waste, creates an organized system of checks and balances, and enhances public trust.

This Policy applies to all contracts for the procurement of supplies, materials, services, and construction, entered into by the Town. It shall apply to every expenditure of public funds of the Town for public purchasing, irrespective of the source of the funds. When the procurement involves federal or state financial assistance, the procurement shall be conducted in accordance with any applicable federal or state laws and regulations in addition to this Policy.

2.0 DEFINITIONS

- 2.1 Bid. The offer or proposal of the bidder submitted on the prescribed form setting forth the prices for the work to be performed.
- 2.2 Bidder. Any person, firm or corporation submitting a bid for the work.
- 2.3 Bonds. Bid, performance, and payment bonds and other instruments of security, furnished by the contractor and his surety in accordance with the contract documents.
- 2.4 Brand Name or Equal Specification. A specification limited to one or more items, manufacturers names, or catalog numbers to describe the standard of quality, performance, and other salient characteristics needed to meet the Town's requirements, and which provides for the submission of equivalent products.
- 2.5 Brand Name Specification. A specification limited to one or more items by manufacturer's names or catalog numbers.
- 2.6 Business. Any corporation, partnership, Limited Liability Company, sole proprietorship, individual, joint venture, or any other private legal entity.
- 2.7 Change Order. A written order to the contractor authorizing an addition, deletion, or revision in the work within the general scope of the contract documents, or authorizing an adjustment in the contract price or contract time.
- 2.8 Contract. All types of Town agreements, regardless of what they may be called, for the procurement of materials, supplies, services, or construction.
- 2.9 Confidential Information. Any information which is available to an employee only because of the employee's status as an employee of the Town, is not a matter of public knowledge, or available to the public on request.
- 2.10 Construction. The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
- 2.11 Contract Documents. The contract, including any advertisement for bids, information for bidders, bids, bid bonds, agreements, payment bonds, performance bonds, notices of award, notices to proceed, change orders, plans, specifications, and addenda.
- 2.12 Contract Price. The total monies payable to the contractor under the terms and conditions of the contract documents.

- 2.13 Contract Time. The number of calendar days stated in the contract documents for the completion of the work.
- 2.14 Contractor. The person, firm, or corporation with whom the Town has executed the agreement.
- 2.15 Employee/Official. An individual drawing a salary or wage from the Town; any non-compensated individual performing personal services for the Town or any department, agency, commission, board, or any other entity established by the executive or legislative branch of the Town; and any non-compensated individual serving as an elected or appointed official of the Town.
- 2.16 Invitation to Bid. All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.
- 2.17 Person. Any business, individual, union, committee, other organization, or group of individuals.
- 2.18 Procurement. The buying, purchasing, renting, leasing, negotiating or otherwise acquiring of any materials, supplies, services, or construction. It also includes all functions that pertain to the obtaining of any material, supply, service, or construction, including description requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.
- 2.19 Project. The undertaking to be performed as provided in the contract documents
- 2.20 Request for Proposal. All documents, whether attached or incorporated by reference, utilized for soliciting proposals.
- 2.21 Responsible Bidder or Offeror. A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.
- 2.22 Responsive Bidder. A person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.
- 2.23 Services. The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.
- 2.24 Specifications. A section of the contract documents consisting of written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship.
- 2.25 Subcontractor. An individual, firm, or corporation having a direct contract with the contractor or with any other subcontractor for the performance of part of the work at the site.
- 2.26 Supplies. All property, including but not limited to equipment, materials, printing, insurances, and leases of real property, excluding land or a permanent interest in land.

3.0 PURCHASING POLICIES

- 3.1 Purchases shall not be split into smaller quantities or amounts to avoid any of the procedures outlined herein.
- 3.2 Purchases of goods and services up to \$500 in total price shall be purchased by departments directly. A purchase order is not required for such purchases except for employee reimbursement. The Department Heads are responsible for approving all purchases in advance. Department Heads can delegate this authority one level down. Payment will be made by coding and signing the bill when it arrives, and submitting it to the Finance Department for payment. Employee reimbursements regardless of the amount require a purchase order to be prepared through the Finance Software Purchase Order Module.
- 3.3 Purchases of goods and services between \$501 and \$4,000 in total price shall be made by departments directly through the use of the Finance Software Purchase Order Module and is approved by the Department Head. Purchase orders do not have to be submitted to the Finance Department in advance of purchase, although Department Heads are responsible for approving these purchases in advance. Price quotations are not necessary.
- 3.5 Purchases of goods and services with a total price between \$4,001 and \$20,000 require approval on the purchase order by the Department Head, Town Manager and Finance Director prior to order placement. The purchase order shall be supported by three (3) written price quotations. The Department Head shall clearly indicate the recommended vendor. If the lowest quotation is not recommended, attachments to the purchase order shall indicate the reason for the choice.
- 3.6 Purchases of goods and services with a total price over \$20,001 shall be made through Competitive Sealed Bidding (Section 5) or Competitive Sealed Proposals (Section 6).
- 3.7 Waiver of the requirement to submit written price quotations (Section 3.4 and 3.5) can only be made by the Town Manager. Waiver of the requirements for Competitive Sealed Bidding or Competitive Sealed Proposals can only be made by the Select board.
- 3.8 Anything to the contrary herein notwithstanding, Town Departments may purchase through Federal, State of Vermont, neighboring State, VLCT or other municipal competitive sealed bid contracts or competitive proposals where allowed and honored by the vendor in which case all of the above in-house purchasing requirements for Competitive Sealed Bidding or Competitive Sealed Proposals are waived.

4.0 PREPARATION AND PROCESSING OF PURCHASE ORDERS

Purchase orders are contracts between the Town and vendors. When properly completed, purchase orders should clearly convey the particulars of what the Town is purchasing, and what is therefore expected from the vendor.

In order for the Town to receive the benefits that a Finance Software Purchase Order Module provides, all departments shall complete purchase orders prior to purchasing goods or services, except for purchases of goods or services of less than \$500 (exception employee reimbursement re: 3.2).

- 4.1 Purchase orders shall be entered timely and have all necessary supporting documentation attached in the Finance Software Purchase Order Module. If approval of more than one Department Head, Finance Director or the Town Manager is required, these approvals must be obtained prior to submission to the Finance Department. For all new vendors that are providing services to the Town, it is the responsibility of the Department Head to obtain a signed Form W-9, Certificate of Insurance or Non-Employee Work Agreement or Short Form Contract for Limited Services should be obtained as well prior to engaging services.
- 4.2 Purchase orders should indicate the budget account number that the expense is to be charged to. Expenses should be charged to the appropriate expense account regardless of whether an amount was budgeted for that account or not. The Finance Department will review the account number for accuracy before payment and have a discussion with the requestor about the non-budgeted expense.
- 4.3 In order for the Finance Department to process a purchase order for payment, it must be accompanied by an original invoice providing documentation that the goods or services were received. The invoice must also be signed and coded by the person authorizing the purchase of services or goods. These supporting documents need to be attached in the Finance Software Purchase Order Module documents tab.
- 4.4 The Finance Department pays invoices every other week, but checks are not released until approved by the Select board at its next regular meeting. For purchase orders to be processed on a timely basis, all purchase orders must be completed, with all the appropriate supporting documentation attached and authorized, and submitted to the Finance Department no later than the end of the day on Tuesday. Checks are written on alternate Fridays, submitted to the Select board for approval at its Tuesday night meeting, and are available on Wednesday following the meeting. Purchase orders that are not submitted to the Finance Department by the Tuesday deadline will not be processed that week.
- 4.5 For any purchase orders where a department needs to have checks available for distribution prior to the regular release date, the Department Head must receive written authorization from the Town Manager for early release. Such purchase orders shall be designated as “early release” directly on the purchase order prior to submission to the Town Manager.
- 4.6 Emergency purchases may be made by departments only in the event of a real emergency, when the normal operation of the department is in jeopardy, or there exists a threat to public health, welfare, or safety. Every effort shall be made to ensure that such purchases are made

with such competition as is practicable under the circumstances. Every effort shall be made to inform the Town Manager of the need for the purchase, and to obtain his/her approval prior to making the emergency purchase or as soon thereafter as possible. Purchase Cards should be used when possible to avoid this situation. Department heads will be responsible for purchases made under these circumstances.

5.0 COMPETITIVE SEALED BIDDING

The purchase of materials, goods, supplies, services, and all construction work costing in excess of \$20,000 must be made through a competitive bid process. Regardless of the anticipated costs, the Town should use this process whenever it is feasible to do so. Only the Select Board may waive competitive provisions.

- 5.1 An Invitation to Bid shall be submitted to the Town Manager for his/her review and approval prior to public release. The invitation shall include specifications and all contractual terms and conditions applicable to procurement. The invitation shall be sent to known qualified suppliers or contractors. The identification of suppliers or contractors is the responsibility of the requesting department. Public notice shall be given by publication of the Invitation to Bid in a newspaper of general circulation at least ten (10) calendar days prior to the date set forth therein for the opening of bids, supplemented by additional newspapers or trade journals as necessary and appropriate. All public notice shall include the place, date, and time of bid opening. Pre-bid conferences shall be held if they are determined to be necessary and appropriate. Specifications for preparation of the Invitation to Bid are found in the appendix.
- 5.2 Bids shall be accepted up to the time specified for receipt of bids in the Invitation to Bid. All late bids shall remain unopened and shall be rejected. Bids shall be opened publicly at the time and place designated in the Invitation to Bid. In the presence of at least one witness, the Town Manager and witness(es) shall, under penalties of perjury, list the names of all bidders and the amounts of their bids, and declare that the list is complete and accurate. Copies of this list shall be filed with the contract.
- 5.3 Bids shall be unconditionally accepted without alteration or correction, except as herein authorized. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability, such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation to bid shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the invitation to bid. Technical assistance shall be obtained as needed in interpreting and evaluating specifications.
- 5.4 Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified if withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a

material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident, or the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Town Manager.

- 5.5 The Department Head shall then make a bid award recommendation to the Town Manager, who shall then award the contract to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid. In the event the low responsible and responsive bid for a construction project exceeds available funds, and such bid does not exceed such funds by more than five percent, the Department Head is authorized to negotiate an adjustment of the bid price with the low responsible and responsive bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminated independent deductive items specified in the invitation for bids.

6.0. COMPETITIVE SEALED PROPOSALS

When the Town determines that the use of competitive sealed bidding is either not practicable or advantageous to the Town, a contract may be entered into by use of the competitive sealed proposals method. Competitive sealed proposals allows for consideration of factors in addition to price. Generally, professional services fall into the category of competitive sealed proposals.

- 6.1 Proposals shall be solicited through a formal and written request for proposals. The RFP shall be in a form acceptable to the Town Manager, and shall outline the scope of services to be performed, evaluation criteria to be used in judging proposals, minimum qualifications or professional experience, and other standards. The RFP shall state the relative importance of price and other evaluation factors. Technical assistance shall be obtained as necessary in interpreting and preparing the specifications.
- 6.2 Public notice of the request for proposals shall be given in the same manner as provided in Section 5.1 (Competitive Sealed Bidding). Pre-bid conferences shall be held if they are determined to be necessary and appropriate.
- 6.3 No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.
- 6.4 As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussion, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

- 6.5 Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the Town, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

7.0. EMPLOYEE EXPENSE REIMBURSEMENTS AND ADVANCES

Expenses shall be billed directly to the Town wherever possible, consistent with the Town's Purchasing Policy and Procedures. This can often easily be accomplished through the use of employee purchase cards that have been issued.

- 7.1 For mileage expenses Town purchase cards cannot be used. Expenses claimed for mileage shall be supported by documentation as to the date and purpose of each trip, and the number of miles for each trip.
- 7.2 Other travel and expenses claimed must be approved and allowable under existing Town policy and supported by complete evidence and documentation.
- 7.3 Cash advances will only be granted in special circumstances when there is no other viable option. Cash advance will not be given for regular travel. Employees should utilize their purchase cards. All cash advances over \$500 require approval by the Town Manager and Finance Director.

8.0. CONTRACTOR INSURANCE REQUIREMENTS

Construction contractors with whom the Town does business will be required to carry general casualty insurance of at least \$2 million aggregate and \$1 million per incident. Proof of this insurance must be presented to the Town prior to entering into any work agreement with the contractor. In addition, the Town will be named as a covered party under all relevant contractor insurance policies.

9.0. MISCELLANEOUS

- 9.1 The Competitive Bidding and Proposal processes described above, with a transparent and public opening of those bids/proposals, are the preferred method of soliciting work for the Town of Hartford. Other methods will be used when and if prescribed by the particular funding source.
- 9.2 The Town encourages and supports bids/proposals from local firms as a sustainable way of conducting business. However, if the bidder/proposer is a Town resident and a taxpayer, they must be in good standing.
- 9.3 An allowance of up to 5% in additional cost may be made for local vendors, as defined by businesses having an office, store or agent with the Town of Hartford. Depending on the funding source or the project, this allowance may not be applicable. Competitive bids/proposals must apply.
- 9.4 The Town will request and verify references from bidders/proposers.

9.5 Depending on the nature and location of the work, the Town may require background checks on the bidder/proposer and employees of the contractor and sub-contractors. Unfavorable backgrounds checks may result in disqualification from the work.

9.6 The Town will award work on a lowest cost – technically proficient basis. Although cost is important, it will not be the only factor considered in awarding the work.

APPENDIX I

EXCEPTIONS TO PURCHASE ORDER POLICY

Invoices for the following goods and services do not require a Purchase Order for payment. Employees may choose to utilize a Purchase Order although it is not required.

- Payments on behalf of employees from payroll deduction accounts, including, but not limited to, payments made for federal and state withholding taxes, voluntary deductions for insurance and deferred compensation, and payments to VMERS or ICMA retirement accounts.
- Payment associated with the renewal of property and liability insurance, public officials liability insurance, public officials fidelity bond insurance, and workers compensation insurance.
- Telephone and electric bills
- Debt service payments, including principal and interest on bonded debt and capital lease payments.
- Payment of appropriations approved by Special Articles at Town Meeting.

APPENDIX II

PREPARATION OF THE INVITATION TO BID

1.0 GENERAL CONDITIONS PERTINENT TO THE BID

- 1.1 The Town of Hartford reserves the right to indicate whether equivalents (i.e., items of comparable quality) will be considered and under what conditions. Documentation is required for all substitutions.
- 1.2 The terms of the contract (i.e., effective dates, extensions of contract) shall be specified in the bid.
- 1.3 The delivery mode of the purchased services or commodity shall be determined and specified taking into account prevailing industry practices or customs. In addition, the bid shall specify who pays for the freight, how damaged goods will be returned, what guarantees exist on the product or work to be performed. All shipments shall be FOB the Town. Any other FOB terms are considered exceptions in making the award.
- 1.4 All bidders must identify the product or service on which they are bidding on all envelopes.
- 1.5 Where justified and practical, samples shall be requested to be submitted with the bid at no charge to the Town

2.0 SPECIAL BID CONDITIONS

- 2.1 Bid Bonds. Bid Bonds may be required at the discretion of the Town Manager. Bid security, when required, shall be a bond provided by a surety company authorized to do business in the State of Vermont, or the equivalent in cash, or otherwise supplied in a form satisfactory to the Town. The bid security shall be in an amount equal to at least 5% of the amount of the bid. If a bidder is permitted to withdraw its bid before award, as provided in Section 5 of the Policy (Competitive Sealed Bidding) no action shall be had against the bidder or the bid security.
- 2.2 Performance Bonds. Performance bonds shall be required of all contracts awarded that exceed \$25,000 in estimated value. Bid security shall be a bond provided by a surety company authorized to do business in the State of Vermont, or otherwise supplied in a form satisfactory to the Town. The bid security shall be in an amount equal to at least 100% of the price specified in the contract for the full term of the contract. Based on the nature of the work, the Town Manager can waive this requirement.
- 2.3 Payment Bonds. Payment bonds, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract, shall be required of all contracts awarded that exceed \$25,000 in estimated value. Bid security shall be a bond provided by a surety company authorized to do business in the State of Vermont, or otherwise supplied in a form satisfactory to the Town. The bid security shall be in an amount equal to at least 100% of the price specified in the contract for the full term of the contract. Based on the nature of the work, the Town Manager can waive this requirement.

- 2.4 Certificates of Insurance. Certificates of insurance may be required at the discretion of the Town Manager. Certificates of insurance, when required, shall be in a form and amount acceptable to the Town.

3.0 SPECIFICATIONS

- 3.1 Requesting departments should clearly define the minimum quality requirements of the purchase in a fashion specific enough to ensure the desired level of quality, but flexible enough to elicit multiple bids.
- 3.2 Requesting departments should consider performance specifications which allow the bidders relative freedom in terms of designing while ensuring the desired results.
- 3.3 Brand names should be avoided, except in special circumstances.

4.0 QUANTITIES AND PRICE

- 4.1 Unit prices shall be provided and totals extended, including discounts where applicable.
- 4.2 Bidders shall detail reasons for price adjustments in annual contracts.

5.0 PREPARATION OF THE INVITATION FOR BID

The requesting department shall prepare an invitation for bid specifying:

- 5.1 The time and date for receipt of bids, the address to which bids are to be delivered, and the date by which the Town may select a bid and contract with a vendor.
- 5.2 The materials or services being purchased. If a proprietary description is used, the specifications should state that any equivalent product or service meeting the minimum needs of the Town may be bid, and that it is the responsibility of the offeror to demonstrate equivalency of any alternate.
- 5.3 The evaluation criteria, standards, and performance measure by which the acceptability as to quality, workmanship, results of inspections and test, suitability for a particular purpose, and other measures of acceptability will be determined.
- 5.4 All contractual terms and conditions applicable to the procurement, including provisions and expectations for retainage.
- 5.5 Each bidder shall certify on the bid under penalties of perjury that the bid is in all respects bona fide, fair, and made without collusion or fraud with any other person.

If the proposed contract period exceeds one year, the Invitation for Bid shall state:

- 5.6 The amount of materials or services required for the proposed contract period and whether such amount is the actual amount required, or an estimate.
- 5.7 That the Town shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year.

- 5.8 That the bidder shall give a unit price for each material or service.
- 5.9 Whether a unit price must be quoted for the duration of the contract, must be quoted for each fiscal year of the contract, or must be quoted for the first fiscal year and will be adjusted thereafter and what method of adjustment will be used, if any.
- 5.10 How the award will be determined, including how prices will be compared if contractors submit prices for each fiscal year of the contract.
- 5.11 Specific insurance and bonding requirements, with the stipulation that no work shall commence under the contract (by contractor or subcontractor) until all insurance and bonding required by the Town has been obtained and approved by the Town.
- 5.12 If the proposed contract is to contain an option for renewal or extension, the Invitation for Bid shall contain a notice of the provision.

6.0 PUBLIC NOTICE

Copies of the Invitation for Bid shall be available on an equal basis. Public notice of the Invitation for Bid shall be given no less than ten (10) calendar days prior to the date for the opening of the bids. The notice shall:

- 6.1 Indicate where and when an Invitation for Bid may be obtained, where and by what date bids must be submitted, and where and when bids will be opened.
- 6.2 Describe the product or service desired.
- 6.3 Reserve the Town's right to reject any and all bids.
- 6.4 Remain posted for at least ten (10) days in a conspicuous place until the time specified in the Invitation for Bids, or receipt of bids.
- 6.5 Be published at least once, not less than ten (10) days prior to the time specified in the Invitation for Bid for receipt of bids, in a newspaper of general circulation, and other publications deemed appropriate.

APPENDIX III

Purchase Card Program

1.0 Introduction and Purpose

The purpose of this Policy and the related procedures is to establish an effective Purchase Card (P-Card) system based upon standard procedures that are utilized by all departments on a consistent basis.

The P-Card program is necessary to streamline and simplify the Purchasing and Accounts Payable functions by significantly reducing check requests, reduces transaction costs, and expedites timely acquisition of materials and supplies. In addition it automates data flow for accounting purposes and offers controls to ensure proper usage.

The Purchase Card Program is not intended to avoid or bypass the Town of Hartford's Purchasing Policy. Rather the Program complements the existing internal controls. The card is a MasterCard credit card that is issued by BMO Harris Bank. Accurate and consistent recordkeeping is required to ensure the proper use of the P-Card. Proper recordkeeping and supporting documentation is required for all purchases.

This Purchase Card Policy includes the following:

- Allowed and Disallowed Purchases
- Travel Expenses
- Purchasing Procedure
- Recordkeeping Process and Procedure
- Responsibilities of Cardholders
- Sales Tax Exemption
- Declined Transactions
- Card Revocation

The cardholder is responsible for the security of their card and the transactions made against the card. Each user will be required to sign the Purchasing Policy and Procedure Agreement annually in order to participate in this program.

2.0 Allowed and Disallowed Purchases

Each Cardholder is responsible for every transaction charged their purchase card unless it is stolen.

Purchase Cards have a threshold limit of \$2,000 per transaction and a \$4,000 maximum credit limit per card. Transactions in excess of these limits will be rejected. Finance does have the ability to increase limits in the event of emergencies or special circumstances.

Disallowed Transactions:

The purchase card will be revoked and subject to disciplinary action including termination.

- Personal Expenses unrelated to the Town of Hartford without prior authorization
- Cash Advances

- Gasoline for an employee's personal vehicle. Mileage is reimbursed according to the Federal mileage rate which is set to include the cost of gasoline.
- Usage at Casinos, Pawn Shops, Escort Services, etc.
- Alcoholic Beverages
- Entertainment expenses not directly related to conference or convention
- Manipulation of splitting purchases to circumvent the limitations of the Town of Hartford Purchase Policy
- Any other purchases that do not benefit or relate to the Town of Hartford

Allowed Transactions:

- Seminar / conference fees and related costs
- Plane, train, or bus tickets
- Airport, hotel, or conference parking
- Tolls
- Hotels
- Transportation from airport to hotel
- Reasonable Meals (Please refer to Section 408 of the "Town of Hartford- General Personnel Policy")
- Other miscellaneous expenses specifically related to travel or seminar attendance

3.0 Purchasing Procedure

The Purchase Card can be used to make purchases in person, by telephone, by fax, by mail or online with any merchant who accepts MasterCard. As is the case with every purchase made on behalf of the Town of Hartford, employees are required to obtain the best value for the Town.

Please inform all vendors and merchants that the transaction is tax-exempt and for a municipality with a request to have all available discounts applied. All non –in person purchases should include proper shipping and billing addresses, confirmation, and all proper contact information. When making purchases in person obtain a copy of the charge slip along with any sales receipt or other information related to the purchase. Code and initial the receipt prior to recording it on your Purchase Card Tracking Form (See Attached).

For returns and exchanges that are made in person, make sure you obtain a credit receipt and a new charge slip if the item is being replaced by the vendor. For other returns and exchanges, contact the vendor for return instructions, and obtain a credit receipt. As the cardholder you are responsible for verifying on the statement that proper credit has been issued for the returned item.

4.0 Recordkeeping Process & Procedure

When a purchase is completed the receipt should be maintained, coded, and initialed by the cardholder. Each cardholder will record these receipts on a Purchase Card Tracking Form which will continually be updated when purchases are completed.

Every two weeks (COB on Tuesday), the form(s) and receipts will be forwarded to the Finance Department for processing within the Accounts Payable.

5.0 Responsibilities of Cardholders

Each cardholder is responsible for every transaction charged to their purchase card. Cardholders will be held responsible if they use the card for any unauthorized or fraudulent charges. Using the card for personal charges could be considered misappropriation of Town of Hartford funds and could result in corrective action including termination or criminal charges.

Each cardholder will be required to sign a Purchase Card User Agreement (See Attached) annually in order to participate in the Purchase Card Program.

Security of purchase cards is the responsibility of the cardholder. Lost or Stolen cards should be reported immediately:

Toll Free Calls from U.S.A. or Canada	800-361-3361
Outside U.S.A or Canada	416-232-8020
MasterCard Global Service	314-542-7111

6.0 Sales Tax Exemption

The Town of Hartford is exempt from all sales taxes. It is the cardholder's responsibility to ensure that sales tax is not charged when making a purchase. If you are charged tax in error, you must request a credit from the vendor as soon as possible after discovering the error.

7.0 Declined Transactions

If the card is declined for a purchase that is within your credit limit please contact the Finance department. The Finance department will contact to the bank to determine the reason for your purchase being declined.

8.0 Card Revocation

The Purchase Card will be revoked if the cardholder

- transfers to a different department with in the Town
- is terminated or changes employment status
- for making a disallowed purchase
- failure to adhere to all Purchasing and Purchase Card Policies and procedures

APPENDIX IV
Town of Hartford, VT Purchasing Policy and Purchase Card Program Agreement

You are being entrusted with the Town of Hartford, VT funds to make purchases of services and goods within the regular course of operation that are necessary and benefit the Town.

It is not an entitlement nor reflective of title or position. Your purchasing privileges may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of the Town of Hartford and strive to obtain the best value for the Town of Hartford.
2. Purchases made through Accounts Payable or with my Purchase Card must be for business purposes as defined in this policy.
3. I will maintain and protect my Purchase Card with the same level of care as if it were my own personal card.
4. I have read and will follow the Purchasing Policy and Procedure. Failure to comply with the policy or this agreement may result in either revocation of my purchasing privileges or other corrective action including termination or criminal charges.
5. I understand that under no circumstances will I use the Purchase Card for personal purchases, either for myself or others. Using the card for personal charges could be considered misappropriation of Town Hartford funds and could result in corrective action including termination or criminal charges.
6. I agree that should I violate the terms of the Purchasing Policy and Purchase Card Program Agreement for personal use or gain that I will reimburse the Town of Hartford for all incurred charges and any fees related to the collection of those charges.
7. The Purchase Card is issued in my name and I am responsible for any and all charges against my card.
8. The Purchase Card is Town property. As such, I understand that I am required to comply with internal control procedures designed to protect the Town of Hartford's assets.
9. If my Purchase Card is lost or stolen, I will immediately notify the Town Finance Department and BMO Harris Bank (800)361-3361.
10. I agree to review, verify and provide my Purchase Card Transactions every other Tuesday to the Town Finance Department.
11. I agree to surrender my Purchasing and Purchase Card privileges immediately upon termination of employment, whether from retirement, voluntary or involuntary reasons.

Employee Name (Print)

Date

Employee Signature

Last 4 digits of Purchase Card #

Date

Finance Director



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5e

Submitted By: Tracy Yarlott-Davis, Town Manager

Subject: Climate Action Plan Proposed Resolution

Background:

In December of 2019, the Selectboard and School Board voted unanimously to pass a Joint Resolution Declaring a Climate Emergency (“the Resolution”). By declaring an emergency, the Resolution makes climate change a defining focus for Town planning, funding, and action, and resolves the Town to achieve net-zero greenhouse gas (GHG) emissions town-wide by 2030, while ensuring the response is “just and equitable, especially with respect to the most vulnerable and impacted members of society.” The Resolution led to pursuing development of a plan that “identifies action steps in response to the climate emergency and explains how progress will be tracked and measured”. In March of 2020, Hartford voters passed Article 25, requiring the development, operation, and maintenance of the Town’s municipal infrastructure and equipment achieve carbon neutrality by 2027. The Town budgeted \$30,000 in FY 2021 to hire a consultant to develop an action plan for achieving these goals. In September of 2020, the Selectboard contracted with paleBLUEdot (pBd) to assist the Town in the plan development. On August 24, 2021, The Selectboard voted to adopt the Climate Action Plan.

Discussion:

The Climate Advisory Committee has provided a proposed resolution for the Selectboard to consider as a public recommitment to the Climate Action Plan.

Financial Impact:

There is not direct impact in adopting and signing a resolution.

Action Requested:

The Selectboard can chose to adopt the proposed resolution in whole, or in part.

Attachments:

Proposed resolution from the Climate Action Committee

A Resolution Implementing the Town of Hartford Climate Action Plan
TOWN OF HARTFORD

On September 7th, 2021, the Town of Hartford resolves as follows:

WHEREAS the Town of Hartford [declared a climate emergency](#) and committed to achieving net-zero greenhouse gas emissions town-wide by 2030 and committed to carbon neutrality for the operation, development, and maintenance of municipal infrastructure and equipment by 2027; and

WHEREAS the Town of Hartford formed the Climate Advisory Committee to make recommendations to the Selectboard regarding the municipality's carbon neutrality commitment and town-wide net-zero greenhouse gas emissions commitment; and

WHEREAS the Climate Advisory Committee worked with Town staff and a consultant, paleBLUEDot, to develop four foundational research study documents, and sought comments and participation from the public and stakeholders at public meetings and in public forums during an eight-month timeframe; and

WHEREAS the Town of Hartford Climate Action Plan is the culmination of those activities and serves as the road map to achieving the municipality's carbon neutrality commitment and advancing the town-wide net-zero greenhouse gas emissions commitment; and

WHEREAS on August 24, 2021 the Town of Hartford adopted the Town of Hartford Climate Action Plan and directed the Town Manager to develop an implementation plan to be presented to the Board at an agreed upon later date;

NOW, THEREFORE, BE IT RESOLVED that the Town of Hartford direct the Town Manager to work with staff and Town Commissions and Committees to develop an implementation project plan for priority 1 actions identified in the Town of Hartford Climate Action Plan ("Plan") that specifies a work sequence and timeline for implementation tasks and estimates necessary funding and staffing resources to be presented to the Selectboard for approval by the end of December 2021 with progress updates to be reported to the Selectboard at quarterly intervals; and

BE IT FURTHER RESOLVED that the Town of Hartford support the establishment of a team comprised of staff from key departments and stakeholders (as described in the Plan, section Climate Action Implementation, subsection Building Internal Capacity) to support initial and ongoing implementation-level planning, implementation of Plan actions, and reporting and progress updates; and

BE IT FURTHER RESOLVED that the Town of Hartford direct the Town Manager to develop an annual report that tracks and explains progress on the Town's response to the climate emergency and reports scope 1 Greenhouse Gas (GHG) emissions town-wide at least every third year and scope 1, 2, and 3 GHG emissions for the operation, development, and maintenance of the Town of Hartford's municipal infrastructure and equipment annually and is included in the Annual Town Report beginning with activity commenced July 1, 2021; and

BE IT FURTHER RESOLVED that the Town of Hartford amend its procurement policies to incorporate consideration of scope 1, 2, and 3 GHG emissions and alignment with goals and strategies identified in the Plan by the end of February 2022; and

BE IT FURTHER RESOLVED that the Town of Hartford identify sources and mechanisms for the continued funding of the Climate Action Reserve Fund and make annual contributions to the Climate Action Reserve Fund commensurate with implementation of the Plan beginning with the FY22/23 budget planning process.

_____	DATED:	_____
Dan Fraser, Chair		

_____	DATED:	_____
Joe Major, Vice Chair		

_____	DATED:	_____
Kim Souza		

_____	DATED:	_____
Ally Tufenkjian		

_____	DATED:	_____
Dennis Brown		

_____	DATED:	_____
Lannie Collins		

_____	DATED:	_____
Michael Hoyt		



AGENDA MEMORANDUM

September 7, 2021

Town Selectboard Meeting Item: 5f

Submitted by: Tracy Yarlott-Davis, Town Manager

Subject: Fiscal Year 2023 Budget Guidance

Background:

Since 2016, the Hartford Selectboard has provided a guidance document to the Town Manager at the beginning of the budget cycle. This document provides a set of overarching goals for the upcoming operational budget cycle for the Town Manager and their staff to consider when drafting and presenting budgets.

Discussion:

In previous years, the budget guidance has included subsections on values, staffing, logistics, and other town-wide priorities. At times, the budget guidance has tried to serve many roles, offering guidance on both short- and long-term goals as well as both operating expenditures and capital improvements.

In addition, previous budget guidance documents can also have portions that can appear to conflict with one another. For example, in previous years the Board has requested that the budget increase by no more than three percent while also requesting significant increases in expenditures to reduce the town's carbon footprint or prioritize infrastructure. Between February 2020 and June 2021, the consumer price index rose 4.7% and the average increase for construction materials was approximately 5% for that period as well. During fiscal year 2021, we learned that we simply can't do more with less as prices for all products rose sharply due to the ongoing Covid-19 crisis. As we look to address deferred issues, increase staffing to account for increased services, and attempt to address multi-year solutions to areas such as climate change, we must be realistic with the funding we have available.

Department heads will begin their first draft budgets in the month of September to allow for the first presentation of the fiscal year 2023 budget on October 5, 2021

Attachments:

Board Budget Guidance Documents from Fiscal Years 2020 and 2021

Budget Guidance MEMO

From: Hartford Selectboard

To: Hartford Town Manager

Re: Town of Hartford Fiscal Year 2020-2021 Budget Guidance

Date: October 22, 2019

The Hartford Selectboard submits the following guidance to the Hartford Town Manager regarding the formation of the FY2020-2021 Hartford Town Budget:

Guidance Regarding Values

Please approach the creation of the FY2020-2021 Budget in such a way that:

- Recognizes and limits environmental impact.
- Promotes the conditions which support grand list growth.
- Maintains a long term focus - 15, 20, 50 years out.
- Prepares for minor and major environmental challenges.
- Funds diversity awareness and multi-cultural events.
- Funds the charged work of committees and commissions, within reason.
- Plans and saves for emergencies.
- Buys high quality and local not just lowest cost.
- Plans with statistics, executes with data.
- Resists buying new until we have taken care of what we have.
- Consider number of users in funding.

Guidance Regarding Staff

- Consider new positions that could have a positive budget impact remembering that these expenditures continue through future budgets.
- Continue to leverage technology and infrastructure to increase productivity, efficiency and the preservation of institutional knowledge.
- Investigate options relative to increased demands on all departments.
- Continue investing in methods of recognizing and rewarding staff achievement.

Logistical Guidance

- Work toward an unassigned General Fund balance of 16% of total budget for unseen demands in services, repair or emergencies.
- Increase the budget by no more than 3%.
- Develop the Budget in such a way that carries out the Strategic Vision, dated October, 2018 and Strategic Priorities dated July 24, 2019 (both documents attached).

Detailed Guidance

- Analyze and assess increase in public safety call volume.
- Prioritize infrastructure improvements that support grand list growth
- Reduce carbon impact.
- Prioritize investments that save money.
- Reduce salt budget when possible without reducing public safety.
- Fund study of flood preparedness.
- Increase parking capacity in WRJ.
- Invest in Selectboard Education and Development.
- Implement town branding and marketing plan.
- Fund implementation of equity and inclusion education and strategic planning.

Strategic Vision for the Future of Hartford, Vermont
Developed by Town of Hartford Selectboard
October, 2018

The Town of Hartford, Vermont aspires to the following for our community. Though these goals are stated in the present tense, they are intended to indicate our intentions for the future.

Engaged and Welcoming Community

Hartford is a diverse, caring, engaged and inclusive community.

- We have a culture of appreciation that stimulates community excellence in citizens, volunteers, board members, and staff.
- Our community has a robust network of committees, high voter participation, and a strong culture of volunteerism.
- We support open and civil community communication that ensures voices will be heard.
- We have town unity while embracing village pride.
- Our diverse members of the Hartford community feel comfortable, safe, and at home due to a range of anti-discrimination and pro-diversity policies and practices.

Equitable Opportunities

Hartford is a place where everyone has the opportunity to thrive.

- Our town appeals to a diverse ethnic, racial, and socio-economic demographic.
- We have a strong community social safety net, that provides residents with holistic care and services with dignity and without stigma.
- Our residents have equal access to services, employment, and programs.
- We have a balance of affordable housing, low-cost services, and a tax rate that keeps our total cost of living within reach.

Strong and Stable Local Economy

Hartford is powered by an evolving, culturally connected, four-season, creative economy.

- We have a balance between commercial and industrial businesses with a thriving arts community.
- Our town is a place where local businesses thrive and add character to the community.
- Our community attracts visitors and new residents through a thriving local economy and high quality of life.

Environmental Sustainability

Hartford Values and protects our natural environment

- We are a leader in the transition to renewable energy and reducing greenhouse emissions.

- We protect our wildlife corridors, green spaces, forests, rivers, and other outdoor spaces.
- We manage our waste stream responsibly.
- We are inspired by the Iroquois Seventh Generation Principle to make decisions that take into account the impact on future generations.

Resilience

Hartford prepares for and responds to emergent challenges.

- We provide thorough resilience training programs for administration, department heads, and community leaders.
- Our departments are well equipped for natural disasters, such as hurricanes, floods, and wildfires.
- We maintain plans for potential supply interruption of basic necessities such as food, water, electricity, medical supplies, energy, and communication.

High Quality Learning Opportunities

Hartford has excellent and extensive learning opportunities for all ages.

- Our excellent public, private, and volunteer-led educational opportunities attract participants from around the world.
- Our life-long learning opportunities continually improve our natural, social, and professional environments.
- We enhance career opportunities through placement mentoring and continuing education.

Functional Infrastructure

Hartford has a thoughtfully planned and well-maintained infrastructure.

- We prepare and follow a Capital Improvement Plan that prioritizes projects in response to the needs of the town.
- We prioritize public safety.
- We actively respond to emerging needs such as, and not limited to, parking, high-speed internet, distributed energy, waste stream and stormwater management.
- We adequately fund and staff our departments in order to continually maintain and improve infrastructure.

Visionary and Responsive Governance

Hartford has visionary, ethical, transparent and responsive government.

- Our leadership models supportive civic dialogue across differences of opinion and listens carefully to public input.
- We encourage a diversity of voices by making government more accessible.
- We practice fiscally responsible and transparent governance.

Strategic Priorities of the Hartford Selectboard. ADOPTED JULY24, 2019

Decide the future of the transfer station and solid waste enterprise.

Selectboard, 2020-21, Rating 18

Resolve downtown parking shortage.

(TM Notes: meters, "Y" parking, optimize utilization of existing parking facilities and build future capacity for downtown growth)

Town Manager, 2020-21, Rating 24

Fairview Gates resolution.

(TM Notes: cost analysis and recommendation for options to restore street for vehicular and pedestrian use)

Town Manager, 2020-21, Rating 45

Fix or replace Bugbee Senior Center.

(TM Notes: recommend repair schedule to extend the life of 1980s building)

Town Manager, 2020, Rating 58

Increase system capacity of downtown drainage.

(TM Notes: to the extent financially feasible, design future stormwater facilities to handle increasing flash flood events)

Town Manager, 2020, Rating 77

Work toward regional solution to adequate low-income housing with 'Core 4 Towns'.

Town Manager, 2021, Rating 77

Determine cemetery management plan.

(TM Notes: prepare for eventual dissolution of private cemetery associations and taxpayer care of cemeteries by default)

Selectboard, 2020, Rating 79

Develop a plan to fix or close Wrights Reservoir.

Selectboard, 2020-21, Rating 87

Investigate and develop a plan to prepare for clean energy disruption.

(SB Notes: Renewables, AEV's Fossil Fuel Fee)

Selectboard, 2021, Rating 88

Carry out flood criticality analysis.

(TM Notes: prioritize by high likelihood/high impact)

Town Manager, 2020, Rating 94

Work toward the Town's ability to be self-sustaining for some limited period of time, e.g.3-7 days.

(SB Notes: health, food, energy, communications, etc. and prepare for supply line interruptions)

(TM Notes: incorporate concepts in Hazard Mitigation Plan update)

Selectboard, 2020, Rating 99

Increase the intake of new Americans.

Selectboard, 2020, Rating 108

Public walkways, sidewalks, parking as to ADA standards and codes.

(TM Notes: incorporate design & construction standards for public facilities)

Town Manager, 2020, Rating 111

Work towards an effective zero% people experiencing homelessness.

(TM Notes: Hartford must do this as part of regional undertaking)

Town Manager, 2020, Rating 111

Analyze need for storm water, wastewater, sewer improvements.

(TM Notes: part of CIP planning)

Town Manager, 2020/ongoing, Rating 113

Create incentives for more diverse business ownership opportunities

(TM Notes: research best practices and model policies)

Selectboard, 2020, Rating 114

Brand, market and cross promote Town of Hartford.

Town Manager, 2021, Rating 115

Analyze perceived vs. actual threats to wellbeing of our community as initial stage of planning process.

(TM Notes: incorporate concepts in Hazard Mitigation Plan update)

Town Manager, 2020, Rating 130

Develop a program for recreational use of WABA when it doesn't have ice on it.

Town Manager, 2021, Rating 133

Environmental awareness.

(SB Notes: find out what is in the train cars under I-89 overpass and act accordingly)

Town Manager, 2020, Rating 141

Improve media presence online & establish a Marketing Plan.

(TM Notes: will need to budget for marketing plan consultant in FY21)

Town Manager, 2020, Rating 146

Track metrics associated with greenhouse gas and renewable energy goals.

(TM Notes: research best practices and model policies)

Town Manager, 2020, Rating 154

Town wide green storm management plan (to include soil carbon).

(TM Notes: update in Town Plan)

Town Manager in Town Plan, 2020, Rating 159

Build Hartford Riverwalk.

(TM Notes: acquire easements from WWTP to Veteran's Memorial)

Town Manager, 2021, Rating 160

Increase communication with the School Board.

(TM Notes: coordinate semi-annual joint meetings)

Selectboard, 2020, Rating 164

Seek private sources for funding recreational capital improvements.

(TM Notes: development proffers, sponsorships)

Town Manager, 2020, Rating 174

Learn about how to incorporate more “new economy” techniques into town culture.

(TM Notes: research best practices and model policies, including common and corporate land trusts)

Selectboard, 2020, Rating 175

Take action to move Hartford more hospitable for the LGBTQ+ community.

(TM Note: incorporate in branding and marketing plan)

Selectboard, 2020, Rating 177

Encourage local purchasing within town and region.

(TM Notes: bonus points in competitive procurement for Hartford businesses)

Town Manager, 2020, Rating 180

Create methods for receiving and celebrating visionary, innovative solutions from staff, volunteers, public officials.

(TM Notes: reward innovative, cost-saving ideas)

Selectboard, 2021, Rating 189

Downtown diverse food festival.

Selectboard via Committee, 2020, Rating 192

Institute presentations by social service providers at SB Meetings.

Selectboard, 2020, Rating 199

Citizen survey: satisfaction with services and spending priorities.

(TM Notes: budget citizen survey model in FY21)

Town Manager, 2021, Rating 203

Develop Food Forest and commit to edible municipal plantings.

Selectboard, 2020, Rating 210

Have High School Liaisons to committees and commissions and/or youth councils.

Selectboard, 2020, Rating 212

Develop plan for tiny houses that float in the floodplain.

Town Manager, 2020, Rating 214

Town Manager Regular Interview.

(TM Notes: on CATV Channel 8 on Town issues)

Town Manager, 2020, Rating 234

Budget Guidance MEMO

From: Hartford Selectboard

To: Hartford Town Manager

Re: Town of Hartford Fiscal Year 2019-2020 Budget Guidance

Date: October 23, 2018

The Hartford Selectboard submits the following guidance to the Hartford Town Manager regarding the formation of the FY2019-2020 Hartford Town Budget:

Guidance Regarding Values

Please approach the creation of the FY2019-2020 Budget in such a way that:

- Recognizes and limits environmental impact.
- Promotes the conditions which support grand list growth.
- Maintains a long term focus - 15, 20, 50 years out.
- Prepares for minor and major environmental challenges.
- Funds diversity awareness and multi-cultural events.
- Funds the charged work of committees and commissions, within reason.
- Plans and saves for emergencies.
- Buys high quality and local not just lowest cost.
- Plans with statistics, executes with data.
- Resists buying new until we have taken care of what we have.

Guidance Regarding Staff

- Consider new positions that could have a positive budget impact remembering that these expenditures continue through future budgets.
- Continue to leverage technology and infrastructure to increase productivity, efficiency and the preservation of institutional knowledge.
- Investigate options relative to increased demands on all departments.
- Continue investing in methods of recognizing and rewarding staff achievement.

Logistical Guidance

- Maintain healthy unassigned fund balance for unseen demands in services, repair or emergencies.
- Increase the budget by no more than 3%.
- Pursue grants to offset costs for items included in the budget.

Detailed Guidance

- Analyze and assess increase in public safety call volume.
- Prioritize infrastructure improvements that support grand list growth
- Incentivize reduction of carbon impact.
- Emphasize investments that reduce debt.
- Reduce salt budget when possible without reducing public safety.

- Consider number of users in funding.
- Fund study of flood preparedness.
- Increase parking capacity in WRJ.
- Invest in repurposing construction debris.
- Invest in Selectboard Education and Development.
- Implement town branding and marketing plan.
- Fund equity and inclusion education and strategic planning.



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, August 24, 2021, 6:00pm
Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001

PRESENT: Dan Fraser, Chair; Joseph Major, Vice-Chair; Kim Souza, Clerk; Dennis Brown, Member; Ally Tufenkjian, Member; Michael Hoyt, Member; Lannie Collins, Member; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant; Scott Cooney; Brad Vail; Lori Hirshfield; Ted Redmond, Hannah Tyler, Mike Morris, Tim Sidore, Sally Bellew, Michael Hildenbrand, Erik Krauss; Becky Chollet; Carolyn Hooper; Jack Spicer; Lynn Bohi; Rebecca White; Jonathan Chaffee; Simon Dennis; John Hall.

CATV LINK: <https://catv.cablecast.tv/CablecastPublicSite/show/16173?channel=1>

- I. **Selectboard Meeting Call to Order** by Dan Fraser at 6:00 PM.
- II. **Pledge of Allegiance** was led by Lannie Collins.
- III. **Local Liquor Control Board:** None
- IV. **Order of Agenda** – No changes
- V. **Selectboard**

1. Public Comments

Mike Morris from Hartford asked about the conditions of the sidewalks. They are in bad repair and weeds are growing throughout. The Town Manager said there is currently no sidewalk plan. Lack of personnel is one of the biggest issues right now. There are currently 3 unfilled Highway spots in the Department of Public Works.

2. Selectboard Comments and Announcements

Ally Tufenkjian said a thank you to Scott Cooney for showing her around the 2 Fire Stations.

Dennis Brown commented on the disrepair of the WRJ downtown sidewalks. There is trash all around and the weeds are growing very high. There needs to be an action plan. Kim Souza added that both Hartford Village and Wilder have the same problem with their sidewalks. Joe Major reported that there was active shooter training recently. Any business wondering how we react when a situation happens, ask the Police department and they will tell you.

Lannie Collins asked if Cascadnac Avenue Road could be re-opened in the winter months. Residents are having problems with the hill on the open end off from Maple Street. Brad Vail said the reason it was closed was due to school traffic and speeding issues. He will look into it.

Heidi from Christian Street called in via Zoom and asked if the police could monitor Christian Street traffic. According to Heidi, there are major speeding issues by her house.

3. Appointments: None

4. Town Manager's Report and Significant Activity Report

Significant Activity Report

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/218>

Town Manager's Report:

Changes to Hours at the Hartford Solid Waste Facility

Starting today, the Hartford Solid Waste facility will be open to users Tuesday to Saturday 8:00am to 3:45pm. This is a slight change to the time of closing. The fifteen minutes when the facility is closed to users will allow staff to focus on safely closing the facility each day. Many thanks to Tim and Nick at the Solid Waste facilities for their continued attention to detail and commitment to customer service.

Permits for the Lebanon Landfill

We have an ongoing relationship with the City of Lebanon to allow Hartford residents to use the Lebanon landfill. Lebanon is requiring all Hartford residents to get a free permit online by September 1st to continue to use the facility. Residents can go to the Lebanon website and there's a link on the front page with additional information. The form is simple, and residents are only required to upload a PDF or JPEG of a variety of documents that provide proof of residency such as a bill, driver's license, tax bill, or mortgage documents.

Hartford Counts Over 10,000 Residents in 2020 Census

The preliminary results of the 2020 census have been released. Hartford now has 10,686 residents which is a growth of 734 people and 7.4%. Hartford is now the 9th largest town in the state and the largest in Windsor County.

You can read more here: <https://vcgi.vermont.gov/data-release/2020-census-data>

5. Board Reports, Motions & Ordinances:

a. South Main Street Parking Lot

Michael Hildenbrand from Dubois & King presented the preliminary plans for the improvements for the South Main Street Parking Lot. This project implements the following environmental considerations:

- Green stormwater infrastructure
- Electric vehicle charging stations
- Landscape architecture focusing on native species
- Improved greenspace within the lot

b. Town Owned Parking Lots Ordinance

Selectboard Member, Ally Tufenkjian made the motion That the Town of Hartford Selectboard approve the language set forth in the attached ordinance as written and move forward with the ordinance adoption process. Selectboard Member, Michael Hoyt seconded the motion. All were in favor and the motion passed.

<https://www.hartford-vt.org/DocumentCenter/View/5352/Chapter-220-amendment-for-parking-lots>

- c. Final Review of the Climate Action Plan
Ted Redmond from paleBLUEdot (pBd) presented the final draft of the Climate Action Plan.

Selectboard Clerk, Kim Souza made the motion to adopt the Climate Action Plan and direct the Town Manager to develop an implementation plan to be presented to the Board at an agreed upon later date. Selectboard Member, Ally Tufenkjian seconded the motion. 6 were in favor, 1 abstained (Brown) the motion passed.

It was agreed with the Town Manager that the Resolution would be reviewed at the September 7th meeting.

- d. Self-Contained Breathing Apparatus Contract

Selectboard Member, Lannie Collins made the motion to authorize the Town Manager to award the purchase of self-contained breathing apparatus to Municipal Emergency Services for the amount of \$100,026 and authorize that amount to be paid from the Fire/Ambulance Reserve account. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.

- e. Review of the Charge of the Ad-Hoc Committee on Emergency Shelter.

There was a general consensus that the work of this committee did follow the written charge of the committee. Michele Boleski (calling in from Zoom) asked how the committee was formed and noted that she was interested in potentially serving on this committee. Her question on how the committee was formed was not answered.

VI. Commission Meetings Reports

Lannie Collins attended the Sister City Committee Meeting. New officers were voted on. Chair is Laura Cooney; Vice Chair is Allison Litton and Clerk is Skye Murray. They talked about coordinating with a high school in Cenon. The 25th and 26th Cenon is having a zoom meeting to connect with other Sister Cities.

Mike Hoyt attended the School Board meeting last week. The main topic of discussion was reopening for the school year and the COVID guidelines. They recommended a variety of items and gave the Superintendent the ability to modify the covid recovery plan for the schools if needed.

The Selectboard agreed that all the liaison assignments are good.

- VII. **Consent Agenda: Selectboard Vice Chair, Joe Major made the motion to approve the Consent Agenda. Selectboard Member, Michael Hoyt seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 8/21/2021

Approve Meeting Minutes of: 8/17/2021
Approve A/P Manifest of: 8/20/2021 and 8/24/2021

Selectboard Meeting Dates of: Already Approved: 9/7/2021 and
9/21/2021

VIII. Executive Session: N/A

IX. Adjourn the Selectboard Meeting: Selectboard Clerk, Kim Souza made the motion to adjourn the meeting. Selectboard Member, Ally Tufenkjian seconded the motion at 10:25PM. All were in favor and the motion passed.

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

Kim Souza, Clerk

Report Date: 9/01/21
2:25PM

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ReportAPINHDPmtByDate

Check Date: 9/03/2021 - 9/03/2021

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0100	Capital Improvement Plan				
010987	COMPETITIVE COMPUTING, INC		9/03/2021		1011
SIN004945	SWITCH REFRESH - JUNE 2021	0.00	\$2,507.50	0.00	2,507.50
Desc:	SWITCH REFRESH - JUNE 2021	Acct: 25-985-100-0100	Capital Improvemnt Plan - Exp		
	Vendor Total:		2,507.50	0.00	2,507.50
25-0100	Highway Infastructure	Bank Total:			2,507.50
25-0311	Highway Infastructure				
003755	B.U.R. CONSTRUCTION, LLC		9/03/2021		1056
2021-25 B	US RT 5&SYKES MTN 08.18.2021	7,786.69	\$7,786.69	0.00	7,786.69
Desc:	US RT 5&SYKES MTN 08.18.2021	Acct: 11-316-002-2014	SYKES MTN AVE SIDEWALKS		
	Vendor Total:		7,786.69	0.00	7,786.69
020135	GREENMAN-PEDERSEN, INC		9/03/2021		1057
8 - B	STP EH09(15) JULY 2021	890.90	\$890.90	0.00	890.90
Desc:	STP EH09(15) JULY 2021	Acct: 11-316-002-2014	SYKES MTN AVE SIDEWALKS		
	Vendor Total:		890.90	0.00	890.90
25-0311	Dog Park	Bank Total:			8,677.59
73-7302	Dog Park				
502125	RICARD, LORNA		9/03/2021		1071
08.13.2021	Reimbursement-STAMPS	0.00	\$55.00	0.00	55.00
Desc:	Reimbursement-STAMPS	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		55.00	0.00	55.00
73-7302	GENERAL FUND - MASCOMA	Bank Total:			55.00
FUND 1 0	GENERAL FUND - MASCOMA				
001170	AIRGAS, INC.	AIRGAS USA, LLC	9/03/2021		73944
9116563487	OXYGEN	0.00	\$26.99	0.00	26.99
Desc:	OXYGEN	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
9116512869	MED O2	0.00	\$27.59	0.00	27.59
Desc:	MED O2	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		54.58	0.00	54.58
001650	ALLEN ENGINEERING POOLS AND SPAS		9/03/2021		73945
111-522406-01	CHLORINE 990 gallons	1,683.00	\$1,683.00	0.00	1,683.00
Desc:	CHLORINE 990 gallons	Acct: 50-952-340-0000	CHEMICALS		
	Vendor Total:		1,683.00	0.00	1,683.00
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE	9/03/2021		73946
AUG'21	AFLAC INS AUG'2021	0.00	\$1,506.36	0.00	1,506.36
Desc:	AFLAC INS AUG'2021	Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE		
	Vendor Total:		1,506.36	0.00	1,506.36

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Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
002845	ARC MECHANICAL CONTRACTORS, INC				9/03/2021	73947
30368	SERVICE CALL: BASEMENT DEHUMIDI		0.00	\$125.00	0.00	125.00
Desc:	SERVICE CALL: BASEMENT DEHUMIDIFIER	Acct:	10-161-318-0000	CONTRACTED SERVICES		
Vendor Total:				125.00	0.00	125.00
003450	AUTOZONE				9/03/2021	73948
5120722666	RETURNED PARTS		0.00	\$-144.39	0.00	-144.39
Desc:	RETURNED PARTS	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120722667	RETURNED PARTS		0.00	\$-64.66	0.00	-64.66
Desc:	RETURNED PARTS	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
3218797597	PARTS INV 01.30.2021		0.00	\$129.32	0.00	129.32
Desc:	PARTS INV 01.30.2021	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120565243 - 2	PARTS INV 01.27.2021		0.00	\$42.07	0.00	42.07
Desc:	PARTS INV 01.27.2021	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120620407 - 2	PARTS INV 04.11.2021		0.00	\$15.99	0.00	15.99
Desc:	PARTS INV 04.11.2021	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120722512	AMB 2 PARTS		0.00	\$261.12	0.00	261.12
Desc:	AMB 2 PARTS	Acct:	10-221-321-0200	REPAIRS & MAINT EMS VEHICLES		
Vendor Total:				239.45	0.00	239.45
003755	B.U.R. CONSTRUCTION, LLC				9/03/2021	73949
2021-25 A	US RT 5&SYKES MTN 08.18.2021		313,031.95	\$313,031.95	0.00	313,031.95
Desc:	US RT 5&SYKES MTN 08.18.2021	Acct:	80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
Desc:	US RT 5&SYKES MTN 08.18.2021	Acct:	70-623-318-7021	Contracted Svcs (EH0015)(STPEH09(1		
Desc:	US RT 5&SYKES MTN 08.18.2021	Acct:	70-623-318-7030	Contracted Svcs. EH0015- STP B13(2) 5		
Vendor Total:				313,031.95	0.00	313,031.95
003990	ATG LEBANON, LLC				9/03/2021	73950
X701009422:01	PARTS		0.00	\$108.53	0.00	108.53
Desc:	PARTS	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				108.53	0.00	108.53
004648	BAU/HOPKINS				9/03/2021	73951
21-14012	Flashback arrestors for Solid Waste		1,721.39	\$1,721.39	0.00	1,721.39
Desc:	Flashback arrestors for Solid Waste	Acct:	30-971-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:				1,721.39	0.00	1,721.39
005040	BERGERON PROTECTIVE CLOTHING,				9/03/2021	73952
228261	PPE REPAIRS		0.00	\$127.57	0.00	127.57
Desc:	PPE REPAIRS	Acct:	10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
Vendor Total:				127.57	0.00	127.57
005520	BIG STATE INDUSTRIAL SUPPLY				9/03/2021	73953
1450328	PARTS		319.20	\$319.20	0.00	319.20
Desc:	PARTS	Acct:	60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				319.20	0.00	319.20

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
005800	BLAKTOP INC.		9/03/2021		73954
29101	Repairs to parking lot	911.30	\$911.30	0.00	911.30
Desc:	Repairs to parking lot	Acct: 30-971-321-0200	REPAIRS & MAINT - GROUNDS		
Vendor Total:			911.30	0.00	911.30
005850	BLODGETT SUPPLY CO INC		9/03/2021		73955
S027698551.002	MATERIALS	0.00	\$64.42	0.00	64.42
Desc:	MATERIALS	Acct: 10-527-323-0000	MATERIAL & SUPPLIES		
S027793961.001	PARTS	51.38	\$51.38	0.00	51.38
Desc:	PARTS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			115.80	0.00	115.80
006100	BMO FINANCIAL GROUP		9/03/2021		73956
Kreis 08/13-27/21	Kreis, Dylan - REC	0.00	\$157.78	0.00	157.78
Desc:	Amazon-Materials	Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
Peltier 08/13-27/21	Peltier, Thomas - FD	0.00	\$1,153.37	0.00	1,153.37
Desc:	Travel/Meals NFA Training	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
Desc:	Travel/Meals NFA Training	Acct: 10-221-311-0000	TRAVEL & MEETINGS		
Perry 08/13-27/21	Perry, Diane - PD	0.00	\$43.94	0.00	43.94
Desc:	Amazon-Office Supplies	Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
Tracy 08/13-27/21	Yaroltt-Tracy - TM	0.00	\$10.00	0.00	10.00
Desc:	Charge Point - Car Charge	Acct: 10-121-311-0000	TRAVEL & MEETINGS		
Vail 08/13-27/21	Vail, Brad - PD	0.00	\$46.00	0.00	46.00
Desc:	USPS-Postage	Acct: 10-211-322-0000	POSTAGE		
Desc:	SpurNameTapes-NameTape	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Walsh 08/13-27/21	Walsh, Dillon - IT	0.00	\$1,616.35	0.00	1,616.35
Desc:	Logmein-Remote	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
Desc:	Dell-Darddrive for server	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
Desc:	Amazon - Monitors	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
Desc:	Amazon-Cables	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
Desc:	SMTP2Go-Emails	Acct: 10-181-318-0000	CONTRACTED SERVICES		
Cooney 08/13-27/21	Cooney, Scott - FD	0.00	\$770.48	0.00	770.48
Desc:	Amazon-Toilet Paper & Keys	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
Desc:	Davis-Wearher Link	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
Czora 08/13-27/21	Czora, Jason - FD	0.00	\$492.15	0.00	492.15
Desc:	CITGO_Gas	Acct: 10-221-319-0000	EQUIPMENT OPERATION-GAS		
Desc:	Carhartt-Uniforms	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Desc:	BJ-AC Unit	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Delisle 08/13-27/21	Delisle, Jeremy - DPW	27.72	\$110.72	0.00	110.72
Desc:	DMV-Trailer Registration	Acct: 10-325-317-0000	PERMITS AND LICENSES		
Desc:	DMV-CDL Permit Cooper C	Acct: 10-325-317-0000	PERMITS AND LICENSES		
Desc:	Amazon-Materials	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
Desc:	Amazon - Membership	Acct: 65-963-313-0000	MEMBERSHIP DUES		
006100	BMO FINANCIAL GROUP		9/03/2021		74050
Delisle 08/01-12/21	Delisle, Jeremy - DPW	1,788.81	\$2,108.50	0.00	2,108.50
Desc:	CreativeInfo-Software for SW	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Desc:	Amazon-Oil Drum Faucets	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Desc:	Amazon-Safety Vest	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		

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Check Date: 9/03/2021 - 9/03/2021

Bank ID	Bank Name	Payee Name	Check Date	Check No.		
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Amazon-Safety vest/gloves	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
		Desc: Amazon-Safety vest/gloves	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: Amazon-Safety gloves	Acct: 10-325-326-0000	UNIFORMS		
		Desc: Amazon-Safety gloves	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: Amazon-Safety vest	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: Amazon-Safety gloves	Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: Amazon-Safety vest	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: AT&T-internet	Acct: 55-954-324-0000	TELEPHONE		
		Desc: AT&T-internet	Acct: 50-954-324-0000	TELEPHONE		
		Desc: Amazon-safety vest	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: Amazon-safety vest	Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
		Desc: Amazon-safety vest	Acct: 10-325-326-0000	UNIFORMS		
		Desc: Amazon-Oil Drum	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
		Desc: VRWA-Class fee	Acct: 60-961-315-0000	RECRUITMENT & TRAINING		
006100	BMO FINANCIAL GROUP			9/03/2021		73956
	Hannux 08/13-27/21	Hannux, Shawn - FD	0.00	\$58.82	0.00	58.82
	Desc: PChopper-Water	Acct: 10-221-323-0000	MATERIAL & SUPPLIES			
	Desc: HomeDepot-Gas Can	Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT			
	Desc: Sunoco-Gas	Acct: 10-221-319-0000	EQUIPMENT OPERATION-GAS			
	Jay 08/01-12/21	McDonough, Jay - REC	0.00	\$952.41	0.00	952.41
	Desc: Ventures Supplies	Acct: 10-514-323-0000	MATERIAL & SUPPLIES			
	Desc: Killinkton-Teen Getaway	Acct: 10-514-318-0000	CONTRACTED SERVICES			
	Desc: StorrsPond-Ventures Field Trip	Acct: 10-514-318-0000	CONTRACTED SERVICES			
	Desc: Redbox-Movie in the park	Acct: 10-516-318-0000	CONTRACTED SERVICES			
	Desc: Movie in the Park - Supplies	Acct: 10-516-323-0000	MATERIAL & SUPPLIES			
	Jay 08/13-27/21	McDonough, Jay - REC	0.00	\$451.44	0.00	451.44
	Desc: Walmart-Camp Ventures	Acct: 10-514-323-0000	MATERIAL & SUPPLIES			
	Desc: LeagueLineup-Schedueling Software	Acct: 10-514-318-0000	CONTRACTED SERVICES			
	Desc: Amazon-Air Pump	Acct: 10-514-330-0000	ATHLETIC SUPPLIES			
	Desc: Amazon-Portable Soccer Goals	Acct: 10-514-330-0000	ATHLETIC SUPPLIES			
	Vendor Total:			7,971.96	0.00	7,971.96
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC		9/03/2021		73957
	84172884	MEDICAL SUPPLIES	0.00	\$25.47	0.00	25.47
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
	84172885	MEDICAL SUPPLIES	0.00	\$687.38	0.00	687.38
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
	84174875	MED SUPPLIES FOR EMS BAGS	0.00	\$525.95	0.00	525.95
	Desc: MED SUPPLIES FOR EMS BAGS	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
	84178522	MEDICAL SUPPLIES	0.00	\$39.49	0.00	39.49
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
	Vendor Total:			1,278.29	0.00	1,278.29
007000	BREAD LOAF CORPORATION			9/03/2021		73958
	21501,5	MUNICIPAL POOL - AUG 2021	0.00	\$404,898.40	0.00	404,898.40
	Desc: MUNICIPAL POOL - AUG 2021	Acct: 10-985-512-0512	Pool Bond 2021 S1 #274788016			
	Vendor Total:			404,898.40	0.00	404,898.40

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007450	BROWN'S, CHARLIE	CHARLIE BROWN'S	9/03/2021		73959
46280	PARTS	4.82	\$4.82	0.00	4.82
Desc: PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			4.82	0.00	4.82
008038	BUTLER'S BUS SERVICE		9/03/2021		73960
103-010061	RENTAL FOR FIELD TRIP	0.00	\$210.00	0.00	210.00
Desc: RENTAL FOR FIELD TRIP		Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			210.00	0.00	210.00
009075	CENTRAL VERMONT COMMUNICATIONS		9/03/2021		73961
202-2953622	PAGERS SEPT-NOV 2021	51.75	\$51.75	0.00	51.75
Desc: PAGERS SEPT-NOV 2021		Acct: 50-952-324-0000	TELEPHONE		
Desc: PAGERS SEPT-NOV 2021		Acct: 65-963-324-0000	TELEPHONE		
Desc: PAGERS SEPT-NOV 2021		Acct: 60-961-324-0000	TELEPHONE		
Vendor Total:			51.75	0.00	51.75
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	9/03/2021		73962
4093330819	UNIFORMS	0.00	\$221.53	0.00	221.53
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4093330840	UNIFORMS	80.03	\$80.03	0.00	80.03
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4093330904	UNIFORMS	106.56	\$106.56	0.00	106.56
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4093543427	UNIFORMS	49.62	\$49.62	0.00	49.62
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4093990941	UNIFORMS	80.03	\$80.03	0.00	80.03
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4093991025	UNIFORMS	106.56	\$106.56	0.00	106.56
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4093991052	UNIFORMS	0.00	\$221.53	0.00	221.53
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4094183388	UNIFORMS	49.62	\$49.62	0.00	49.62
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
9134530718	RETURN	-3.50	\$-3.50	0.00	-3.50
Desc: RETURN		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
9137447059	RETURN	0.00	\$-79.70	0.00	-79.70
Desc: RETURN		Acct: 10-325-326-0000	UNIFORMS		
Vendor Total:			832.28	0.00	832.28
010009	CLARK'S TRUCK CENTER	CLARK'S TRUCK CENTER	9/03/2021		73963
450647	PARTS	0.00	\$111.84	0.00	111.84
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
451029	PARTS H-8	0.00	\$6,240.81	0.00	6,240.81
Desc: Exuast repairs to H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: PARTS H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
451049	H-8 PARTS	0.00	\$246.08	0.00	246.08
Desc: H-8 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		

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CM451029	CORE RETURN	0.00	\$-1,250.00	0.00	-1,250.00
Desc: CORE RETURN		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			5,348.73	0.00	5,348.73
011530	CORELOGIC RE TAX SERVICE			9/03/2021	73964
2022	REFUND-OVERPAYMNT PROPERTY T	0.00	\$29,884.31	0.00	29,884.31
Desc: REFUND-OVERPAYMNT PROPERTY TAX FY22		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			29,884.31	0.00	29,884.31
013200	DEAN, DAVID	DAVID DEAN		9/03/2021	73965
SEP'21	Ret Reimburs Sept 21	0.00	\$393.99	0.00	393.99
Desc: Ret Reimburs Sept 21		Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			393.99	0.00	393.99
013575	DELL MARKETING L.P.			9/03/2021	73966
10514741556	CORTEX ANTI-VIRUS RENEWAL	0.00	\$6,982.00	0.00	6,982.00
Desc: CORTEX ANTI-VIRUS RENEWAL		Acct: 10-181-318-0000	CONTRACTED SERVICES		
Vendor Total:			6,982.00	0.00	6,982.00
015285	EBQUICKSTART, INC			9/03/2021	73967
NSR21234036	Barracuda Maintenance contract	0.00	\$5,957.34	0.00	5,957.34
Desc: Barracuda Maintenance contract		Acct: 10-181-318-0000	CONTRACTED SERVICES		
Vendor Total:			5,957.34	0.00	5,957.34
015500	ENDYNE, INC			9/03/2021	73968
382480	QUECHEE WW	180.00	\$180.00	0.00	180.00
Desc: QUECHEE WW		Acct: 65-963-318-0000	CONTRACTED SERVICES		
382481	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc: WRJ WEEKLY ANALYSIS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			270.00	0.00	270.00
015815	EVANS MOTOR FUELS	EVANS GROUP INC.		9/03/2021	73969
0020686-IN	6000 GALLS - DIESEL	0.00	\$13,902.00	0.00	13,902.00
Desc: 6000 GALLS - DIESEL		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			13,902.00	0.00	13,902.00
016080	CONSOLIDATED COMMUNICATIONS			9/03/2021	73970
14091736024AUG'21	WABA	0.00	\$178.87	0.00	178.87
Desc: WABA		Acct: 10-530-318-0000	CONTRACTED SERVICES		
14362366935AUG'21	HEMLOCK RIDGE	62.62	\$62.62	0.00	62.62
Desc: HEMLOCK RIDGE		Acct: 50-954-324-0000	TELEPHONE		
Vendor Total:			241.49	0.00	241.49
016390	FASTENAL COMPANY			9/03/2021	73971
NHWES89248	RETURNED MATERIALS	-40.80	\$-40.80	0.00	-40.80
Desc: RETURNED MATERIALS		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
NHWES90794	MATERIALS	0.00	\$1,003.56	0.00	1,003.56

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	Desc: MATERIALS - SHOP	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		962.76	0.00	962.76
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	9/03/2021		73972
1043114	MATERIALS	15.82	\$15.82	0.00	15.82
	Desc: MATERIALS	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
1043353	Manhole frame and covers	1,690.15	\$1,690.15	0.00	1,690.15
	Desc: Manhole frame and covers	Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
1043524	MATERIALS	194.36	\$194.36	0.00	194.36
	Desc: MATERIALS	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
1045305	MATERIALS	280.48	\$280.48	0.00	280.48
	Desc: MATERIALS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		2,180.81	0.00	2,180.81
017110	FISHER AUTO PARTS, INC		9/03/2021		73973
301-078913	PARTS	17.46	\$17.46	0.00	17.46
	Desc: PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-079730	PARTS	0.00	\$11.84	0.00	11.84
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-080264	PARTS	564.16	\$564.16	0.00	564.16
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-081916	PARTS	14.19	\$14.19	0.00	14.19
	Desc: PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-082098	PARTS	0.00	\$12.25	0.00	12.25
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-082569	AMB 2 PARTS	0.00	\$21.16	0.00	21.16
	Desc: AMB 2 PARTS	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES		
301-083354	SPEEDY DRY	0.00	\$23.18	0.00	23.18
	Desc: SPEEDY DRY	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
	Desc: SPEEDY DRY	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
301-335362	PARTS	383.41	\$383.41	0.00	383.41
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
306-258443	PARTS	16.50	\$16.50	0.00	16.50
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
306-258444	RETURNED PARTS	-16.50	\$-16.50	0.00	-16.50
	Desc: RETURNED PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
SER-210731	SERVICE CHARGE	3.72	\$3.72	0.00	3.72
	Desc: SERVICE CHARGE FEE	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		1,051.37	0.00	1,051.37
017160	UNITED AG & TURF NE, LLC		9/03/2021		73974
1223222	FILTERS	0.00	\$296.87	0.00	296.87
	Desc: FILTERS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
1226430	PARTS	0.00	\$81.42	0.00	81.42
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		378.29	0.00	378.29
017301	FOGG'S LUMBER AND HARDWARE		9/03/2021		73975

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	23540/6	SHED	0.00	\$269.99	0.00	269.99
	Desc: SHED	Acct: 10-221-320-0100		EQUIP OPERATION-COMMUNICATION		
	25229/6	MATERIALS	11.16	\$11.16	0.00	11.16
	Desc: MATERIALS	Acct: 30-975-323-0000		MATERIAL & SUPPLIES		
	25527/6	MATERIALS	5.99	\$88.95	0.00	88.95
	Desc: MATERIALS	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
	Desc: MATERIALS	Acct: 30-974-323-0000		MATERIAL & SUPPLIES		
	25621/6	KEY	0.00	\$14.90	0.00	14.90
	Desc: KEY	Acct: 10-514-323-0000		MATERIAL & SUPPLIES		
	25623/6	MATERIALS	32.97	\$32.97	0.00	32.97
	Desc: MATERIALS	Acct: 65-963-323-0000		MATERIALS & SUPPLIES		
	25655/6	MATERIALS	23.96	\$23.96	0.00	23.96
	Desc: MATERIALS	Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
	25657/6	MATERIALS	4.99	\$4.99	0.00	4.99
	Desc: MATERIALS	Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
	Vendor Total:			446.92	0.00	446.92
019390	GRAINGER			9/03/2021		73976
	9033975187	PRESSURE GAUGE	33.42	\$33.42	0.00	33.42
	Desc: PRESSURE GAUGE	Acct: 65-963-323-0000		MATERIALS & SUPPLIES		
	Vendor Total:			33.42	0.00	33.42
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID		9/03/2021		73977
	H-HHW72421	HHW COLLECTION 7.24.21	11,271.80	\$11,271.80	0.00	11,271.80
	Desc: HHW COLLECTION 7.24.21	Acct: 30-971-318-0100		CONTRACTED SERVICES - HHW		
	Vendor Total:			11,271.80	0.00	11,271.80
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		9/03/2021		73978
	84443200005AUG'21	WATERMAN HL	0.00	\$32.68	0.00	32.68
	Desc: WATERMAN HL	Acct: 10-314-329-0000		ELECTRICITY		
	87303200007AUG'21	QUECHEE HARTLAND	114.90	\$114.90	0.00	114.90
	Desc: QUECHEE HARTLAND	Acct: 65-964-329-0000		ELECTRICITY		
	91624000005AUG'21	SOLID WASTE ADMIN	35.81	\$35.81	0.00	35.81
	Desc: SOLID WASTE ADMIN	Acct: 30-971-329-0000		ELECTRICITY		
	97303200006AUG'21	NOYES LN PUMP	24.38	\$24.38	0.00	24.38
	Desc: NOYES LN PUMP	Acct: 65-964-329-0000		ELECTRICITY		
	49672200000AUG'21	RTE WEST HTFD	0.00	\$478.87	0.00	478.87
	Desc: RTE WEST HTFD	Acct: 10-314-329-0000		ELECTRICITY		
	01013200009AUG'21	1299 QUECHEE MAIN ST PUMP	152.88	\$152.88	0.00	152.88
	Desc: 1299 QUECHEE MAIN ST PUMP	Acct: 65-964-329-0000		ELECTRICITY		
	04013200003AUG'21	BENTLEY RD	64.57	\$64.57	0.00	64.57
	Desc: BENTLEY RD	Acct: 65-964-329-0000		ELECTRICITY		
	08303200003AUG'21	DEWEY FAMILY RD	97.57	\$97.57	0.00	97.57
	Desc: DEWEY FAMILY RD	Acct: 65-964-329-0000		ELECTRICITY		
	09732000006AUG'21	319 LATHAM WORKS LN	8,391.06	\$8,391.06	0.00	8,391.06
	Desc: 319 LATHAM WORKS LN	Acct: 60-961-329-0000		ELECTRICITY		
	80082200009AUG'21	NOYES LN	116.27	\$116.27	0.00	116.27
	Desc: NOYES LN	Acct: 55-954-329-0000		ELECTRICITY		

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11013200008AUG'21	HENDEE WAY	24.94	\$24.94	0.00	24.94	
Desc: HENDEE WAY		Acct: 65-964-329-0000	ELECTRICITY			
13414587553AUG'21	120 LESLE DR PAV A	0.00	\$381.69	0.00	381.69	
Desc: 120 LESLE DR PAV A		Acct: 10-528-329-0000	ELECTRICITY			
23490000009AUG'21	WILDER WELL	1,130.34	\$1,130.34	0.00	1,130.34	
Desc: WILDER WELL		Acct: 50-952-329-0000	ELECTRICITY			
71013200002AUG'21	WHITMAN BROOK PUMP	399.77	\$399.77	0.00	399.77	
Desc: WHITMAN BROOK PUMP		Acct: 65-964-329-0000	ELECTRICITY			
23833000005AUG'21	RT 5 HIGHLAND AVE	0.00	\$74.72	0.00	74.72	
Desc: RT 5 HIGHLAND AVE		Acct: 10-314-329-0000	ELECTRICITY			
27333200007AUG'21	ALDEN PARTRIDGE	32.87	\$32.87	0.00	32.87	
Desc: ALDEN PARTRIDGE		Acct: 65-964-329-0000	ELECTRICITY			
33833000004AUG'21	MAXFIELD PUMP	78.84	\$78.84	0.00	78.84	
Desc: MAXFIELD PUMP		Acct: 60-964-329-0000	ELECTRICITY			
67003200002AUG'21	WILLARD RD QUECHEE FIRE	0.00	\$377.99	0.00	377.99	
Desc: WILLARD RD QUECHEE FIRE		Acct: 10-221-329-0000	ELECTRICITY			
38035000009AUG'21	OLCOTT COMMERCE PARK	201.70	\$201.70	0.00	201.70	
Desc: OLCOTT COMMERCE PARK		Acct: 60-964-329-0000	ELECTRICITY			
39135140109AUG'21	120 LESLE DR PAV C	0.00	\$49.83	0.00	49.83	
Desc: 120 LESLE DR PAV C		Acct: 10-528-329-0000	ELECTRICITY			
41082200001AUG'21	291 SUGAR HILL LN	145.23	\$145.23	0.00	145.23	
Desc: 291 SUGAR HILL LN		Acct: 55-954-329-0000	ELECTRICITY			
43382200004AUG'21	EASTMAN HILL PUMP	237.33	\$237.33	0.00	237.33	
Desc: EASTMAN HILL PUMP		Acct: 55-953-329-0000	ELECTRICITY			
44926000009AUG'21	STREET LIGHTS	0.00	\$2,101.35	0.00	2,101.35	
Desc: STREET LIGHTS		Acct: 10-314-329-0000	ELECTRICITY			
48832000003AUG'21	ARBORETUM LN	57.94	\$57.94	0.00	57.94	
Desc: ARBORETUM LN		Acct: 60-964-329-0000	ELECTRICITY			
48933200007AUG'21	VILLAGE GREEN BALLOON FEST	0.00	\$20.32	0.00	20.32	
Desc: VILLAGE GREEN BALLOON FEST		Acct: 10-521-329-0000	ELECTRICITY			
49424000005AUG'21	VA CUTOFF WTR STOR	24.56	\$24.56	0.00	24.56	
Desc: VA CUTOFF WTR STOR		Acct: 50-954-329-0000	ELECTRICITY			
57303200000AUG'21	HIGH ST MAIN ST PUMPING STN	255.39	\$255.39	0.00	255.39	
Desc: HIGH ST MAIN ST PUMPING STN		Acct: 65-963-329-0000	ELECTRICITY			
62592200000AUG'21	WOODSTOCK RD	0.00	\$20.32	0.00	20.32	
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	ELECTRICITY			
62713200004AUG'21	WOODSTOCK RD HEAT TAPE	20.32	\$20.32	0.00	20.32	
Desc: WOODSTOCK RD HEAT TAPE		Acct: 55-954-329-0000	ELECTRICITY			
67303200009AUG'21	78 MURPHYS	193.83	\$193.83	0.00	193.83	
Desc: 78 MURPHYS		Acct: 65-964-329-0000	ELECTRICITY			
67399084366AUG'21	120 LESLE DR PAV B	0.00	\$595.57	0.00	595.57	
Desc: 120 LESLE DR PAV B		Acct: 10-528-329-0000	ELECTRICITY			
68053200009AUG'21	RT 14 W HTFD LIB	0.00	\$238.07	0.00	238.07	
Desc: RT 14 W HTFD LIB		Acct: 10-524-329-0000	ELECTRICITY			
74713200009AUG'21	WOODSTOCK RD	0.00	\$33.60	0.00	33.60	
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	ELECTRICITY			
74972200005AUG'21	WHEELOCK RD SEC 2	21.98	\$21.98	0.00	21.98	
Desc: WHEELOCK RD SEC 2		Acct: 55-954-329-0000	ELECTRICITY			

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	77303200008AUG'21	LAKE PINNEO WW PUMP	36.54	\$36.54	0.00	36.54
	Desc:	LAKE PINNEO WW PUMP	Acct: 65-964-329-0000	ELECTRICITY		
	Vendor Total:			16,264.03	0.00	16,264.03
020135	GREENMAN-PEDERSEN, INC			9/03/2021		73979
	320677	HTFD STP 0113(59)S INV#18 JULY 2021	16,371.57	\$16,371.57	0.00	16,371.57
	Desc:	HTFD STP 0113(59)S INV#18 JULY 2021	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
020135	GREENMAN-PEDERSEN, INC			9/03/2021		73980
	8 - A	STP EH09(15) JULY 2021	8,018.12	\$8,018.12	0.00	8,018.12
	Desc:	STP EH09(15) JULY 2021	Acct: 70-623-318-7030	Contracted Svcs. EH0015- STP B13(2) S		
	Vendor Total:			24,389.69	0.00	24,389.69
022703	HILL, MARY		MARY HILL	9/03/2021		73981
	SEP'21	Ret Reimburse Sept 2021	0.00	\$325.89	0.00	325.89
	Desc:	Ret Reimburse Sept 2021	Acct: 10-151-418-0100	Retirees		
	Vendor Total:			325.89	0.00	325.89
023473	INGRAM LIBRARY SERVICES LLC			9/03/2021		73982
	54338828	BOOKS	0.00	\$63.54	0.00	63.54
	Desc:	BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
	54451746	BOOKS	0.00	\$14.81	0.00	14.81
	Desc:	BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
	54451747	BOOKS	0.00	\$175.45	0.00	175.45
	Desc:	BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
	Vendor Total:			253.80	0.00	253.80
024185	INTERSTATE FIRE PROTECTION		INTERSTATE FIRE PROTECTION	9/03/2021		73983
	69035	ANNUAL VAULTS INSPECTIONS-TC	0.00	\$557.00	0.00	557.00
	Desc:	ANNUAL VAULTS INSPECTIONS-TC	Acct: 10-161-321-0000	REPAIRS & MAINT		
	Vendor Total:			557.00	0.00	557.00
025175	SANEL NAPA WEST LEBANON		SANEL NAPA - WEST LEBANON	9/03/2021		73984
	55473,098051	PARTS	0.00	\$59.78	0.00	59.78
	Desc:	PARTS	Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
	Vendor Total:			59.78	0.00	59.78
025900	KINGSWOOD CONDOMINIUM III ASSOC.			9/03/2021		73985
	2021	RADIO REPEATER EQUIPMENT ELECT	0.00	\$375.00	0.00	375.00
	Desc:	RADIO REPEATER EQUIPMENT ELECTRICIT	Acct: 10-271-329-0000	ELECTRICITY		
	Vendor Total:			375.00	0.00	375.00
027100	LAVALLEY BUILDING SUPPLY, INC			9/03/2021		73986
	WL4442185-01	MATERIALS	9.99	\$9.99	0.00	9.99
	Desc:	MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	WL4445152-01	BRASS PIPE PLUG	5.96	\$5.96	0.00	5.96
	Desc:	BRASS PIPE PLUG	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		

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Vendor Total:			15.95	0.00	15.95
027575	LEDYARD NATIONAL BANK		9/03/2021		73987
2022	REFUND-OVERPAYMNT PROPERTY T	0.00	\$1,330.36	0.00	1,330.36
Desc:	REFUND-OVERPAYMNT PROPERTY TAX FY22	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			1,330.36	0.00	1,330.36
027700	DE LAGE LANDEN	DE LAGE LANDEN	9/03/2021		73988
73504362	LEASE COPIER - SEP'21	0.00	\$67.17	0.00	67.17
Desc:	LEASE COPIER - SEP'21	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	LEASE COPIER - SEP'21	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
73504365	LEASE COPIER - SEP 2021	0.00	\$79.78	0.00	79.78
Desc:	LEASE COPIER - SEP 2021	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
73504366	LEASE COPIER-SEP'21-REC	0.00	\$63.11	0.00	63.11
Desc:	LEASE COPIER-SEP'21-REC	Acct: 10-511-318-0000	CONTRACTED SERVICES		
73504367	LEASE COPIER-SEP'21-planning/val	0.00	\$63.11	0.00	63.11
Desc:	LEASE COPIER-SEP'21	Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
Desc:	LEASE COPIER-SEP'21	Acct: 10-622-320-0000	EQUIP OPERATION/MAINT-OFFICE		
73504369	LEASE COPIER-SEP'21-LF	37.81	\$37.81	0.00	37.81
Desc:	LEASE COPIER-SEP'21-LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
73506309	LEASE COPIER-SEP'21-ADMIN	0.00	\$200.02	0.00	200.02
Desc:	LEASE COPIER-SEP'21-ADMIN	Acct: 10-121-318-0000	CONTRACT SERVICES		
73506312	LEASE COPIER-SEP'21-FIN	0.00	\$173.42	0.00	173.42
Desc:	LEASE COPIER-SEP'21-FIN	Acct: 10-171-318-0000	CONTRACTED SERVICES		
Vendor Total:			684.42	0.00	684.42
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	9/03/2021		73989
4333626,61158	#2 OIL 105.4G@\$2.35 BUGBEE	0.00	\$250.85	0.00	250.85
Desc:	#2 OIL 105.4G@\$2.35 BUGBEE	Acct: 10-421-327-0000	BUILDING HEAT		
Vendor Total:			250.85	0.00	250.85
028848	MADISON NATIONAL LIFE INSURANCE CO,		9/03/2021		73990
SEP'21	LIFE INSURANCE SEPTEMBER 2021	327.76	\$2,082.30	0.00	2,082.30
Desc:	Life and AD&D Insurance	Acct: 10-121-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-121-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-151-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-151-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-171-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-171-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-174-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-174-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-175-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-175-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-181-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-181-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-211-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-211-270-0000	AD&D		
Desc:	Life and AD&D Insurance	Acct: 10-221-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-221-270-0000	AD&D		

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	Desc:	Life and AD&D Insurance	Acct:	10-271-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-271-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-312-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-312-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-321-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-321-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-325-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-325-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-511-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-511-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-514-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-514-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-530-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-530-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-621-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-621-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	10-622-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	10-622-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	30-971-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	30-971-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	30-975-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	30-975-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	50-954-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	50-954-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	50-955-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	50-955-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	55-955-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	55-955-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	60-961-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	60-961-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	60-965-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	60-965-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	65-963-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	65-963-270-0000	AD&D	
	Desc:	Life and AD&D Insurance	Acct:	65-965-240-0000	LIFE INSURANCE	
	Desc:	Life and AD&D Insurance	Acct:	65-965-270-0000	AD&D	
	Vendor Total:			2,082.30	0.00	2,082.30
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		9/03/2021		73991
	222618833	ADDING TAPE	0.00	\$23.38	0.00	23.38
	Desc:	ADDING TAPE	Acct:	10-171-323-0000	MATERIAL & SUPPLIES	
	222892676	ENVELOPES	0.00	\$12.06	0.00	12.06
	Desc:	ENVELOPES	Acct:	10-121-323-0000	MATERIAL & SUPPLIES	
	222850185	TONER HP	0.00	\$260.52	0.00	260.52
	Desc:	TONER HP	Acct:	10-171-323-0000	MATERIAL & SUPPLIES	
	222497362	DESK NAME PLATE	0.00	\$10.99	0.00	10.99
	Desc:	DESK NAME PLATE	Acct:	10-622-323-0000	MATERIAL & SUPPLIES	
	222500026	OFFICE SUPPLIES	0.00	\$14.19	0.00	14.19
	Desc:	OFFICE SUPPLIES	Acct:	10-511-323-0000	MATERIAL & SUPPLIES	
	222887775	OFFICE SUPPLIES	0.00	\$8.45	0.00	8.45

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
222774730	WATER	13.98	\$13.98	0.00	13.98
	Desc: WATER	Acct: 30-974-328-0000	WATER		
	Vendor Total:		343.57	0.00	343.57
030037	MCDERMOTT CO, J F	J F MCDERMOTT CO	9/03/2021		73992
74112	MATERIALS	222.00	\$222.00	0.00	222.00
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		222.00	0.00	222.00
030048	MCFARLAND-JOHNSON, INC		9/03/2021		73993
64	HTFD ROUNDABOUT JULY'21	7,117.14	\$7,117.14	0.00	7,117.14
	Desc: HTFD ROUNDABOUT JULY'21	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
	Vendor Total:		7,117.14	0.00	7,117.14
030240	MCNALL, GLENN A	GLENN A MCNALL	9/03/2021		73994
08.18.2021	Reimbursement for Waste Water Exam	100.00	\$100.00	0.00	100.00
	Desc: Reimbursement for Waste Water Exam	Acct: 60-961-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		100.00	0.00	100.00
030250	MCNALL, KAREN	KAREN MCNALL	9/03/2021		73995
2021-7	CARD MAKING WORKSHOP - 08.25.21	0.00	\$153.60	0.00	153.60
	Desc: CARD MAKING WORKSHOP - 08.25.21	Acct: 10-515-318-0000	CONTRACTED SERVICES		
	Vendor Total:		153.60	0.00	153.60
031390	MODERN CLEANERS & TAILORS, INC		9/03/2021		73996
E983BA98	JULY 21 - DRYCLEANING	0.00	\$518.25	0.00	518.25
	Desc: JULY 21 - DRYCLEANING	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Vendor Total:		518.25	0.00	518.25
031443	MONTAGE ENTERPRISES, INC		9/03/2021		73997
89190	Replacement blades for roadside mow	0.00	\$503.82	0.00	503.82
	Desc: Replacement blades for roadside mow	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		503.82	0.00	503.82
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC	9/03/2021		73998
IN1610937	UNIFORM JOB SHIRTS	0.00	\$499.50	0.00	499.50
	Desc: UNIFORM JOB SHIRTS	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
IN1612847	EMBROIDERY UNIFORM	0.00	\$45.00	0.00	45.00
	Desc: EMBROIDERY UNIFORM	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
IN1611390	FIRE EQUIPMENT	0.00	\$1,199.50	0.00	1,199.50
	Desc: Ladder 1 400" 2.5" HOSE	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
	Desc: Materials Shipping	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
	Vendor Total:		1,744.00	0.00	1,744.00
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC	9/03/2021		73999
SEP'21	HEALTH INS SEPT'21	15,028.02	\$111,635.60	0.00	111,635.60

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	Desc: HEALTH INS SEPT'21	Acct: 10-121-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-151-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-171-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-174-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-175-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-181-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-221-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-221-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-271-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-311-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-311-418-0100	Retiree Health Insurance			
	Desc: HEALTH INS SEPT'21	Acct: 10-321-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-325-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-511-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-521-220-0000	BC/BS			
	Desc: HEALTH INS SEPT'21	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 10-622-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 30-975-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 50-954-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 50-955-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 55-955-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 60-961-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 60-965-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 65-963-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS SEPT'21	Acct: 65-965-220-0000	HEALTH INSURANCE			
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC	9/03/2021		74000	
	SEP'21 RETIREES	RETIREES HEALTH INS SEPT'21	3,113.74	\$10,650.88	0.00	10,650.88
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 10-174-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREES HEALTH INS SEPT'21	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Vendor Total:		122,286.48	0.00	122,286.48	
032250	NRICH, INC		9/03/2021		74001	
2541	Rocket Science Camp	0.00	\$3,075.00	0.00	3,075.00	
	Desc: Rocket Science Camp	Acct: 10-514-318-0000	CONTRACTED SERVICES			
	Vendor Total:		3,075.00	0.00	3,075.00	
034800	NORTHEAST DELTA DENTAL		9/03/2021		74002	
SEP'21	DENTAL INS SEPTEMBER 2021	1,281.00	\$8,201.02	0.00	8,201.02	
	Desc: Dental	Acct: 10-121-230-0000	DENTAL			

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	Desc: Dental	Acct: 10-151-230-0000	DENTAL		
	Desc: Dental	Acct: 10-171-230-0000	DENTAL		
	Desc: Dental	Acct: 10-174-230-0000	DENTAL		
	Desc: Dental	Acct: 10-175-230-0000	DENTAL		
	Desc: Dental	Acct: 10-181-230-0000	DENTAL		
	Desc: Dental	Acct: 10-211-230-0000	DENTAL		
	Desc: Dental	Acct: 10-221-230-0000	DENTAL		
	Desc: Dental	Acct: 10-271-230-0000	DENTAL		
	Desc: Dental	Acct: 10-311-230-0000	DENTAL		
	Desc: Dental	Acct: 10-321-230-0000	DENTAL		
	Desc: Dental	Acct: 10-325-230-0000	DENTAL		
	Desc: Dental	Acct: 10-511-230-0000	DENTAL		
	Desc: Dental	Acct: 10-514-230-0000	DENTAL		
	Desc: Dental	Acct: 10-521-230-0000	DENTAL		
	Desc: Dental	Acct: 10-621-230-0000	DENTAL		
	Desc: Dental	Acct: 10-622-230-0000	DENTAL		
	Desc: Dental	Acct: 30-975-230-0000	DENTAL		
	Desc: Dental	Acct: 50-954-230-0000	DENTAL		
	Desc: Dental	Acct: 50-955-230-0000	DENTAL		
	Desc: Dental	Acct: 55-955-230-0000	DENTAL		
	Desc: Dental	Acct: 60-961-230-0000	DENTAL		
	Desc: Dental	Acct: 60-965-230-0000	DENTAL		
	Desc: Dental	Acct: 65-963-230-0000	DENTAL		
	Desc: Dental	Acct: 65-965-230-0000	DENTAL		
	Vendor Total:		8,201.02	0.00	8,201.02
035780	O'REILLY AUTO PARTS		9/03/2021		74003
5698-226609	AIR FILTER	0.00	\$16.99	0.00	16.99
	Desc: AIR FILTER	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		16.99	0.00	16.99
036230	OVERHEAD DOOR OF RUTLAND, INC		9/03/2021		74004
37538	FIRE DOOR REPLACEMENT-OVERHEA	0.00	\$4,250.00	0.00	4,250.00
	Desc: FIRE DOOR REPLACEMENT-OVERHEAD DOOR	Acct: 10-421-321-0100	REPAIRS & MAINT-BUILD & GROUND		
37680	SENSOR @ GARAGE DOOR	78.75	\$78.75	0.00	78.75
	Desc: SENSOR @ GARAGE DOOR	Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
	Vendor Total:		4,328.75	0.00	4,328.75
036400	PALE BLUE DOT LLC		9/03/2021		74005
1115	CLIMATE ACTION PLAN 08.27.2021	0.00	\$1,400.00	0.00	1,400.00
	Desc: CLIMATE ACTION PLAN 08.27.2021	Acct: 10-115-101-0107	CLIMATE ACTION COMMITTEE		
	Vendor Total:		1,400.00	0.00	1,400.00
036770	PECK COMPANY, THE	THE PECK COMPANY	9/03/2021		74006
048032	SOLAR ARRAY	5,746.39	\$5,746.39	0.00	5,746.39
	Desc: SOLAR ARRAY	Acct: 65-963-329-0000	ELECTRICITY		
	Vendor Total:		5,746.39	0.00	5,746.39
037276	PETE'S TIRE BARN, INC		9/03/2021		74007

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269053		1,948.08	\$2,435.08	0.00	2,435.08
Desc: Replace rear tires on backhoe		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Replace rear tires on backhoe		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Replace rear tires on backhoe		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Desc: Replace rear tires on backhoe		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Replace rear tires on backhoe		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,435.08	0.00	2,435.08
037450	PIKE INDUSTRIES INC			9/03/2021	74008
1149434	STONE	44.53	\$44.53	0.00	44.53
Desc: STONE		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			44.53	0.00	44.53
037500	PIONEER MANUFACTURING CO			9/03/2021	74009
INV800596	Athletic field paint	0.00	\$912.70	0.00	912.70
Desc: Athletic field paint		Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			912.70	0.00	912.70
037552	PITNEY BOWES INC			9/03/2021	74010
3314067783	LEASE POSTAGE MACHINE	0.00	\$170.43	0.00	170.43
Desc: LEASE POSTAGE MACHINE		Acct: 10-221-322-0000	POSTAGE		
Desc: LEASE POSTAGE MACHINE		Acct: 10-211-322-0000	POSTAGE		
Vendor Total:			170.43	0.00	170.43
038188	LL POTWIN SERVICES			9/03/2021	74011
7634	Camp Ventures Summer Camp Cleaning	0.00	\$2,450.00	0.00	2,450.00
Desc: Camp Ventures Summer Camp Cleaning		Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,450.00	0.00	2,450.00
039710	REED TRUCK SERVICES INC, S G	SG REED TRUCK SERVICES INC,		9/03/2021	74012
14801	PARTS	0.00	\$591.95	0.00	591.95
Desc: Exuast repairs to H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: PARTS-CORE		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
CM13868A	RETURN - PARTS H8	0.00	\$-3,380.09	0.00	-3,380.09
Desc: RETURN - PARTS H8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
CM14801	RETURN CORE	0.00	\$-80.50	0.00	-80.50
Desc: RETURN CORE		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
CM13868	RETURN PARTS	0.00	\$-1,548.20	0.00	-1,548.20
Desc: RETURN PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
13868	Exuast repairs to H-8	0.00	\$8,306.45	0.00	8,306.45
Desc: Exuast repairs to H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Exuast repairs to H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			3,889.61	0.00	3,889.61
039994	REXEL USA, INC.	REXEL		9/03/2021	74013
S131000443.001	PLUG & CONNECTOR	0.00	\$128.33	0.00	128.33
Desc: PLUG & CONNECTOR		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		

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Vendor Total:			128.33	0.00	128.33
041450	SABIL & SONS, INC	SABIL & SONS, INC		9/03/2021	74014
41241	3 PIN LED	7.14	\$7.14	0.00	7.14
Desc:	3 PIN LED	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc:	3 PIN LED	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			7.14	0.00	7.14
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS		9/03/2021	74015
9730943	TELEPHONES	455.28	\$6,064.87	0.00	6,064.87
Desc:	TELEPHONES	Acct: 10-211-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-221-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-271-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-121-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-151-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-171-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-174-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-181-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-511-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-622-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-530-324-0000	Telephone		
Desc:	TELEPHONES	Acct: 50-952-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 60-961-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 30-971-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 65-963-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 60-962-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-321-324-0000	TELEPHONE		
Desc:	TELEPHONES	Acct: 10-325-324-0000	TELEPHONE		
Vendor Total:			6,064.87	0.00	6,064.87
044220	STERICYCLE, INC			9/03/2021	74016
1010972529	MED DISPOSAL - SEP'2021	0.00	\$55.00	0.00	55.00
Desc:	MED DISPOSAL - SEP'2021	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			55.00	0.00	55.00
045137	TABLET COMMAND			9/03/2021	74017
INV-0490	CAD INTERFACE - SPILLMAN	0.00	\$9,100.00	0.00	9,100.00
Desc:	CAD INTERFACE - SPILLMAN	Acct: 10-221-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:			9,100.00	0.00	9,100.00
046000	TI-SALES INC			9/03/2021	74018
INV0134789	BATTERIES	136.68	\$136.68	0.00	136.68
Desc:	BATTERIES	Acct: 50-952-331-0000	DEPARTMENT EQUIPMENT		
Vendor Total:			136.68	0.00	136.68
046170	TOP STITCH EMBROIDERY INC			9/03/2021	74019
400397	SPRING-FALL JACKETS	0.00	\$1,509.35	0.00	1,509.35
Desc:	SPRING-FALL JACKETS	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,509.35	0.00	1,509.35
046200	TOWNLINE EQUIPMENT SALES INC		9/03/2021		74020
IC82630	MATERIALS	0.00	\$70.26	0.00	70.26
Desc: MATERIALS		Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			70.26	0.00	70.26
046549	TROJAN TECHNOLOGIES GROUP ULC	FIFTH THIRD BANK	9/03/2021		74021
SLS/10311615	Maintenance items for UV	3,146.30	\$3,146.30	0.00	3,146.30
Desc: Maintenance items for UV		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			3,146.30	0.00	3,146.30
046950	TWIN STATE SAND AND GRAVEL CO		9/03/2021		74022
100419	Gravels for Runnels Road.	0.00	\$8,114.32	0.00	8,114.32
Desc: Gravels for Runnels Road.		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			8,114.32	0.00	8,114.32
047297	UNITED STATES POSTAL SERVICE		9/03/2021		74023
08.24.2021	POSTAGE REFILL	0.00	\$200.00	0.00	200.00
Desc: POSTAGE REFILL		Acct: 10-221-322-0000	POSTAGE		
Desc: POSTAGE REFILL		Acct: 10-211-322-0000	POSTAGE		
Vendor Total:			200.00	0.00	200.00
048300	VALLEY NEWS	VALLEY NEWS	9/03/2021		74027
125977AUG'21	VALLEY NEWS ADS	0.00	\$358.70	0.00	358.70
Desc: AD#178541 ZBA 09.22.21 MEETING NOTC		Acct: 10-621-312-0000	ADVERTISING		
Desc: AD#179398 PLANNING COM MEET 09.27		Acct: 10-622-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS	9/03/2021		74026
125911,179951	AD#179951 SB AGENDA 08.24.2021	0.00	\$161.50	0.00	161.50
Desc: AD#179951 SB AGENDA 08.24.2021		Acct: 10-111-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS	9/03/2021		74024
125978,173820	AD#173820 REQ BIDS SNOW PLOWING	0.00	\$45.90	0.00	45.90
Desc: AD#173820 REQ BIDS SNOW PLOWING		Acct: 10-325-312-0000	ADVERTISING		
125978,168473	AD#168473 REQ BIDS, LIGHTPOLES	0.00	\$108.80	0.00	108.80
Desc: AD#168473 REQ BIDS, LIGHTPOLES		Acct: 10-325-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS	9/03/2021		74025
123440AUG'21	VALLEY NEWS ADS	0.00	\$339.72	0.00	339.72
Desc: AD#366111 SPECIAL ELECTIONS		Acct: 10-131-312-0000	ADVERTISING		
Desc: AD#365264 PROPERTY TAX DUE 08.20.21		Acct: 10-121-312-0000	ADVERTISING		
Desc: VALLEY NEWS DISCOUNT		Acct: 10-121-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS	9/03/2021		74024
125978,167117	AD#167117 HWY EQUIP OP JOB	0.00	\$209.00	0.00	209.00
Desc: AD#167117 HWY EQUIP OP JOB		Acct: 10-325-312-0000	ADVERTISING		
Vendor Total:			1,223.62	0.00	1,223.62
048651	VERMONT ASSESSORS & LISTERS ASSOC	VERMONT ASSESSORS & LISTERS ASSOC	9/03/2021		74028
2021	VALA Conference 09.17.2021	0.00	\$100.00	0.00	100.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: VALA Conference 09.17.2021	Acct: 10-174-313-0000	MEMBERSHIP DUES		
	Vendor Total:		100.00	0.00	100.00
050090	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS	9/03/2021		74029
848	VIRTUAL SB INSTITUTE RECORDING	0.00	\$48.00	0.00	48.00
	Desc: VIRTUAL SB INSTITUTE RECORDING	Acct: 10-111-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		48.00	0.00	48.00
050455	VERMONT LIFE SAFETY LLC		9/03/2021		74030
42473	KEYPAD FOR DOOR	0.00	\$552.75	0.00	552.75
	Desc: KEYPAD FOR DOOR	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
42532	PANIC BUTTONS - TOWN HALL	0.00	\$3,952.17	0.00	3,952.17
	Desc: PANIC BUTTONS - TOWN HALL	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	Vendor Total:		4,504.92	0.00	4,504.92
051375	VERMONT DEPT ENVIRONMENTAL CONS	STATE OF VERMONT	9/03/2021		74031
3104-9050	OP FEE-PW GARAGE	0.00	\$236.80	0.00	236.80
	Desc: OP FEE-PW GARAGE	Acct: 10-325-317-0000	PERMITS AND LICENSES		
	Vendor Total:		236.80	0.00	236.80
051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER	9/03/2021		74032
MAY-AUG'21	122 DOG LICENSES	0.00	\$610.00	0.00	610.00
	Desc: 122 DOG LICENSES	Acct: 10-151-316-0000	STATE PAYMENT - LICENSES		
	Vendor Total:		610.00	0.00	610.00
051700	VT MUNICIPAL CLERKS & TREAS ASSOC	VMCTA - MEMBERSHIP COMMITTEE	9/03/2021		74033
2021-2022	MEMBERSHIP FEE	0.00	\$55.00	0.00	55.00
	Desc: MEMBERSHIP FEE	Acct: 10-151-313-0000	MEMBERSHIP DUES		
	Vendor Total:		55.00	0.00	55.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN	9/03/2021		74034
SEP'21	VISION INSURANCE SEPT'2021	0.00	\$1,839.56	0.00	1,839.56
	Desc: VISION INSURANCE SEPT'2021	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:		1,839.56	0.00	1,839.56
052165	WALSH, DILLON	CHRISTOPHER DILLON WALSH	9/03/2021		74035
JAN-JUN 2021	MILEAGE REIMBURSEMENT JAN-JUN'2	0.00	\$750.00	0.00	750.00
	Desc: MILEAGE REIMBURSEMENT JAN-JUN 2021	Acct: 10-181-311-0000	TRAVEL & MEETINGS		
	Vendor Total:		750.00	0.00	750.00
053150	SWISH WHITE RIVER LTD		9/03/2021		74036
W452672	CLEANING SUPPLIES	0.00	\$69.97	0.00	69.97
	Desc: CLEANING SUPPLIES	Acct: 10-421-323-0000	MATERIAL & SUPPLIES		
W443099	CLEANING SUPPLIES	47.75	\$47.75	0.00	47.75
	Desc: CLEANING SUPPLIES	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		117.72	0.00	117.72

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059810	FERNANDES, SEAN	SEAN FERNANDES	9/03/2021		74037
08.24.2021	REIMBURSE CLOTHING ALLOWANCE	0.00	\$102.00	0.00	102.00
Desc:	REIMBURSE CLOTHING ALLOWANCE	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Vendor Total:		102.00	0.00	102.00
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC		9/03/2021		74038
IN440097	METER COPIER - AUG 2021 LF	0.71	\$0.71	0.00	0.71
Desc:	METER COPIER - AUG 2021 LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
IN440102	METER COPIER - AUG 2021 TM	0.00	\$29.44	0.00	29.44
Desc:	METER COPIER - AUG 2021 TM	Acct: 10-121-318-0000	CONTRACT SERVICES		
	Vendor Total:		30.15	0.00	30.15
060293	US DIGITAL DESIGNS, INC.		9/03/2021		74039
21226	G2 MOBILE APP	0.00	\$486.00	0.00	486.00
Desc:	G2 MOBILE APP	Acct: 10-221-318-0000	CONTRACTED SERVICES		
	Vendor Total:		486.00	0.00	486.00
500370	LERETA		9/03/2021		74040
2022	REFUND-OVERPAYMNT PROPERTY TAX FY22	0.00	\$673.00	0.00	673.00
Desc:	REFUND-OVERPAYMNT PROPERTY TAX FY22	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		673.00	0.00	673.00
500387	EXECUSUITE, LLC		9/03/2021		74041
16767	MONTHLY RENT - SEPT 2021	0.00	\$400.00	0.00	400.00
Desc:	MONTHLY RENT - SEPT 2021	Acct: 10-121-318-0600	CONTRACT SERVICES - PARKING RE		
	Vendor Total:		400.00	0.00	400.00
500660	JP PEST SERVICE		9/03/2021		74042
3003625	MONTHLY FEE - AUG'21	0.00	\$81.50	0.00	81.50
Desc:	MONTHLY FEE - AUG'21	Acct: 10-161-318-0000	CONTRACTED SERVICES		
	Vendor Total:		81.50	0.00	81.50
500894	SECURSHRED	SECURSHRED	9/03/2021		74043
371125	MONTHLY SHRED	0.00	\$22.00	0.00	22.00
Desc:	MONTHLY SHRED	Acct: 10-211-318-0000	CONTRACTED SERVICES		
371133	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
Desc:	SHREDDING SERVICES	Acct: 10-161-318-0000	CONTRACTED SERVICES		
	Vendor Total:		44.00	0.00	44.00
502769	MCFADDEN, LINDSAY	LINDSAY MCFADDEN	9/03/2021		74044
848982	REFUND - NFL FLAG FOOTBALL	0.00	\$55.00	0.00	55.00
Desc:	REFUND - NFL FLAG FOOTBALL	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		55.00	0.00	55.00
502770	DEBOIS, MARC R	MARC R DEBOIS	9/03/2021		74045
01.20.2021	2021-000136	0.00	\$30.00	0.00	30.00
Desc:	2021-000136	Acct: 10-221-325-0000	REFUNDS		

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Vendor Total:			30.00	0.00	30.00
502771	CADY JR., STUART WAYNE	STUART WAYNE CADY JR.	9/03/2021		74046
2021	Theater Camp INSTRUCTOR	0.00	\$1,600.00	0.00	1,600.00
Desc:	Theater Camp INSTRUCTOR	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,600.00	0.00	1,600.00
502772	HELM, MEGAN L	MEGAN L HELM	9/03/2021		74047
2021	Theater Camp INSTRUCTOR	0.00	\$1,000.00	0.00	1,000.00
Desc:	Theater Camp INSTRUCTOR	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,000.00	0.00	1,000.00
502773	GUNDLACH, LIAM C.	LIAM C. GUNDLACH	9/03/2021		74048
2021	Theater Camp INSTRUCTOR	0.00	\$1,100.00	0.00	1,100.00
Desc:	Theater Camp INSTRUCTOR	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,100.00	0.00	1,100.00
FUND 1 0	HRA / FSA / DCR	Bank Total:		1,070,364.81	
FUND 1 0 HRA	HRA / FSA / DCR				
032103	MVP HEALTH - HRA / DCRA		9/03/2021		1016
08.31.2021	FSA/HRA 08.23.2021-08.28.2021	1,016.31	\$2,797.26	0.00	2,797.26
Desc:	FSA 08.23.2021-08.28.2021	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-325-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.23.2021-08.28.2021	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
08.24.2021	FSA/HRA 08.16.2021-08.21.2021	66.43	\$1,962.96	0.00	1,962.96
Desc:	FSA 08.16.2021-08.21.2021	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
Desc:	HRA 08.16.2021-08.21.2021	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.16.2021-08.21.2021	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.16.2021-08.21.2021	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.16.2021-08.21.2021	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 08.16.2021-08.21.2021	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 08.16.2021-08.21.2021	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
Vendor Total:			4,760.22	0.00	4,760.22
FUND 1 0 HRA	Bank Total:		4,760.22		

Report Date: 9/01/21
2:25PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 22
User: florentina

ReportAPINHDPmtByDate

Check Date: 9/03/2021 - 9/03/2021

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date		Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.

	Holdback Total				
					1,086,365.12
Batch Totals:	0.00	419,778.15		0.00	1,506,143.27

_____ DANIEL FRASER
_____ JOSEPH MAJOR
_____ KIM SOUZA
_____ DENNIS BROWN
_____ LANNIE J. COLLINS
_____ MICHAEL HOYT
_____ ALLY TUFENKJIAN
_____ TRACY YARLOTT-DAVIS
_____ GAIL OSTROUT
_____ JOHN J. CLERKIN