



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, October 19, 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. Call to Order the Selectboard Meeting (6:00)**
- II. Pledge of Allegiance (6:05)**
- III. Local Liquor Control Board: None**
- IV. Order of Agenda (6:05)**
- V. Selectboard**
 - 1. Public Comments (6:10)**
 - 2. Selectboard Comments and Announcements (6:30)**
 - 3. Appointments (6:50)**
 - a. Consider the Appointment of Laura Brooks to the West Hartford Library Board of Trustees beginning on October 19, 2021 and ending on March 1, 2022 (Elections).
 - 4. Town Manger's Report (7:00) Significant Activity Report**
 - 5. Board Reports, Motions & Ordinances**
 - a. Cornerstone Grant Adoption & Grant Policies & Procedures – Planning – Motion (7:10)
 - b. Town Forest Recreational Plan – Planning - Informational (7:20)
 - c. Parking Ordinance – Town Manager – Motion (7:40)
 - d. Proposed Ordinances – Town Manager – Motion (7:50)
 - Break (8:10)**
 - e. HCoreI Policy Recommendation – HCoreI - Motion (8:20)
 - f. Ad hoc Committee on Emergency Shelter – SB - Information (8:40)
- VI. Commission Report (9:00)**
- VII. Consent Agenda (9:10)**

Approve Payroll Ending: 10/16/2021
Approve Meeting Minutes of: 10/5/2021 & 10/12/2021
Approve A/P Manifest of: 10/15/2021 & 10/19/2021
Selectboard Meeting Dates: Needs Approval: 11/2/2021,
11/9/2021(Budget) 11/16/2021,11/23/2021 (Budget) & 11/30/2021

Selectboard Meeting Dates of: Already Approved: 10/26/2021

VIII. Executive Session:(9:15)

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 (Motion Required)

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.

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: West Hartford Library
Board of Trustees

I. APPLICANT DATA:

Name: Laura Brooks
Address: 4978 Quechee West Hartford Rd.
West Hartford, VT 05001
Telephone: (Home) 508-813-2608 (Work) _____ (Other) _____
Email Address: lauraeuph@gmail.com
How long have you been a Hartford resident? 9 months
Are you a registered voter? yes

II. EDUCATION:

High School: Franklin HS, Franklin, MA Year Graduated: 1997
College 1: UMASS-Amherst Degree Earned: Bachelor's
Course of Study: Early Childhood Ed/Sociology Year: 2001
College 2: Framingham State Degree Earned: Master's
Course of Study: Language and Literacy Year: 2008

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Framingham Public Schads</u>	<u>2009-2010</u>	<u>Long-term Sub</u>	
<u>Framingham Public Schads</u>	<u>2007-2008</u>	<u>Paraprofessional</u>	
<u>Weston Public Library</u>	<u>2007</u>	<u>Young Adult Librarian</u>	
<u>Franklin Public Schools</u>	<u>2002-2007</u>	<u>First Grade Teacher</u>	
<u>Franklin Public Schools</u>	<u>2000-2002</u>	<u>Paraprofessional</u>	

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.

Would you be available for evening meetings? I am available in the evenings and have a flexible schedule.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? As a parent of five young children, former

homeschooler, teacher, and librarian I have a great love and respect for public libraries as well as a strong drive to continue helping them be a major part of the community.

c. What are your past experiences in Municipal, State or Federal Government? none

d. What civic or social organizations have belonged to and what positions did you hold?

N/A

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? There are almost

endless ways to use a library and community center to add education, beauty, and joy to people's lives.

f. What might some solutions be? Re-establishing a formerly enjoyed local craft fair; reading clubs for teens and children, offering classes in crafting or first aid or history; distributing food and other resources to those in need and during emergencies

g. Other hobbies/interests: Reading, crafts, gardening, exploring woods.

V. REFERENCES: (Please list three)

Name: Kristine Parker Telephone: [REDACTED]

Name: Cary Giguere Telephone: [REDACTED]

Name: ~~####~~ ~~####~~ Lisa Tang Liu Telephone: [REDACTED]

Laura Brooks
APPLICANTS SIGNATURE

10/1/2021
DATE

To: Town of Hartford Selectboard
From: Tracy Yarlott-Davis, Town Manger
Meeting Date: October 19, 2021
Subject: Town Manager Report

Cascadnac Avenue Update

I met with staff from Public Works and Police to better understand the considerations when a Board member requested to reopen this road for both directions. Some major considerations are ensuring that the road is in good condition and adding it to the year-round maintenance schedule to anticipate additional vehicle traffic. We also need to consider that the current gates closing off the upper entrance to Cascadnac Avenue will no longer allow for two-way traffic. We can make it one way but would need to receive approval from the State of Vermont to change it from two-way to a one-way.

It would be imperative that the Selectboard engage the neighborhood and the School District in a public comment period as the street has been closed to downhill traffic for well over a decade.

There are not pressing life, health, or safety considerations that would allow staff to temporarily open the road to resume two-way traffic. Therefore, the Selectboard, as a whole, must request that Town staff begin working on opening the street.

Welcome to Dana

We welcomed our new Environmental Sustainability Coordinator, Dana Clawson. Dana is getting settled and up to speed meeting internal and external stakeholders. Many thanks to the staff and residents who have reached out to welcome Dana.

Winter and Spring Preparations

I continue to be actively involved in long-range planning across multiple departments as we prepare for not only winter but begin discussions about spring projects, including major construction projects managed either locally or by the State of Vermont.

Staff Thanks

Many thanks to the staff members who have stopped in with their ideas on new initiatives, process improvements, employee morale ideas and other suggestions. Please keep them coming!

SIGNIFICANT ACTIVITY REPORT

October 19, 2021

Assessor

- Started fall inspections
- Filling state education fund refunds for settled appeals
- Cristina is taking IAAO 102- Income Approach to Value
- Continual homestead declarations processing
- Joe will be taking IAAO 311- Real Property Modeling Concepts
- Updated or CAMA system to the current version

Finance

FYE 2021 Audit

Auditors review October 4th-8th and 12th-15th

Presented Finance Department and Auditing FYE 2023 Budgets to Select Board
Processing VCAAP II Requests by residents:

The 2021 Vermont COVID-19 Arrearage Assistance Program (VCAAP II) provides financial support to customers who may face disconnection of service because of past-due balances for their electric, landline telephone, Vermont Gas (natural gas), water or sewer/wastewater charges.

Fire Department

The department participated in an active shooter exercise in Lebanon. This exercise utilized multiple agencies, tested interoperability in communications and tested our mass casualty plan. Crews are touring the Wilder Dam this month while one turbine is being serviced. Pre-planning confined spaces in the facility.

Conducted CPR training for HPD staff.

Shifts completed trench and cutting torch operations training events.

Chief Cooney and Fire Marshal Peltier attended the community wellness working group meeting.

The department responded to 129 calls for service during this period.

Incident Log:

Calls for Service 9/28-10/13	129		
Incident Type Categories			
Fires	2		
Overpressure Rupture/Explosion	0		
Rescue/Medical	88		
Hazardous Conditions	3		
Service Calls	13		
Good Intent	9		
False Alarm	14		
Weather Emergency	0		
Special Incident/Other	0		

Parks & Recreation Department

- The Parks and Recreation Department held our first of what we hope to be a annual Halloweenie Movie Night. This was a collaboration with Dothan Brook Elementary PTA, Hartford Community Coalition and the Parks & Recreation Department. Attendance was just over 150. Participants were able to roast a hotdog and smores over an open fire prior to our Movie Curious George and the Halloween Boo Fest. The event was held at Lyman Point Park.
- Introduction to Fly Fishing Clinic took Place September 29th through October 6th with a total of six new anglers.
- All our fall youth sports continue with Flag Football, Field Hockey and Soccer.
- Department held a Teen Adventure Getaway to the Outdoor Laser Tag on October 11th. We have a van of participants.
- We have a total of 22 Trunks for our Trunk or Treat Event scheduled for October 30th from 4:00pm to 6:00pm.
- The Fall Park Challenge is underway. The program takes place during the month of October. The Hartford Parks & Recreation is CHALLENGING YOU to stay active. From October 1 - 31, 2021, complete tasks assigned in our Fall 2021 Parks & Rec Challenge to total a minimum of 100 points. Once tasks are verified, you will win a prize. Download your worksheet at hartfordrec.com or stop by the Rec office.
- The public parks continue to be busy with weekly and weekend permits. Permits include the High School Soccer Program, Fall Baseball, Mia Technique Class, Paul Mahoney Tai Chi, Pickleball, Anne Bower Tai Chi, Georgia Michalovic.
- The Department spent a majority of our time preparing the WABA Arena for regular season operations. The sheet of ice was prepared for painting and completed last week. Skating with youth and adult groups started October 11th with our first weekend of public skating starting on the 17th.

Town Clerk

1. The Clerk's Office has resumed Monday through Friday office hours, 8am-5pm after a two months of Friday closures. We thank the public and staff for their understanding during that time. The Clerks continue to experience a steady flow of call volume and in-office traffic for a variety of needs including marriage licenses; deed requests; researchers; Green Mountain Passports; dog licensing; DMV registration renewals; certified copy requests for birth and death records and the usual array of interesting questions of the day.
2. The Board of Civil Authority held four Tax Abatement Hearings on September 28, 2021. One Abatement was approved; three were denied. Minutes are posted on the website on September 30th and Decision Letters were issued by certified mail on October 1st to the applicants.
3. The Clerk is beginning to draft submissions for the 2021 Town Report and do preliminary preparations for Town & School Meeting Cycle.
4. The Clerk is preparing for budget presentation for October 26th Select Board Meeting.

Police Department

Lord William Singleton III joined our department and began his field training. He previously worked as an officer Springfield PD.

Members of the police department participated in the Mass Casualty Incident (MCI) drill at Hypertherm in Lebanon.

Officers responded to 3 non-fatal overdoses and possibly 1 fatal overdose (tox pending) within the past two weeks. Community overdose outreach with our Turning Point partners was conducted as a result.

The first collaborative health and community wellness meeting was held with representation from area stakeholder community partners.

During this reporting period the department handled 311 incidents with 10 arrests. The breakdown is as follows:

Animal Problem – 9
Arrest on Warrant – 3
Assault – 4
Burglary – 1
Citizen Dispute – 5
DLS – 2
Drug Possession – 2
Fraud – 1
Juvenile Problem – 6
Missing Person – 1
MV Disturbance – 17
Noise Disturbance – 3
Suspicious Person or Circumstance – 31
Traffic Accident – 16
Trespassing – 5
Vandalism – 1
Weapon Violation – 1
All other – 203

Public Works

1. The Highway Crew has been dedicated to completing 2021 road work for our annual capital project. We are optimistic that BlakTop will be able to pave the majority of our roads before they shut down at Thanksgiving.
2. The Water Department has repaired a significant leak on Hewitt Street and also completing our annual fall hydrant flushing and testing.
3. The Wastewater Department responded to an emergency pump failure at our Ferry Boat pump station and completing the internet upgrades at our Quechee facility.
4. DPW Administration has been focused on preparing our budget presentations, preparing for next year's construction projects, and day to day items.



AGENDA MEMORANDUM
October 10, 2021
Town Selectboard Meeting Item: 5.a.

Submitted by: Lori Hirshfield, Director, Department of Planning & Development

Subject: **Cornerstone Community Center Vermont Community Development Program
Planning Grant - Municipal Policies and Codes**

Background: On June 30, 2021, the Town was awarded a \$43,970 Vermont Community Development Program (VCDP) Planning Grant for the Cornerstone Community Center (CCC) proposal as approved by the Selectboard in April of 2021. The purpose of the grant is to conduct a detailed architectural, historical, engineering and environmental analysis for future improvements to the 14 Elk Street property as a multiuse facility with programming for children, adults, and older citizens from diverse socioeconomic backgrounds, with at least 51% of the beneficiaries being from lower income households meeting HUD regulations.

Discussion: As a condition of receiving the VCDP funds, the Town must adopt certain policies and codes to meet federal and state requirements (see attached Form MP-1). The Town has adopted these over the years, and the last one was in 2019. The policies and codes were revised in February 2021 necessitating the Town to adopt these revisions.

Financial: None

Recommendation: Adopted the attached Municipal Policies and Codes and sign Form MP-1.

Attachment: Municipal Policies and Codes - Form MP-1

MUNICIPAL POLICIES AND CODES (FORM MP-1)

Consistent with the provisions of the Vermont Community Development Program, and federal law, the (check one) ☒ Town ☐ City ☐ Village of Hartford has adopted the following policies and codes:

Equal Employment Opportunity Policy (required by 24 CFR 570.904 and modeled on the State of Vermont's State Government EEO Plan for FY 2017):

A. It is the policy and practice of this municipality to assure that no person will be discriminated against, or be denied the benefit of any activity, program, or employment process, in any area of employment, including but not limited to recruitment, advertising, hiring, promotion, transfer, demotion, lay off, termination, rehiring, rates of pay, benefits, development opportunities, and/or other compensation. This municipality is strongly committed to non-discrimination and equal opportunity in all employment actions for qualified persons without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identification, or disabling condition. It is the policy of this municipality to provide a workplace that is free of harassment for being a member of a protected class, and this municipality prohibits retaliatory action for any protected activity. With this in mind, the following policy is set in place.

1. This municipality shall consider all qualified applicants for available positions without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability, provided the individual is qualified to perform the work available. Attempts will be made to contact known sources of minority and women potential applicants to maximize the participation of such applicants.
2. All recruitment advertisements will include the municipality's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and properly identify job-related requirements.
3. EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility is based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws, and without bias to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability.
6. Executive, management and supervisory level employees have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
7. Any municipal employee who engages in discrimination of a member of a protected class or unlawful harassment may be subject to appropriate discipline.
8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.

B. The municipality is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:

1. Recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
2. Base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the municipality's commitment to workplace diversity;
3. Ensure that all other personnel actions such as compensation, benefits, municipal-sponsored training, educational tuition assistance, social and recreational programs shall be administered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
4. Provide reasonable accommodations for applicants and/or employees with disabilities, which will enable them to successfully perform the essential job functions;
5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any act or practice made unlawful;
6. Investigate claims of discrimination and unlawful harassment in the workplace; and
7. Promote inclusion and diversity in all levels of the workforce.

Fair Housing Policy (required by 24 CFR 570.904 and modeled on 24 CFR Part 6):

The policy set forth herein applies to all housing programs, both present and future, funded through the Vermont Community Development Program.

A. This municipality will not, directly or through contractual, licensing, or other arrangements, take any of the following actions on the grounds of race, color, national origin, religion, or sex:

1. Deny any individual any facilities, services, financial aid, or other benefits provided under any VCDP-funded program or activity;
2. Provide any facilities, services, financial aid, or other benefits that are different, or are provided in a different form, from that provided to others under any VCDP-funded program or activity;
3. Subject an individual to segregated or separate treatment in any facility, or in any matter of process related to the receipt of any service or benefit under any VCDP-funded program or activity;
4. Restrict an individual's access to, or enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under any VCDP-funded program or activity;
5. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirements or conditions that the individual must meet in order to be provided any facilities, services, or other benefit provided under any VCDP-funded program or activity;
6. Deny an individual an opportunity to participate in any VCDP-funded program or activity as an employee;

7. Aid or otherwise perpetuate discrimination against an individual by providing VCDP-funded financial assistance to an agency, organization, or person that discriminates in providing any housing, aid, benefit, or service;
8. Otherwise limit an individual in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other individuals receiving the housing, aid, benefit, or service;
9. Use criteria or methods of administration that have the effect of subjecting persons to discrimination or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, national origin, religion, or sex; or
10. Deny a person the opportunity to participate as a member of planning or advisory boards.

B. In determining the site or location of housing, accommodations, or facilities, this municipality will not make selections that have the effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the ground of race, color, national origin, religion, or sex. This municipality will not make selections that have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of this policy.

C. This municipality will not, directly or through contractual, licensing, or other arrangements, solely on the basis of handicap:

1. Deny a qualified individual with handicaps the opportunity to participate in, or benefit from, any VCDP-funded housing, aid, benefit, or service;
2. Afford a qualified individual with handicaps an opportunity to participate in, or benefit from, any VCDP-funded housing, aid, benefit, or service that is not equal to that afforded to others;
3. Provide a qualified individual with handicaps with any VCDP-funded housing, aid, benefit, or service that is not as effective in affording the individual an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;
4. Provide different or separate VCDP-funded housing, aid, benefits, or services to individuals with handicaps or to any class of individuals with handicaps from that provided to others unless such action is necessary to provide qualified individuals with handicaps with housing, aid, benefits, or services that are as effective as those provided to others;
5. Aid or perpetuate discrimination against a qualified individual with handicaps by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any housing, aid, benefit, or service to beneficiaries in the recipient's federally assisted program or activity;
6. Deny a qualified individual with handicaps the opportunity to participate as a member of planning or advisory boards;

7. Deny a dwelling to an otherwise qualified buyer or renter because of a handicap of that buyer or renter or a person residing in or intending and eligible to reside in that dwelling after it is sold, rented or made available; or
8. Otherwise limit a qualified individual with handicaps in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the housing, aid, benefit, or service.

D. This municipality will not, directly or through contracting, licensing, or other arrangements, use age distinctions or take any other actions that have the effect, on the basis of age, of:

1. Excluding individuals from, denying them the benefits of, or subjecting them to discrimination under, a VCDP-funded program or activity; or
2. Denying or limiting individuals in their opportunity to participate in any VCDP-funded program or activity.

Use of Excessive Force Policy (42 USC sec. 5304(l)):

This municipality (1) prohibits the use of excessive force by its law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations; and (2) prohibits its law enforcement agencies from physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration.

Policy on the Use of VCDP Funds for Federal Lobbying (Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 and 43 CFR part 18, New Restrictions on Lobbying. Submission of an application also represents the applicant's certification of the statements in 43 CFR part 18, appendix A, Certification Regarding Lobbying):

This municipality will not allow the use of VCDP funds to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Code of Ethics for Administration of Vermont Community Development Program (24 CFR 570.489(h)):

The following code of ethical conduct for public officials, employees and/or affected contractors covers all aspects of the VCDP, whether or not specifically cited.

1. Goods and services shall be procured in a manner which maximizes free and open competition.
2. Officers and employees shall not participate in any decision concerning matters in which they

have a financial interest.

3. Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
4. Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
5. All procurement actions shall be conducted in public and all records related thereto will be open to public review.

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.) requires Grantees to certify and assure the Department that they will establish a formal written policy that informs employees that the manufacture, distribution, possession and use of illegal drugs in the workplace are prohibited, and an ongoing drug-free awareness program.

If this municipality does not already have a drug-free workplace policy that is at least as robust as the following, it hereby establishes that:

As an employer, the {Municipality} is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. Therefore, municipal employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any municipal work site.

1. The illegal use, possession, sale, distribution, or manufacture of controlled substances in or on property belonging to the municipality will not be tolerated and is considered to be grounds for review and termination of employment at the discretion of the employee's supervisor.
2. Any employee of the municipality who has a controlled substance dependency, or any other controlled substance-related problem, shall immediately seek professional assistance or counseling.
3. Any employee of the municipality who is convicted of violating any criminal drug statute must inform his or her supervisor within 5 days after the conviction. The criminal conviction of any employee of this municipality for the use, possession, sale or distribution of a controlled substance may be considered grounds for review and termination of employment at the discretion of the employee's supervisor.
4. If an employee who is convicted of violating any criminal drug statute works in a federally funded program, the municipality shall notify the agency that provides the federal funding within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Development.
5. Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal

premises, may be temporarily relieved from duty pending further investigation.

6. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.
7. All current and future employees shall be informed of this policy and shall acknowledge in writing their understanding and acceptance of this policy.

Subrecipient Oversight Monitoring Policy (required by Uniform Guidance, 2 CFR Part 200):

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, the Municipality will designate a municipal individual responsible for subrecipient monitoring. At a minimum, this will include:

1. Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
2. Reviewing the Subrecipient's financial management systems, internal control procedures, separation of duties, ensuring that different individuals review the invoices for payment and accuracy, from someone who writes the check, to someone who authorizes or signs the check, to someone who reconciles the Bank statements;
3. Reviewing the Subrecipient's procurement policies to ensure that they meet the requirements of 2 CFR Part 200, Uniform Federal Guidance;
4. Reviewing Labor Standards, if applicable, and the appropriate wage rates; securing payrolls and reviewing them for accuracy, and in the event there are any errors securing proof of restitution;
5. Ensuring that contractors are being paid appropriately, and lien waivers and other releases are secured from the contractors;
6. Closely monitoring the progress of the funded project through the review of required progress reports; and
7. Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$750,000 or greater in one fiscal year); or the municipality may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.
8. Authorized representatives of the Secretary of the Agency, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belong to, or in use

by, any Subgrantee or Subrecipients pertaining to the receipts of VCDP funds as may be necessary to make audits, examinations, excerpts, and transcripts.

Whistleblower Protections:

A. The Municipality shall not discriminate or retaliate against a municipal employee or agent for engaging in the following:

1. Providing to a public body a good faith report or good faith testimony that alleges an entity of municipal or state government, a municipal employee or official, or a person providing services to the municipality under contract has engaged in a violation of law or in waste, fraud, or abuse of authority, or an act threatening health or safety.
2. Assisting or participating in a proceeding to enforce the provisions of this policy.

B. Neither the Municipality nor any municipal officer or employee shall attempt to restrict or interfere with, in any manner, a municipal employee's ability to engage in any of the protected activity described in subsection (a) of this policy. Employees are not required to report misconduct to the municipality or its agents prior to reporting to any governmental entity and/or the public.

C. Neither the Municipality nor any municipal offer or employee shall require employees or agents to forego monetary awards as a result of such reports.

Texting While Driving Policy (Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving) requires Grantees to certify and assure the Department that they will establish a formal written policy that informs employees that text messaging while operating a municipal vehicle is prohibited, and to conduct initiatives that encourage voluntary compliance with the municipal policy while off duty. If this municipality does not already have a such a policy that is at least as robust as the following, it hereby establishes that:

This municipality (1) prohibits the practice of texting while driving by its employees in municipal vehicles; and (2) requires its employees to adhere to Vermont statute, 23 V.S.A. § 1095b. "Handheld use of portable electronic device prohibited."

Adoption

Adopted by the Legislative Body on the 19th day of October, 2021.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Dan Fraser

Joe Major

Kim Souza

Ally Tufenkjian

Dennis Brown

Michael Hoyt

Lannie Collins



AGENDA MEMORANDUM

October 19, 2021

Town Selectboard Meeting Item: 5.b.

**Submitted by: Matt Osborn, Planner, Department of Planning & Development
Angie Emerson & Tom Kahl of the Hartford Conservation Commission**

Subject: Town Forest Recreation Management Plan

Background: The Town Forest is a 423-acre parcel, managed by the Hartford Conservation Commission (HCC) and one of two parcels in the Town's Hurricane Watershed. The other parcel is the 142-acre Hurricane Forest Wildlife Refuge managed by the Parks and Recreation Department.

The Hartford Conservation Commission (HCC) has been managing the Town Forest since 1997. In 2001, it became clear that a Recreation Management Plan (RMP) was needed. A Steering Committee was formed and a year-long process to develop the RMP followed. In 2002, the RMP was adopted by the Selectboard. In the ensuing years, recreational use continued including a proliferation of mountain biking.

In 2018, the Town was included in a pilot project on recreation in Vermont town forests. Ten towns were selected. Consultant *SE Group* of Burlington, led an extensive public process that included a community survey, three community meetings and the formation of a Steering Committee. The project culminated in the release of a planning guide, titled "Town Forest Recreation Plan" (see attached). Although the SE Group planning guide has numerous recommendations, it lacks specific uses and rules for recreation which are included in the 2002 Town Forest Recreation Management Plan (RMP).

In 2020, the HCC embarked on an update of the 2002 RMP using the SE Group document as a planning guide. A major goal of the RMP is to be aware of and balance natural resource management with recreational use. To support this goal, the HCC has undertaken separate but complementary initiatives. These include: regular updates to the Forest Management Plan (1998, 2011 and 2020); Biological Inventory of Amphibians, 2010; Forest Bird Habitat Assessment, 2010; and a Wildlife Habitat Assessment and Bat Inventory, 2011. (Currently, the HCC is working on a compilation of all of the Plans and inventories.)

On October 21, 2020, the HCC held a community meeting to present proposed changes/updates to the RMP Guidelines/Principles, Goals, Work Program, and Uses... The draft RMP was posted on the Town website and numerous postings on the Hartford List Serve. In addition, Town Forest abutters were mailed the Draft Plan. There was an open comment period that extended a few

months and concluded end of February 2021. Based on public input, the HCC made some changes to the RMP, primarily uses.

Discussion: The purpose of this agenda item is to present the revised RMP to the Selectboard for review and to consider adoption

Financial Impact: None at this time, but future funding requests to implement the work program will be requested in the future

Action Requested: Adopt the 2021 Hartford Town Forest Recreation Management Plan as presented with the “SE Group Town Forest Recreation Plan” as an appendix.

Attachments: PowerPoint Presentation
2021 Draft Recreation Management Plan
Recreational Uses in the Town Forest 2002 vs 2021
2018 SE Group Town Forest Recreation Plan

**HARTFORD TOWN FOREST
DRAFT RECREATIONAL MANAGEMENT PLAN
FEBRUARY, 2021**

PART I. HISTORY, RULES AND REGULATIONS GOVERNING RECREATION

I. INTRODUCTION/BACKGROUND

Recreational activity in the Hartford Town Forest has occurred for many decades. Yet, the Town Forest wasn't actively managed until the late 1990s when the Hartford Conservation Commission began managing the property and it became evident that rules regarding recreational use were needed. The first Recreation Management Plan was adopted in 2002 following a year-long effort initiated by Town staff and the Conservation Commission that included an extensive public process, a Steering Committee made up of different user groups and several community meetings. The Plan resulted in the first set of rules governing recreational use in the Town Forest.

Since 2002, recreational use in the Town Forest has increased and evolved and it was clear that the Plan needed to be updated. In 2018, the Town was selected as part of a 10-town pilot program to look at recreational use in Vermont's town forests. The Plan was developed by consultant SE Group and an initial draft was presented to the Hartford Selectboard in October, 2018 and then subsequently incorporated as Part II of this Recreational Plan update.

A. Purpose

The purpose of this document is to implement the recreational goals, strategies and actions outlined in the Natural Resources Chapter of the 2019 Hartford Town Plan and to present a plan for recreational use of the Town Forest consistent with the other management plans and reports developed for the Town Forest as outlined in previous sections of the Integrated Town Forest Plan.

B. Public Process and Plan Updates

The development of the 2002 Town Forest Recreation Management Plan and the 2018 Town Forest Recreation Plan included extensive public input.

In the future, the Conservation Commission will review the Town Forest Recreation Management Plan on a regular basis. Every ten years, or in the event of substantial changes in management strategies, the Conservation Commission will undertake an update sooner and solicit public input.

C. Guidelines/Principles

The following principles are the basis for the management of recreation in the Town Forest:

1. The Town Forest is open for appropriate use and enjoyment in a variety of ways that do not create forest fragmentation, diminish the quality of wildlife habitat, impede wildlife migration, or negatively impact forest resources including wetlands, vernal pools, and timber.
2. Provision will be made for seasonably appropriate and multi-purpose uses of a sustainably maintained trail system.

3. The Town Forest is a local resource for Hartford residents and our Upper Valley neighbors . It is appropriate for individuals and small group uses that do not interrupt or diminish the peaceful and quiet atmosphere and experience of a forest. It is not an appropriate venue to be advertised beyond the Upper Valley.
4. Access to the Town Forest and activities that include a variety of community perspectives and uses will be provided.
5. Education and learning activities are strongly encouraged.

II. MANAGEMENT AND RULES OF USE

- A. The Town Forest shall be open for public use from sunrise to 10:00 p.m.
- B. No motorized traffic is permitted in the Town Forest except on the Class 4 Section of Reservoir Road and for all terrain vehicles and snowmobiles on Reservoir Road and other designated trails noted in B.1.b and B.1.c. below. The Class 4 section of Reservoir Road begins at the trailhead parking lot and extends to Neal Road.
- C. The Hartford Conservation Commission will:
 1. Maintain clearly posted/blazed boundaries around the perimeter of the Town Forest.
 2. Post signs where any trail leaves the Town Forest and goes onto private land.
 3. Communicate with adjacent landowners on a biennial basis.
 4. Work with the Hartford Police Department to ensure enforcement of local and state laws.
 5. Work with the Town of Hartford Department of Public Works to maintain the trailhead parking area including snow removal.
 6. Maintain an information kiosk at the trailhead parking area with appropriate and current maps, rules of use, and other seasonally appropriate information. Information will also be posted on the Town website.
 7. Promote “Leave No Trace/Pack It In – Pack It Out” practices.

III RECREATIONAL USES

A. Reservoir Road

Reservoir Road runs through the Town Forest. From Kings Highway to the trailhead parking area, it is a Class 3 Road. As a Class 3 Road, it is regularly maintained and plowed by the Town. Entering from Neal Road, Reservoir Road immediately becomes a Class 4 road. According to Section 75-24 of the Hartford Transportation Ordinance, “in accordance with 19 V.S.A. § 310(b), the Town does not provide any regular maintenance on class 4 Town highways. The Town is not obligated to perform winter maintenance on any class 4 Town highway. As a result, the Class 4 section of the Reservoir Road is not maintained by the Town. In addition, the Class 4 portion of Reservoir Road is posted prohibiting travel from March 1st through June 1st except that Reservoir Road may remain open to snowmobile traffic so long as snow conditions permit. The use of the Class 4 road is governed by Vermont State Statutes. All traffic must comply with State Statutes including licensing and registration. During the winter months when there is snow, the Hurricane Riders, the local Vermont Association of Snow Travelers (VAST) Club grooms the Class 4 section of Reservoir Road for snowmobiles.

B. TRAILS

1. Permitted Uses

- a. Pedestrian and bicycle traffic, including Class 1 e-bikes are allowed on all trails.
- b. Class 1 e-bikes will be allowed in the Town Forest for a one-year trial basis beginning with the adoption of this Plan. Following the end of that year, the HCC will evaluate the impact of e-bikes and determine whether they should continue to be allowed on Town Forest trails.
- c. In the spirit of the 2002 Town Forest Recreation Management Plan, snowmobile pass-thru traffic is allowed. In addition to the Class 4 section of Reservoir Road, snowmobiles are allowed on WB Brown Trail, Moose Brook Trail, Wright Farm Trail and the connector between the Wright Farm Trail and Reservoir Road. Snowmobiles are also allowed on the Snowmobile Cut-off, the connector between Reservoir Road and the VAST Trail on private land on the northwest section of the Forest. The Snowmobile trails are clearly marked for snowmobile traffic by the Hurricane Riders.
- d. In the spirit of the 2002 Recreation Management Plan, pass-thru all-terrain vehicles (ATV) access is allowed in the Town Forest. ATV's are allowed on WB Brown Trail, Moose Brook Trail, West Side Loop, South Side Trail, Simonds Way and Reservoir Road except during the late winter and spring wet season between March 1st - June 1st.
- e. ATV use for trail maintenance purposes is allowed throughout the Town Forest by permission of the Hartford Conservation Commission.
- f. Dirt bikes and motorcycles are not permitted on Town Forest trails.
- g. Horseback riding is permitted on the W.B. Brown Trail, Moose Brook Trail, Reservoir Road, Wright Farm Trail, West Side Trail and Southside Trail.
- h. The Town Forest can be enjoyed by a wide variety of activities such as hiking, mountain biking, bird watching, snowshoeing, cross-country skiing, dog walking, etc.
- i. Dogs are not required to be on a leash IF the dog is responsive to voice commands. For the enjoyment of others, please clean up after your dog and carry the waste home.
- j. Hunting is permitted throughout the Town Forest during hunting season as prescribed by law. The Conservation Commission will post hunting notices annually of the Vermont Hunting Schedule for the safety of the general public. Hunting licenses are required to hunt in the Town Forest.

2. Activities Requiring the Express Permission of the Town of Hartford.

- a. **Orienteering-** groups desiring to set up an orienteering activity may apply for a permit to the Conservation Commission to use the Town Forest.
- b. **School based or Other Educational Activity.** Groups that intend to conduct projects or educational activities in the Town Forest must apply for a permit from the Hartford Conservation Commission and specify the details of their proposed project. Educational activities that involve the killing of animals or the permanent removal of nests or plants, including wildflowers are prohibited. Activities such as the limited collection of tree leaves, fern fronds, fungi fruits, algae and lichen specimens are permitted. Any educational activity that involves the placement of stakes, ropes, wires, fencing, netting, flagging, signs, paint, branches, brush, vines or other such materials must be done so as not to endanger humans, pets or wildlife. All such materials must be considered temporary, must be clearly marked with the name and

address of a contact person for the school group, and must be removed by members of the school group in a timely manner. Structures that significantly impound water or impede the flow of water in the Town Forest are prohibited. Any holes dug in the soil by school groups must be filled in with the original soil in a timely manner and directed away from trails or roads.

- c. **Special Events to which the General Public is Invited.** For those interested in using the Town Forest for a special event, an application for a Special Events Permit is required to be submitted to the Hartford Selectboard with notice provided to the Conservation Commission. For example, for several years, the Parks and Recreation Department has held an annual running race in the Town Forest and has worked closely with the Conservation Commission. Care must be taken so that if events do occur, their use does not negatively impact the character of the Town Forest.
- d. **Camping** Use of the Town Forest for camping is permitted for educational purposes and for work crews only. Camping for these organizations will be limited to areas designated by the Conservation Commission. A permit from the Conservation Commission is required.

3. Prohibited activities

- a. Trapping.
- b. Campfires unless they are part of an approved educational activity and are permitted by the Hartford Fire Department and any remains of the campfire are promptly removed following their use.
- c. Commercial recreational use.
- d. Target shooting.
- e. Alcohol consumption.
- f. Establishing new trails without the authorization of the Conservation Commission.
- g. Cutting or damaging trees or vegetation without the authorization of the Conservation Commission.

PART II: RECREATIONAL PLANNING IN THE TOWN FOREST.

The following report has been adopted by the Conservation Commission to guide future recreational planning in the Town Forest <https://www.hartford-vt.org/2226/Conservation-Commission>

PART III: 2020-2022 WORK PLAN

As part of the 2018 recreation planning process, the Town of Hartford retained the services of the Upper Valley Trails Alliance to assess the condition and sustainability of all trails in the Town Forest and to make recommendations for future trail work. That report is included here and will continue to be basis for the ongoing work to improve and maintain trails.

In addition, to the work proposed by the Upper Valley Trails Alliance, the Conservation Commission has adopted the following goals for 2020-2022:

1. Wayfinding signage on Route 4 for the Town Forest with directional signage at Center of Town Road, King's Highway and Reservoir Road.
2. The Trails Working Group will continue to make recommendations to the Conservation Commission regarding trail maintenance. The Group shall be comprised of representatives of various user groups.
3. Create pause places (two-person benches) in appropriate wildlife viewing areas.

4. Create educational and access restriction signs for vernal pool areas, tree identification signs, wildlife viewing areas, etc.
5. Post a trails map in the kiosk, on-line and at major intersections throughout the Town Forest.
6. The Conservation Commission will review the Town Forest Recreational Management Plan annually.
7. The Conservation Commission will continue to work closely with the Hartford Parks and Recreation Department.

Draft Recreational Uses in the Hartford Town Forest

February, 2021

Use	2002 Adopted Recreation Plan	2021 Draft Recreation Plan
Walking/Hiking	Allowed on all trails	Allowed on all trails
Trail Running	Allowed on all trails	Allowed on all trails
Swimming	Allowed	Not specified
Wildlife Viewing	Allowed throughout the Town Forest	Allowed throughout the Town Forest
Snowshoeing	Allowed on all trails	Allowed on all trails
XC Skiing	Allowed on all trails	Allowed on all trails
Ice Skating	Allowed	Not specified
Mountain Biking	Allowed on all trails	Allowed on all trails
E-Bikes	Not specified	Class 1 E-bikes (only) allowed on all trails for a 1-year trial basis
Horseback Riding	Allowed on WB Brown Trail, Moose Brook Trail, Wright Farm Trail, West Side Trail, South Side Trail, Simonds Way & Reservoir Road	Allowed on WB Brown Trail, Moose Brook Trail, Wright Farm Trail, West Side Trail, South Side Trail, Simonds Way & Reservoir Road
Orienteering	Allowed with permission of the Conservation Commission	Allowed with permission of the Conservation Commission
Camping	Allowed for educational purposes and work crews with permission of the Conservation Commission	Allowed for educational purposes and work crews with permission of the Conservation Commission
Campfires	Prohibited unless for educational purposes and permitted by the Fire Department	Prohibited unless for educational purposes and permitted by the Fire Department
Special Events	Allowed with a special events permit from the Selectboard	Allowed with a special events permit from the Selectboard
All Terrain Vehicles	Allowed on WB Brown Trail, Moose Brook Trail, West Side Loop, South Side Trail, Simonds Way & Reservoir Road	Allowed on WB Brown Trail, Moose Brook Trail, West Side Loop, South Side Trail, Simonds Way & Reservoir Road.
Snow Machines	Allowed on Reservoir Road, Simonds Way, WB Brown Trail, Moose Brook Trail, Wright Farm Trail and West Side Loop	Allowed on Reservoir Road, WB Brown Trail, Moose Brook Trail, Wright Farm Trail and Snowmobile Cut-off Trail between Wright Farm Trail and Reservoir Road.
Dirt Bikes	Prohibited	Prohibited
Dog Walking	Leash not required if under voice command of owner	Leash not required if under voice command of owner
Hunting	Allowed with a hunting license	Allowed with a hunting license
Trapping	Prohibited	Prohibited
Fishing	Allowed with fishing license	Not Specified
Target Shooting	Prohibited	Prohibited
Alcohol Consumption	Prohibited	Prohibited
Educational Activities	Allowed with permission of the Conservation Commission	Allowed with permit from the Conservation Commission
Commercial Recreational Use	Prohibited	Prohibited

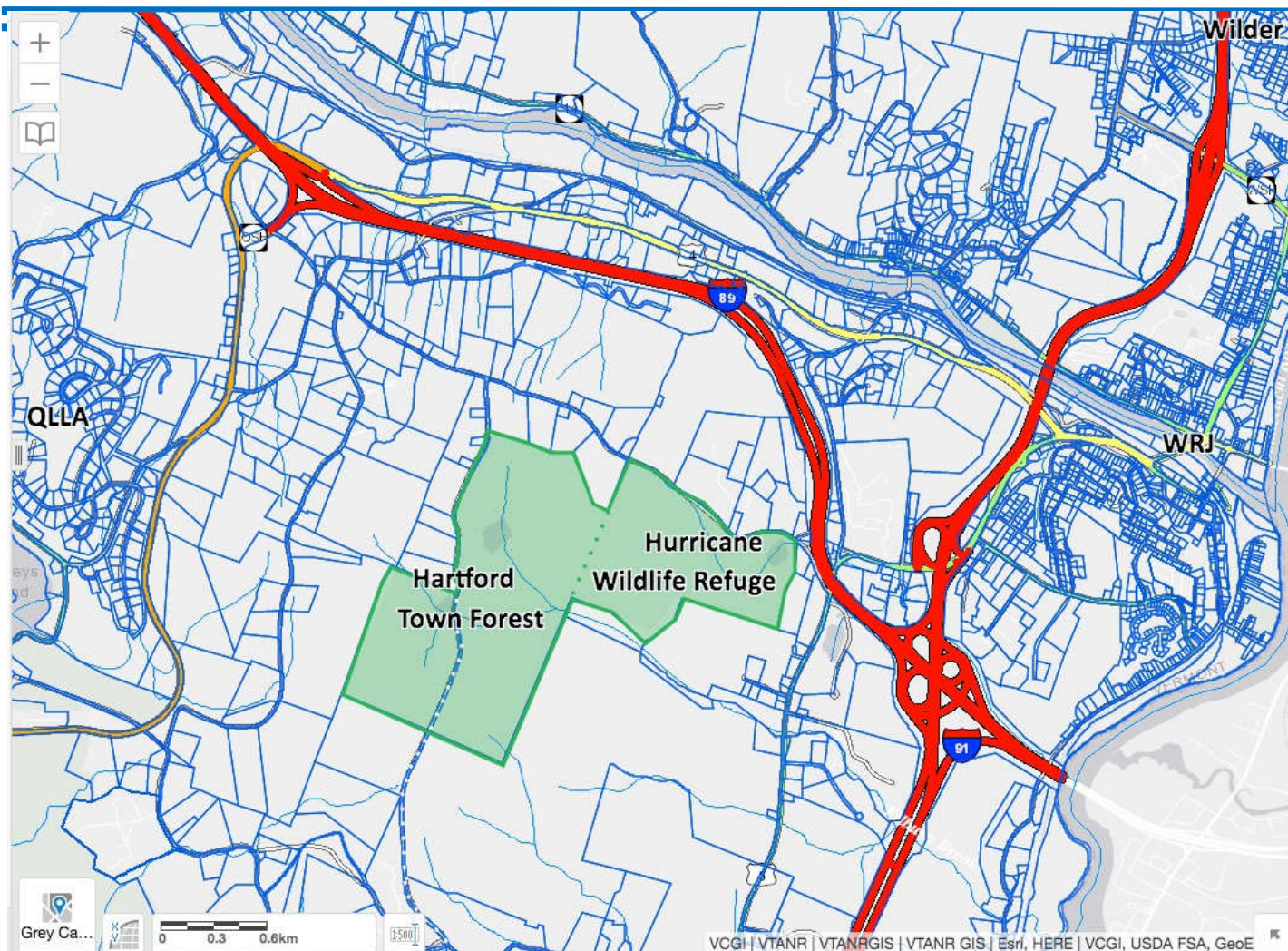


Town Forest Recreation Plan 10/19/21 Selectboard Meeting

Conservation Commission members
Angie Emerson & Tom Kahl
& Planner Matt Osborn



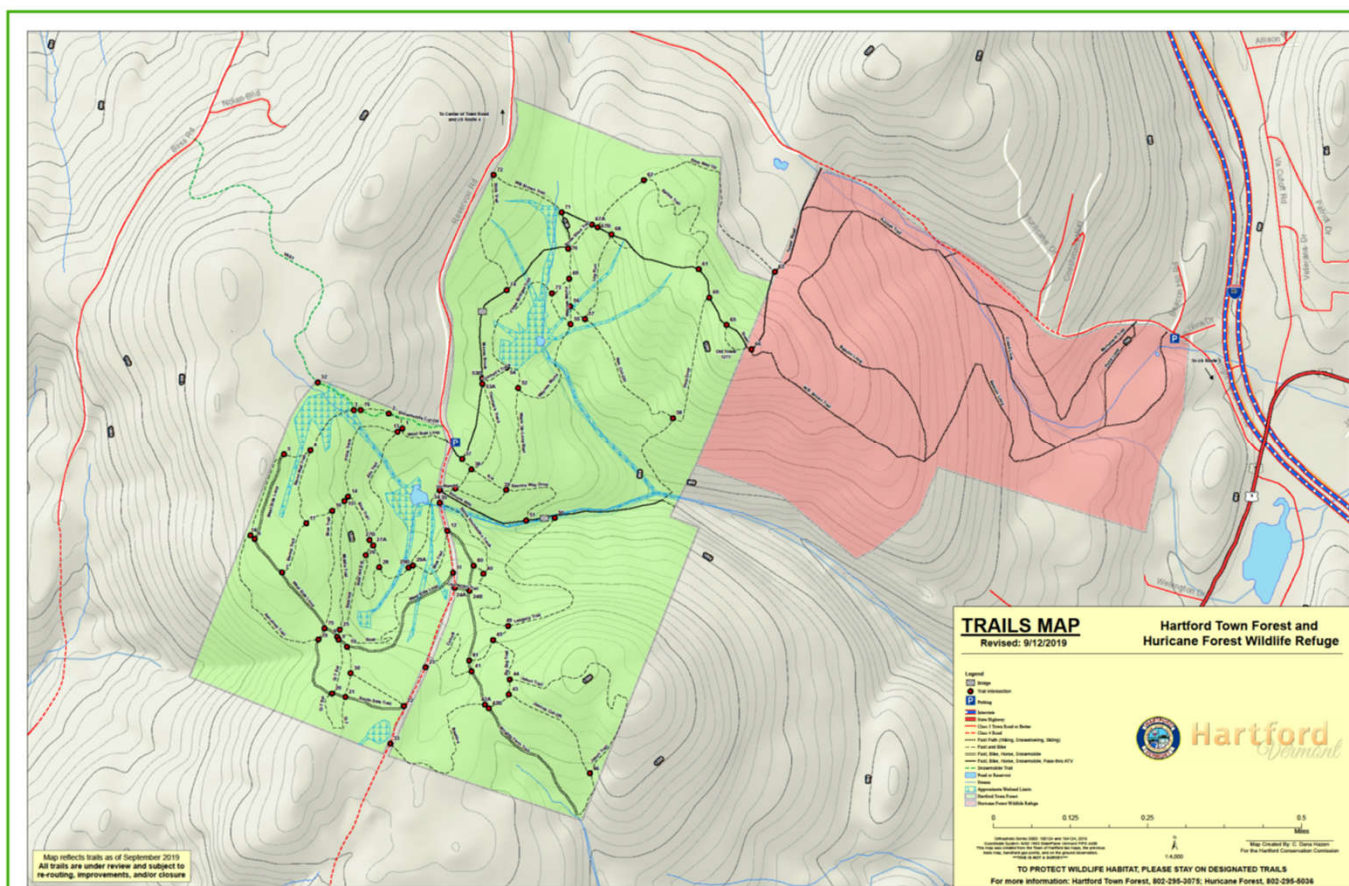
Town Forest Location



Town Forest:
423 Acres
(Conservation
Commission)

Hurricane Forest
Wildlife Refuge:
142 Acres
(Parks & Rec.
Dept.)

Total: 565 Ac.





Background



- The Hartford Conservation Commission (HCC) has been managing the Town Forest since 1997.
- A Recreation Management Plan was first adopted in 2002.
- Forest Management Plan (1998 & 2011)
- An Amphibian Inventory (2010)
- Bird Habitat Assessment (2010)
- Wildlife Habitat Assessment (2011)



Vermont Town Forest Recreation Planning Project



- In 2017, Hartford was selected as one of ten Vermont communities to be part of a pilot project to look at recreation planning in Vermont Town Forests.
- Consultant SE Group was selected to work with the ten towns to develop recreation plans.
- SE Group developed a template for the ten towns that could be replicated in other Vermont towns.



Background



In 2018, SE Group had an extensive public process. It included:

- a community survey with 103 responses.
- a 17 member steering committee that met four times.
- an open house attended by 60-70 people.
- two community meetings including one with the Selectboard.



Management Balance in the Town Forest



- Natural Resources and Habitat
- Recreation
- Education and Demonstration Projects
- Timber and Forest Products

Stewardship



Human Use

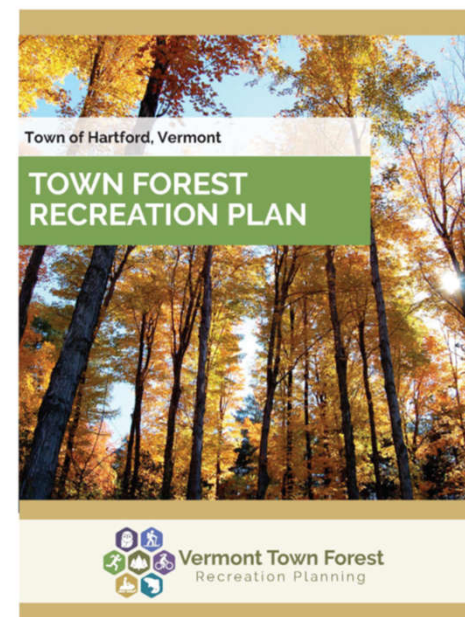
Balance



SE Group Town Forest Recreation Plan



- The SE Group Town Forest Recreation Plan was completed in the fall of 2018 & presented to the Selectboard.
- Unlike the 2002 Town Forest Recreation Management Plan, the 2018 Plan did not address permitted & prohibited uses.
- The 2018 Plan served more as a planning guide.





2018 Town Forest Trails Assessment



- In 2018, the Upper Valley Trails Alliance was hired to do an assessment of all trails in the Town Forest.
- This assessment was used to direct three Community work-days over the past two years.
- In 2020, the Vermont Youth Conservation Corps was hired to work on two of the highest priority trails.
- In 2020 and 2021 a “virtual” sign-up organized individuals and families for trail maintenance.
- The assessment will continue to be used to help ensure sustainable trails into the future.



2021 Recreation Management Plan Update



- Since the 2018 Plan did not address allowed and prohibited uses, the HCC set out to update the 2002 Recreation Management Plan which addressed uses.
- Since 2002, the Upper and Lower Hurricane Reservoirs were removed and replaced with small ponds.
- There has been a proliferation of mountain biking use since 2002.
- The HCC is committed to seeking a balance of the natural resources and wildlife habitat of the Town Forest with recreational use.



2021 Plan & Process



- In 2020, the HCC worked on an update of the 2002 Recreation Management Plan including a list of allowed and prohibited uses.
- The Draft Plan and uses were continuously posted on the Town website since July 2020 with updates and regular notices on the Hartford List Serve.
- The Draft Plan and uses were presented at a remote community meeting on October 21, 2020.
- The Draft Plan was revised based on public comments and e-mailed to meeting participants and mailed to all Town Forest property abutters in January 2021.
- A public comment period was available until 2/28/21.



2002 vs 2021 Recreation Management Plan



- The 2002 RMP was 21 pages. The 2021 RMP is 4+ pages. The HCC felt that much of the historical and natural resource information was unnecessary due to the addition of other plans and inventories since 2002.
- Updated Guidelines.
- Identify the role of the Conservation Commission.
- Included a Work Plan.
- Improved the Trails Map.



The 2021 Recreation Management Plan



Most uses remained the same.

Use Changes

- Allow a one-year trial for E-bikes.
- Allow snowmachine access on two additional trails.
- Allow ATV use on designated trails and with the permission of the HCC for trail maintenance purposes elsewhere.
- The HCC proposes developing a permit process for educational activities in the Town Forest.



Request



- We are asking the Selectboard to consider adopting the 2021 Recreation Management Plan for the Hartford Town Forest with the 2018 Town Forest Recreation Plan (SE Group) as an appendix.

Town of Hartford, Vermont

TOWN FOREST RECREATION PLAN



Vermont Town Forest
Recreation Planning

Table of Contents

Chapter 1: Introduction.....	4
Acknowledgements	4
Project Team	4
About the Vermont Town Forest Recreation Planning Community Assistance Program	5
Project Purpose and Scope	5
Project Process.....	6
How to Use This Plan	6
Community Benefits of Recreation in Town Forests	7
Conservation and Habitat Protection.....	7
Close to Home Recreational Opportunities	8
Economic Development	8
Health Benefits	9
Chapter 2: Existing Conditions	10
Community Profile	10
Summary	10
Town Forest Profile	12
Forest Overview	12
Land Ownership and Conservation Background	12
Chapter 3: Public Engagement Summary and Needs Assessment	17
Public Engagement	17
Kickoff Summit.....	17
Steering Committee Process.....	17
Visioning Workshop	18
Community Survey.....	18
Strategies Workshop.....	19
Plan Presentation Workshop.....	19
Implementation Summit	19
Needs Assessment.....	19
Chapter 4: Town Forest Vision Framework	21
Visioning.....	21
Management Balance.....	23

Vermont Town Forest

Recreation Planning

Key Attributes	25
Chapter 5: Action Plan	26
Introduction	26
Action Plan Table	26
Detailed Project Pages	34
Existing Trail Review and Redesign	35
Signage and Wayfinding	37
Pause Places	38
Trails Collaborative & Maintenance Program	39
Improve Maps of the Forest	40
Formal Process for Proposing and Reviewing New Trails and Facilities	41
Action Plan Graphic	42
Chapter 6: Implementation	44
Town Forest Recreation Planning Toolkit	44
Existing Conditions Pod	45
Public Engagement Pod	46
Natural Resources Pod	47
Plan Development Pod	49
Implementation Pod	50
Town Forest Story Pod	51
Grants and Funding Sources	52
Federal and State Grants and Programs	52
State Grants and Programs	54
State Organizations	56
National Organizations	57
How Hartford Intends on Using this Plan	58



Chapter 1: Introduction

Acknowledgements

All community plans are the result of a collective effort. In the development of this Town Forest Recreation Plan many individuals provided considerable input and expertise to the outcome. The project team would like to thank them for their tremendous assistance.

Project Team

Steering Committee

- ❖ Angela Emerson, Chairperson
- ❖ Jon Bouton
- ❖ Bill Brown
- ❖ Sheila Hastie
- ❖ Scott Hausler, Town Parks and Recreation Director
- ❖ Mary Hutchins
- ❖ Tom Kahl
- ❖ Allan McDougall
- ❖ Sean Ogle, Upper Valley Trails Alliance
- ❖ Matt Osborn, Town Planner
- ❖ Jason Oulette
- ❖ Lisa Phillips
- ❖ Anna Schaal
- ❖ Tim Schaal
- ❖ Gary Schall
- ❖ Chuck Wooster
- ❖ Richard Wright

OUR PARTNERS

The Vermont Urban & Community Forestry Program is a joint initiative of Vermont Department of Forests, Parks and Recreation (FRP) and UVM Extension. Working group members include FPR's Recreation Program, Agency of Commerce and Community Development, and Extension's Tourism and Marketing Program. Partners include over 40 organizations and stakeholders who have helped shape the process and deliverables.

Interagency Working Group

- ❖ VT Urban and Community Forestry Program—Project Lead
- ❖ VT Agency of Natural Resources—Department of Forests, Parks and Recreation
- ❖ VT Agency of Commerce and Community Development

Consultant Team

- ❖ SE Group—Project Lead
- ❖ Arrowwood Environmental—Natural Resources Sub-Consultant

Vermont Town Forest

Recreation Planning

About the Vermont Town Forest Recreation Planning Community Assistance Program

Vermont has a long and proud tradition of town-owned and managed forests. Over 168 municipalities own over 67,000 acres of forestland, all open for public benefit. The values of these town forests are diverse, including watershed protection, wildlife habitat, forest products, outdoor classrooms, and neighborhood gathering places. Outdoor forest-based recreation is both a great opportunity and a growing challenge. Recognition of the economic and community benefits of forest-based recreation is on the rise. Concurrently, increased pressure from multiple recreation groups accentuate the need for planning assistance to balance the growing recreation interests and the health of the forest. In response, the Vermont Urban & Community Forestry Program and its partners received a grant from the US Forest Service to provide recreation planning assistance to ten diverse Vermont communities, and Hartford was one of those selected!

Project Purpose and Scope

At the broadest level, the Vermont Town Forest Recreation Planning Community Assistance Program is intended to empower communities to move forward with confidence on recreation projects in their Town Forest. This process has provided robust community involvement and comprehensive consideration of potential projects, so the community can move forward with confidence knowing that it is addressing the needs and preferences of its residents and visitors, is protecting the forest resources in its charge, and is effectively managing the forest for the resources and activities it values.



The project encompasses four key areas:

1. Developing the Town Forest Recreation Planning Toolkit to enable planning in ALL Vermont communities
2. Developing a compelling and inspiring vision to help guide the future management of the town forest
3. Developing discrete, clear and action-oriented strategies for improvement of recreation and stewardship that achieves the vision
4. Fostering implementation with support for local plan adoption, guidance for implementation, and the project toolkit



Vermont Town Forest

Recreation Planning

Project Process

Over the past year, Hartford has worked with a consulting firm that specializes in community planning, SE Group, in a robust planning process to develop an action-based town forest stewardship and recreation plan. The innovative planning model included a public visioning workshop, needs assessment, facilitated walks in the forest, a community survey, a public strategies workshop, and an engaged steering committee. The process has resulted in a plan that provides actionable strategies to assist the community in taking the next steps. This process has led to a town forest recreation planning toolkit to support sustainable, forest-based recreation in town forests statewide.

How to Use This Plan

First and foremost, this plan is intended to document the community's desires for the town forest. Through robust public engagement, the planning process identified and solidified the community's comprehensive vision, which encompasses all the primary uses of town forests: conservation, recreation, education, and timbering and forest products. When decisions are being made about the town forest, the vision outlined in this document should be referred to and should inform how the community might weigh in on the future direction of the forest.

In addition to the establishing a shared vision for the forest, this planning process has also identified a series of concrete actions the town and its partners could take to implement the community's vision for the Forest in terms of recreation. Strategies for improvement of recreation could be physical enhancements—such as new trails, parking lots, or facilities—but strategies might also be non-physical improvements like enhanced maps and signage or policy-oriented strategies like creating a process for proposing and reviewing new trails or projects in the forest. Potential strategies were reviewed and prioritized by the steering committee and the public during the Draft Strategies Workshop. All strategies identified by the steering committee and project team are found within the action plan table, but the highest priority projects have also received enhanced detail in the action plan.

For each strategy, the action plans identify:

- Project description
- Action responsibility
- Timing (immediate, short, medium, long-term)
- Partners involved
- Action or planning dependencies
- Available toolkits & support resources
- Funding and grant opportunities
- Magnitude of costs (\$-\$-\$-\$-\$-\$-\$-\$-\$-\$)

Some of the strategies can be implemented directly by the town, its volunteers, and partners without additional funding or resources—others may require additional planning and design or require grants to complete. If grants or additional planning and design steps are needed, likely funding sources and implementation partners are identified in the action plan.



Vermont Town Forest

Recreation Planning

The Vermont Town Forest Recreation Planning Toolkit—a companion to this plan—offers guidelines, designs, case studies, best practices, and standards for the town to pursue towards realizing its vision. Whether the next step involves recruiting volunteers, writing a grant application, or building a trail, the Toolkit can help the town and its partners move forward.

The Vermont Town Forest Recreation Planning Toolkit is available on Urban and Community Forestry's website at: <https://vtcommunityforestry.org/>

Community Benefits of Recreation in Town Forests

Recreation in town forests provide many benefits for local residents, economies, and the natural communities of Vermont.

Conservation and Habitat Protection

A town forest, as a protected natural area, has intrinsic conservation value. They act as habitat for local species and help conserve the area's natural resources. Town forests can connect existing forest blocks, providing a larger, safe habitat for species. Linked habitat blocks also allow species to travel and adapt to changing conditions. The forests also protect and buffer local streams, improving water quality and habitat for aquatic species. In absorbing and filtering water, the forests improve flood resiliency and water quality across the watershed. Forests also help protect soils and biodiversity and provide a buffer against pests and disease. As a municipally owned parcel, the forest can leverage additional funds for conservation through taxes and community development grants.

A town forest also provides humans with benefits from conservation by linking people to nature and allowing them to experience a wide range of natural environments. It is becoming clearer that contact with nature is an important element of a healthy life style. Providing convenient, local access to forests and natural areas can make it easier to connect with and experience nature,



which is particularly important for the youth in our communities. According to the Institute for Social Research, the average American boy or girl spends just four to seven minutes in unstructured outdoor play each day, and more than six hours each day in front of an electronic screen (National Wildlife Federation, 2016). This is startling data that has been causing a ripple effect across the country. Nearly every industry that works with young people across the nation has established initiatives to help change this statistic. From school districts and environmental education organizations to federal land managers, conservationists and the outdoor retail industry, new funding streams for outreach and programs have developed.



Vermont Town Forest

Recreation Planning

There are several negative long-term effects of kids' "nature deficit disorder," as coined by Richard Louv, but the two greatest impacts are general health and well-being of America's youth and the ability and desire for future generations to steward and value our public natural and wild areas, including our town forests. Although this national phenomenon is less of an issue in rural places like Vermont, convenient access to forests could help get even more young people outdoors more often.

Close to Home Recreational Opportunities

Town forests provide trails for both residents and visitors to enjoy. Town forest trails allow walkers, bikers, runners, skiers, and snowshoers to combine exercise and a natural experience in a convenient location without having to travel far from their home. Studies have shown that close and convenient access to recreation and the outdoors can significantly increase an individual's physical activity levels (Schipperijn et al, 2017). Town forests may also connect surrounding trail systems, enhancing the community's overall trail network. Town forest recreational opportunities can also integrate recreation with outdoor education through interpretive signage and nature walks, promoting other community values of health and nature education.

Economic Development

In Vermont, outdoor and forest-based recreation and the associated tourism are major drivers of the economy. Outdoor and forest-based recreation brings people into our communities. In the Mad River Valley, 78% of visitors have reported that trails and access to the outdoors was important in their decision to visit (MRV Moves, 2017). Trail users, both residents and visitors, will visit local restaurants and shops, bringing in tax revenue and creating jobs as well. Across our state, just four trail systems—the Catamount Trail, the Long Trail, the VAST system, and Kingdom Trails—have been found to generate over \$30.8 million annual economic activity, over \$2 million in annual tax revenues, and have supported over 365 jobs annually (VT Trails and Greenways, 2017). A single trail system in the Green Mountain National Forest—the Blueberry Lake Trails—has been found to generate \$1.8 million in annual sales, \$320,000 in annual tax revenues, and has supported 22 jobs annually (MRV Moves, 2017).

Many people when moving to Vermont will choose a location based on its natural features and recreational opportunities. Nationwide, the National Association of Realtors found that 80% of Americans consider having trails and places to take a walk one of their top priorities when deciding where they would like to live. This ranked higher than even "high quality public schools" in their Community Preference Survey, which was selected by 74% of survey



Vermont Town Forest

Recreation Planning

respondents (National Relators Association, 2015). Access to the outdoors is increasingly being seen as a cornerstone of quality of life, particularly in rural communities, and having this access allows communities to attract and retain their workforce, which in turn helps attract and retain businesses. Therefore, an accessible town forest can be a key factor for strengthening the economic vitality of Vermont towns.

Health Benefits

Almost all hospitals and health providers encourage patients to include some form of physical activities in their daily lives to increase many aspects of their health. By providing convenient access to the outdoors, a town forest encourages community members to walk, bike, ski, snowshoe, or run in the forest regularly.



Obesity is one of the most significant health threats today. More than two-thirds (68.8 percent) of American adults are considered to be overweight or obese. More than one-third (35.7 percent) of American adults are considered to be obese (U.S. Department of Health and Human Services, 2016). Vermont has slightly lower rates of overweight and obese adults at 57.7% overweight and 23.2% obese, but the issue is of critical importance in our state as well (CDC, 2012). Active lifestyles and physical activity help to combat obesity. Obesity exacerbates many other types of illnesses and reducing the levels of obesity leads to overall better health.

Studies have shown that trails and outdoor recreation contribute to healthy communities and lower healthcare costs for individuals and local governments. A 2004 cost-benefit analysis of using trails in Lincoln, Nebraska to reduce health care costs associated with inactivity found that for every \$1 invested in trails for physical activity, \$2.94 of public health benefits are produced (Wang et al, 2004).

Spending time in the forest's peaceful, natural setting is also proven to be beneficial to community members' mental health. In addition, the forest's trees improve the air quality of the surrounding area as well.



Vermont Town Forest

Recreation Planning

Chapter 2: Existing Conditions

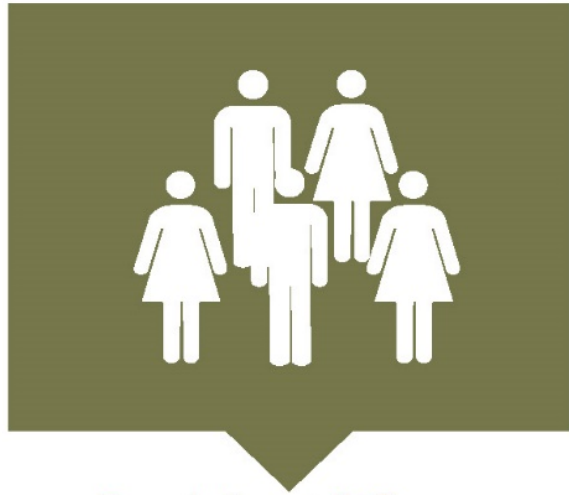
Community Profile

The community profile presents relevant demographic, economic, and recreational information to planning for the town forest.

Summary

Hartford is one of the largest towns in Vermont. The town is made up of five villages, with the town forest located roughly in the center. With its size, it has both a large population of school age children and senior citizens interested in a wide range of recreational opportunities. Given its size, the town has many parks, open spaces, and playgrounds and Quechee Gorge and the State Park are major tourist destinations. There are many miles of trail in Hartford and in neighboring Vermont and New Hampshire communities. The town and the larger Upper Valley region do see significant tourism, but many other recreational properties serve this market.





Population: 9,828



Median Age: 44.6



of School Age Children: 1,613



49 % Male 51 % Female



Household Median Income: \$56,927



Residents Below Poverty Level: 9 %



14 % Residential Units in
Seasonal/Recreational Use



23 % County Employment in
Travel & Tourism



Grand List Assessed
Value: \$114,613,600



Number of Parks and Open
Spaces: 18



Miles of Trails: 12.5



of Playgrounds: 7



Town Forest Profile

Forest Overview

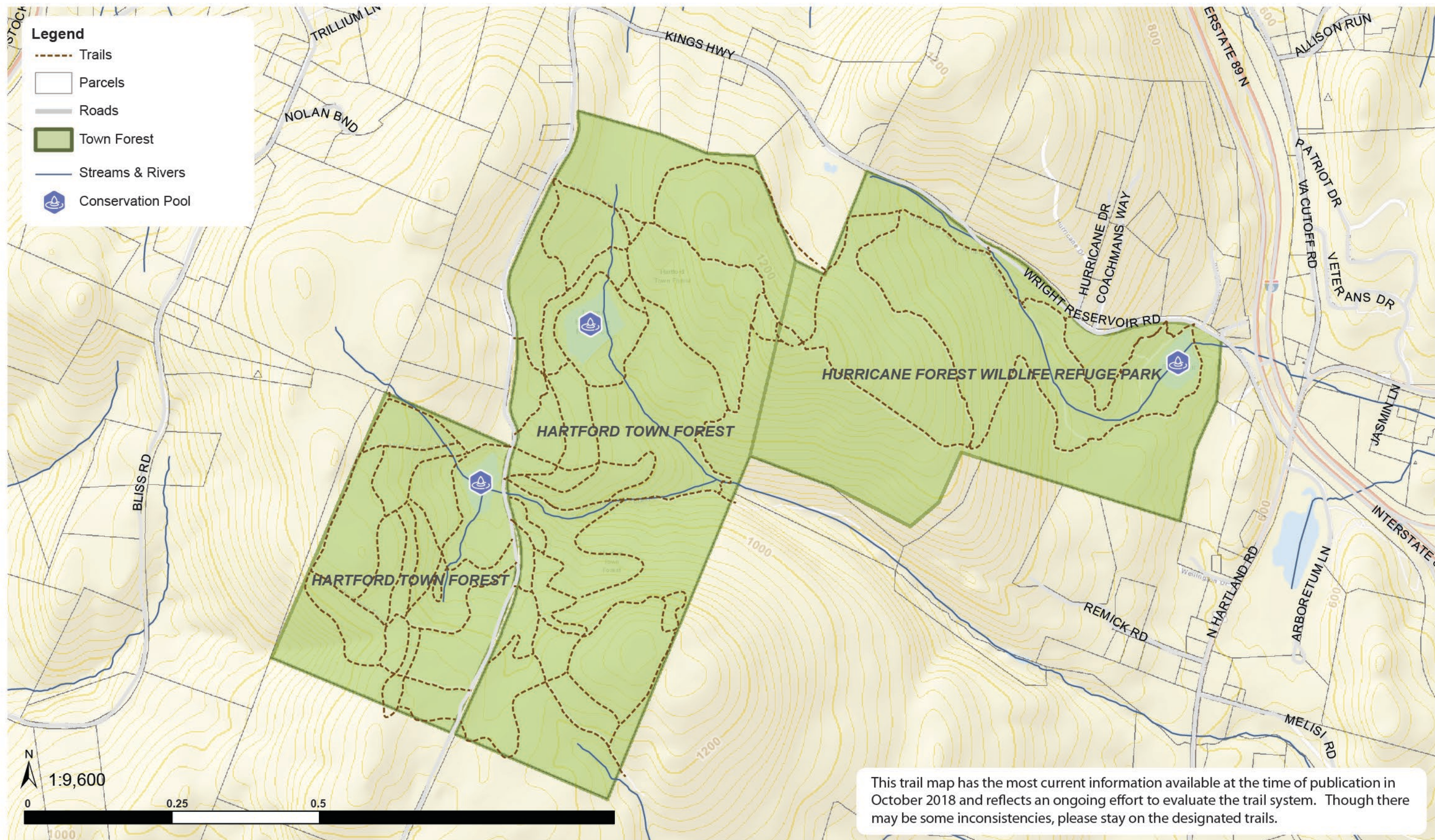
The Hartford Town Forest is a 423-acre parcel in a rural hilly section of Hartford. It is located in the middle of all five villages of the Town and adjoins the Hurricane Forest Wildlife Refuge. The forest has 12.5 miles of trails and the Hartford Conservation Commission manages the forest. It is a popular area for mountain biking, hiking, hunting, snowshoeing, and snowmobiling.

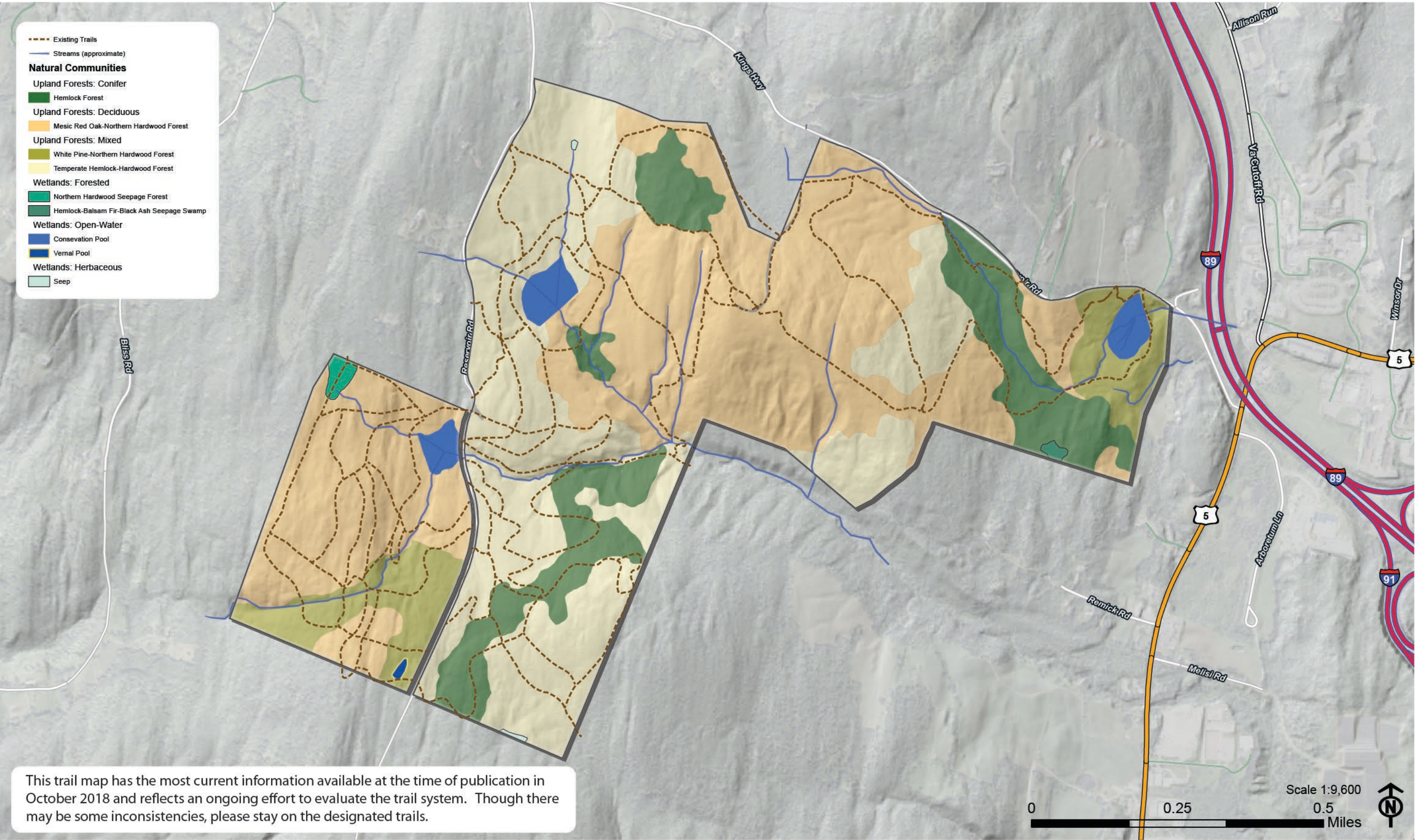
Land Ownership and Conservation Background

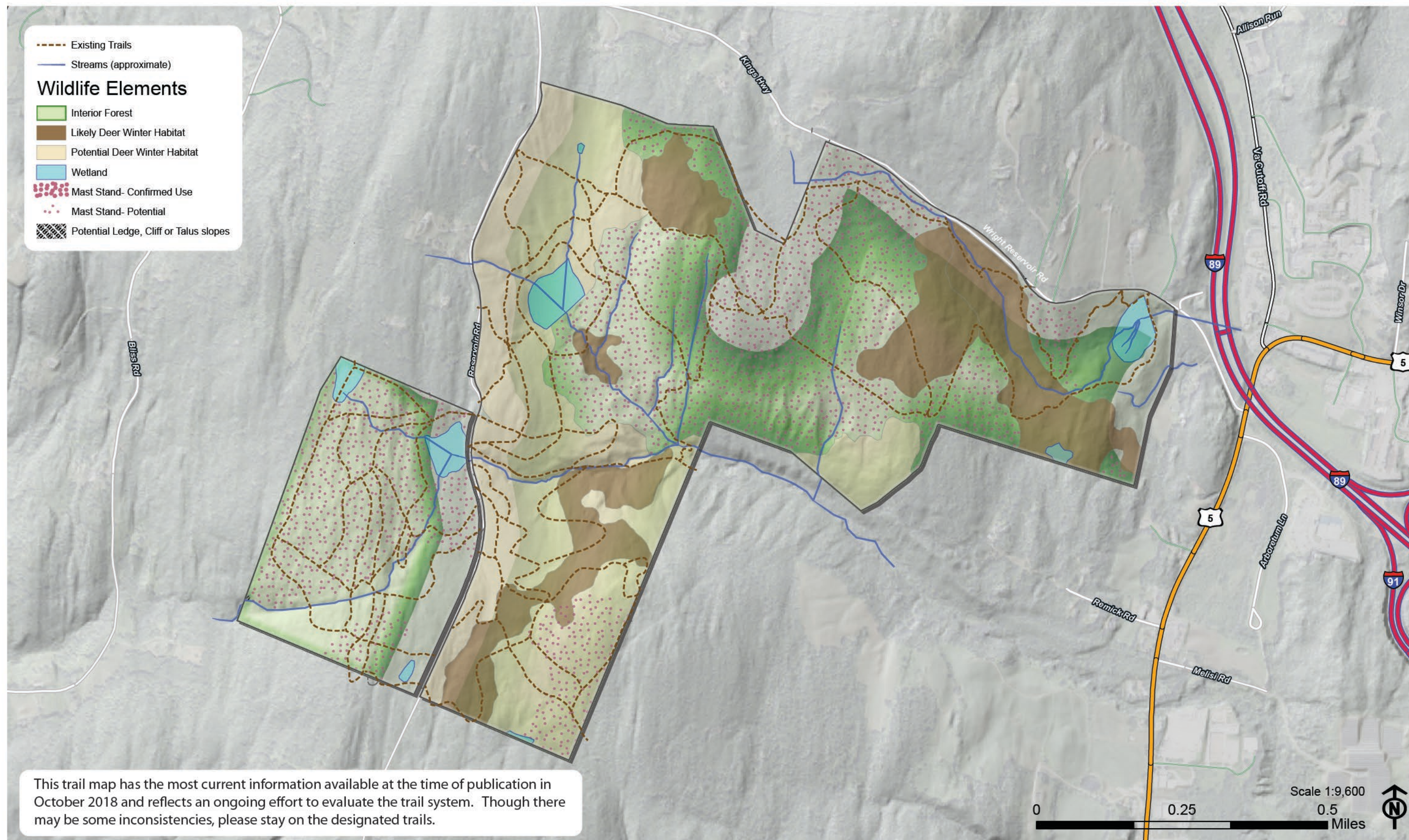
The property has long been under town ownership – the former reservoirs in the forest were the town's drinking water beginning in the 1890s. In the 1950s, the town shifted to a well system and recreation became the predominant use of the forest. In the 1980s, commercial logging occurred on the property. The Hartford Conservation Commission was established in 1990. During the 1990s, recreational use increased in the forest and there was no rules or entity in place to manage it. In 1997, the Conservation Commission stepped in and began to manage the forest. A Recreation Management Plan was established in 2002 to manage recreation so as to limit natural resource impacts. The Conservation Commission has completed many natural resource inventories of the forest but has yet to integrate those into a comprehensive management plan. The inventories include an Amphibian Inventory (Vermont Center for Ecostudies, 2010), Bird Habitat Assessment (Audubon Vermont, 2010) and a Wildlife Habitat Assessment (Northern Stewards, 2011).

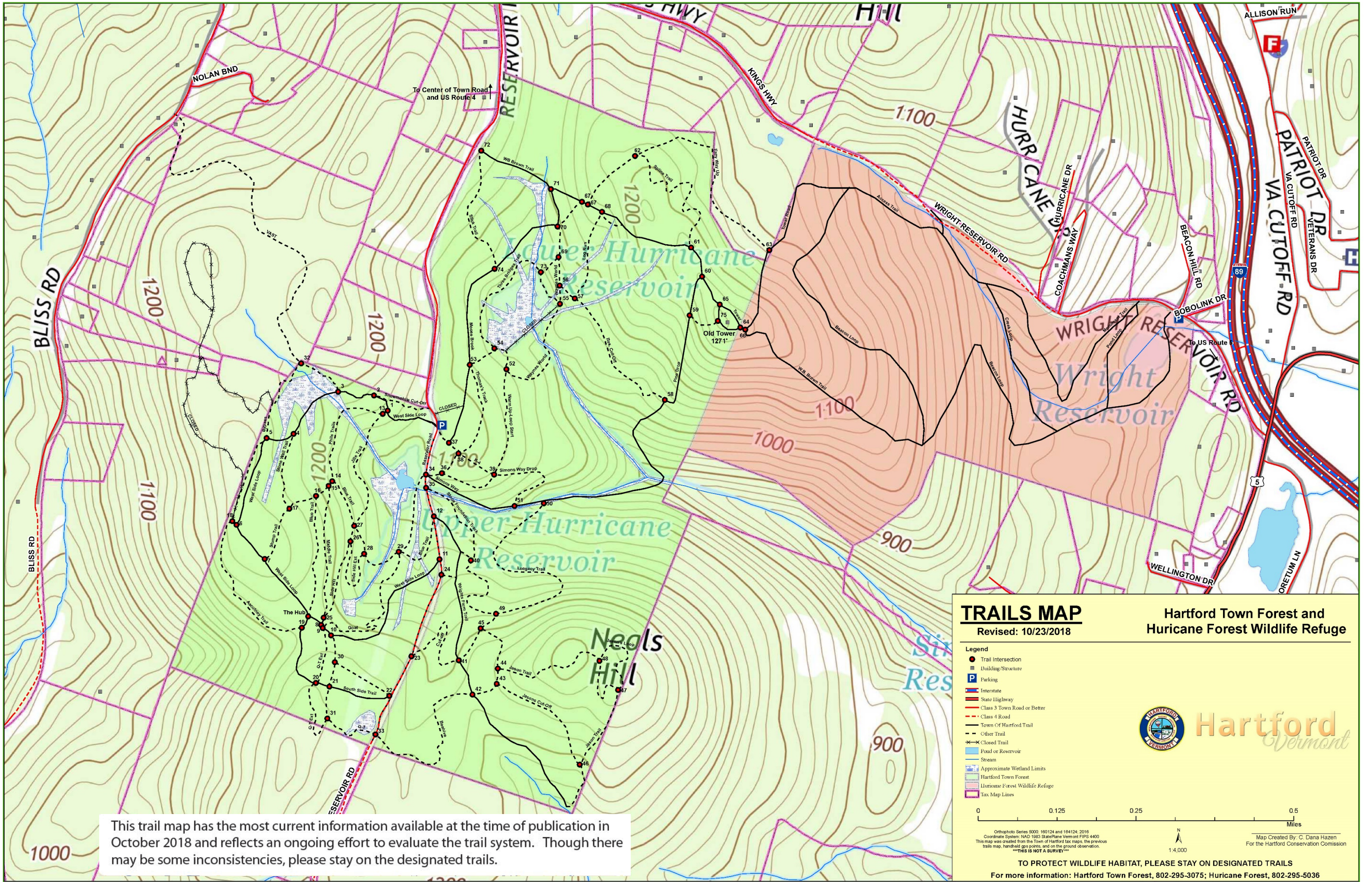


The Hartford Conservation Commission continues to manage the town forest. The adjoining land, the Hurricane Forest Wildlife Refuge, is managed by the Parks and Recreation Department. ATV's and bicycles are prohibited in the refuge except for a small section of trail that is a route for mountain bikers who access the town forest from Wright Reservoir Road on the Route 5 side. A Forest Resource Management Plan for both properties was last updated in 2009 and describes the resources on the property and lists management prescriptions.









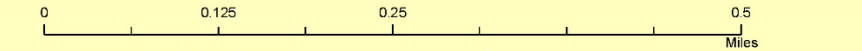
This trail map has the most current information available at the time of publication in October 2018 and reflects an ongoing effort to evaluate the trail system. Though there may be some inconsistencies, please stay on the designated trails.

TRAILS MAP

Revised: 10/23/2018

Hartford Town Forest and
Hurricane Forest Wildlife Refuge

- Legend**
- Trail Intersection
 - Building/Structure
 - Parking
 - Interstate
 - State Highway
 - Class 3 Town Road or Better
 - Class 4 Road
 - Town Of Hartford Trail
 - Other Trail
 - Closed Trail
 - Pond or Reservoir
 - Stream
 - Approximate Wetland Limits
 - Hartford Town Forest
 - Hurricane Forest Wildlife Refuge
 - Tax Map Lines



Orthophoto Series 5000: 160124 and 164124: 2016
Coordinate System: NAD 1983 StatePlane Vermont FIPS 4000
This map was created from the Town of Hartford tax maps, the previous trail map, handheld GPS points, and on the ground observation.
THIS IS NOT A SURVEY

Map Created By: C. Dana Hazen
For the Hartford Conservation Commission

TO PROTECT WILDLIFE HABITAT, PLEASE STAY ON DESIGNATED TRAILS
For more information: Hartford Town Forest, 802-295-3075; Hurricane Forest, 802-295-5036

Chapter 3: Public Engagement Summary and Needs Assessment

To bring the “town” into town forest, a robust public engagement process was at the heart of this plan. There were multiple workshops open to the public, a community survey, and many steering committee meetings to guide the plan. Through this process, the public identified issues, needs, desired attributes, and strategies to enhance the forest. The public also offered feedback on the strategies and draft plans, to ensure a fit with the town and forest’s needs, interests, and capacity.

Public Engagement

Kickoff Summit

A project kickoff summit with all 10 towns was held at the Bethel Town Hall on Friday, November 17, 2017. The summit introduced members of the town steering committee to the project and served as an initial opportunity to provide input. The project team provided a background of the project and an overview of the process. Through a working lunch, the committee members completed a SWOT worksheet (Strengths, Weaknesses, Opportunities, and Threats) to begin thinking about and analyzing the forest. A web survey was also available for other committee members who were not present to provide their thoughts. Facilitators led a community breakout session for the committee to speak to existing conditions, issues, and their vision for the town forest. From Hartford, six people were in attendance.



Steering Committee Process

The steering committee, made up of town staff, community members, and members of the Conservation Commission, was instrumental to the process. Members of the steering committee, attended the kickoff summit, helped plan and spread the word about the public workshops, reviewed the draft strategies and draft plan, and met with the project team and on their own to provide ideas and feedback throughout the process.

Vermont Town Forest

Recreation Planning

Visioning Workshop

A Visioning Workshop for the Hartford Town Forest was held at the Hartford Town Hall on January 23, 2018. The meeting was a drop-in anytime, open house format with questions about an overall vision for the town; the balance of recreation, education, conservation/natural resources, and forest products; the natural resources present on the site; and future activities in the Town Forest. Attendees wrote responses on boards, completed dot exercises, and drew their ideas and knowledge on maps. Members of the project team and local steering committee were available for one-on-one chats with attendees, and a general comment box was provided for open-ended feedback. Background/baseline information about the project, the community, and the forest, was also provided. 26 people signed in and an estimated 60-70 people were in attendance.



Please see Appendix 1 – Visioning Process Results, which combines the findings from this meeting and the community survey.

Community Survey

The Community Survey was launched at the public visioning workshop on January 23, 2018 and remained open through the Sunday after Town Meeting Day—March 11, 2018. The community survey asked the same questions as the public visioning workshop, in order to give the people who could not attend the meeting an opportunity to provide input. Both online and hard copy surveys were made available. The community was made aware of the survey through a variety of methods including flyers distributed around town, press-releases and news articles, and email blasts and social media posts. In total, the survey received 103 responses—101 online and 2 hard copy.

Please see Appendix 1 for the Visioning Process Results, which combines the findings from the Public Visioning Workshop and the community survey.



Vermont Town Forest

Recreation Planning

Strategies Workshop

A Strategies Workshop for the Hartford Town Forest was held at the Hartford Town Hall on July 18, 2018. The meeting was a combination presentation and open house. First, the attendees learned about the project process, the toolkit, vision framework, the management plan, and draft strategies. The meeting transitioned to an open house where attendees prioritized the draft strategies on boards and had the opportunity to have one-on-one discussions with members of the project team and steering committee. Attendees also indicated locations for the draft strategies on a large map. 12 people signed in and an estimated 15-20 people were in attendance.



Please see Appendix 2 for the Strategies Workshop Results.

Plan Presentation Workshop

The steering committee presented the plan to the selectboard and members of the public on November 7, 2018. In the presentation, the steering committee explained the project purpose and process and shared the vision framework and top priority strategies they developed. Representatives from Urban and Community Forestry and/or the Department of Forests Parks and Recreation were present to show support for the plan.

Implementation Summit

Representatives from our town attended the Town Forest Implementation Summit held on November 9, 2018 at the VYCC West Monitor Barn in Richmond, VT. The summit included representatives from all 10 pilot communities and provided opportunities for networking and information sharing. Attendees learned about commonalities and major takeaways across all ten town forests, the action plans developed by each of the towns, grant opportunities, and interpretive signage. The attendees heard from a panel about management and public decision making, received a sneak preview of the Vermont Town Forest Recreation Planning Toolkit, and took a walking tour of Richmond's town forest and the VYCC trail infrastructure.

Needs Assessment

Through the public engagement process, community members identified the issues and needs associated with the forest to be resolved in this planning process. Additional issues and needs were



Vermont Town Forest

Recreation Planning

identified via site visits and natural resources assessments. The following issues and needs were identified:

1. All trails in the town forest have been evaluated by the Upper Valley Trails Alliance. Some segments have sustainability issues and should be reviewed for type of use, seasonal access, repair, relocation or closing.
2. Underutilized – town forest is in the center of town, but has little connection with any of the Town villages
3. A more formalized trail maintenance program is needed to protect ecologically sensitive areas and address issues identified in the Upper Valley Trails Alliance Trails Assessment
4. Need to continue a collaborative community dialogue around trails
5. Need to raise awareness of the town forest in general, and of the Conservation Commission's management responsibility



Chapter 4: Town Forest Vision Framework

A vision framework is a critically important tool that informs the goals and direction of the town forest recreation plan. The vision framework encompasses all forest uses—not just recreation—to understand how recreation should fit in with the community’s overall intent for the forest. The vision framework is directional, descriptive, and aspirational, communicating what the community believes are the ideal conditions for the forest—how things would look if all opportunities and issues were perfectly addressed.

The vision framework includes:

1. A discussion of the management balance in the forest; and
2. A list of key attributes that describe the community’s desired character for the forest

The vision framework is broad enough to encompass a variety of local perspectives. Unlike a simple one or two sentence vision statement, a vision framework allows for more complexity to be communicated and better illuminates the community’s desired character for the forest—which is often multi-faceted.

The management balance discussion and list of key attributes work together to communicate the community’s overarching aspirations for the forest. Both aspects of the vision framework should align, without repeating each other. The management balance describes the community’s management priorities for the forest, while key attributes are a list of words or short phrases that expand upon the management balance and describe the community’s desired future character for the forest. These two pieces work together and support each other to communicate the multi-faceted values of the community.

Visioning

At the public visioning workshop and in the community survey, attendees/respondents were asked, “What word or phrase best describes your EXISTING experience with the town forest in your community?” and “What word or phrase best describes your DESIRED FUTURE experience with the town forest in your community?” The results of these exercises are demonstrated in the word clouds below. The size of the words in the word clouds corresponds to the number of times that word was used in the responses.

Vermont Town Forest Recreation Planning

Existing Experience:



Many of the existing experience responses revolved around recreation; “trails,” “biking,” “walking,” and “recreation” were some of the most common responses. Another common set of responses were positive words about the forest – “love,” “awesome,” and “good.” There were also many respondents whose existing experience was “none.”



Vermont Town Forest

Recreation Planning

Desired Future Experience:



The desired future experience responses stressed accessibility, peacefulness, natural experiences. Recreation-related words were still common responses, although not to the same extent as under existing.

Management Balance

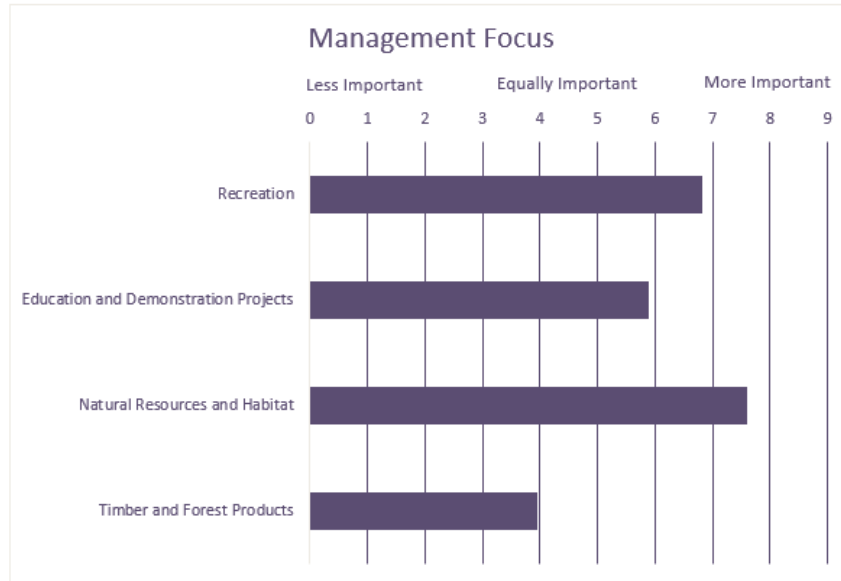
Town Forests can be managed to provide a wide range of activities and community values. Four common use areas include Recreation; Education & Land Use Demonstration Projects; Natural Resources & Habitat; and Timber & Forest Products. While most publicly accessible forests provide some measure of all four types of uses, they tend to “lean” in one management direction or another.

To understand the desired balance for the Hartford Town Forest, the project team probed the steering committee throughout the Visioning Process (kick-off summit, forest walk, first steering committee meeting) and asked survey and workshop participants “Where do you think the management focus SHOULD fall for the Town Forest in your community? Should it lean towards Recreation, Education, Timber & Forest Products, or Natural Resources & Habitat?” Their responses are below:

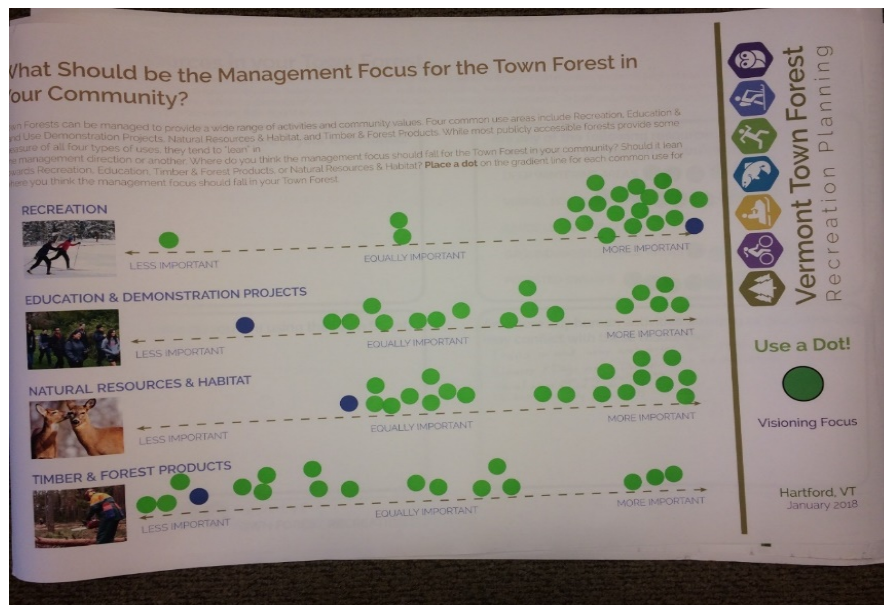


Vermont Town Forest Recreation Planning

Survey Results



Workshop Results



Through these interactions, the Hartford community expressed that each of the four use areas are important in the management of the town forest, but that a slightly greater emphasis should be placed on Recreation; Education & Demonstration Projects; and Natural Resources & Habitat than on Timber



Vermont Town Forest

Recreation Planning

& Forest Products. There was a difference of opinions on Timber & Forest Products amongst workshop participants. The Steering Committee was concerned by the response to Timber & Forest Products and felt that education around sustainable forestry may be necessary.

Key Attributes

The following list of key attributes are the words or short phrases that communicate what the community believes are the ideal conditions for the forest – how things would look if all opportunities and issues were perfectly addressed, which may be the same or different from how things currently look. This list is based on the analysis of public and committee input received through the visioning process, as well as the review of the community's demographics, profile, forest information, current management plans, and surveys. **Overall, the committee felt that these key attributes and strategies should be aimed at preserving the forest, rather than turning it into a park.**

1. Functioning as a Forest
 - a. Protection of forest integrity
 - i. Manage wildlife habitat
 - ii. Protection of vernal pools, wetlands, and other water resources
 - b. Part of a larger block of connected forests
 - i. Connectivity with the Hurricane Forest Wildlife Refuge and adjacent private lands, utilize sustainable forestry practices to enhance wildlife habitat and recreational opportunities
2. Maintain healthy balance between stewardship and human uses
 - a. Sustainable management for multiple uses
 - b. Low key and low intensity use
 - i. Peaceful and quiet
 - ii. Recreational use geared to individuals and small groups
 - c. Year-round recreation (hiking, biking, snowshoeing, hunting)
 - i. Sustainable and well managed trail systems
 - ii. Open hunting ground for the community
 - d. Important VAST trail corridor
 - e. A forest for all of Hartford
 - i. Inclusive of all community perspectives and uses
 - ii. Accessible and encouraging community forest activities
3. Opportunities for learning about forests
 - a. Multi-generational
 - b. Multi-dimensional
 - c. Teaching young and old about healthy forests
 - i. Respectful and sustainable forestry practices
 - ii. Connections between forests and humans
 - d. Kids in the outdoors



Chapter 5: Action Plan

Introduction

The Action Plan is a set of recommended strategies and projects to achieve the town's vision. These strategies and projects were developed based on the key attributes, needs assessment, forest walks, and input from the steering committee and community. From a larger initial list of strategies, the steering committee has selected and edited the strategies to craft an action plan well-suited to the community's interest, needs, and capacity.

The Action Plan includes an Action Plan Table, detailed "project pages" for the highest priority strategies, and an Action Plan map to graphically display the highest priority strategies.

Action Plan Table

The Action Plan Table on the following pages includes all the strategies for the town and additional information to help with implementation. The strategies were categorized under Parking & Access; Trails; Other Facilities & Structures; Education & Programs; Events; Maps, Outreach, and Promotion; and Administrative Actions. Each strategy has the following additional information:

- A detailed strategy description
- Responsibility – who the responsible parties are to pursue this strategy (i.e., Town, Conservation Commission)
- Timing (ongoing, short, medium, long-term) – when the responsible party should begin pursuing this strategy
- Partners involved – possible partners to be involved in this project (i.e., Upper Valley Trails Alliance, Upper Valley Mountain Bike Association, Upper Valley Land Trust, Vermont Land Trust, local schools)
- Planning required – planning, designs, assessments, or studies that needs to happen before this strategy can be pursued (i.e., trail system design, wildlife habitat assessments)
- Relative Cost (\$,\$\$,,\$\$\$,\$\$\$\$\$) – a ballpark estimate of what the project will cost. One dollar sign is little to no cost, two dollar signs is moderate, three dollar signs is more expensive, four dollar signs is very expensive. \$-\$ indicates the relative cost is between those two levels. \$/\$ indicates that the project can be either \$ or \$\$, depending on the chosen route (i.e., volunteer trail counts vs. electronic trail counter)
- Funding Opportunities – potential sources of funding for the project. These could be grants, local business sponsorships, or fundraising events

Vermont Town Forest

Recreation Planning

- Toolkit and Support Resources – the toolkit elements that provide guidance on pursuing this strategy. Guidance from Vtrans, the Vermont Town Forest Stewardship Guide, or other support resources can also be useful to pursue this strategy



Note: See the Grants and Funding Sources section of this plan (pg. 51) for the key to funding opportunities acronyms

Strategy or Action	Description	Responsibility	Timing (Ongoing, short, medium, and long-term)	Partners Involved	Planning required	Relative Cost (\$-\$\$\$-\$\$\$\$)	Funding Opportunities	Toolkit & Support Resources
1. Parking & Access								
Vehicle wayfinding signage	Add vehicle wayfinding signage from villages to the forest.	Town Forest Steering Committee/ Conservation Commission	Short-Term	Vtrans/Town Highway Department/Parks & Recreation Department	Signage design	\$	BPP, LWCF	-Trail Markers and Wayfinding Toolkit
2. Trails								
Existing trail conditions assessment and redesign	The Hartford Town Forest has a trails network with some sustainability issues. The Upper Valley Trails Alliance completed a trails assessment in the summer of 2018. The assessment should be used to guide the sustainability, repair, relocation or closing of certain trail segments.	Town Forest Steering Committee/ Conservation Commission	Ongoing	UVTA, UVMBA, local builder/users, Parks & Recreation Department, Vermont Youth Conservation Corps	Trail reroute & redesign	\$\$\$	RTP, RTC, VHCP, ERG, LWCF	-Per Upper Valley Trails Alliance Trail assessment -Natural Resource Guidance Toolkit -Sustainable Trail Standards
Hartford Trails Collaborative	Continue to engage mountain bikers, hikers, and other user groups to begin an ongoing dialogue around trails and to establish a	Upper Valley Trails Alliance, Upper Valley Mountain Bike Association and Town Forest Steering	Short-Term	UVMBA, GMC, UVLT, Parks & Recreation Department etc.	Meeting facilitation	\$	RTP, NPCB	-Volunteer Development and Recruitment Toolkit



Vermont Town Forest

Recreation Planning

	framework for collaboration in the future. Build upon partnerships with Upper Valley Trail Alliance (UVTA).	Committee/ Conservation Commission						
Trail markers and signage	Add signage in the forest for wayfinding, information, and trail etiquette. Ensure it communicates town ownership and/or conservation commission management.	Town Forest Steering Committee/ Conservation Commission	Short-Term	UVTA, UVMBA, local builder/users, Parks & Recreation Department	Signage and wayfinding plan	\$\$	RTP, RTC, LWCF	-Trail Markers and Wayfinding Toolkit -Interpretation Guidance Toolkit
3. Other Facilities and Structures								
Pause Places	Develop a series of "Pause Places" or "mini-destinations" along the trail system. These may be a rest stop, an informational stop, or both. All pause places should include a bench or appropriate rocks/boulders for seating and should capitalize on locations with the potential for views, sunsets, rest, and rejuvenation. Opportunities for natural and historical interpretation should also be explored.	Town Forest Steering Committee/ Conservation Commission	Medium-Term	Program and educational partners, Parks & Recreation Department, School District, Vermont Youth Conservation Corps, Vital Communities	Historical and natural resource research, pause place design	\$\$	LWCF, RTC, RTP, RFG, AIG	- Pause Places Toolkit -Bench Volunteer Designs -Interpretation Guidance Toolkit



Vermont Town Forest

Recreation Planning

Create and maintain locations for birding and viewing wildlife.	Build more locations to sit and observe wildlife. Benches are encouraged in a variety of locations. Coordinate with Pause Places. Caution should be taken to not changing the character of the forest.	Town Forest Steering Committee/ Conservation Commission	Medium-Term	Program and educational partners, Parks & Recreation Department, School District, Vital Communities	Historical and natural resource research, pause place design Coordinate with Forest Management Plan, Amphibian Inventory, Bird Habitat Assessment and Wildlife Habitat Assessment.	\$	LWCF, RTC, RTP, RFG, AIG	- Pause Places Toolkit -Bench Volunteer Designs -Interpretation Guidance Toolkit
4. Education & Programs								
Develop a trail maintenance program	Work with Hartford Career & Tech Center on a trail maintenance program. School groups or Boy Scouts are other possible maintenance groups. Coordinate with trails collaborative effort.	UVTA and Town Forest Steering Committee/ Conservation Commission, Parks & Recreation Department	Short-Term	UVMBA, GMC, UVLT, etc.	Meeting facilitation	\$	RTP, NPCB	-Volunteer Development and Recruitment Toolkit
Host school group programs in the forest	Bring students to the forest for ecology programs, recreation programs, etc. Work with the Hartford Area Career Technology Center Consider a high school mountain biking team.	Town Forest Steering Committee/ Conservation Commission, School District	Medium-Term	Program and educational partners	--	\$	VCF, VHCB, LF, BJF	-Programming Partnerships Toolkit
Ecology tours	Offer ecology tours (birdwatching, plant identification, etc.) for children and adults.	Program and educational partners, Parks & Recreation Department	Medium-Term	Town Forest Steering Committee/ Conservation Commission, Parks & Recreation Department	--	\$	VCF, VHCB, LF, BJF	-Programming Partnerships Toolkit



Vermont Town Forest

Recreation Planning

Lessons, skills day camps, and clinics	Offer lessons, skills day camps, and clinics for trail running and mountain biking.	Program and educational partners	Medium-Term	Town Forest Steering Committee/ Conservation Commission, Parks & Recreation Department	--	\$	VCF, VHCB, LF, BJF	-Programming Partnerships Toolkit
Species identification lists	Bird, plant and mammal species identification checklists could be developed and made available online and at the Town Hall, schools libraries, and trailhead kiosk. Should also be utilized in education experiences.	Town Forest Steering Committee/ Conservation Commission	Short-Term	Program and educational partners, Parks & Recreation Department	--	\$	VCF, VHCB, LF, BJF	-Programming Partnerships Toolkit
5. Events								
Races in the forest	Hold small-scale, local mountain bike, trail running, or nordic skiing races in the forest.	Program and event partners	Medium-Term	Town Forest Steering Committee/ Conservation Commission, Parks & Recreation Department	Event and parking plan	\$	VCF, VHCB, LF, BJF	-Programming Partnerships Toolkit
6. Maps, Outreach, & Promotion								
Improve maps of the forest	Finalize maps that show all trails in the forest and make these maps readily available both online and in print. Explore opportunities to engage local businesses in sponsoring map printing. Ads from local businesses can not only fund map	Town Forest Steering Committee/ Conservation Commission	Medium-Term	UVTA, Trails Collaborative, Parks & Recreation Department	Graphic design	\$-\$	RTP	-Mapping and Promotion Toolkit



Vermont Town Forest

Recreation Planning

	printing, but can also help connect forest use with economic activity in the villages. Ensure it communicates town ownership and/or conservation commission management.							
Online presence	Improve the online presence of the forest with a forest specific website. Continue working with Upper Valley Trails Alliance (UVTA) to promote the forest. Ensure it communicates town ownership and/or conservation commission management.	Town Forest Steering Committee/ Conservation Commission	Medium-Term	UVTA, Parks & Recreation Department	Website design	\$-\$\$	RTP, VCF	-Mapping and Promotion Toolkit
Town Forest Business Roundtable	Evaluate a Town Forest Business Roundtable to share "trail friendly business" ideas that can help support trail use in the community, connect forest visitors with local businesses, and help support Town Forest efforts.	Town Forest Steering Committee/ Conservation Commission	Long-term	Local business, Chamber of Commerce	--	\$	VCF	-Trail Friendly Business Toolkit
7. Administrative Actions								
Adopt formal process for proposing and reviewing new trails and facilities	Process will include ecological concerns and will provide all stakeholders and user groups an opportunity to	Town Forest Steering Committee/ Conservation Commission, Parks &	Short-Term	Hartford Trails Collaborative	Review, adjustment and adoption of model process	\$	--	-Model Proposal Process -Natural Resource



Vermont Town Forest

Recreation Planning

	propose new trails and facilities.	Recreation Department						Guidance Toolkit
Management zones	Review and revise management zones of the forest management plan to consider and plan for all uses. Designate areas more suitable for wildlife habitat, hunting, or mountain biking, for example.	Town Forest Steering Committee/ Conservation Commission	Long-term		Update to Management Plan	\$	--	-Management Zones Toolkit
Partner with Hartford Parks and Recreation Department	Partner with Hartford Parks and Recreation to utilize the Town Forest for Town recreation programs and to benefit from staff expertise. Consider joint management of the Town Forest.	Town Forest Steering Committee/ Conservation Commission	Short-Term	Hartford Parks and Recreation Department	--	\$	--	-Programming Partnerships Toolkit
Long-term conservation	Explore the pros and cons of a possible conservation easement on the property	Town Forest Steering Committee /Conservation Commission	Long-term	Upper Valley Land Trust/Vermont Land Trust		\$		



Detailed Project Pages

The following pages provide more detail on the strategies that are mostly likely to achieve the community's vision for the forest and that have been identified by community members and the steering committee as top priorities. These project pages include the key attributes and needs assessment items that the strategy responds to, a more detailed description of the rationale and process to carry out the strategy, and the other items included in the action table.

Vermont Town Forest

Recreation Planning

Existing Trail Review and Redesign

Key Attribute #:

1.a

2.a

2.c.1

Need #:

1

5

Estimated Cost:

\$\$\$

Timing:

Ongoing

The Town, working with the Upper Valley Trails Alliance, completed a review and assessment of the existing trails to evaluate for potential ecological harm and mitigate the site through necessary means.

Based on the results of the existing trail conditions assessment and review, the Town will continue to assess the need to reroute, redesign, or replace trails to enhance experiences for all user groups, improve drainage, and limit erosion.



Toolkit Resources

Trail Assessment Forms

Natural Resource Guidance Toolkit

Sustainable Trail Standards

Responsibility:

Town Forest
Steering Committee/
Conservation
Commission

Partners Involved:

UVTA, UVMBA,
local builder/users

Planning Required:

Trail reroute &
redesign

Funding

Opportunities:

RTP, RTC, VHCP,
ERG



Vermont Town Forest Recreation Planning



Example of drainage issues on old logging road



Example of a trail that needs further analysis of natural resource impacts

Vermont Town Forest

Recreation Planning

Signage and Wayfinding

Key Attribute #:

2.c

2.e.ii

Need #:

2

5

7

Estimated Cost:

\$\$

Timing:

Short-Term

Enhancing the signage and wayfinding system is important to the accessibility of the forest. Proper signage can ensure that the forest is welcoming to visitors and all user groups concurrently.

In many places, the trail system in the Hartford Town Forest is difficult to follow. At some trail intersections, there is often no signage, leaving trail users, especially those new to the forest, confused about which way to go. Signage or intersection numbers should be added at these junctions to point trail users in the proper direction and discourage/prohibit use of closed trails. This should go hand in hand with the existing trail assessments and review.

Additional signage should be placed at trailhead kiosks to encourage proper trail etiquette. Signage should instruct trail users about when to yield to other users and policy around hunting in the forest.

Signage should also alert trail users of Conservation Commission management, especially as the adjoining wildlife refuge is managed by the Hartford Parks and Recreation Department. This builds awareness around the Conservation Commission and tells trail users who to contact in the event of down trees in the forest or other maintenance issues.

Responsibility:

Town Forest
Steering
Committee/
Conservation
Commission

Partners Involved

UVTA, UVMBA,
local builder/users

Planning Required:

Signage and
wayfinding plan

Funding

Opportunities:

RTP, RTC

Toolkit Resources

Trail Markers and Wayfinding Toolkit

Interpretation Guidance Toolkit



Vermont Town Forest

Recreation Planning

Pause Places

Key Attribute #:

2.b.i

3

Need #:

4

Estimated Cost:

\$\$

Timing:

Medium-Term

Pause places could be developed throughout the forest to provide forest users likely stopping points and opportunities to learn about the forest.

Pause places can be a rest stop, an informational stop, or both. All pause places should include a bench or appropriate rocks/boulders for seating. The suggested locations for the pause places, as shown on the attached bubble diagram, are in locations with interesting natural features, historic structures, or views. Prime locations for birding and wildlife viewing are also ideal pause places. Recommended pause places include the vernal pools, the historic foundation, the old tower, old reservoirs, and the viewpoint to Mt. Ascutney.

At the historical sites, the interpretive signage should give a history of the property and previous uses of the forest.



Responsibility:

Town Forest Steering
Committee/ Conservation
Commission

Partners Involved:

Program and educational
partners

Planning Required:

Historical and natural
resource research, pause
place design

Funding Opportunities:

LWCF, RTC, RTP, RFG,
AIG

Toolkit Resources

Pause Places Toolkit

Bench Volunteer Designs

Interpretation Guidance
Toolkit



Vermont Town Forest

Recreation Planning

Trails Collaborative & Maintenance Program

Key Attribute #:

1.a

2.a

2.c.i

2.e.i

Need #:

1

3

5

6

Estimated Cost:

\$

Timing:

Short-Term

A Hartford Trails Collaborative, to bring all forest users to the table and recruit volunteers for trail maintenance, is a top priority.

This group should consist of mountain bikers, hikers, ATVers, and forest neighbors. The Upper Valley Trail Alliance (UVTA) could help serve as a facilitator and a source for members. Other groups to involve include Upper Valley Mountain Bike Association (UVMBA) and the Green Mountain Club – Ottaquechee Section. The Upper Valley Land Trust should also be engaged.

In the past, there have been difficulties with various user groups feeling excluded from the recreational planning/decision-making process. The Hartford Trails Collaborative will ensure that all user groups are heard and play an active role in the planning and management of the recreational use of the town forest.

Improving trail maintenance is a major need for the forest. An engaged Trail Collaborative will create ownership around the forest and encourage those trail users and their groups to volunteer to maintain the forest's trails. Other potential groups for trail maintenance include Hartford Career and Tech Center, school groups, and Boy Scouts. The trail maintenance program should draw from the entire town.

Responsibility:

Upper Valley Trails Alliance, Town Forest Steering Committee/ Conservation Commission

Parks and Recreation Department

Partners Involved:

UVMBA, GMC, UVLT, etc.

Planning Required:



Toolkit Resources

Volunteer Development and Recruitment Toolkit



Vermont Town Forest

Recreation Planning

Improve Maps of the Forest

Key Attribute #:

2.e

Need #:

2 7

Estimated Cost:

\$-\$\$

Timing:

Medium-Term

Although maps of the forest and its trails do exist, it is important keep these maps up to date and readily available. After the existing trail conditions assessment and review, the forest maps should be redone to show all sanctioned trails in the forest.

The maps should be available both online and in print. Hard copy maps should be available at the Town Hall, libraries, in local businesses and recreation facilities. Links and/or QR codes to the online map should be posted at trailhead kiosks as well.

The map should communicate town ownership and/or Conservation Commission management of the forest.

Responsibility:

Town Forest
Steering
Committee/
Conservation
Commission

Partners Involved:

UVTA, Trails
Collaborative

Planning Required:

GIS and Map
Design

Toolkit Resources

Mapping and Promotion Toolkit



Vermont Town Forest

Recreation Planning

Formal Process for Proposing and Reviewing New Trails and Facilities

Key Attribute #:



Need #:



Estimated Cost:

\$

Timing:
Short-Term

By adopting a formal process for proposing and reviewing new trails and facilities, the Hartford Conservation Commission will ensure that the development of the forest proceeds in such a way that protects and balances the function of the forest and human uses.

In the past, forest users have constructed trails on the forest without the permission of the Hartford Conservation Commission. A formalized process will create a clear, straightforward mechanism for proposing trails that all the user groups have the same access to. The formal proposal process also provides transparency and objectivity in the management of the forest and ensures careful public decision based on the community's shared values for the land. The process can also give user groups a strong sense of whether a project is likely to get approved, and if not the necessary modifications in order to receive approval.

A project model proposal form and a committee review questionnaire are included in the Vermont Town Forest Recreation Planning Toolkit.

Responsibility:

Town Forest
Steering
Committee/
Conservation
Commission

Parks and
Recreation
Department

Partners Involved:

Hartford Trails
Collaborative

Planning Required:

Toolkit Resources

Model Proposal Process

Natural Resource Guidance Toolkit



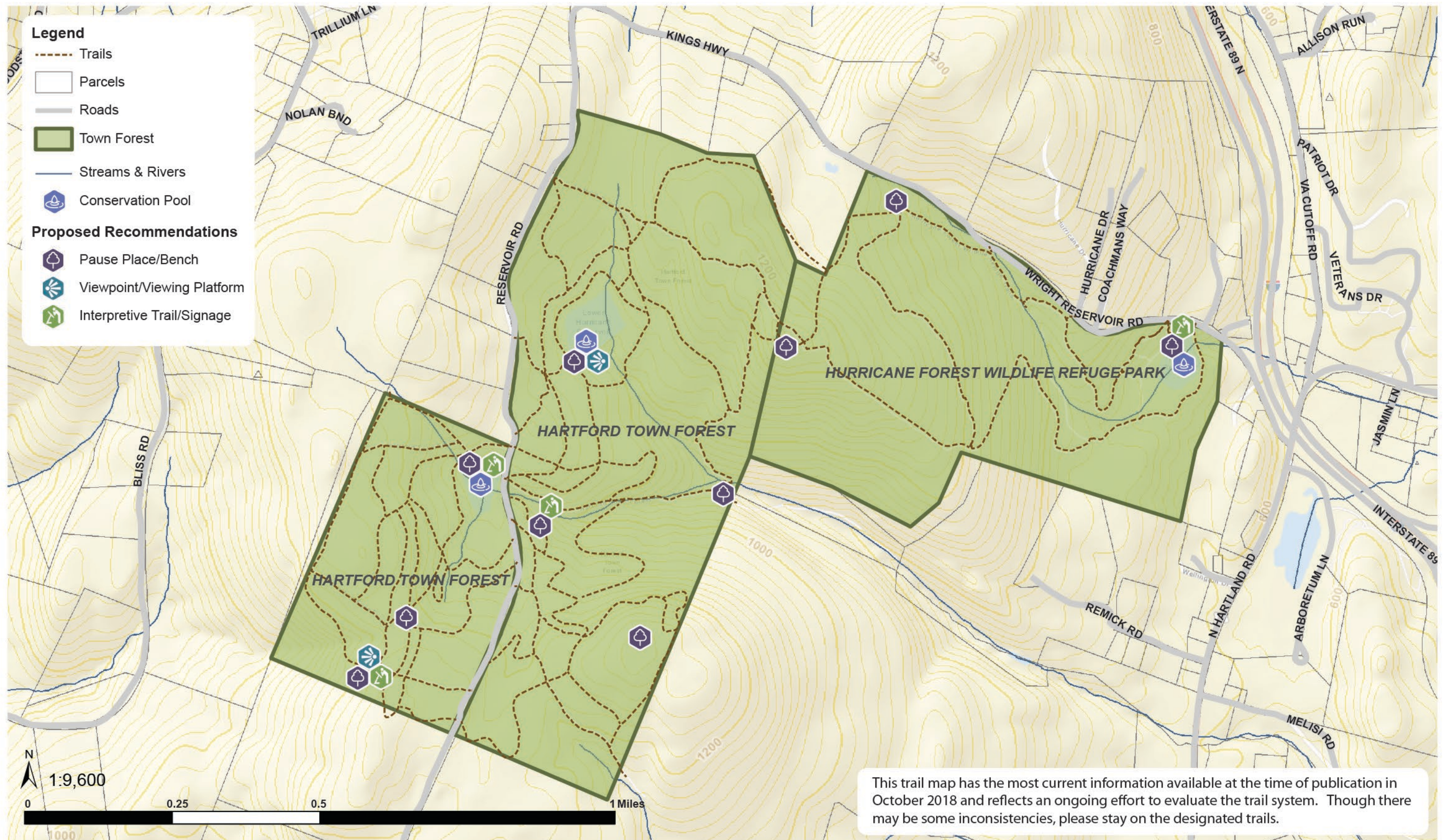
Vermont Town Forest

Recreation Planning

Action Plan Graphic

The following diagram shows conceptual locations for the high priority strategies with a spatial component. These locations are based on the community's pinpointing of strategies at the workshop, the natural resources of the forest, the facilitated forest walks, and the project team's understanding of the right spacing and locations for these strategies. The locations on this map are generalized and, in most cases, further planning and design will be necessary before construction.





Chapter 6: Implementation

Town Forest Recreation Planning Toolkit

The Vermont Town Forest Recreation Planning Toolkit has been developed in concert with this plan and the nine other town forest recreation plans currently underway through the overall US Forest Service grant. The intent behind the toolkit was to build up a replicable process and a set of tools that could be used for both the professionally-facilitated process with the first ten communities, of which Hartford is one, and for other towns to do their own recreation plans after this project has ended.

Perhaps more importantly for Hartford, the toolkit includes a number of guidance documents, designs, case studies, best practices, and standards the Town can use to implement strategies identified in this plan. The action plan table and detailed project pages identifies the most relevant toolkit resources for each strategy. In addition, the full list of toolkit resources is described below.

The toolkit is organized through six (6) specific “pods.” These include an existing conditions and assessment pod, a public engagement pod, a natural resource pod, a plan development pod, an implementation pod, and a stories pod. Each are described below.

The Vermont Town Forest Recreation Planning Toolkit is available on Urban and Community Forestry’s website at: <https://vtcommunityforestry.org/>



Vermont Town Forest

Recreation Planning

Existing Conditions Pod

The existing conditions and assessment pod provides a checklist to communities to identify background information and municipal plans that should be considered in developing their plan. This pod also includes trail counting forms and extrapolation sheets modified for Vermont from the National Bike and Pedestrian Documentation Project materials. Trail and facility assessment checklists are also included, so the baseline conditions of the town forest can be well understood. Information about available resources such as VT UCF and the county foresters are also provided. Instructions on how to use the VT Center for Geographic Information (VCGI) interactive map viewer to produce basic maps is also included in this pod.



Vermont Town Forest

Recreation Planning

Public Engagement Pod

The public engagement pod provides a series of promotional material templates, such as flyers and press releases, and public meeting materials, like informational boards and handouts, that communities can use to explore concepts and constraints with the public. Informational board templates provide opportunities to both present information and gather feedback through write in questions, dot exercises and similar interactions. Surveys and visioning materials that allow towns to identify their priorities for use of their forests are an integral part of this pod. Finally, guidance and best practices on how to facilitate steering committee and public meetings round out the range of materials available in this pod.



Vermont Town Forest

Recreation Planning

Natural Resources Pod

The natural resources pod, developed by Arrowwood Environmental includes guidance for using ANR's Natural Resource Atlas for general resource mapping, a process for inventorying natural resources in the forest, workshop and survey questions for natural resources, and a model process for proposing and evaluating new trails or facilities. Most importantly, the natural resources pod also includes the Natural Resources Guidebook and associated activities and resources matrix. The guidebook includes information and links to relevant regulatory documents and contact information at both the State and Federal level for each of the following natural resource areas: Vernal Pools, Deer Wintering Areas (DWA), Ledges/Cliffs/Talus, Mast Stands, Interior Forest, Significant Natural Communities, Wetlands, Rare, Threatened or Endangered Species, Floodplain Forests, Streams/Rivers, Early Succession Forests, and Lakes and Ponds. The guidebook also includes an activities matrix for each of these resources that provides compatibility, management information and recommended buffers for a range of activities and facilities, including: Hiking Trails, Biking Trails, X-C Ski Trails, ATV trails, Snowmobile Trails, New Access Roads, Structures/Buildings, Parking Lots, Forestry/Logging, Camping, Sugaring, and Extraction (gravel, sand).



Vermont Town Forest

Recreation Planning

Example Content from the Natural Resources Guidebook

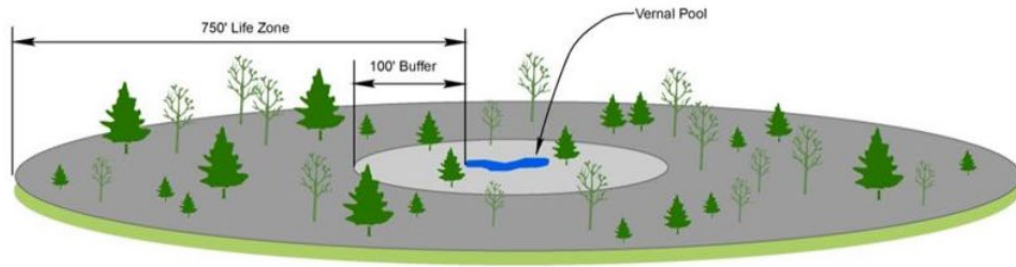


Figure 1. Vernal Pool management zones

Vernal Pool Management Matrix

Activity	Compatibility in Pool*	Compatibility in 100' Buffer*	Compatibility in 750' Buffer*	Comments (seasonal restrictions, buffers, mgmt.)
Hiking Trails	N	Y	Y	Avoid creating ruts or standing water
Biking Trails	N	Y	Y	Avoid creating ruts or standing water
Ski Trails	N	Y	Y	Avoid creating ruts or standing water
ATV trails	N	N	Y	Avoid trails through wet areas. Avoid creating ruts or standing water. Close trails during spring migration period.
Snowmobile Trails	N	Y	Y	Avoid trails through wet areas. Avoid creating ruts or standing water. Close trails during spring migration period.
New Access Roads	N	N	Y	Avoid roads through wet areas. Avoid creating ruts or standing water. Close roads during spring migration period.
Structures/Buildings	N	N	Y	See guidelines in text and links provided. Only appropriate if most of buffer remains forested.
Parking Lots	N	N	Y	See guidelines in text and link provided. Only appropriate if most of buffer remains forested. Runoff needs to be managed.
Forestry /Logging	N	N	Y	Some forestry activity compatible with vernal pools, see text and links provided.
Camping	N	N	Y	Camping may be compatible in larger buffer zone. See general guidelines in text.
Sugaring	N	Y	Y	Refer to forestry guidelines in text and links provided.
Extraction (gravel, sand)	N	N	N	Extraction can disrupt local hydrology and negatively impact nearby pool. See development guideline in text and links provided.

* In many cases, an activity is deemed compatible only if the management recommendations listed in the comments, text and links provided are adhered to.



Vermont Town Forest

Recreation Planning

Plan Development Pod

The plan development pod can help facilitate the development of a Town Forest Recreation Plan by other interested communities, or update this existing recreation plan. The pod includes templates and guidance on crafting a vision statement for a town forest as well as case studies of each of the 10 selected communities and their plans highlighting the process they undertook. The plan development pod also includes a recreational improvements strategy database that allows communities to search sample implementation actions based on resources, topics or activities. This database includes all strategies contained in the 10 established plans, and their relative cost. Template action plan tables and bubble diagram map guidance is also included.



Vermont Town Forest

Recreation Planning

Implementation Pod

The implementation pod contains a number of tools to aid in implementation of this plan. In addition to a list of available grant, funding and support resources relevant to town forests, the pod also includes grant writing best practices to help make sure you get the necessary funds to move forward. Design guidance and standards for building sustainable trails and facilities for a wide range of user types is also provided. Guidance on acquiring additional lands or easements is also included. Volunteer designs, materials lists, and construction instructions are also provided in this pod.



Vermont Town Forest

Recreation Planning

Town Forest Story Pod

The town forest story pod includes personal narratives and how-to webinars from participants in the 10 town forest process on what it actually takes to be a volunteer managing a town forest in your community. The stories share tips, tricks, and pitfalls to help keep you on course, as told by others in the same role!



Vermont Town Forest

Recreation Planning

Grants and Funding Sources

For most of the strategies and projects in this plan, moving them forward will require financial resources. Luckily, Hartford and the town budget do not have to go after it alone. There are many grants and alternative funding sources that can help provide the necessary funding. Perhaps the best approach to move a project forward is to select a project with strong community support, secure grant funding, and leverage local resources and volunteers.

The description of each grant below suggests the types of projects the grant funds, the required match from the town if necessary, and a link for more information. Some grants have been identified in the Implementation Matrix using their respective abbreviation.

Federal and State Grants and Programs

Land and Water Conservation Fund State and Local Assistance Program (LWCF)

The Land and Water Conservation Fund (LWCF) state assistance program provides matching grants to help local communities enhance the outdoor recreation resources on public land. LWCF funding has benefited nearly every county in America, supporting over 40,000 projects. The grants create parks and open spaces, protect wilderness and forests, and provide outdoor recreation opportunities. Eligible projects are acquisition of land for parks and public outdoor recreation or development and/or renovation of existing facilities for outdoor recreation. This 50:50 matching program is the primary federal investment tool to ensure that families have easy access to public, open spaces. In Vermont, LWCF is administered by Vermont Department of Forests, Parks & Recreation.

<http://fpr.vermont.gov/recreation/grants/lwcf>

Surface Transportation Block Grant Program (STBG)

The State Surface Transportation Program (STP) is the main program of Federal Transportation Funds, managed by VTrans, for transportation improvements on state highways. Possible projects include recreational trails, pedestrian and biking enhancements, sidewalks, and signed routes.

<https://www.fhwa.dot.gov/specialfunding/stp/>

USDA Rural Development Loan and Grant Assistance (RD)

USDA Rural Development (RD) forges partnerships with rural communities (defined as towns and villages with less than 20,000 inhabitants), funding projects that bring housing, community facilities (including trails and active transportation facilities), business guarantees, utilities and other services to rural America. This program provides funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community. Relevant to this plan, possible projects include transportation facilities, parks, and community gardens



Vermont Town Forest

Recreation Planning

<http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

National Park Service Rivers, Trails, and Conservation Assistance Program (RTC)

The National Park Service Rivers, Trails, and Conservation Assistance (RTC) program supports community-led natural resource conservation and outdoor recreation projects across the nation. Their national network of conservation and recreation planning professionals can partner with community groups, nonprofits, tribes, and state and local governments to design trails and parks, conserve and improve access to rivers, protect special places, and create recreation opportunities. Current projects include trail rehabilitation, interpretive trails, connector trails, trail master plans, trails collaboratives, and rail trail connectors. No monetary grants are made.

<https://www.nps.gov/orgs/rtca/index.htm>

Federal Highway Administration Recreational Trails Program (RTP)

The Recreational Trails Program (RTP) provides funds to communities for development and maintaining recreational trail projects. Grants are awarded to well-planned projects that help to develop, protect, and maintain trails and trail systems that improve connections in the community, livability, user-ability, and are maintained for public recreational use. RTP funds support a wide range of trail activities including hiking, mountain biking, walking, running, cross-country and backcountry skiing, nature-based interpretive trail use, equestrian, snowmobiling, and off-road motorized recreation. Funds can be used for the following types of projects: construction of new trails or trail connections; construction of new trailhead areas/parking facilities; construction of trailside facilities; maintenance, renovation, or restoration of trails; improvements to signage or trail structures along the trail; assessments of existing trail conditions for accessibility and improvements; equipment; and trail-related educational projects (i.e., information about trail safety, appropriate trail use, environmental protection, etc.). The program is administered by the Vermont Department of Forests, Parks and Recreation in the Agency of Natural Resources, in cooperation with the Vermont Agency of Transportation.

<http://fpr.vermont.gov/recreation/grants/rtp>

Transportation Alternatives Program (TAP)

The Transportation Alternatives Program (TAP) is a grant program administered by Vermont Agency of Transportation that provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, sidewalks, and bicycle infrastructure. These funds will cover a maximum of 80% of the project with the remaining portions most likely coming from the project-sponsoring organization or town. The FY 2019 funds are reserved for environmental mitigation projects.

<http://vtrans.vermont.gov/highway/local-projects/transport-alt>



Vermont Town Forest

Recreation Planning

VTrans Bicycle and Pedestrian Program (BPP)

The Vermont Bicycle and Pedestrian Program (BPP) provides funds managed by VTrans for scoping, design, and construction of bike and pedestrian facilities, sidewalks, shared-use paths, and bike lanes. A local match is required but varies based on the type of project.

<http://vtrans.vermont.gov/highway/local-projects/bike-ped>

Vermont Community Development Program (VCDP)

The Vermont Community Development Program provides Community Development Block Grants (CDBG) to all Vermont towns and cities, aside from Burlington. The grant provides financial and technical assistance to identify address local needs in housing, economic development, public facilities, public services, and handicapped accessibility modifications. The four types of grants are Accessibility Modification Grants (AM), Implementation Grants (IG), Planning Grants (PG), Scattered Site Grants (SS). These grants must primarily benefit persons of low and moderate incomes.

http://accd.vermont.gov/strong_communities/opportunities/funding/vcdp

State Grants and Programs

Vermont Community and Urban Forestry Council Grants (Caring for Canopies Grants, CCG)

These Caring for Canopies Grants (CCG) are awarded to municipalities to aid in taking the necessary actions to developing and sustaining a community-wide tree program, including tree plantings, inventories, maintenance, and planning. There are two grant categories, Caring for the Canopy and Canopy Mini. Caring for Canopy is for projects that help move a community's tree management program towards a sustained level while Canopy Mini is for smaller projects to help move a tree management program forward. The grants range in size from \$500 to \$5,000 and require a 50% match.

<https://vtcommunityforestry.org/programs-0/financial-assistance/caring-canopy-grants>

Municipal Planning Grant Program (MPG)

The Municipal Planning Grants (MPG) are Vermont State grants for a wide range of municipal planning projects including land use plans, zoning and subdivision bylaws, trail networks and walking and biking improvements, resiliency planning, economic plans, and village and neighborhood planning. The range of the grants is from \$2,500 to \$20,000 with a required 10% match.

<http://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant>



Vermont Town Forest

Recreation Planning

Recreational Facilities Grants Program (RFG)

The Recreational Facilities Grants (RFG) program provides matching state grants for capital costs associated with the development and creation of community recreational opportunities. This program provides last gap funding for shovel ready projects and does not support any ongoing fundraising initiatives. The program requires a 100% match and awards are capped at \$25,000.

<https://bgs.vermont.gov/commissioner/building-communities-grants>

ANR Ecosystem Restoration Grant Program (ERG)

The ANR Ecosystem Restoration grant program gives grants for design and construction projects that target nonpoint sources of pollution that cause or contribute to the state's surface waters.

<http://dec.vermont.gov/watershed/cwi/grants#Ecosystem%20Restoration>

Northern Border Regional Commission Grants (NBRCG)

The Northern Border Regional Commission invests in community and economic development projects in economically distressed counties in Vermont, Maine, New Hampshire, New York. In Vermont, the eligible counties are Essex, Orleans, Caledonia, Lamoille, Franklin, and Grand Isle. Projects must focus on the following program areas: transportation infrastructure, basic public infrastructure, telecommunications infrastructure, workforce develop, entrepreneurship and business and technology development, resources and open space conservation, recreation and tourism, and renewable and alternative energy.

<http://accd.vermont.gov/economic-development/funding-incentives/Northern-Boarder-Regional-Commission>

VOREC Community Grant Program

The Vermont Outdoor Recreation Collaborative (VOREC) is launching a community grant program for outdoor recreation in Vermont municipalities. The grant is designed to help communities leverage their local outdoor recreation assets and applying communities must have completed some prior planning or mapping of outdoor recreation assets, have identified outdoor recreation as a component of their local economy through previous plans, and have a dedicated staff and/or volunteers to ensure long-term success of the project. The funds can be used for consultants, small scale outdoor recreation infrastructure improvements, materials or equipment to support outdoor recreation programs, marketing relating expenses, community based outdoor recreation planning, and securing public access through acquisition of land, easements, or rights-of-way. Communities are also responsible for making products and deliverables that could be adapted and reproduced by other communities in the state. The program is administered by FPR in partnership with ACCD and VOREC and offers grants between \$10,000 and \$100,000.

https://fpr.vermont.gov/VOREC_Community_Grant



Vermont Town Forest

Recreation Planning

State Organizations

Vermont Community Foundation – General Grants (VCF)

A variety of grants are available to support projects to improve environmental sustainability, cultural heritage, social justice, historic preservation, and vitality of Vermont communities. The different types of grants offered include: Place-Based Grants, Arts Endowment Fund, Special and Urgent Needs, and Nonprofit Capacity Building (see below). Each place-based grant is only available to a specific region of the state. For information about which grants are available for your community, please see the website below.

<http://www.vermontcf.org/Nonprofits/AvailableGrants.aspx>

Vermont Community Foundation – Nonprofit Capacity Building (NPCB)

The Nonprofit Capacity Building program is small grants to support the cost of consultants to facilitate discussions related to strategic planning, financial sustainability funding, or facilitating a merger. These grants are meant to supplement other funding. This grant is available to both nonprofits and municipalities.

<https://www.vermontcf.org/NonprofitsGrants/AvailableGrants/NonprofitCapacityBuilding.aspx>

VHCB Local Conservation Projects (VHCP)

The Vermont Housing and Conservation Board provides funding to conserve natural areas, recreation lands, and historic properties. For public outdoor recreation projects, VHCB provides loans to enable the project to leverage other funds or grants in cases where local efforts to obtain sources of funding have been exhausted. The available funds vary based on whether the parcel has statewide significance. For conserving locally-significant land, other sources must provide 1/3 of the project funding. VHCB also provides funding for feasibility analysis, project-specific capacity (i.e., engineering work, historic preservation analysis, and hazardous materials analysis).

<https://vhcb.org/our-programs/conservation/apply-for-funding>

Lintilhac Foundation (LF)

The foundation's central purpose is to support organizations that are making sustainable, positive change for Vermont's environment and its people. Grants are available in three core giving areas, water quality, energy, and conservation. The conservation giving is primarily to backcountry recreational access to lands and integrative land use planning.

<http://www.lintilhacfoundation.org/application-guidelines/>



Vermont Town Forest

Recreation Planning

Vermont Arts Council Animating Infrastructure Grant (AIG)

The Animating Infrastructure Grant (AIG) funds projects that integrate public art into existing or proposed infrastructure improvements, which could include buildings, recreational paths, parks, bridges, small-scale renewable energy projects, and water treatment facilities.

<http://www.vermontartscouncil.org/grants-and-services/organizations/animating-infrastructure>

Ben & Jerry's Foundation (BJF)

The Ben & Jerry's Foundation funds multiple grants programs to help communities in Vermont. The Vermont Economic Justice Program gives grants to non-profits working to address the economic, social, and environmental impacts of poverty. The Vermont Community Action Team Grant is a small grant awarded to non-profits, schools, and municipalities. The Community Action Teams provide general or project support. The CATs fund the following types of community programs: social services organizations, cultural, recreational, arts programs, and community celebrations.

<https://benandjerrysfoundation.org/vermont-grant-programs.html>

National Organizations

PeopleforBikes Community Fund (PBCG)

The PeopleforBikes Community Grant Program (PBCG) provides funding for important and influential projects that build momentum for bicycling in communities across the U.S. These projects include bike paths and rail trails, as well as mountain bike trails, bike parks, and large-scale bicycle advocacy initiatives. PeopleforBikes will fund engineering and design work, construction costs, and reasonable volunteer support costs. The maximum grant award is \$10,000 and the grant cannot make up more than 50% of the total project budget.

<http://www.peopleforbikes.org/pages/community-grants>

Robert Wood Johnson Foundation Grants (RWJF)

The Robert Wood Johnson Foundation (RWJF) provides grant funds to improve the health and health care of all Americans. For town forest projects, RWJF awards grants for projects creating healthier communities. This funding has gone towards walking and bicycling facilities and upgrading underutilized green space.

<https://www.rwjf.org/en/how-we-work/grants-and-grant-programs.html>



Vermont Town Forest

Recreation Planning

Trails Connecting People with Nature: A program of the Sierra Club's Nearby Nature Initiative (TCPN)

Trails Connecting People with Nature is a Sierra Club initiative that works to ensure that access to the outdoors is increasingly equitable and available to all communities. The Sierra Club Foundation awards one year trail grants ranging from \$5,000 to \$20,000 towards trail creation or maintenance projects that engage new leaders and provide opportunities for communities to connect with nature.

<https://content.sierraclub.org/ourwildamerica/nearby-nature>

How Hartford Intends on Using this Plan

In 2002, the Hartford Selectboard approved and adopted the first Recreation Management Plan for the Town Forest. Since that plan was adopted, there have been significant changes in the Town Forest including the drawdown of the two former water supply reservoirs and increased mountain biking in the Town Forest, resulting in a proliferation of new trails. Participation in this planning grant presented an opportunity to access recreation and environmental professionals to address current and projected future recreational use and its impact on the Town Forest. An additional grant funded a contract with the Upper Valley Trails Alliance to evaluate the condition of all trails in the Town Forest. The mountain bike community and Conservation Commission can now work together to ensure improved management and sustainable trails in the town forest into the future.

This planning process has incorporated community input through public forums and an on-line survey into the overall management and recreational use of the Town Forest which has not been done since 2002. The next step is to study both this report and the 2002 Recreation Management Plan to ensure that the two plans are adequately correlated into a comprehensive strategy. This will be a major focus of the work of the Conservation Commission and the Town Forest Steering Committee in 2019. The Plan also provides a toolkit and other resources that will be utilized to manage this important community resource and balance recreation with natural resources. The toolkit together with the existing Forest Management Plan, Wildlife Habitat Assessment, Bird Habitat Assessment and Amphibian Inventory will help guide the delicate balance. The project also noted ways in which the Hartford Parks and Recreation Department and the Conservation Commission can work together to improve management of the Town Forest.





AGENDA MEMORANDUM
October 19, 2021
Town Selectboard Meeting Item: 5c
Submitted by: Tracy Yarlott-Davis, Town Manager

Subject: Final Adoption of the Parking Ordinance

Background:

On August 24, 2021, the Selectboard voted to approve the language set forth in the attached ordinance as written and move forward with the ordinance adoption process. A copy of the proposed ordinance is attached.

Discussion:

In order to adopt the ordinance, the following took place after the meeting:

- The ordinance was entered into Selectboard minutes for the August 24, 2021 meeting.
- Copies of the ordinance were posted in five conspicuous places in town including Town Hall, West Hartford Library, Hartford Library, Bugbee Senior Center, Hartford Police Department, Hartford Fire Department, and Hartford Public Works.
- The proposed ordinance was published in the Valley News on September 7, 2021.

Voters were eligible to petition the ordinance within forty-four days of the adoption, which was October 7th, 2021. There were no petitions received by the Town on or prior to that date.

Therefore, the Ordinance will become effective on October 23, 2021. The Selectboard must sign the Ordinance recording on or after this date.

Recommended Motion:

That the Selectboard members sign the Ordinance recording page on October 26, 2021 during the special budget meeting.

AMENDMENT TO TOWN OF HARTFORD
MUNICIPAL CODE CHAPTER 220

Article III, Specific Parking and Traffic Restrictions

§ 220-13 Town of Hartford

C. Municipal parking lots.

- 1) In municipal parking areas not otherwise controlled by hourly-limited parking, no vehicle shall remain parked in the same parking space for a period of more than seven (7) days.***
- 2) No unregistered or otherwise abandoned vehicles shall be allowed to be parked in any municipal parking areas.***
- 3) Camping or overnight sleeping is not permitted in municipal parking areas.***
- 4) Vehicles parked in violation of these restrictions shall be towed at the vehicle owner's expense.***

D. Wilder Park and Ride.

- 1) No vehicles shall be parked at the Wilder Park and Ride longer than seven (7) days.***
- 2) The Park and Ride facility shall not be utilized as a base of operations for any commercial business such as taxi or rideshare operation, or otherwise used for commercial purposes or enterprise.***
- 3) Camping or overnight sleeping is not permitted in the Park and Ride facility.***
- 4) No unregistered or otherwise abandoned vehicles shall be allowed to be parked in the Park and Ride facility.***
- 5) Vehicles parked in violation of these restrictions shall be towed at the vehicle owner's expense.***

E. Reserved Parking for the Recharging of Electric Vehicles

- 1) For the purpose of this chapter, Electric Vehicle is defined as any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. "Electric vehicle" includes a battery electric vehicle or a plug-in hybrid electric vehicle (PHEV).***

- 2) *Any parking space designated by the Town, and identified by appropriate signage, for the recharging of an Electric Vehicle shall be reserved exclusively for the use of Electric Vehicles. Parking of non-Electric Vehicles is prohibited in those designated spaces.*
- 3) *No person shall park or leave standing a vehicle in a marked space designated for the recharging of electric vehicles unless the vehicle is connected to the supplied power source for electric charging purposes.*
- 4) *Vehicles parked in violation of these restrictions shall be towed at the vehicle owner's expense.*

§ 220-16 **White River Junction**

- D. One-way traffic. The traffic on the following sections of the Town highway system in the Town of Hartford, Village of White River Junction, shall be in the following directions only: on North Main Street from its intersection with Currier Street to its intersection with South Main Street in an easterly direction; thence on South Main Street to its intersection with Gates Street in a southerly direction; thence on Gates Street to its intersection with Currier Street in a westerly direction; and thence on Currier Street to its intersection with North Main Street in a northerly direction. *On Gates Street from its intersection with Fairview Terrace to its intersection with Maplewood Terrace in an easterly direction.*



AGENDA MEMORANDUM

October 19, 2021

Town Selectboard Meeting Item: 5d

Submitted by: Tracy Yarlott-Davis, Town Manager

Subject: Proposed Future Town Ordinances

Background:

The Selectboard must vote to continue to consider two proposed ordinances. This includes incurring the staff time and costs to continue the process outlined below.

Discussion:

In recent months, the Selectboard has heard comments on two proposed ordinances: sign regulations for both public and private property and discharging firearms in areas where there are residences.

In order to bring a proposed ordinance to the Selectboard, staff will need to obtain a legal opinion on if the Town is authorized by the Vermont Legislature to adopt ordinances on these topics. The Vermont League of Cities and Towns states that:

Vermont is a Dillon's Rule state, meaning municipalities receive all of their legal authority from the Vermont Legislature. Under Dillon's Rule, so named after Judge John F. Dillon, the chief justice of the Iowa Supreme Court who developed this famous rule in 1868, local governments have three sources of power: 1) those granted in express words; 2) those necessarily or fairly implied in or incident to the powers expressly granted; and 3) those essential to the declared objects and purposes of the corporation. Therefore, if a municipality wants to exercise authority beyond what is already granted by state law, it must obtain permission from the Legislature. The Legislature can grant municipalities new legal authority by either expanding current law, creating new authority, or approving a municipal governance charter. This is opposed to Home Rule states whose state constitutions grant municipalities the authority to govern themselves as they see fit so long as they obey state and federal laws.

If we can move forward, we'll also need to use staff time to produce the initial drafts of the proposed ordinances which will then need to engage legal counsel again to provide feedback and assistance in ensuring that the ordinances are complete, accurate, and legally sound.

Once that is complete, staff will bring for the ordinances to the Selectboard in a public meeting where the Board can vote to adopt the ordinance. At that time, the Town must post the ordinances in five conspicuous places in Town and publish the text (or a summary) of the proposed ordinance in the newspaper no more than 14 days follow the date of its adoption.

During the next forty-four days, voters may submit a petition to either warn a special town meeting to bring the ordinances to a vote or include an article in the town meeting warning.

Direct costs for each ordinance will depend on the legal costs but we can estimate that the total will include the \$300 fee for the newspaper posting and likely at least \$500 in legal costs. If there is a petition, we must consider if that will require a special town meeting to vote on the ordinance. In addition, we can expect that this will take staff time to draft, review, and edit.

Recommended Language for a Motion:

The Selectboard directs the Town Manager to continue the process for drafting proposed ordinances addressing sign regulations for both public and private property and discharging firearms in areas where there are residences.



HCOREI



Policy Recommendations

Hartford Committee On Racial Equity & Inclusion



HCOREI



Finding:

The Town policies are currently difficult to access and are not searchable.

Recommendation:

In order to promote transparency and accessibility of Town ordinances and policies, the Hartford Committee on Racial Equity & Inclusion (HCOREI) recommends that the Selectboard direct the Town Manager to adopt the following actions around policy management.

- Create a "Policy on Policies".
- Compile a complete list of existing policies for all departments.
- Adopt a digital policy storage system that improves usability and meets accessibility requirements.



HCOREI



Policy on Policies:

A single policy that determines how Town policies are

- created
- edited
- reviewed
- approved
- revised
- maintained
- implemented
- enforced
- communicated

... to employees and community members.

This is the foundation for developing a consistent process around how policies come into being and are applied to the community as a whole.



HCOREI



Ex.

Town of Hartford Social Media Policy*:

<https://www.hartford-vt.org/documentcenter/view/2782>

** Has this policy been distributed to all the employees to whom it applies?
To whom does it apply?*



HCOREI



Page | 1

SOCIAL MEDIA POLICY

POLICY STATEMENT

To set forth guidelines for the Town of Hartford personnel; allowing them to distinguish between acceptable and unacceptable posting of information on a town operated "social media" platform.

EXCERPT

Before any information can be shared or posted, you must obtain approval from the Department Head or Town Manager.

Have Fun with it! This is a great way to allow us to get our message out the way we want to. If we use this appropriately, it will allow us to build relationships with community members. However, it can also hurt our department if used inappropriately. Remember: "people will tell 2 people good things and 10 people bad things."

Always follow department protocols while using twitter. Make sure to check with the Department Heads, Supervisors or the Town Manager prior to sending out any information.



HCOREI



Complete List of Policies:

At minimum, this is a publicly accessible document containing a list of of all known local policies and ordinances that employees of any and every department the Town of Hartford are expected to follow.*

Initially, this can simply be a complete list of policy names/titles.

** not necessarily State or Federal policies which also apply to the Town; nice to have*



HCOREI



Ex.

Hartford School District's policy page:

<https://www.hsdvt.com/policies>



HCOREI



[Central Office](#) [Why Hartford](#) [Schools](#) [School Board](#) [Contact Us](#)

Hartford School District Policies

[Policy Table of Contents](#)

Section 1 – [Ends Policies](#)

- [Ends Monitoring Report - Kindergarten - Grade 5 and HACTC](#)
- [Ends Monitoring Report - Grades 6-12](#)

Section 2 – Executive Limitations

- [EL 1 Global Executive Constraint](#)
- [EL 2 Relationship with Students, Parents and Community](#) *[Monitoring Report]*
- [EL 3 Relationship with Staff](#) *[Monitoring Report]*
- [EL 4 Financial Condition and Activities](#) *[Monitoring Report]*
- [EL 5 Financial Planning and Budgeting](#) *[Monitoring Report]*
- [EL 6 Emergency CEO Succession](#) *Monitoring Report*
- [EL 7 Asset Protection](#) *[Monitoring Report]*
- [EL 8 Compensation and Benefits](#) *[Monitoring Report]*
- [EL 9 Communication and Support to the Board](#)
- [EL 10 Race and Equity](#)

Section 3 – Board – Management Delegation

- [B/SR 1 Global Governance-Management Connection](#)
- [B/SR 2 Unity of Control](#)
- [B/SR 3 Accountability of the Superintendent](#)
- [B/SR 4 Delegation to the Superintendent](#) *[Monitoring Report]*
- [B/SR 5 Monitoring Superintendent Performance](#) *[Monitoring Report]*

Section 4 – Governance Process

- [GP 1 Global Governance Commitment](#)



HCOREI



Ex.

Middlebury, Vermont's ordinance page:

http://www.townofmiddlebury.org/document_center/index.php#revize_document_center_rz2696



TOWN OF MIDDLEBURY

Vermont

Home

search

Q

Home Government For Residents Town Notices Community

- Alcohol Consumption on Town Property
- Bicycles and Other Rideable Devices - Safe Operation of
- Commercial Activity on Town Property
- Junk & Junk Vehicles - Outdoor Storage of
- Noise - Regulation of
- Open Fires & Incinerators (Burn Permits)

Home > For Residents > Town Ordinances

Town Ordinances

Print This E-mail This

At left is a list of the mostly frequently requested Town of Middlebury Ordinances. A complete list of Ordinances can be found in the [Resource Library](#) on the right side of the main page of the website.

Listers Office

Middlebury Town Charter

Ordinances

- Alcohol on Town Property
- Battell and Means Woods - Protection of Trees and Plants
- Bicycles and Other Rideable Devices
- Collection and Disposal of Solid Waste
- Commercial Activity on Town Property
- Discharge of Firearms



HCOREI



System for Digital Policy Storage and Publication:

There are many document/content management systems available and we know of at least one Vermont town that is using a system specifically designed for the publication of municipal codes and ordinances.

Ex.
Municode (by CivicPlus)

CivicPlus® Acquires Municode

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MEETING MANAGEMENT

WEBSITE DESIGN

POLICIES & PROCEDURES SOFTWARE

SELF-PUBLISHING SOFTWARE

DOCUMENT ARCHIVAL TOOL

CODIFICATION SERVICES



HCOREI



Ex.

Springfield, Vermont's ordinance publication & search:

https://library.municode.com/vt/springfield/codes/code_of_ordinances



HCOREI



Code of Ordinances

VERSION: APR 8, 2020 (CURRENT)

CODE OF ORDINANCES TOWN OF SPRINGFIELD, VERMONT

Amended

PART I - CHARTER

CHARTER COMPARATIVE TABLE

Chapter 1 - GENERAL PROVISIONS

Chapter 2 - ADMINISTRATION

Amended

Chapter 4 - ALCOHOLIC BEVERAGES

Chapter 6 - ANIMALS

Chapter 8 - BUILDINGS AND BUILDING REGULATIONS

Chapter 10 - CEMETERIES

Chapter 12 - HEALTH, SANITATION, NUISANCES

Chapter 14 - LICENSES AND BUSINESS REGULATIONS

Chapter 16 - PERSONNEL

Chapter 18 - PROTECTIVE SERVICES

Chapter 20 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

Chapter 22 - SUBDIVISIONS

Chapter 24 - TRAFFIC AND VEHICLES

Chapter 26 - UTILITIES

Chapter 28 - VEHICLES FOR HIRE

Code of Ordinances

OC,Revision
Online content updated on April 8, 2020
CODE OF ORDINANCES Town of SPRINGFIELD, VERMONT Codified through Ordinance No. 000, enacted Mmmm DD, YYYY. (Oc, Rev.)

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

NOTICE OF ADOPTION OF ORDINANCE

O-2020-1

The Town of Springfield Selectboard adopted Ordinance No. O-2020-1, classified as a minor amendment, to codify existing ordinances, at a regularly scheduled meeting on April 27, 2020. Other than codifying and digitizing existing ordinances from 1995 to September 23, 2019, gender neutrality throughout the code was implemented, the Municipal Code updates formatting, terminology and compliance with state laws as well as correcting annotations without making material changes in any lawful ordinance, purpose or intent. A copy of the newly adopted Town of Springfield Code of Ordinances may be viewed at <https://springfieldvt.govoffice2.com/> or requested at the Town Office at 96 Main Street between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Questions concerning the ordinance may be addressed to Walter E. Martone, Chair of the Selectboard at 96 Main Street, Springfield, VT 05156. A full text of adopted Ordinance No. O-2020-1 can be found on the Town of Springfield's Municipal Website <http://www.springfieldvt.govoffice2.com>. Ordinance No. O-2020-1 will become effective on June 27, 2020 unless a Petition In Opposition containing the signatures of five percent of the legal voters of the Town of Springfield is filed with the Town Clerk by 4:30 p.m. on June 10, 2020.

Springfield Selectboard

Adopted Ordinances Not Yet Codified

The listing below includes all legislation received by Municipal Code since the last update (printed or electronic) to the Code of Ordinances. This legislation has been enacted, but has not yet been codified.

Ordinance No. O-2020-3	
Adopted 9/28/20	



HCOREI



Design Process - Iteration:

The idea system may require multiple cycles of planning, implementation, rollout and community feedback.

With the help of the **Public Information Officer** managing this process, Hartford will be able to continuously improve access to policy information on an annual basis.

This investment will ultimately increase the impact and value of the services that the Town provides to its residents by giving them an active view into the tools that govern and manage those services.

It's like opening up the kitchen so that restaurant diners can see what's going into their meal.



HCOREI



Questions?





AGENDA MEMORANDUM

October 19, 2021

Town Selectboard Meeting Item: 5f

Submitted by: Tracy Yarlott-Davis, Town Manager

Subject: Review of the Charge of the Hartford Ad-Hoc Committee on Emergency Shelter

Background:

The committee was formed on December 15, 2020 and finalized their initial charge on December 29, 2020. The charge was amended on February 23, 2021.

Discussion:

In order to facilitate discussion about the committee, there are two documents attached to this memo:

1. The current charge of the committee which was amended on February 23, 2021.
2. The Selectboard meeting minutes from December 15, 2020 when the committee was formed.

Hartford Ad-Hoc Committee on Emergency Shelter

Ratified on December 29th, 2020, Amended February 23rd, 2021

Term:

The term of this Committee shall end upon completion of the charge; not later than March 1st, 2022.

Constitution:

This advisory committee will be constituted by the Town Manager, up to one member of staff, one Selectboard Member and no more than seven individuals with expertise regarding the subject matter. Each member shall have equal weight in discussion and voting.

Charge:

- To investigate the regulatory obstacles to the creation of portable micro-dwellings to provide shelter for people experiencing homelessness
- To submit recommendations to the Selectboard regarding the creation and governance of a permitted encampment to allow unsheltered individuals to dwell legally and safely during the Spring, Summer, Fall and Winter seasons.

In order to conform with the open meeting laws, committee meetings will be warned, recorded and open to the public.



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, December 15, 2020
6:00pm Hartford Town Hall
171 Bridge Street, White River Junction, VT 05001

**This meeting was conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

Present via Zoom: Simon Dennis, Selectboard Vice Chair; Alicia Barrow, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member; Rachel Edens, Selectboard Member.

Note: Alicia Barrows joined the meeting at 6:30 PM

Present at Town Hall: Dan Fraser, Selectboard Chair; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant

Read by Selectboard Chair, Dan Fraser:

As Chair of the Town of Hartford Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically. In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:

- a) Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by <https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=810) – 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.
- b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the “Agendas and Minutes.”]
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.
- d) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law. Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.

CATV LINK:

<http://catv.cablecast.tv/CablecastPublicSite/show/13489?channel=1>

- I. Call to Order the Selectboard Meeting:** Dan Fraser, Selectboard Chair called the meeting to order at 6:01PM.
- II. Pledge of Allegiance** was recited

III. Local Liquor Control Board: Selectboard Chair, Dan Fraser recessed the Selectboard meeting and opened the Local Liquor Control Board.

- a. Summit Stores LLC, Rt. 4, Exit 1 off I89, Quechee, VT 05059
(Second Class)

Selectboard Vice Chair, Simon Dennis made the motion to approve Summit Stores LLC, Rt. 4, Exit 1 off I89, Quechee, VT 05059 for a Second Class Liquor. Selectboard Member, Emma Behrens seconded the motion. 4 voted yes, 1 abstained (Fraser) and 1 recused (Souza). The motion passed.

Selectboard Chair closed the Local Liquor Control Board and reopened the Selectboard Meeting at 6:05 PM.

IV. Order of Agenda: Item 4.b. will be tabled until the 29th Meeting.

V. Selectboard

1. Public, Selectboard Comments and Announcements

Selectboard Chair, Dan Fraser reviewed Selectboard Ordinances.

Mr. Fraser also urged citizens seeking accurate information to contact Town Hall or the Selectboard or the Town Website and Town Facebook page. Not everything posted on other sites on-line is correct.

Mr. Fraser commented on Fairview Terrace/Gates Street item. At this point there are no funds available and this project to move forward is at least four years away so this will not be on an agenda in the near future.

Citizen Comments: Marcy Bartlett from Wilder called to thank the Police Department canine, Dozer, for do a great job at a drug bust in town. Great community policing. Ms. Bartlett also is concerned about the consumption of marijuana in town that has tripled.

Lannie Collins from Hartford called to correct his question from the previous Selectboard meeting. He asked the minutes from the 1st be corrected.

Mr. Collins is also concerned about the Selectboard rules and where on the web site he could find them. He also said he didn't think the Selectboard meeting on the 7th was warned and asked to have the warning information sent to him.

Mike Morris, from Hartford has a suggestion for the Gate ST/Fairview Terrace. There is no longer a reason to have the road closed. There are no safety issues now, they don't exist. Just pick up the barriers and open it up He asked for the Board to please consider this.

Ally Tufenkjian from Hartford asked the Board to reconsider letting non residents speak. Their perspective is important.

Sherry West from White River called in with a suggestion. Having a special meeting involving the Town Moderator. That way everyone can speak. Possible to do it like we did with the WHO or arrangements to keep social distancing. Secondly, that the Board do not put the spending on the line item in the budget for

housing for the homeless. This should go before the voters. There are many services in town so the town government does not become a social service agency as a town.

Selectboard Comments:

Kim Souza asked to have times reflected on the Agenda for the individual items.

Simon Dennis followed up on the comments of Marcy Bartlett and the Police Department. He has recently had the opportunity to speak with persons of the homeless community and they have repeatedly commented on their treatment from the police that has been non-threatening and helpful to them.

Mr. Dennis also reported that Kevin Raleigh will be stepping from his post on the Hartford Business Revolving Loan Fund (HBRLF) where he has served for the past 30 years. We send him thanks for his years of service.

2. Appointments: N/A

3. Town Manager's Report:

Significant Activity Report: <https://www.hartford-vt.org/Archive.aspx?ADID=200>

Non permitted structures

Interim Town Manager, John MacLean read the memorandum he had sent out with the agenda packet. We need to relocate the persons living in these structures now and he believes they are all eligible to be relocated.

Selectboard Member, Emma Behrens commented that something needs to be done urgently.

Selectboard Member, Alicia Barrows agreed with Emma Behrens.

Selectboard Clerk, Kim Souza asked if all temporary structures will be removed, to include tents? Mr. MacLean's focus right now is to work with the identified structures. The tents are a more complicated issue that needs to be addressed later. Kim had sent the ITM the CDC guidelines for the unhoused. Mr. MacLean found that to be very helpful. The guidance from the CDC is to at this time not to disturb the encampments. Related to the pandemic. Kim Souza also said that she did know of the structures that were being put up but did not know where they were located. Also, to clarify that all the structures are not on private property but are all on publicly owned property.

There were many public comments on this topic. These can be reviewed on the CATV Link posted at the beginning of these minutes. Many citizens were in favor of keeping the non-permitted structures, others were concerned with the safety of the structures and other land owners were concerned about the structures near their property and safety issues.

Michael Redmond from the Haven called in to share what the Haven is doing for the homeless now during the pandemic.

Selectboard Member, Alicia Barrow expressed a thank you to the public for

speaking tonight. The Town needs to find short and long term solutions for the unhoused community. Affordable solutions are out there and she would like the board to look at these. Dan Fraser said this could be added to a future agenda.

Simon Dennis also appreciated the supporters on both sides of this issue. Mr. Dennis is looking for a way forward. He does not feel that more tax payers' dollars needs to go into this issue. He does feel the municipal sector needs to facilitate what the people can do for themselves to keep warm and dry throughout the winter. The town has a moral obligation to find a way forward. The town also needs to move forward on finding a permanent encampment. Mr. Dennis suggested forming a working group comprised by the Selectboard members, members from the Town and town staff and town manager. Their focus would be regulatory issues and finding a permanent encampment.

Alicia Barrow commented that perhaps this is a start of a wellness committee.

Emma Behrens acknowledged hearing from residents that proper protocol was not followed while erecting these structures. We still need to find a way to follow protocol and still facilitate doing things through proper procedures.

Rachel Edens said that short-, medium- and long-term challenges need to be addressed. Workable solutions can be found by looking at it by goals and times.

Dan Fraser reminded everyone that looking at the Homeless Report done by committee is a good place to start looking.

John MacLean offered to work with a committee and will help as much as he can.

Motion: Selectboard Vice-Chair, Simon Dennis made the motion to authorize the Chair of the Selectboard to select a group of individuals made up of members of this Board and members of the community to work with the Town Manager and staff under the Town Manager's direction to investigate the regulatory obstacles pertaining to the prevention of the creation of emergency shelter and the processes creating a permitted encampment to allow for our camping community, our unsheltered and unhoused community to be able to dwell legally during the Spring, Summer and Winter seasons. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

This group would bring suggestions to the Selectboard for actions, advisory and informational only.

Dan Fraser will take volunteers first for the committee.

Constitution would be: Town Manager, 2 Selectboard, 2 Community members (5) (staff will be at the direction of the Town Manager)

The charge and path of this workgroup will be reviewed at the meeting on the 29th.

4. Board Reports, Motions & Ordinances:

- a. 2022 Budget Workshop Wrap-Up (2 of 2) (information only)

Gail Ostrout, Finance Director presented the updated items the Selectboard asked for in prior meetings. The final budget will be presented for adoption at the meeting on the 29th of December.

- b. Review 36 Overlook Housing Property valuation and sign the Stipulation Agreement for Overlook Housing span# 285-090-10560. This is the result of the Hearing of appeal for the 2019 Grand List (this will impact tax bills and assessments in 2019 & 2020). (motion required)

Tabled Until the 29th meeting.

- c. Approval of the 2nd Round of the Hartford Business Revolving Loan Fund Special COVID Economic Recovery Grants. (motion required)

Adaptive Driving Associates

Anderson Chiropractic LLC

Blood's Catering & Party Rentals, Inc.

Christian Roy's Salon

CJM Construction LLC

Cloverleaf Gifts and Jewelry LLC

Collaborative Stoke LLC dba Trail Break-Taps & Tacos

Dancers' Corner

Gabriel Quirk (Alan R. Quirk)

Greater Good Media

Little Istanbul Inc.

Living the Dream Alpaca Farm, LLC

Northlight Editions

Phnom Penh Sandwich Station LLC

Piecemeal LLC, dba Piecemeal Pies

Potter Construction

Preservation Consulting Services dba Meeting House Furniture Restoration

Quechee Inn

Rio Blanco Salon

Scout Hair Design, LLC

Valley Flower Company LLC

Motion:

VerMod High Performance Modular Homes

Vural Oktay Inc. dba Tuckerbox

White River Ballet Academy LLC

Selectboard Clerk, Kim Souza made the motion to approve the use of \$48,000 from the Hartford Business Revolving Loan Fund for special Hartford Business Economic Recovery Grants to the 24 businesses listed on page 42 on tonight's agenda packet. Selectboard member, Joe Major seconded the motion. 6 approved and 1 (Behrens) recused. The motion passed.

d. Town of Hartford Equity and Inclusion Strategic Plan (information only)

Tabled until the 29th meeting.

VI. Commission Meeting Reports:

Joe Major reported that Parks & Rec commission is working on a land/water grant. The conservation fund for amenities for the pool

Parks & Rec are currently closing park facilities by taking down nets and doggie bags – except at Maxfield.

Kim Souza reported the Planning Commission is having a workshop that will address 2 districts to modify zoning regulations. There will be a public session for input addressing areas that could be changed to mixed use from limited use.

Alicia Barrow reported that the Sister City Committee working with Matt finalizing signage for Cenon, France.

VII. Consent Agenda (motion required) Selectboard member, Joe Major made the motion to accept the Consent Agenda as amended. Selectboard member Alicia Barrow seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 12/12/2020

Approve Meeting Minutes of: 12/1/2020 & 12/7/2020

Approve A/P Manifest of: 12/11/2020 & 12/15/2020

Selectboard Meeting Dates of:

Already Approved:

12/29/2020 Tuesday – Regular Meeting & Budget Adoption

Needs Approval: 1/12/2021 & 1/26/2021

VIII. Executive Session:

Selectboard Member, Emma Behrens made the motion to go into Executive session for

Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.

Selectboard member, John Major seconded the motion. All were in favor and the

motion passed at 10:25 P.M.

Simon Dennis made the motion to exit Executive Session at 11:14pm.

Emma Behrens Seconded. All in favor. Passed unanimously.

Joe Major moved to adjourn the meeting at 11:15pm. Seconded by Alicia.

All in favor. Passed unanimously

IX. Adjourn the Selectboard Meeting (motion required)

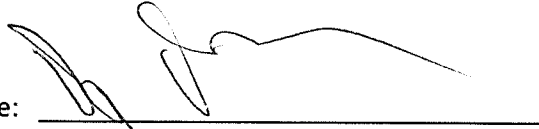
All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received 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.

Selectboard Signature Page.

Date: 12/29/2020

Date of Minutes: 12/15/2020

Minutes Approval Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above a solid horizontal line.



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, October 5, 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; Matt Osborn; Sara Ferguson; Bruce Riddle; Michelle Boleski; Mary Erdei; Jeff Arnold; Heidi Duto; Wayne Kendall; Jonathan Schectman; Ken Parker;

Zoom Participants: Lori Hirshfield; Jo-Ann Ells; Sue Ellen Parmenter; Mike Morris; Cathy Melocik; Marcy Bartlett; Darrell Herrick.

CATV LINK: <https://catv.cablecast.tv/CablecastPublicSite/show/18305?channel=1>

I. Call to Order the Selectboard Meeting – Selectboard Chair, Dan Fraser called the meeting to order at 6:00 PM

II. Pledge of Allegiance: Lannie Collins led the Pledge of Allegiance.

III. Local Liquor Control Board: None

IV. Order of Agenda – no changes

V. Selectboard

1. Public Comments

Jeff Arnold from Wilder brought attention that the Tree Board Warden has resign and his timely replacement is very important to the Town. Mr. Arnold also requested that a job description be created, a budget put in place of \$10,000 (currently it is \$5,000) and that a stipend of \$2,500 annually be paid to the next Tree Warden. This is an important job and State Statute requires the Town to fill this position.

Mike Morris of Hartford called in to applaud Town Clerk, Lisa O'Neil for putting together the last Board of Civil Authority (BCA) meeting. Mr. Morris commented that at this last meeting it was the largest attendance he has seen in recent history.

Cathy Melocik of Wilder also supported the timely replacement of the Tree Warden. She also wanted to thank Tracy Yarlott-Davis for the amazing job she has had to do this year. She has a lot to deal with and accomplish.

March Bartlett of Wilder has stopped by to meet with Town Manager Tracy. She recommends that everyone should do that. Ms. Bartlett also thanked Public Works for the recent yard cleanup after a water break. She encourages the Board and Administration to show appreciation for all the Town employees and what they do.

Wayne Kendall of WRJ handed out an article from the Vermont Times where Simon Dennis is quoted as saying he is building shelters for the Homeless.

Mr. Kendall is asking to have Mr. Dennis removed from the Ad-hoc Emergency Shelter Committee for not following Town ordinances. He also asked if Mr. Dennis is obtaining permits for the ones he is building on his property. The Chair said that the Town Manager will follow up on this.

Heidi Duto of WRJ apologized for the tone at the last meeting. Ms. Duto then asked for an update on the Town of Hartford encampment Policy. It was explained that although it started out being named a policy, it is now a town guideline for the employees that may deal with the encampments. The Town's attorneys recommended that it be a guideline.

Sue Ellen Parmenter reminded the Board that she attended a December meeting and brought in a video of the Prospect Street encampment. This is Railroad property and Simon Dennis put shelters there. She referenced an email from the State in which they would not share costs of cleanup because Mr. Dennis put them there. She asked when the Encampment Policy, now guidance, was adopted. Because it is an internal guidance, the Board does not adopt it.

Darrell Herrick asked what the difference is between Policy and Guidance. The Chair explained.

2. Selectboard Comments and Announcements:

Joe Major said October is National Breast Cancer Awareness month. He urges every woman to get a mammogram.

Ally Tufenkjian expressed her thanks to Jeremy Delisle and Hannah Tyler for her tour of Public Works. It was very educational.

Lannie Collins asked if there was any news on opening Cascadnac Ave during snow storms. The Town Manager said there are still issues with neighbors, the school and Public Works, if it is safe to plow. She will take a closer look and put it on a future agenda. Ms. Yarlott-Davis also reported on the National Survey she looked into. The cost to do this would be \$15,000.

Dennis Brown met with School and Selectboard Members last week. They worked mostly on diversity issues. The meeting turned into a team building exercise that was good.

Dan Frazer read a tribute to the Town employees after a water break and the work they did after to clean it up. Mr. Fraser explained that on the 12th and 23rd of October, the meetings will be budget items only.

3. Appointments

Selectboard Vice Chair, Joe Major made the motion to appoint Carolyn Hooper to the Climate Action Committee for a three year term beginning October 5, 2021 and ending October 4, 2024. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor. The motion passed.

Selectboard Clerk, Kim Souza made the motion to move into Executive Session to deliberate the candidates for the position on the Design Review Committee. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed at 7:05 PM.

Selectboard Member, Dennis Brown made the motion to close the Executive Session. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed at 7:12 PM.

Selectboard Member, Lannie Collins made the motion to appoint Sara Ferguson to the Design Review Committee for a three year term beginning October 5, 2021 and ending October 4, 2024. Selectboard Clerk, Kim Souza seconded the motion. All were in favor. The motion passed.

4. Town Manger's Report

Significant Activity Report

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/220>

Town Manager Report

<https://www.hartford-vt.org/DocumentCenter/View//TM-Report-10052021>

5. Board Reports, Motions & Ordinances

- a. Draft Demolition Delay Standards presented by the Historic Preservation Commission, Lori Hirshfield, Director of Planning and Development and Matt Osborn, Planner for the Town of Hartford.

Presentation: <https://www.hartford-vt.org/DocumentCenter/View/5400/Demolition-Presentation-SB-100521>

- b. Gates Street Update Presented by Hannah Tyler, Director of Public Works.

We are currently under contract with the Dufresne Group to begin exploring the potential for moving the water line off of Gates Street as previously discussed. Our goal is to eliminate the potential for a significant water break caused by the shifting roadway.

We are bringing this forth topic as the sole item at the November 2, 2021 Listening Session to engage the community and the board in discussions to finalize a path forward for stabilization within the previously identified alternatives.

- c. Declaration of Equity & Inclusion presented by the HCOREI members.

Link to the Document: <https://www.hartford-vt.org/DocumentCenter/View/5399/1-Hartford-Vermont-Declaration-of-Equity-Inclusion-and-Justice>

Selectboard Member, Lannie Collins made the motion to adopt the Hartford, Vermont Declaration of Equity, Inclusion, and Justice as presented. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.

- d. FY23 Budget was present by Town Manager, Tracy Yarlott-Davis.

As a reminder, here are our upcoming special budget meetings. These are in addition to our regular Selectboard meetings. By January 11, 2022 the Selectboard must adopt a budget in order to prepare for Town Meeting Day on March 1st where voters will approve or reject it.

<i>Date</i>	<i>Notes</i>
Tuesday, October 12	Finance, Planning/Zoning, and Parks and Rec budgets
Tuesday, October 26	Clerk, Town Manager, Assessor, and IT budgets
Tuesday, November 9	Police and Fire budgets
Tuesday, November 23	Public Works and Enterprise funds budgets
Tuesday, December 7	Focus on wrapping up questions and concerns
Tuesday, December 14	If needed to wrap up questions and concerns

Commission Reports:

Dennis Brown reported that the Historic Preservation Commission met and are recommending level funding for this year. They have 1 vacancy now. The Conservation Commission also has 1 vacancy. They also reported that small mouth bass have been sited in the upper reservoir. They are in the process of picking a vendor for logging in the town forest. They elected a new Vice Chair, Katie Mann. They are also working with the Career Tech Center at the School. They also had an impressive clean-up effort on the river road.

Ally Tufenkjian reported from the Resilient Hartford Committee. They have been working on the Hartford Food Forest. On October 6 there will be a tree planting. The Emergency Shelter committee will be losing Becca White. A new chair will be elected at the next meeting. The committee is still looking for land options.

Joe Major reported that the Pool is now back on track and will open on time. It will actually be done soon.

Kim Souza has attended the Planning and Zoning meetings. They are looking at the South Main Street Parking Lot and design. Also, in the preliminary discussion of the demolition in an historic district. The Design Committee is as advisory committee to the Planning Commission.

- 6. Consent Agenda: Selectboard Clerk, Kim Souza made the motion to approve the Consent agenda as presented. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 10/2/2021

Approve Meeting Minutes of: 9/21/2021

Approve A/P Manifest of: 10/1/2021 & 10/5/2021

Selectboard Meeting Dates of: Already Approved:

10/12/2021, 10/19/2021 & 10/26/2021

VI. Adjourn the Selectboard Meeting: Selectboard Member, Ally Tufenkjian made the motion to adjourn the meeting at 9:15 PM. Selectboard Clerk, Kim Souza seconded the motion. 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, Selectboard Clerk



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, October 12, 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; Jon Bouton; Karen Richardson; David Briggs; Lori Hirshfield, Gail Ostrout; Scott Hausler.

Zoom Comments: Marcy Bartlett; Mike Morris; Erik Krauss

CATV LINK: <https://catv.cablecast.tv/CablecastPublicSite/show/18328?channel=1>

- I. Call to Order the Selectboard Meeting** by Selectboard Chair, Dan Fraser at 6:00 PM.
- II. Pledge of Allegiance** was led by Selectboard Vice-Chair, Joe Major.
- III. Order of Agenda:** There were no changes to the order of Agenda.
- IV. Selectboard**

1. Public Comments:

John Bouton from Berry Hill Road and the Conservation Commission wanted to highlight Hartford Area Career & Technology Center participants in the Natural Resource Program. They have been doing work in the Town Forest. Also, 25 Jr. and Sr. Students have completed a Chain Saw Safety Program.

Karen Richardson from WRJ spoke to the Selectboard about the Gates Street Closure. There is still interest from the residents to see the street reopened. The road has brought access from Sykes Avenue area to downtown for years. She commended the Board on all the beautiful work that has been done to South Main Street leading into downtown WRJ. She hopes that this can continue up Gates Street to the terraces. Joe Major asked her and the other residents to have patience. It is a slow process but it is not forgotten and is being worked on to ensure safety to auto and pedestrian traffic.

Mike Morris from Hartford asked why some employees of the Town are still working from home. Lannie Collins also asked for the number of employees that are working from home. The Town Manager explained that each employee that is working from home has full support from their supervisor to do so.

Marcy Bartlett from Wilder appreciates and respects the accountable effort from Mr. Morris and Mr. Collins however she feels it should not be done in a public forum.

2. Budget Review (Information Only)

- a. Finance - Gail Ostrout, Finance Director

Link: <https://www.hartford-vt.org/DocumentCenter/View/5413/Finance-and-Auditing-FY-23-presentation>

- b. Planning/Zoning – Lori Hirshfield, Planning & Development Director
Link: <https://www.hartford-vt.org/DocumentCenter/View/5414/Plng---Dev-Budget-FY2022-2023-for-SB-10-12-2021-mtg>

Selectboard Member, Dennis Brown made the motion to increase the Hartford Conservation Commission budget by \$3,000 to replenish their funds. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- c. Parks and Recreation – Scott Hausler, Parks & Recreation Director
Link: <https://www.hartford-vt.org/DocumentCenter/View/5418/PDF-FY23-Parks-Rec-Budget-101221-Final>

V. Consent Agenda: None

VI. Adjourn the Selectboard Meeting: Selectboard Member, Ally Tufenkjian made the motion to adjourn the meeting at 8:00 PM. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Kim Souza, Clerk

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 10/15/2021 - 10/15/2021

Page: 1
User: florentina

ReportAPINHDPmtByDate

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		10/15/2021		1013
SIN005522	MANAGED SERVICES 2021 - TM PROJ	0.00	\$577.50	0.00	577.50
Desc:	MANAGED SERVICES 2021 - TM PROJECT	Acct: 25-985-100-0100	Capital Improvemnt Plan - Exp		
Vendor Total:			577.50	0.00	577.50
25-0100	POLICE - DISPATCH RESERVES		Bank Total:		577.50
25-0211	POLICE - DISPATCH RESERVES				
027850	LEWIS, WILLIAM J	WILLIAM LEWIS ELECTRICAL LLC	10/15/2021		1002
21/107	OUTLETS MOVED FOR NEW RADIO CO	0.00	\$579.00	0.00	579.00
Desc:	OUTLETS MOVED FOR NEW RADIO CONSOLE	Acct: 25-985-100-0211	Police - Disptach Expense		
Vendor Total:			579.00	0.00	579.00
050042	XYBIX SYSTEMS, INC		10/15/2021		1003
42028	FLOORING	0.00	\$3,682.00	0.00	3,682.00
Desc:	FLOORING	Acct: 25-985-100-0211	Police - Disptach Expense		
42029	CONSOLES	0.00	\$37,092.24	0.00	37,092.24
Desc:	CONSOLES	Acct: 25-985-100-0211	Police - Disptach Expense		
Vendor Total:			40,774.24	0.00	40,774.24
25-0211	Highway Infastructure		Bank Total:		41,353.24
25-0311	Highway Infastructure				
020135	GREENMAN-PEDERSEN, INC		10/15/2021		1060
10-B	STP EH09(15) SEP 2021	313.14	\$313.14	0.00	313.14
Desc:	STP EH09(15) SEP 2021	Acct: 11-316-002-2018	Town Match Funds 2018 - Upper Sykes		
Vendor Total:			313.14	0.00	313.14
25-0311	PARKS - REC RESTRICTED		Bank Total:		313.14
25-8055	PARKS - REC RESTRICTED				
019392	GRANDSTAND APPAREL	GRANDSTAND APPAREL	10/15/2021		1042
4111	WATER BOTTLES	0.00	\$900.00	0.00	900.00
Desc:	WATER BOTTLES	Acct: 25-985-511-0001	P & R Restricted - Covered Bridge		
Vendor Total:			900.00	0.00	900.00
25-8055	Landfill Closure		Bank Total:		900.00
30-0200	Landfill Closure				
041586	SANBORN, HEAD & ASSOCIATES, INC		10/15/2021		1008
0055166	LANDFILL METHANE MIGRATION-AUG'	0.00	\$6,700.00	0.00	6,700.00
Desc:	LANDFILL METHANE MIGRATION-AUG'21	Acct: 30-971-321-0100	REPAIRS & MAINT-BUILDING		
Desc:	LANDFILL METHANE MIGRATION-AUG'21	Acct: 30-971-321-0200	REPAIRS & MAINT - GROUNDS		
Vendor Total:			6,700.00	0.00	6,700.00
30-0200	Quechee Garden Project		Bank Total:		6,700.00

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 2
User: florentina

ReportAPINHDPmtByDate

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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.
73-0100	Quechee Garden Project				
036480	PARK ARCHITECTURE LLC	PARK ARCHITECTURE LLC	10/15/2021		1018
2021-02-2118	Quechee Bridge Concept Plans	0.00	\$8,635.00	0.00	8,635.00
Desc:	Quechee Bridge Concept Plans	Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT		
Vendor Total:			8,635.00	0.00	8,635.00
73-0100	Dog Park	Bank Total:	8,635.00		
73-7302	Dog Park				
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	10/15/2021		1075
9600044482SEP'21	TRASH PICK-UP - SEP'21 - DOG PARK	0.00	\$71.10	0.00	71.10
Desc:	TRASH PICK-UP - SEP'21 - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
Vendor Total:			71.10	0.00	71.10
73-7302	GENERAL FUND - MASCOMA	Bank Total:	71.10		
FUND 1 0	GENERAL FUND - MASCOMA				
000875	ADAMSON INDUSTRIES CORP		10/15/2021		74323
147457	PARTS CAR 1	0.00	\$340.95	0.00	340.95
Desc:	PARTS CAR 1	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			340.95	0.00	340.95
001303	ALDRICH + ELLIOTT, PC		10/15/2021		74324
18018.002,80125	S&N MAIN ST+GATES, C #2 SEP'21	1,250.00	\$1,250.00	0.00	1,250.00
Desc:	S&N MAIN ST+GATES, C #2 SEP'21	Acct: 13-921-360-0000	S. Main St - Infrastructure Engineering		
Vendor Total:			1,250.00	0.00	1,250.00
001650	ALLEN ENGINEERING POOLS AND SPAS		10/15/2021		74325
111-522695-01	LIQUID CHLORINE	1,690.50	\$1,690.50	0.00	1,690.50
Desc:	LIQUID CHLORINE	Acct: 50-952-340-0000	CHEMICALS		
Vendor Total:			1,690.50	0.00	1,690.50
002180	AMERICAN RETROWORKS INC	GOOD POINT RECYCLING	10/15/2021		74326
76689	NON-CED MIXED	316.80	\$316.80	0.00	316.80
Desc:	NON-CED MIXED	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			316.80	0.00	316.80
002620	ANYTHING PRINTED, LLC		10/15/2021		74327
42069	Signs for Balloon Festival	0.00	\$885.00	0.00	885.00
Desc:	Signs for Balloon Festival	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			885.00	0.00	885.00
002845	ARC MECHANICAL CONTRACTORS, INC		10/15/2021		74328
29841	SERVICE CALL:STORM DAMAGE BOILER	0.00	\$538.50	0.00	538.50
Desc:	SERVICE CALL:STORM DAMAGE BOILER	Acct: 10-421-321-0100	REPAIRS & MAINT-BUILD & GROUND		
Vendor Total:			538.50	0.00	538.50

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 3
User: florentina

ReportAPINHDPmtByDate

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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.
002965	ATCO INTERNATIONAL			10/15/2021	74329
10585490	GLOVES	104.30	\$104.30	0.00	104.30
Desc: GLOVES		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			104.30	0.00	104.30
003190	ATHLETICA SPORT SYSTEMS, INC			10/15/2021	74330
415093	Double edge squeegee, ice rink snow	0.00	\$532.50	0.00	532.50
Desc: Double edge squeegee, ice rink snow		Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			532.50	0.00	532.50
003450	AUTOZONE			10/15/2021	74331
5120745676	RETURN - BATTERY	0.00	\$-144.39	0.00	-144.39
Desc: RETURN - BATTERY		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
5120746327	BATTERY	0.00	\$145.34	0.00	145.34
Desc: BATTERY		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
5120753030	PARTS	0.00	\$21.54	0.00	21.54
Desc: PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
5120753070	PARTS	0.00	\$21.54	0.00	21.54
Desc: PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
5120755249	RETURNED PARTS	0.00	\$-21.54	0.00	-21.54
Desc: RETURNED PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
5120756546	PARTS	0.00	\$15.29	0.00	15.29
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			37.78	0.00	37.78
004850	BEN'S UNIFORMS INC.			10/15/2021	74332
099352	UNIFORMS	0.00	\$318.00	0.00	318.00
Desc: UNIFORMS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			318.00	0.00	318.00
004854	BENISTAR/HARTFORD	BESTCO HARTFORD		10/15/2021	74333
11012021	RETIREEES INSURANCE - NOV 2021	0.00	\$2,788.67	0.00	2,788.67
Desc: Retirees Insurance		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance		Acct: 10-271-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			2,788.67	0.00	2,788.67
005645	BJORKMAN INDUSTRIAL POWER			10/15/2021	74334
BIP 109712	BATTERY SERVICE	0.00	\$425.00	0.00	425.00
Desc: BATTERY SERVICE		Acct: 10-530-318-0000	CONTRACTED SERVICES		
Vendor Total:			425.00	0.00	425.00
005800	BLAKTOP INC.			10/15/2021	74335
29342	MATERIALS	1,152.65	\$1,152.65	0.00	1,152.65
Desc: MATERIALS		Acct: 50-954-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			1,152.65	0.00	1,152.65

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 4
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
006100	BMO FINANCIAL GROUP			10/15/2021	74336
Delisle 09/15-27/21	Delisle, Jeremy - DPW	12.99	\$9,515.39	0.00	9,515.39
Desc: Amazon-Membership dues		Acct: 50-954-313-0000	MEMBERSHIP DUES		
Desc: Barricades for South Main Street Lo		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
Dube 09/15-27/21	Dube, Chris - FD	0.00	\$247.26	0.00	247.26
Desc: Myprojectorlamps-Lamp for training		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc: Myprojectorlamps-Lamp for training		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Desc: EbFiregroundLeaders-Training		Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
Hannux 09/15-27/21	Hannux, C - Fd	0.00	\$40.01	0.00	40.01
Desc: Gas		Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Hausler 09/15-27/21	Hausler, Scott - REC	0.00	\$1,363.24	0.00	1,363.24
Desc: NEIS-Rink Membership		Acct: 10-511-313-0000	MEMBERSHIP DUES		
Desc: CrowdControl-Equipment		Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
Desc: Hype Socks-Youth Socks		Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
Jay 09/15-27/21	McDonough, Jay - REC	564.87	\$697.66	0.00	697.66
Desc: BJ's-Supplies		Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
Desc: HomeDepot-Fire Pit		Acct: 25-985-511-0001	P & R Restricted - Covered Bridge		
Desc: CrownAwards-Medals		Acct: 25-985-511-0006	P & R Restricted - Community Events		
Lana 09/15-27/21	Livingston, Lana - TM	0.00	\$121.90	0.00	121.90
Desc: Clocks for Awards		Acct: 10-121-340-0000	EMPLOYEE AWARDS BANQUET		
Lori 09/15-27/21	Hirshfield, Lori - Planning	0.00	\$175.50	0.00	175.50
Desc: 3 Plum Trees for Clifford Park		Acct: 10-627-323-0000	Materials & Supplies		
Nulty 09/15-27/21	Nulty, Paula - TM	0.00	\$29.58	0.00	29.58
Desc: Amazon-Office Supplies		Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
O'Neil 09/15-27/21	O'Neil, Lisa - TC	0.00	\$48.00	0.00	48.00
Desc: VLCT-Town Fair Reg Fee		Acct: 10-151-311-0000	TRAVEL & MEETINGS		
Peltier 09/15-27/21	Peltier, T - Fd	0.00	\$124.99	0.00	124.99
Desc: BestBuy-Cell Phone		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc: IAAI-Membership Dues		Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
Perry 09/15-27/21	Perry, Diane - FD	0.00	\$886.45	0.00	886.45
Desc: NORTH AMERICAN RESCUE - GLOVES		Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
Desc: Amazon-Plastic Cups		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Desc: Amazon-Label Printer		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Rowlee 09/15-27/21	Rowlee, David - FD	0.00	\$101.37	0.00	101.37
Desc: 4StateTrucks-Parts		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Turner 09/15-27/21	Turner, Joe - VAL	0.00	\$166.92	0.00	166.92
Desc: IAAO-Book Training		Acct: 10-174-315-0000	RECRUITMENT & TRAINING		
Desc: NEREN-MLS dues		Acct: 10-174-313-0000	MEMBERSHIP DUES		
Desc: IAAO-Designation Candidacy		Acct: 10-174-313-0000	MEMBERSHIP DUES		
Vail 09/15-27/21	Vail, Brad - PD	0.00	\$319.96	0.00	319.96
Desc: HomeDepot/BestBuy-Supplies		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
Desc: ValleyImg-Award Plaque		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
Walsh 09/15-27/21	Walsh, Dillon - IT	0.00	\$1,589.00	0.00	1,589.00
Desc: Stormwind-Training		Acct: 10-181-315-0000	RECRUITMENT & TRAINING		
Desc: Dell-Dyndns		Acct: 10-181-315-0000	RECRUITMENT & TRAINING		
Cooney 09/15-27/21	Cooney, Scott - FD	0.00	\$439.05	0.00	439.05
Desc: Amazon-Flags		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Desc: DMV-Registration ATV		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Amazon-Lights		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 5
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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-Chargers	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Czora 09/15-27/21	Czora, Jason - FD	0.00	\$49.15	0.00	49.15
	Desc: CITGO-Gas	Acct: 10-221-319-0000	EQUIPMENT OPERATION-GAS		
	Vendor Total:		15,915.43	0.00	15,915.43
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	10/15/2021		74337
84228957	MEDICAL SUPPLIES	0.00	\$765.23	0.00	765.23
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		765.23	0.00	765.23
006905	BP HARTFORD LLC		10/15/2021		74338
44	SOLAR ARRAY	1,093.96	\$1,559.40	0.00	1,559.40
	Desc: SOLAR ARRAY Public Works	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: SOLAR ARRAY Wastewater	Acct: 60-961-329-0000	ELECTRICITY		
	Vendor Total:		1,559.40	0.00	1,559.40
007760	BURLINGTON COMMUNICATIONS		10/15/2021		74339
BCS9137	CONTRACT BASE RATE	0.00	\$140.00	0.00	140.00
	Desc: CONTRACT BASE RATE	Acct: 10-271-318-0000	CONTRACTED SERVICES		
BCS9138	CONTRACT BASE RATE	0.00	\$450.00	0.00	450.00
	Desc: CONTRACT BASE RATE	Acct: 10-271-318-0000	CONTRACTED SERVICES		
	Vendor Total:		590.00	0.00	590.00
008775	CAI TECHNOLOGIES		10/15/2021		74340
12913	TAX MAP QUARTER 3 2021	0.00	\$875.00	0.00	875.00
	Desc: TAX MAP QUARTER 3 2021	Acct: 10-174-318-0000	CONTRACTED SERVICES		
	Vendor Total:		875.00	0.00	875.00
009140	CENTRAL VERMONT PROPERTIES		10/15/2021		74341
9500229637	PIPE CROSSING	50.00	\$50.00	0.00	50.00
	Desc: PIPE CROSSING	Acct: 50-955-317-0000	PERMITS & LICENSES		
	Vendor Total:		50.00	0.00	50.00
009470	CHAMPLIN ASSOCIATES INC		10/15/2021		74342
1903	INSTALL CALL:SIGNAL PUMP CTR-CHE	1,231.00	\$1,231.00	0.00	1,231.00
	Desc: INSTALL CALL:SIGNAL PUMP CTR-CHEMIC	Acct: 65-963-318-0000	CONTRACTED SERVICES		
2372	SERVICE CALL: WILDER PS	268.00	\$268.00	0.00	268.00
	Desc: SERVICE CALL: WILDER PS	Acct: 60-962-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,499.00	0.00	1,499.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	10/15/2021		74343
4097954030	UNIFORMS	106.56	\$106.56	0.00	106.56
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4097954147	UNIFORMS	80.03	\$80.03	0.00	80.03
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4098164730	UNIFORMS	49.62	\$49.62	0.00	49.62
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 6
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
4094855830	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4095517680	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4096229826	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4096892143	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4097278295	UNIFORMS	106.56	\$106.56	0.00	106.56
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4097278318	UNIFORMS	80.03	\$80.03	0.00	80.03
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4097278361	UNIFORMS	0.00	\$221.53	0.00	221.53
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4097526374	UNIFORMS	49.62	\$49.62	0.00	49.62
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4097654176	UNIFORMS	0.00	\$221.53	0.00	221.53
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
Vendor Total:			1,055.48	0.00	1,055.48
010009	CLARK'S TRUCK CENTER	CLARK'S TRUCK CENTER		10/15/2021	74344
452639	PARTS	58.22	\$58.22	0.00	58.22
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
452744	H-7 PARTS	0.00	\$295.10	0.00	295.10
Desc: H-7 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
452745	H-8 PARTS	0.00	\$229.98	0.00	229.98
Desc: H-8 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
452819	H-7 PARTS	0.00	\$49.42	0.00	49.42
Desc: H-7 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
452989	H-7 PARTS	0.00	\$54.14	0.00	54.14
Desc: H-7 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
CM451029A	RETURNED PARTS H-8	0.00	\$-203.84	0.00	-203.84
Desc: RETURNED PARTS H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			483.02	0.00	483.02
010832	COMCAST			10/15/2021	74345
0042221OCT'21	INTERNET OCT'21 - LIBRARY	0.00	\$48.23	0.00	48.23
Desc: INTERNET OCT'21 - LIBRARY		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
0042221SEP'21	INTERNET SEP'21 - LIBRARY	0.00	\$48.23	0.00	48.23
Desc: INTERNET SEP'21 - LIBRARY		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			96.46	0.00	96.46
010987	COMPETITIVE COMPUTING, INC			10/15/2021	74346
SIN005443	IT Managed Services Contract	0.00	\$998.00	0.00	998.00
Desc: IT Managed Services Contract		Acct: 10-181-318-0100	CONTRACTED SERVICES - MANAGE		
Vendor Total:			998.00	0.00	998.00
012295	D&M PETROLEUM, INC	D&M PETROLEUM, INC		10/15/2021	74347

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 7
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
	15788	SERVICE CALL	0.00	\$174.00	0.00	174.00
	Desc:	SERVICE CALL	Acct: 10-325-318-0000	CONTRACT SERVICES		
	Vendor Total:			174.00	0.00	174.00
012865	DARKTRACE HOLDINGS LIMITED		DARKTRACE HOLDINGS LIMITED		10/15/2021	74348
	103260-A	Inv 5/19 Darktrace Oct-Dec 2021	0.00	\$1,973.00	0.00	1,973.00
	Desc:	Inv 5/19 Darktrace Oct-Dec 2021	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	103260-B	Inv 5/19 Darktrace Oct-Dec 2021	0.00	\$1,335.00	0.00	1,335.00
	Desc:	Inv 5/19 Darktrace Oct-Dec 2021	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	139047-A	INV 1/4 ANNUAL SEP'21-SEP'22 IMMUN	0.00	\$4,000.00	0.00	4,000.00
	Desc:	INV 1/4 ANNUAL SEP'21-SEP'22 IMMUNE	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	139047-B	INV 1/4 ANNUAL SEP'21-SEP'22 IMMUN	0.00	\$3,446.00	0.00	3,446.00
	Desc:	INV 1/4 ANNUAL SEP'21-SEP'22 IMMUNE	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	Vendor Total:			10,754.00	0.00	10,754.00
013680	GARTH BROOKS		DESORCIE EMERGENCY PRODUCTS LLC		10/15/2021	74349
	16682	SERVICE CALL:ROM DOOR AJAR SWIT	0.00	\$129.00	0.00	129.00
	Desc:	SERVICE CALL:ROM DOOR AJAR SWITCH	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	17203	E1 GOV PRESSURE	0.00	\$2,846.00	0.00	2,846.00
	Desc:	E1 GOV PRESSURE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc:	E1 GOV PRESSURE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:			2,975.00	0.00	2,975.00
013840	DIG SAFE SYSTEM, INC				10/15/2021	74350
	34091	EXCAVATION REQUESTS Q3 JUL-SEP'	224.00	\$224.00	0.00	224.00
	Desc:	EXCAVATION REQUESTS Q3 JUL-SEP'21	Acct: 50-955-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATION REQUESTS Q3 JUL-SEP'21	Acct: 60-965-313-0000	MEMBERSHIP DUES		
	Vendor Total:			224.00	0.00	224.00
015180	EASTON ELECTRONICS, INC				10/15/2021	74351
	152911	WARN SMS CONTRACT	0.00	\$1,195.00	0.00	1,195.00
	Desc:	WARN SMS CONTRACT	Acct: 10-221-331-0400	ALARM SYSTEM/EXTINGUISHER MAINT		
	Vendor Total:			1,195.00	0.00	1,195.00
015375	ELECTRICAL INSTALLATIONS, INC				10/15/2021	74352
	21SC221-01	SCADA ALARMS&TRENDING ISSUES	1,005.51	\$1,005.51	0.00	1,005.51
	Desc:	SCADA ALARMS&TRENDING ISSUES	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:			1,005.51	0.00	1,005.51
015500	ENDYNE, INC				10/15/2021	74353
	387109	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc:	WRJ WEEKLY ANALYSIS	Acct: 50-954-318-0000	CONTRACTED SERVICES		
	387822	WSID 5319 HTFD FEMN SP	30.00	\$30.00	0.00	30.00
	Desc:	WSID 5319 HTFD FEMN SP	Acct: 50-954-318-0000	CONTRACTED SERVICES		
	388062	WSID 5320 QUECHEE CENTRAL	18.00	\$18.00	0.00	18.00
	Desc:	WSID 5320 QUECHEE CENTRAL	Acct: 55-954-318-0000	CONTRACTED SERVICES		
	388063	WSID 5319 HARTFORD WATER TC	72.00	\$72.00	0.00	72.00
	Desc:	WSID 5319 HARTFORD WATER TC	Acct: 50-954-318-0000	CONTRACTED SERVICES		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 8
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
388231	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc: WRJ WEEKLY ANALYSIS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			300.00	0.00	300.00
016080	CONSOLIDATED COMMUNICATIONS			10/15/2021	74354
111020181918SEP'21	QUECHEE WW PLANT	52.96	\$52.96	0.00	52.96
Desc: QUECHEE WW PLANT		Acct: 65-963-324-0000	TELEPHONE		
11833807752SEP'21	WRJ WATER TANKS	329.71	\$329.71	0.00	329.71
Desc: WRJ WATER TANKS		Acct: 50-954-324-0000	TELEPHONE		
12615510982SEP'21	QUECHEE WATER	88.50	\$88.50	0.00	88.50
Desc: QUECHEE WATER		Acct: 55-953-324-0000	TELEPHONE		
14091736024SEP'21	WABA	0.00	\$178.87	0.00	178.87
Desc: WABA		Acct: 10-530-324-0000	Telephone		
14362366935SEP'21	HEMLOCK RIDGE	62.62	\$62.62	0.00	62.62
Desc: HEMLOCK RIDGE		Acct: 50-954-324-0000	TELEPHONE		
8022957049639SEP'21	SPORTS PARK PUMP STATION	54.53	\$54.53	0.00	54.53
Desc: SPORTS PARK PUMP STATION		Acct: 60-964-324-0000	TELEPHONE		
8022959708618SEP'21	MAXFIELD PUMP HSE	57.63	\$57.63	0.00	57.63
Desc: MAXFIELD PUMP HSE		Acct: 60-964-324-0000	TELEPHONE		
Vendor Total:			824.82	0.00	824.82
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576		10/15/2021	74355
1029594	PIPES	0.00	\$16,903.60	0.00	16,903.60
Desc: PIPES		Acct: 10-311-318-0000	CONTRACTED SERVICES		
1048148	MATERIALS	320.51	\$320.51	0.00	320.51
Desc: MATERIALS		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
1048148-1	MATERIALS	9.60	\$9.60	0.00	9.60
Desc: MATERIALS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
1052679	MATERIALS	435.27	\$435.27	0.00	435.27
Desc: MATERIALS		Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
1052777	MATERIALS	84.84	\$84.84	0.00	84.84
Desc: MATERIALS		Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
1054855	BOOTS	79.00	\$79.00	0.00	79.00
Desc: BOOTS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			17,832.82	0.00	17,832.82
017110	FISHER AUTO PARTS, INC			10/15/2021	74356
301-084566	PARTS	23.92	\$23.92	0.00	23.92
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-084577	PARTS	7.58	\$7.58	0.00	7.58
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-084578	PARTS	15.16	\$15.16	0.00	15.16
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-085267	PARTS JD MOWER	0.00	\$71.62	0.00	71.62
Desc: PARTS JD MOWER		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-086227	BATTERY	0.00	\$148.79	0.00	148.79
Desc: BATTERY		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-087171	PARTS H-11	0.00	\$4.00	0.00	4.00

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 9
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
	Desc: PARTS H-11	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-336223	RETURNED PARTS	0.00	\$-4.07	0.00	-4.07
	Desc: RETURNED PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-336242	RETURNED PARTS	0.00	\$-5.61	0.00	-5.61
	Desc: RETURNED PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-336747	RETURN - CORE	0.00	\$-18.00	0.00	-18.00
	Desc: RETURN - CORE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		243.39	0.00	243.39
017160	UNITED AG & TURF NE, LLC			10/15/2021	74357
9136401	TAIL GATE	0.00	\$252.13	0.00	252.13
	Desc: TAIL GATE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		252.13	0.00	252.13
017301	FOGG'S LUMBER AND HARDWARE			10/15/2021	74358
26006/6	HARDWOOD-BALLOON FESTIVAL	0.00	\$357.50	0.00	357.50
	Desc: HARDWOOD-BALLOON FESTIVAL	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
26101/6	CREDIT HARDWOOD-BALLOON FESTI'	0.00	\$-143.00	0.00	-143.00
	Desc: CREDIT HARDWOOD-BALLOON FESTIVAL	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
26986/6	MATERIALS	0.00	\$15.99	0.00	15.99
	Desc: MATERIALS	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
27732/6	MATERIALS	0.00	\$27.17	0.00	27.17
	Desc: MATERIALS	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
27798/6	MATERIALS	78.35	\$78.35	0.00	78.35
	Desc: MATERIALS	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
27948/6	MATERIALS	120.93	\$120.93	0.00	120.93
	Desc: MATERIALS	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
28127/6	MATERIALS	0.00	\$50.64	0.00	50.64
	Desc: MATERIALS	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
28256/6	MATERIALS	0.00	\$54.99	0.00	54.99
	Desc: MATERIALS	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
28276/6	MATERIALS	0.00	\$23.98	0.00	23.98
	Desc: MATERIALS	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
28355/6	MATERIALS	0.00	\$67.96	0.00	67.96
	Desc: MATERIALS	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
28421/6	MATERIALS	0.00	\$15.98	0.00	15.98
	Desc: MATERIALS	Acct: 10-528-321-0100	REPAIRS & MAINT-BUILD & GROUND		
83966/6	MATERIALS	0.00	\$59.88	0.00	59.88
	Desc: MATERIALS	Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
	Vendor Total:		730.37	0.00	730.37
017330	BUXTON, CATHERINE D	GROW MORE, WASTE LESS		10/15/2021	74359
2221-A	CLIFFORD PARK FOOD FOREST	160.00	\$160.00	0.00	160.00
	Desc: CLIFFORD PARK FOOD FOREST	Acct: 70-627-318-1000	CROs Community Sufficiency Grant		
2221-B	CLIFFORD PARK FOOD FOREST	0.00	\$500.00	0.00	500.00
	Desc: CLIFFORD PARK FOOD FOREST	Acct: 10-627-318-0000	Contracted Services		
	Vendor Total:		660.00	0.00	660.00

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 10
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
017850	GALLS, LLC			10/15/2021		74360
019308118	BOOTS		0.00	\$94.12	0.00	94.12
Desc: BOOTS		Acct: 10-211-326-0000		PURCHASE UNIFORMS & CLEANING		
Vendor Total:				94.12	0.00	94.12
017930	PEALE, ARTHUR S.	GARDENS OF STONE, LLC		10/15/2021		74361
09.26.2021	MOW PATH/CLEAN UP BRANCHES PO		0.00	\$68.75	0.00	68.75
Desc: MOW PATH/CLEAN UP BRANCHES POTTERS		Acct: 10-521-318-0341		Cemetery		
Vendor Total:				68.75	0.00	68.75
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		10/15/2021		74362
04832000006SEP'21	S MAIN ST PUMP STN - WW		89.20	\$89.20	0.00	89.20
Desc: S MAIN ST PUMP STN - WW		Acct: 60-964-329-0000		ELECTRICITY		
09832000005SEP'21	BRIGGS PARK - MAIN ST - REC		0.00	\$22.04	0.00	22.04
Desc: BRIGGS PARK - MAIN ST - REC		Acct: 10-521-329-0000		ELECTRICITY		
13611000004SEP'21	HARTFORD VILLAGE STLGTS		0.00	\$65.97	0.00	65.97
Desc: HARTFORD VILLAGE STLGTS		Acct: 10-314-329-0000		ELECTRICITY		
20822960512SEP'21	1732 QUECHEE MAIN ST		0.00	\$31.90	0.00	31.90
Desc: 1732 QUECHEE MAIN ST		Acct: 10-521-329-0000		ELECTRICITY		
33490000008SEP'21	DEPOT ST SIDEWALK		0.00	\$60.41	0.00	60.41
Desc: DEPOT ST SIDEWALK		Acct: 10-314-329-0000		ELECTRICITY		
44390000006SEP'21	BILLINGS FARM RD		0.00	\$69.26	0.00	69.26
Desc: BILLINGS FARM RD		Acct: 10-314-329-0000		ELECTRICITY		
59511000008SEP'21	CAMPBELL ST - PUMP		48.84	\$48.84	0.00	48.84
Desc: CAMPBELL ST - PUMP		Acct: 50-954-329-0000		ELECTRICITY		
67700100000SEP'21	RT 5 POLE 95 HWY		0.00	\$31.15	0.00	31.15
Desc: RT 5 POLE 95 HWY		Acct: 10-314-329-0000		ELECTRICITY		
77700100009SEP'21	POLE 1 PLEASANT VIEW TERR		0.00	\$50.01	0.00	50.01
Desc: POLE 1 PLEASANT VIEW TERR		Acct: 10-314-329-0000		ELECTRICITY		
87700100008SEP'21	CHRISTIAN ST POLE 72-52		0.00	\$26.93	0.00	26.93
Desc: CHRISTIAN ST POLE 72-52		Acct: 10-314-329-0000		ELECTRICITY		
89290000002SEP'21	HEMLOCK RIDGE		41.54	\$41.54	0.00	41.54
Desc: HEMLOCK RIDGE		Acct: 50-954-329-0000		ELECTRICITY		
98340000003SEP'21	A ST PUMP STN - WW		30.19	\$30.19	0.00	30.19
Desc: A ST PUMP STN - WW		Acct: 60-964-329-0000		ELECTRICITY		
98490000001SEP'21	ELM/GILLETTE		45.58	\$45.58	0.00	45.58
Desc: ELM/GILLETTE		Acct: 60-964-329-0000		ELECTRICITY		
36340000003SEP'21	FROST PARK - A STREET		0.00	\$22.49	0.00	22.49
Desc: FROST PARK - A STREET		Acct: 10-521-329-0000		ELECTRICITY		
91611000000SEP'21	FERRY RD - SEWER PUMP		135.81	\$135.81	0.00	135.81
Desc: FERRY RD - SEWER PUMP		Acct: 60-964-329-0000		ELECTRICITY		
74856156851SEP'21	97 S MAIN ST-CHARGING STATION		0.00	\$173.49	0.00	173.49
Desc: 97 S MAIN ST-CHARGING STATION		Acct: 10-314-329-0100		ELECTRICITY - CHARGING STATION		
Vendor Total:				944.81	0.00	944.81
020000	GREEN MOUNTAIN WATER ENVIRONMENT			10/15/2021		74363
343	REGISTRATION FALL CONF 2021		65.00	\$65.00	0.00	65.00
Desc: REGISTRATION FALL CONF 2021		Acct: 50-954-315-0000		RECRUITMENT & TRAINING		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 11
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
344	REGISTRATION FALL CONF 2021	65.00	\$65.00	0.00	65.00
Desc: REGISTRATION FALL CONF 2021	Acct: 50-954-315-0000		RECRUITMENT & TRAINING		
Vendor Total:			130.00	0.00	130.00
020135	GREENMAN-PEDERSEN, INC			10/15/2021	74364
10-A	STP EH09(15) SEP 2021	2,818.28	\$2,818.28	0.00	2,818.28
Desc: STP EH09(15) SEP 2021	Acct: 70-623-318-7030		Contracted Svcs. EH0015- STP B13(2) S		
020135	GREENMAN-PEDERSEN, INC			10/15/2021	74365
323125	HTFD STP 0113(59)S INV#19 AUG 2021	17,522.12	\$17,522.12	0.00	17,522.12
Desc: HTFD STP 0113(59)S INV#19 AUG 2021	Acct: 80-311-318-8001		CONTRACTED SERVICES(STP 0113(5		
Vendor Total:			20,340.40	0.00	20,340.40
020400	HACH COMPANY			10/15/2021	74366
12658966	CHEMICALS	183.87	\$183.87	0.00	183.87
Desc: CHEMICALS	Acct: 50-952-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			183.87	0.00	183.87
020610	HANNUX, SHAWN	SHAWN HANNUX		10/15/2021	74367
09.14.2021	REIMBURSEMENT: COURSE FEE	0.00	\$690.00	0.00	690.00
Desc: REIMBURSEMENT: COURSE FEE	Acct: 10-221-315-0000		RECRUITMENT & TRAINING		
Vendor Total:			690.00	0.00	690.00
021325	HARTFORD, TOWN OF	TOWN OF HARTFORD		10/15/2021	74368
10.13.2021	START UP CASH - WABA	0.00	\$150.00	0.00	150.00
Desc: START UP CASH - WABA	Acct: 10-013-100-0000		EXCHANGES PAYABLE		
Vendor Total:			150.00	0.00	150.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		10/15/2021	74369
110390,00362727	WATER - BUGBEE	0.00	\$263.17	0.00	263.17
Desc: WATER - BUGBEE	Acct: 10-421-328-0000		WATER		
112780,00362720	173 AIRPORT RD	0.00	\$385.20	0.00	385.20
Desc: 173 AIRPORT RD	Acct: 10-321-328-0000		WATER		
120800,00362724	75 LATHAM WORKS LANE	0.00	\$63.69	0.00	63.69
Desc: 75 LATHAM WORKS LANE	Acct: 10-521-328-0000		WATER		
121050,00362725	319 LATHAM WORKS LANE	478.70	\$478.70	0.00	478.70
Desc: 319 LATHAM WORKS LANE	Acct: 60-961-328-0000		WATER		
121051,00362726	319 LATHAM WORKS LANE-TRTM PL	40.59	\$40.59	0.00	40.59
Desc: 319 LATHAM WORKS LANE-TRTM PL	Acct: 60-961-328-0000		WATER		
141210,00362723	45 HIGLAND AVE WABA	0.00	\$548.69	0.00	548.69
Desc: 45 HIGLAND AVE WABA	Acct: 10-530-328-0000		WATER		
130125,00362721	TOWN HALL - W/S	0.00	\$440.35	0.00	440.35
Desc: TOWN HALL - W/S	Acct: 10-161-328-0000		WATER		
113640,00362722	BRIGGS PARK	0.00	\$81.18	0.00	81.18
Desc: BRIGGS PARK	Acct: 10-521-328-0000		WATER		
Vendor Total:			2,301.57	0.00	2,301.57
022600	HICKOK & BOARDMAN			10/15/2021	74370

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 12
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.	
2021 Q3	JULY-SEP 2021 FEES	598.65	\$3,735.00	0.00	3,735.00	
Desc: JULY-SEP 2021 FEES		Acct: 10-121-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-151-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-171-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-174-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-175-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-181-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-211-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-221-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-271-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-311-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-325-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-511-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-521-220-0000	BC/BS			
Desc: JULY-SEP 2021 FEES		Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-530-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 10-622-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 30-971-220-0000	BC/BS			
Desc: JULY-SEP 2021 FEES		Acct: 30-975-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 50-954-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 50-955-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 55-955-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 60-961-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 60-965-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 65-963-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 65-965-220-0000	HEALTH INSURANCE			
Desc: JULY-SEP 2021 FEES		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			
Vendor Total:			3,735.00	0.00	3,735.00	
023473	INGRAM LIBRARY SERVICES LLC		10/15/2021		74371	
55104781	BOOKS	0.00	\$10.44	0.00	10.44	
Desc: BOOKS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
54991960	BOOKS	0.00	\$42.19	0.00	42.19	
Desc: BOOKS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
54991961	BOOKS	0.00	\$16.05	0.00	16.05	
Desc: BOOKS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
54991962	BOOKS	0.00	\$37.86	0.00	37.86	
Desc: BOOKS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
55104779	BOOKS	0.00	\$15.71	0.00	15.71	

Report Date: 10/14/21
11:06AM

**Payment Manifest
by Vendor ID
Town of Hartford**

Page: 13
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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: BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
55104780	BOOKS	0.00	\$15.71	0.00	15.71
	Desc: BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
55142567	BOOKS	0.00	\$23.08	0.00	23.08
	Desc: BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			161.04	0.00	161.04
024800	JOE'S EQUIPMENT SERVICE			10/15/2021	74372
2-704943-01	Accelerator grass catcher	0.00	\$499.00	0.00	499.00
	Desc: Accelerator grass catcher	Acct: 10-527-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			499.00	0.00	499.00
025075	JORDAN EQUIPMENT CO			10/15/2021	74373
P56430	PARTS	0.00	\$2,023.10	0.00	2,023.10
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,023.10	0.00	2,023.10
025170	JWC ENVIRONMENTAL INC	JWC ENVIRONMENTAL INC		10/15/2021	74374
108005	CURRENT SENSOR	114.54	\$114.54	0.00	114.54
	Desc: CURRENT SENSOR	Acct: 60-964-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			114.54	0.00	114.54
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON		10/15/2021	74375
55473,102378	PARTS	0.00	\$169.00	0.00	169.00
	Desc: PARTS	Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			169.00	0.00	169.00
025199	K5 CORPORATION			10/15/2021	74376
10002102	2021 LINE STRIPING	0.00	\$13,558.04	0.00	13,558.04
	Desc: 2021 LINE STRIPING	Acct: 10-315-318-0000	CONTRACTED SERVICES		
10002160	2021 LINE STRIPING	0.00	\$4,567.78	0.00	4,567.78
	Desc: 2021 LINE STRIPING	Acct: 10-315-318-0000	CONTRACTED SERVICES		
Vendor Total:			18,125.82	0.00	18,125.82
026040	KOFILE, INC	KOFILE, INC		10/15/2021	74377
INV-KT-004520	6 LAND REC BINDERS 593-598/6 RM P/	0.00	\$1,770.35	0.00	1,770.35
	Desc: 6 LAND REC BINDERS 593-598/6 RM PAP	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,770.35	0.00	1,770.35
027402	LEBANON, CITY OF	CITY OF LEBANON		10/15/2021	74378
SEP'21	Sept '21 tipping fees SW	4,482.89	\$4,482.89	0.00	4,482.89
	Desc: Sept '21 tipping fees SW	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Vendor Total:			4,482.89	0.00	4,482.89
027403	LEBANON, CITY OF	CITY OF LEBANON		10/15/2021	74379
SEP'21	Grit disposal Sept '21	4,939.67	\$4,939.67	0.00	4,939.67
	Desc: Grit disposal Sept '21	Acct: 60-961-318-0000	CONTRACTED SERVICES		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 14
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
Vendor Total:			4,939.67	0.00	4,939.67
027850	LEWIS, WILLIAM J	WILLIAM LEWIS ELECTRICAL LLC		10/15/2021	74380
21/106	SERVICE CALL: GENERATOR MOVE	0.00	\$1,543.00	0.00	1,543.00
Desc:	SERVICE CALL: GENERATOR MOVE	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Desc:	SERVICE CALL: GENERATOR MOVE	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:			1,543.00	0.00	1,543.00
028850	MAGEE OFFICE EQUIPMENT INC.			10/15/2021	74381
C-01127233	LEASE COPIER - NOV'21-JAN'22	494.80	\$618.50	0.00	618.50
Desc:	LEASE COPIER - NOV'21-JAN'22	Acct: 10-325-320-0000	EQUIPMENT OPER/MAINT - OFFICE		
Desc:	LEASE COPIER - NOV'21-JAN'22	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE COPIER - NOV'21-JAN'22	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE COPIER - NOV'21-JAN'22	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE COPIER - NOV'21-JAN'22	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Vendor Total:			618.50	0.00	618.50
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC		10/15/2021	74382
4845	DEW PROSPECT 84-13	0.00	\$450.00	0.00	450.00
Desc:	DEW PROSPECT 84-13	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			450.00	0.00	450.00
029745	MARY HITCHCOCK MEMORIAL HOSPITAL	MARY HITCHCOCK MEMORIAL HOSPITAL		10/15/2021	74383
20210808	MEDICAL SUPPLIES	0.00	\$870.93	0.00	870.93
Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			870.93	0.00	870.93
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		10/15/2021	74384
224080425	OFFICE SUPPLIES	0.00	\$3.58	0.00	3.58
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
223921576	OFFICE SUPPLIES	0.00	\$7.76	0.00	7.76
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
223671582	WATER	13.98	\$13.98	0.00	13.98
Desc:	WATER	Acct: 30-974-328-0000	WATER		
223776867	OFFICE SUPPLIES	157.31	\$259.29	0.00	259.29
Desc:	OFFICE SUPPLIES	Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
223741237	UPS SURGE	0.00	\$69.98	0.00	69.98
Desc:	UPS SURGE	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
223841775	TRASH BAGS	0.00	\$18.99	0.00	18.99
Desc:	TRASH BAGS	Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
223692766	BUSINESS CARDS	0.00	\$70.00	0.00	70.00
Desc:	BUSINESS CARDS	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
223838005	OFFICE SUPPLIES	0.00	\$12.98	0.00	12.98
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
223746912	ENVELOPES/CALENDARS/FOLDERS	0.00	\$60.87	0.00	60.87
Desc:	ENVELOPES/CALENDARS/FOLDERS	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 15
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
Vendor Total:			517.43	0.00	517.43
029886	MAYFIELD, WILLIAM BRETT	WILLIAM BRETT MAYFIELD	10/15/2021		74385
10.07.2021	KARATE & JUJUTSU PROGRAM	0.00	\$504.00	0.00	504.00
Desc:	KARATE & JUJUTSU PROGRAM	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			504.00	0.00	504.00
030250	MCNALL, KAREN	KAREN MCNALL	10/15/2021		74386
2021-8	CARD MAKING WORKSHOP	0.00	\$102.40	0.00	102.40
Desc:	CARD MAKING WORKSHOP	Acct: 10-515-318-0000	CONTRACTED SERVICES		
Vendor Total:			102.40	0.00	102.40
030749	MFI MEDICAL EQUIPMENT INC		10/15/2021		74387
IN-00021535	INFUSION PUMP	0.00	\$1,282.35	0.00	1,282.35
Desc:	INFUSION PUMP	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			1,282.35	0.00	1,282.35
031390	MODERN CLEANERS & TAILORS, INC		10/15/2021		74388
2198	UNIFORMS	0.00	\$539.00	0.00	539.00
Desc:	UNIFORMS	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			539.00	0.00	539.00
031441	MONAGHAN SAFAR DUCHAM PLLC		10/15/2021		74389
18049	LEGAL: GENERAL MATTERS	0.00	\$420.00	0.00	420.00
Desc:	LEGAL: GENERAL MATTERS	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			420.00	0.00	420.00
031730	MORSE, MARTHA	MARTHA MORSE	10/15/2021		74390
OCT'21	OCT'21 DUES UVAC	0.00	\$28.00	0.00	28.00
Desc:	OCT'21 DUES UVAC	Acct: 10-271-313-0000	MEMBERSHIP DUES		
Vendor Total:			28.00	0.00	28.00
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC	10/15/2021		74391
IN1626708	ROPE RESCUE EQUIPMENT	0.00	\$3,315.25	0.00	3,315.25
Desc:	ROPE RESCUE EQUIPMENT	Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT		
IN1622930	MEDICAL SUPPLIES	0.00	\$60.00	0.00	60.00
Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
IN1626750	CMC BELT TRENCH	0.00	\$473.00	0.00	473.00
Desc:	CMC BELT TRENCH	Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT		
Vendor Total:			3,848.25	0.00	3,848.25
032104	MVP SELECT CARE INC.		10/15/2021		74392
2021-09	HRA/FSA MONTHLY FEE - SEP'21	29.92	\$210.00	0.00	210.00
Desc:	HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-121-220-0000	HEALTH INSURANCE		
Desc:	HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-151-220-0000	HEALTH INSURANCE		
Desc:	HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-171-220-0000	HEALTH INSURANCE		
Desc:	HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-174-220-0000	HEALTH INSURANCE		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 16
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-175-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-181-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-211-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-221-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-271-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-312-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-312-418-0100	Retiree Health Insurance		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-321-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-325-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-511-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-530-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 10-622-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 30-974-220-0000	BC/BS		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: HRA/FSA MONTHLY FEE - SEP'21	Acct: 65-965-220-0000	HEALTH INSURANCE		
Vendor Total:			210.00	0.00	210.00
034925	NORTHEAST RESOURCE RECOVERY ASSC			10/15/2021	74393
123856	GLASS/FREON/PROPANE HAUL	2,844.33	\$2,844.33	0.00	2,844.33
	Desc: GLASS/FREON/PROPANE HAUL	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,844.33	0.00	2,844.33
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		10/15/2021	74394
0678158	MSW/RECYCLING - SEP'21	3,776.84	\$3,776.84	0.00	3,776.84
	Desc: MSW transport	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: recyc transport	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Desc: recyc process	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Desc: compost/wood	Acct: 30-971-318-0000	CONTRACTED SERVICES		
0678214	CURBSIDE RECYCLING - SEP'21	15,283.10	\$15,283.10	0.00	15,283.10
	Desc: CURBSIDE RECYCLING - SEP'21	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:			19,059.94	0.00	19,059.94
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		10/15/2021	74395
9600291752SEP'21	TRASH PICK-UP - SEP'21 - WABA	0.00	\$128.13	0.00	128.13
	Desc: TRASH PICK-UP - SEP'21 - WABA	Acct: 10-521-318-0000	CONTRACTED SERVICES		
9600004155SEP'21	TRASH PICK-UP SEP'21	0.00	\$246.38	0.00	246.38
	Desc: TRASH PICK-UP SEP'21	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: TRASH PICK-UP SEP'21	Acct: 10-221-318-0000	CONTRACTED SERVICES		
	Desc: TRASH PICK-UP SEP'21	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 17
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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: TRASH PICK-UP SEP'21 STN 2	Acct: 10-221-318-0000	CONTRACTED SERVICES		
9600004122	SEP'21 TRASH PICK-UP - SEP'21 TH	0.00	\$263.10	0.00	263.10
	Desc: TRASH PICK-UP - SEP'21 TH	Acct: 10-161-318-0000	CONTRACTED SERVICES		
9600306162	SEP'21 TRASH PICK-UP - SEP'21 - MAXFIELD	0.00	\$320.31	0.00	320.31
	Desc: TRASH PICK-UP - SEP'21 - MAXFIELD	Acct: 10-527-318-0000	CONTRACTED SERVICES		
9600004148	SEP'21 TRASH PICK-UP - SEP'21 BUGBEE	0.00	\$274.00	0.00	274.00
	Desc: TRASH PICK-UP - SEP'21 BUGBEE	Acct: 10-421-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,231.92	0.00	1,231.92
035780	O'REILLY AUTO PARTS		10/15/2021		74396
5698-230839	BACKUP ALARM	48.01	\$48.01	0.00	48.01
	Desc: BACKUP ALARM	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			48.01	0.00	48.01
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	10/15/2021		74397
62131	INSPECTIONS - SEPTEMBER 2021	0.00	\$15.47	0.00	15.47
	Desc: INSPECTIONS - SEPTEMBER 2021	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			15.47	0.00	15.47
037276	PETE'S TIRE BARNS, INC		10/15/2021		74398
269561	TIRE REPAIRS CAR 4	0.00	\$53.75	0.00	53.75
	Desc: TIRE REPAIRS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
269523	TIRES	0.00	\$2,800.00	0.00	2,800.00
	Desc: TIRES	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
269521	TIRES	0.00	\$1,467.04	0.00	1,467.04
	Desc: TIRES	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
269575	TIRES	0.00	\$1,420.00	0.00	1,420.00
	Desc: TIRES	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			5,740.79	0.00	5,740.79
038188	LL POTWIN SERVICES		10/15/2021		74399
7675	JANITORIAL SERVICES 9/10-10/7	0.00	\$1,203.04	0.00	1,203.04
	Desc: JANITORIAL SERVICES 9/10-10/7	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: JANITORIAL SERVICES 9/10-10/7	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
038188	LL POTWIN SERVICES		10/15/2021		74400
7677	MOWING - SEPTEMBER 2021	0.00	\$1,364.30	0.00	1,364.30
	Desc: MOWING - SEPTEMBER 2021	Acct: 10-311-318-0000	CONTRACTED SERVICES		
	Desc: MOWING - SEPTEMBER 2021 BUGBEE	Acct: 10-421-318-0000	CONTRACTED SERVICES		
038188	LL POTWIN SERVICES		10/15/2021		74399
7676	CLEANING SERVICES	0.00	\$386.25	0.00	386.25
	Desc: CLEANING SERVICES	Acct: 10-524-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,953.59	0.00	2,953.59
038495	PRIORITY EXPRESS, INC.		10/15/2021		74401
81722140	INTERLIBRARY LOAN PROGRAM	0.00	\$80.00	0.00	80.00
	Desc: INTERLIBRARY LOAN PROGRAM	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 18
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
Vendor Total:				80.00	0.00	80.00
039992	REVIZE LLC			10/15/2021		74402
12343	WEBSITE ANNUAL FEE 2021		0.00	\$420.00	0.00	420.00
Desc:	WEBSITE ANNUAL FEE 2021	Acct:	10-181-331-0000	DEPARTMENT EQUIPMENT		
Vendor Total:				420.00	0.00	420.00
039994	REXEL USA, INC.		REXEL	10/15/2021		74403
S131816463.002	MATERIALS		0.00	\$6.10	0.00	6.10
Desc:	MATERIALS	Acct:	10-221-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:				6.10	0.00	6.10
041450	SABIL & SONS, INC		SABIL & SONS, INC	10/15/2021		74404
41490	H-8 PARTS		0.00	\$738.12	0.00	738.12
Desc:	H-8 PARTS	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
41495	H-3 PARTS		0.00	\$281.08	0.00	281.08
Desc:	H-3 PARTS	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				1,019.20	0.00	1,019.20
041649	SCHAAL, ANNA		ANNA SCHAAL	10/15/2021		74405
10.05.2021	BEGINNER MT BIKING		0.00	\$204.00	0.00	204.00
Desc:	BEGINNER MT BIKING	Acct:	10-515-318-0000	CONTRACTED SERVICES		
Vendor Total:				204.00	0.00	204.00
041857	PITNEY BOWES GLOBAL FINANCIAL		PITNEY BOWES GLOBAL FINANCIAL	10/15/2021		74406
SEP'21	POSTAGE SEP'21		596.69	\$1,414.24	0.00	1,414.24
Desc:	POSTAGE SEP'21	Acct:	10-121-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-171-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-151-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-511-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-622-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-175-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-174-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	50-955-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	55-955-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	60-965-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	65-965-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	30-975-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-211-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-221-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-171-322-0000	POSTAGE		
Desc:	POSTAGE SEP'21	Acct:	10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:				1,414.24	0.00	1,414.24
043315	NATIONAL CENTER FOR SAFETY INITIATI			10/15/2021		74407
14334	BACKGROUND CHECKS - SEP'21		0.00	\$105.00	0.00	105.00
Desc:	BACKGROUND CHECKS - SEP'21	Acct:	10-121-315-0000	RECRUITMENT & TRAINING		
Desc:	BACKGROUND CHECKS - SEP'21	Acct:	10-514-315-0000	RECRUITMENT & TRAINING		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 19
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
Vendor Total:				105.00	0.00	105.00
044204	STEARNS SEPTIC SERVICE, LLC			10/15/2021	74408	
2021-486	SLUDGE HAULING		1,909.00	\$1,909.00	0.00	1,909.00
Desc:	SLUDGE HAULING	Acct: 65-963-318-0000	CONTRACTED SERVICES			
2021-491	5 hours Vactor Truck #24		3,120.00	\$3,120.00	0.00	3,120.00
Desc:	5 hours Vactor Truck #24	Acct: 60-964-318-0000	CONTRACTED SERVICES			
Vendor Total:				5,029.00	0.00	5,029.00
046950	TWIN STATE SAND AND GRAVEL CO			10/15/2021	74409	
101078	SCREENED LOAM		105.10	\$105.10	0.00	105.10
Desc:	SCREENED LOAM	Acct: 50-954-321-0100	REPAIRS & MAINT-BUILDING			
101079	STONE/ASPHALT		0.00	\$29,416.49	0.00	29,416.49
Desc:	STONE/ASPHALT	Acct: 10-311-318-0000	CONTRACTED SERVICES			
Desc:	STONE/ASPHALT	Acct: 10-521-323-0000	MATERIAL & SUPPLIES			
Vendor Total:				29,521.59	0.00	29,521.59
047650	UPPER VALLEY EQUIPMENT RENTALS			10/15/2021	74410	
5871	STOMPER - RENTAL		0.00	\$70.00	0.00	70.00
Desc:	STOMPER - RENTAL	Acct: 10-321-318-0000	CONTRACTED SERVICES			
Vendor Total:				70.00	0.00	70.00
048300	VALLEY NEWS		VALLEY NEWS	10/15/2021	74411	
125911,22380	10.12.21 SB MEETING AGENDA		0.00	\$122.40	0.00	122.40
Desc:	10.12.21 SB MEETING AGENDA	Acct: 10-111-312-0000	ADVERTISING			
125911,217451	10.05.21 SB MEETING AGENDA		0.00	\$193.80	0.00	193.80
Desc:	10.05.21 SB MEETING AGENDA	Acct: 10-111-312-0000	ADVERTISING			
Vendor Total:				316.20	0.00	316.20
048575	VERIZON WIRELESS			10/15/2021	74412	
9889662646	CELL PHONES - SEP'21		228.30	\$2,129.97	0.00	2,129.97
Desc:	CELL PHONES - SEP'21	Acct: 10-121-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-171-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-181-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-221-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-211-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-271-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-325-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-511-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 50-955-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 55-955-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 60-965-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 30-971-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-174-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 65-965-324-0000	TELEPHONE			
Desc:	CELL PHONES - SEP'21	Acct: 10-411-417-0017	EXTRAORDINARY EXP : COVID-19			
9889601340	VERIZON BROADBAND - SEP'21		0.00	\$1,569.46	0.00	1,569.46
Desc:	VERIZON BROADBAND - SEP'21	Acct: 10-221-324-0000	TELEPHONE			
Desc:	VERIZON BROADBAND - SEP'21	Acct: 10-211-320-0100	EQUIP OPERATION/COMMUNICATION			

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 10/15/2021 - 10/15/2021

Page: 20
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name				Disc. Amt	Net Amt.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	WINDSOR VERIZON BROADBAND - SEP'21	Acct:	10-005-100-0000	DUE FROM OTHER GOVERNMENTS	
	Desc:	NORWICH VERIZON BROADBAND - SEP'21	Acct:	10-005-100-0000	DUE FROM OTHER GOVERNMENTS	
	Vendor Total:			3,699.43	0.00	3,699.43
049401	VERMONT DEPT OF HEALTH			10/15/2021		74413
778	ENGRAVED PAPER		0.00	\$25.00	0.00	25.00
	Desc:	ENGRAVED PAPER	Acct:	10-151-323-0000	MATERIAL & SUPPLIES	
	Vendor Total:			25.00	0.00	25.00
049600	VERMONT DEPART OF MOTOR VEHICLES			10/15/2021		74414
10.12.2021	PROCESSING FEES PLATES/REG		0.00	\$50.00	0.00	50.00
	Desc:	PROCESSING FEES PLATES/REG	Acct:	10-325-317-0000	PERMITS AND LICENSES	
	Vendor Total:			50.00	0.00	50.00
049900	VERMONT DEPARTMENT OF TAXES		VERMONT DEPARTMENT OF TAXES		10/15/2021	74415
AC-304 10.13.2021	VT PROPERTY ASSESOR CERTIF FEE		0.00	\$25.00	0.00	25.00
	Desc:	VT PROPERTY ASSESOR CERTIF FEE	Acct:	10-174-313-0000	MEMBERSHIP DUES	
	Vendor Total:			25.00	0.00	25.00
049980	VHV COMPANY		VHV COMPANY		10/15/2021	74416
86094	SERVICE CALL: VENT IN FIN OFFICE		0.00	\$230.00	0.00	230.00
	Desc:	SERVICE CALL: VENT IN FIN OFFICE	Acct:	10-161-318-0000	CONTRACTED SERVICES	
	Vendor Total:			230.00	0.00	230.00
050600	VERMONT OFFENDER WORK PROGRAMS			10/15/2021		74417
WC3603	CLEANING RUSTTOWN&WILDER BIKE		0.00	\$20.00	0.00	20.00
	Desc:	CLEANING SEPT'21	Acct:	10-521-318-0000	CONTRACTED SERVICES	
	Desc:	CLEANING SEPT'21	Acct:	10-521-318-0341	Cemetery	
	Vendor Total:			20.00	0.00	20.00
051375	VERMONT DEPT ENVIRONMENTAL CONS		STATE OF VERMONT		10/15/2021	74418
7824-9015 2019-2021	PERMIT HTFD STP0113(59)S ROUNDAL		0.00	\$777.60	0.00	777.60
	Desc:	PERMIT HTFD STP0113(59)S ROUNDABOUT	Acct:	10-325-317-0000	PERMITS AND LICENSES	
	Vendor Total:			777.60	0.00	777.60
051400	VERMONT STATE TREASURER LICENSES		VERMONT STATE TREASURER		10/15/2021	74419
JUL-SEP'21	42 Marriage License State Pymt		0.00	\$2,100.00	0.00	2,100.00
	Desc:	42 Marriage License State Pymt	Acct:	10-151-316-0000	STATE PAYMENT - LICENSES	
	Vendor Total:			2,100.00	0.00	2,100.00
052300	WEBB, F W COMPANY		F.W. WEBB COMPANY		10/15/2021	74420
72998626	PIPE		0.00	\$400.00	0.00	400.00
	Desc:	PIPE	Acct:	10-221-328-0200	RURAL WATER SUPPLY	
	Vendor Total:			400.00	0.00	400.00
053040	WHITE RIVER CAR WASH			10/15/2021		74421
SEP'21	CAR WASH SEP'21		0.00	\$48.00	0.00	48.00

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 21
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
	Desc: CAR WASH SEP'21	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		48.00	0.00	48.00
053150	SWISH WHITE RIVER LTD			10/15/2021	74422
	W463356 CLEANING SUPPLIES	0.00	\$78.00	0.00	78.00
	Desc: CLEANING SUPPLIES	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		78.00	0.00	78.00
053220	WHITMARSH, CLAYTON	CLAYTON WHITMARSH		10/15/2021	74423
	10.07.2021 CDL	28.00	\$28.00	0.00	28.00
	Desc: CDL	Acct: 60-961-317-0000	PERMITS & LICENSES		
	Vendor Total:		28.00	0.00	28.00
059754	MYREC.COM	R. B. PRODUCTIONS		10/15/2021	74424
	03215590S Key card scanner	0.00	\$760.00	0.00	760.00
	Desc: Key card scanner	Acct: 10-511-330-0000	OFFICE EQUIPMENT		
	Vendor Total:		760.00	0.00	760.00
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC			10/15/2021	74425
	IN445479 COPIER METER SEP'21	0.00	\$19.03	0.00	19.03
	Desc: COPIER METER SEP'21	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: COPIER METER SEP'21	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	IN445477 METER COPIER - SEP'21 FD	0.00	\$36.76	0.00	36.76
	Desc: METER COPIER - SEP'21 FD	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	IN447035 METER COPIER - SEP 2021 - FIN	0.00	\$48.38	0.00	48.38
	Desc: METER COPIER - SEP 2021 - FIN	Acct: 10-171-318-0000	CONTRACTED SERVICES		
	IN445476 METER COPIER - SEP'21 - PLANN/VAL	0.00	\$72.26	0.00	72.26
	Desc: METER COPIER - SEP'21 - PLANN/VAL	Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
	Desc: METER COPIER - SEP'21 - PLANN/VAL	Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
	Desc: METER COPIER - SEP'21 - PLANN/VAL	Acct: 10-626-323-0000	Materials & Supplies		
	IN447034 METER COPIER - SEP'21 - DPW	41.68	\$52.12	0.00	52.12
	Desc: METER COPIER - SEP'21 - DPW	Acct: 10-325-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - SEP'21 - DPW	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - SEP'21 - DPW	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - SEP'21 - DPW	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - SEP'21 - DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Vendor Total:		228.55	0.00	228.55
500660	JP PEST SERVICE			10/15/2021	74426
	3030628 MONTHLY SERVICE	0.00	\$81.50	0.00	81.50
	Desc: MONTHLY SERVICE	Acct: 10-161-318-0000	CONTRACTED SERVICES		
	Vendor Total:		81.50	0.00	81.50
500894	SECURSHRED	SECURSHRED		10/15/2021	74427
	374696 SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING SERVICES	Acct: 10-325-318-0000	CONTRACT SERVICES		
	Vendor Total:		22.00	0.00	22.00

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 22
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
502199	NULTY, PAULA M	PAULA M NULTY	10/15/2021		74428
10.01.2021	BJs Corporate Membership Annual Fee	0.00	\$55.00	0.00	55.00
Desc:	BJs Corporate Membership Annual Fee	Acct: 10-121-313-0000	MEMBERSHIP DUES		
Vendor Total:			55.00	0.00	55.00
502735	BURDETTE, ELIZABETH	ELIZABETH BURDETTE	10/15/2021		74429
10.05.2021	FALL CLINIC #2	0.00	\$60.00	0.00	60.00
Desc:	FALL CLINIC #2	Acct: 10-515-318-0000	CONTRACTED SERVICES		
Vendor Total:			60.00	0.00	60.00
502780	HENDERSON, JIM B	JIM B HENDERSON	10/15/2021		74430
2022	REFUND FY22 PROPERTY TAX STATE	0.00	\$2,061.00	0.00	2,061.00
Desc:	REFUND FY22 PROPERTY TAX STATE PMNT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			2,061.00	0.00	2,061.00
502781	BOWEN, MELAINIE	MELAINIE BOWEN	10/15/2021		74431
2022	PROFERTY TAX FY22 STATE PMNT	0.00	\$155.49	0.00	155.49
Desc:	PROFERTY TAX FY22 STATE PMNT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			155.49	0.00	155.49
502782	ARNOLD, HAVAILAH	HAVAILAH ARNOLD	10/15/2021		74432
SEP'21	FIELD HOCKEY OFFICIATING	0.00	\$80.00	0.00	80.00
Desc:	FIELD HOCKEY OFFICIATING	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			80.00	0.00	80.00
FUND 1 0	HRA / FSA / DCR	Bank Total:		224,360.45	
FUND 1 0 HRA	HRA / FSA / DCR				
032103	MVP HEALTH - HRA / DCRA		10/15/2021		1019
10.05.2021	HRA 09.27.2021-10.02.2021	24.13	\$2,352.94	0.00	2,352.94
Desc:	HRA 09.27.2021-10.02.2021	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 09.27.2021-10.02.2021	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
10.13.2021	FSA/HRA 10.04.2021-10.09.2021	659.93	\$1,434.97	0.00	1,434.97
Desc:	FSA 10.04.2021-10.09.2021	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
Desc:	HRA 10.04.2021-10.09.2021	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.04.2021-10.09.2021	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.04.2021-10.09.2021	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.04.2021-10.09.2021	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.04.2021-10.09.2021	Acct: 10-622-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.04.2021-10.09.2021	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		

Report Date: 10/14/21
11:06AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 23
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/15/2021 - 10/15/2021

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.
Vendor Total:			3,787.91	0.00
				3,787.91
FUND 1 0 HRA			Bank Total:	3,787.91
			Holdback Total	286,698.34
Batch Totals:	0.00	73,151.06	0.00	359,849.40

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