TOWN OF HARTFORD
SELECTBOARD AGENDA

Tuesday, November 29, 2022, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting will be conducted in person at Town Hall

The meeting will also be available on Zoom
https://zoom.us/j/549799933 - Please mute your microphone.
youtube.com/catv810 – 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 and Press *9 to raise your hand for public comment

Please Note the Times are Approximate

I. **Call to Order the Selectboard Meeting** (6:00)
II. **Pledge of Allegiance** (6:05)
III. **Local Liquor Control Board: None**
IV. **Local Cannabis Control Board: None**
V. **Order of Agenda**
VI. **Selectboard**
    1. **Public Comment** (6:10)
    2. **Selectboard Comments and Announcements** (6:30)
    3. **Appointments** (6:40)
        a. Consider the Re-Appointment of Molly Smith Dunn to the Hartford Energy Commission for a 3-year term beginning November 29, 2022 and ending November 28, 2025.
        b. Consider the Appointment of Gaal Shepherd Crowl to the Hartford Tree Board for a 3-year term beginning November 29, 2022 and ending November 28, 2025.
        c. New Committee: Hartford Committee on Housing and Homelessness, term is two years as listed in the Charge. November 29, 2022 to November 28, 2024.
        Alex Belensz
        Patrick Danaler
        Ralph Hybels
        Dan Nott
        Michael Redmond
    4. **Board Reports, Motions & Ordinances**
        a. Auditors FYE 22 audit presentation (7:25)
        Break: (8:10)
        b. Town Clerk Budget presentation (8:20)
        c. Police: Parking Ordinance and Social Work (8:50)
        d. Municipal Planning Grant (9:20)
        e. Housing and Homelessness Committee Staff Assignment (9:35)
        f. Board Liaison Town and School Meeting Committee (9:40)
        g. Gates Street (Hill) and Fairview Terrace Retaining Wall Engineering Selection Committee Recommendation (RFP 2022=HI) (9:45)

VI. Commission Reports (10:15)

VII. Consent Agenda

Approve Payroll Ending: 11/26/2022
Approve Meeting Minutes of 11/15/2022 & 11/22/2022
Approve A/P Manifest of: 11/23/2022 & 11/29/2022
Approve Selectboard Meetings: 12/6/2022; 12/8/2022; 12/13/2022; 12/15/2022 and 12/27/2022.

VIII. Executive Session: That in accordance with Vermont's Open Meeting Law 1 V.S.A. § 313, I move that the Selectboard enter into Executive Session: To discuss confidential attorney-client communications of which premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage, and the appointment or employment or evaluation of a public officer or employee.

VIII. Adjourn the Selectboard Meeting

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than 5pm on the Tuesday two weeks prior to the meeting date. Requests received after that date will be addressed at the discretion of the Chair. Individuals wishing to address the board should do so during the Public Comment period.

Please Note: The Hartford Selectboard offers public viewing of meetings live at Town Hall, and additionally as a courtesy generally on YouTube, Channel 1085, and Zoom. If a member of the public has technical difficulties accessing this meeting remotely, please alert us by emailing Selectboard@hartford-vt.org.

TOWN OF HARTFORD
171 BRIDGE STREET
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802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or X re-appointment to: Hartford Energy Commission

I. APPLICANT DATA:

Name: Molly Smith Dunn

Address: 189 Woodhaven Drive Unit 3E White River Junction VT 05001

Telephone: (Home) [redacted] (Work) _____ (Other) _____

Email Address: [redacted]

How long have you been a Hartford resident? Nearly four years

Are you a registered voter? Yes

II. EDUCATION:

High School: WPCCS Year Graduated: 2007

College 1: Cornell University Degree Earned: BS

Course of Study: Natural Resources and Applied Ecology, Plant Science, Viticulture and Enology Year: 2012

College 2: Harvard University (School of Extension Studies) Degree Earned: Masters

Course of Study: Sustainability and Environmental Management Year: 2017

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
See attached resume			

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 on Thursday evenings when HEC meets. I am also willing and able to be available on weekends for events.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have been a member of HEC since 2019 and have been chair for the past two years. We have come a long way and done some fantastic programming and I would like to continue to be a part of an incredible team doing lots of incredible work here in Hartford and the greater upper valley.

c. What are your past experiences in Municipal, State or Federal Government? I have been on HEC since 2019 and have been chair since May of 2020.

d. What civic or social organizations have belonged to and what positions did you hold? I participate on the Climate Advisory Steering Committee here in Hartford and I was also a participant on the Climate Action Plan te

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? We need better outreach tools and funding to support low income Vermonters who bear high energy burdens.

f. What might some solutions be? A yearly Vermont Womens Work cohort and funding for low income Vermonters to participate in programs like WIndowDressers

g. Other hobbies/interests: Trail running, reading, writing fiction, watching hysterically bad movies.

V. REFERENCES: (Please list three)

Name: Dana Clawson Telephone: [redacted]

Name: Ashton Todd Telephone: [redacted]

Name: Jeannie Oliver Telephone: [redacted]

Molly Smith
APPLICANTS SIGNATURE

11/2/2022
DATE

Molly Smith Dunn

[redacted], White River Junction, VT 05001

[redacted]

msmith@vermontlaw.edu

Education

Vermont Law and Graduate School; South Royalton, Vermont
Masters in Energy Regulation and Law
Part-time, 2021-present

Harvard Extension School, Harvard University; Cambridge, Massachusetts
Master of Liberal Arts in Extension Studies, May 2017
Sustainability and Environmental Management
Thesis: *Motivators behind sustainable behavior in Vermont and New Hampshire*

Cornell University; Ithaca, New York
Bachelor of Science, May 2012
Dual Major in Natural Resources (Applied Ecology) and Plant Science (Horticulture)
Minor: Viticulture and Enology

Professional Experience

Vermont Law School
Program Coordinator - Institute for Energy and the Environment **October 2018-present**

- Provides administrative support to the faculty and fellows in the Institute for Energy and the Environment
- Manages student applications, interviews and programming
- Responsible for GHG assessment for school
- Prepares and edits grants, RFPs and LOIs
- Manages data warehouse software and contact management
- Manages all marketing and communications
- Develops and coordinates large-scale events including conferences and meetings
- Provides administrative and creative support to the Farm and Energy Initiative
- Sits on the Wellness and President Search Committees
- Elected by co-workers to serve as Staff Representative on the Board of Trustees

Harvard University Extension School
Sustainability Teaching Fellow **2017-2021**

- Assisted in teaching Introduction to Sustainability course with over 160 students
- Advised students in selecting essay topics, answered questions and engaged them in material
- Read and graded essay and homework assignments
- Taught specific sessions on invasive species dynamics and how to construct causal loop diagrams (CLDs)
- Held weekly office hours to answer student questions and provide guidance on assignments

Institute for Sustainable Communities **February 2018- September 2018**

- Provided administrative support to the U.S. program team including managing financial reports, scheduling meetings with distributed staff in multiple time zones, taking notes, organizing travel arrangements and processing partner invoices.
- Directly supported the VP of US Programming by managing schedules, coordinating meetings, conducting travel planning, documenting finances and performing other tasks as needed.
- Conducted desktop research on a variety of topics to support program development and integration
- Assisted in preparing documents including reports, contracts, project summaries and forms
- Organized and ran the 2018 Southeast Florida Regional Climate Compact Implementation Workshop on Post-Disaster Redevelopment Planning. Event was attended by over 50 people.
-

Sustainability Fellow, Dartmouth College; Hanover, NH **2016-2018**

- Managed all finances, communications, marketing and scheduling for Office of Sustainability
- Helped coordinate team of over 30 sustainability interns
- Participated in campus greenhouse gas audits using Greenhouse Gas Protocol
- Organized the 2017 Northeast Consortium of Sustainable Colleges annual meeting
- Represented Office of Sustainability at events on- and off-campus
- Participated as needed on Dartmouth Sustainability Task Force
- Organized and supervised events held at the Dartmouth Organic Farm

Dartmouth College Fund Administrative Assistant I/II, Advancement Division, Dartmouth College; Hanover, NH **2014-2016**

- Assisted Dartmouth College fundraising strategies and programs by designing and implementing alumni-focused advertising campaigns
- Conducted financial research on alumni classes and presented findings in reports to managers Managed sensitive personal and financial information with the utmost discretion
- Wrote summary reports and memos; designed promotional materials including invitations and campaign posters
- Created and distributed weekly reports to teams of alumni volunteers
- Scheduled and coordinated meetings, appointments and travel arrangements for class managers

Additional Professional Skills

- Exceptionally organized and efficient; effective multitasker; prioritizes well
- Experience in the measurement, reporting and implementing of strategies to reduce greenhouse gas (GHG) emissions
- Skilled in planning and managing large-scale events at a distance
- Excellent oral and written communication skills, including technical writing
- Outgoing, personable, and professional in all outreach and communications
- Proficient in computer programs including Salesforce, MarketingCloud,

Excel, EventBrite, Paylocity, MindBody, Microsoft Office, Wix, Canva, Canvas, Google Suite, Paperless Post, Outlook, WordPress, Adobe Suite and ConstantContact, among others

Honors and Awards

- 2022 – Invited to judge inaugural Dartmouth Energy Alliance Energy Hackathon
- 2020 – Elected Chair of the Hartford Energy Commission
- 2020 - Accepted cohort member in 2020-2021 Climate Catalysts Class
- 2019 – Elected Staff Representative to the Board of Trustees at Vermont Law School
- 2017 - Invited speaker and panelist at 2017 Sustainability Program Mixer, Harvard Extension School, Cambridge, MA
- 2017 - Nominated for Outstanding Thesis Award, Harvard University Extension School
- 2016 - Featured Sustainability Graduate Student at Harvard Extension School, Cambridge, MA
- 2012 - David Moriah Spirit Award Nominee for exceptional leadership and mentorship skills at Cornell Outdoor Education
- 2009 - Appointment as Editor for ForWord magazine, Cornell University publication focusing on women's and LGBTQ literature and art on campus
- 2006 - Elected Clinton County Fair Queen to serve as formal ambassador to local agricultural and dairy industries in Clinton County and central Pennsylvania for 2006-07; top five finisher in 2007 Pennsylvania State Fair Queen competition

Other

- Outdoor activities enthusiast: trail running, marathons, rock climbing, hiking, skiing, yoga, triathlons
- Competitive Sheep-to-Shawl team participant; 2011 Pennsylvania State Farm Show Champions
- Certified yoga instructor (Hatha, Vinyasa, Aerial)

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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Hartford's Tree Board

I. APPLICANT DATA:

Name: Gaal Shepherd Crowl
Address: 136 Worcester Ave.
WRJ VT 05001
Telephone: (Home) [redacted] (Work) Same (Other) ___
Email Address: [redacted]@gmail.com
How long have you been a Hartford resident? 1 yr.
Are you a registered voter? yes

II. EDUCATION:

High School: North Fulton High Atlanta GA Year Graduated: 1967
College 1: New School for Social Research Degree Earned: none
Course of Study: film art Year: 1969-70

College 2: Corcoran School of Art Degree Earned: none
Course of Study: classical paint/draw Year: 1984 - 1987

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties

I am a self-employed artist and have been so for over 40 yrs. Tip Top # 240
I have been part of more than 100 shows, primarily in the Northeast and many with free themes.

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? Early evening mtgs. are OK once a month preferred

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I am a tree advocate and amateur naturalist and know quite a bit about the entire "wood wide web", the interaction between trees soil and fungi

c. What are your past experiences in Municipal, State or Federal Government? I ran for State Rep. in Woodstock and then spent 3 yrs. volunteering for COVE as a lobbyist.

d. What civic or social organizations have belonged to and what positions did you hold? I am very active volunteer life with AVA, the visual art center in Leb. NH. Worked polls for 3 yrs. at Pomfret Town Hall

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? I have a keen eye for tree + shrub issues.

f. What might some solutions be? Early reaction to problems

g. Other hobbies/interests: ~~mushrooms~~ / mycology

V. REFERENCES: (Please list three)

Name: Eileen McGuckin Thyme Restaurant owner Telephone: _____

Name: Matt Bray TipTop owner Telephone: _____

Name: Kim Souza Telephone: _____

Gail Crowe 11/13/22

APPLICANTS SIGNATURE DATE

Hartford Committee on Housing and Homelessness

Charge:
To support the increase of Hartford's affordable housing stock as well as Hartford residents' well-being and access to stable housing, with actions that might include the following:

1. Identifying, tracking and reporting metrics regarding housing stock in Hartford and the state of Hartford's unhoused, unsheltered and housing insecure communities.
2. Identifying regulatory obstacles within State and local legislation to the creation and occupation of affordable housing in Hartford.
3. Assessing strengths and gaps regarding Hartford's housing stock and local and regional services and opportunities for people experiencing homelessness and housing insecurity.
4. Collecting mission statements and summaries of existing efforts of local and regional entities dedicated to addressing the region's housing crisis.
5. Creating an Affordable Housing Master Plan to identify current and potential future need for affordable housing including scenarios anticipating climate immigration and migration potentials (Climate Action Plan Section CE 2-2).
6. Supporting housing-related town planning and development initiatives such as updating the Town Plan Housing Chapter.
7. Supporting outreach and opportunities for regional collaboration between the Core 4 Towns to address housing and homelessness issues.

Constitution:
This Committee will be constituted by no more than six Hartford residents, including one Selectboard Member, and up to one member of staff at the discretion of the Town Manager for a total of seven members. Each member shall have equal weight in discussion and voting.

Terms:
Committee members shall serve two-year terms beginning on the date of appointments, which may be renewed up to three times for a total of six years at the discretion of the Selectboard. This Committee shall be a standing committee and shall serve until discontinued by motion of the Selectboard.

Selection Process:
All vacancies, including those that result from an incomplete term, will be filled using the following process:

1. Members of the community interested in serving on the Committee shall apply to the Selectboard.

2. The Selectboard will ratify or reject by a vote each new appointment to the Committee.

Statutory Requirements:
As with all Hartford Committees, the Hartford Committee on Housing and Homelessness must operate in accordance with the Statutes of the State of Vermont and the Ordinances and Policies of the Town of Hartford. All meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

Approvals:
Selectboard – July 26, 2022

8/22/2022 - REDACTED
SB MT 61

TOWN OF HARTFORD
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ADVISORY BOARD/COMMISSION APPLICATION

Application for _x_ appointment(s) or ___ re-appointment to: Committee on Housing and Homelessness

I. APPLICANT DATA:

Name: Alex Belensz

Address: 69 Courtemanche Hill Rd, White River Junction, VT 05001

Telephone: (Home)_____ (Work) _____ (Other) [redacted]

Email Address: [redacted]

How long have you been a Hartford resident? 1.5 years

Are you a registered voter? Yes

II. EDUCATION:

High School: Shenendehowa High School Year Graduated: 2008

College 1: SUNY Geneseo Degree Earned: Bachelor of Arts

Course of Study: Geography/Environmental Studies Year: 2012

College 2: Rutgers University Degree Earned: Master's

Course of Study: City and Regional Planning Year: 2015

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
SE Group Burlington, VT (I work remotely)	05/22 - present	Associate Planner	Community planning, mapping, public engagement, data analysis
Upper Valley Lake Sunapee Regional Planning Commission Lebanon, NH	01/20 - 05/22	Planner	Housing policy, public engagement pedestrian and bicycle planning
North County Council Littleton, NH	10/17 - 01/20	Planner	Transportation policy, public engagement
Resource Systems Group White River Junction, VT	01/16 - 10/17	Analyst I	Survey research, mapping, technical report writing

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 for weekly meetings and additional work in between meetings. Thanks to a flexible work schedule, I am generally available on all weekdays, including evenings.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I want to serve on this committee to ensure that Hartford remains livable, affordable, and welcoming for residents of all income levels. I have experienced this housing crisis personally as a resident of the Upper Valley for 7 years. I fear that, without action, lower-income families will be steadily pushed out of Hartford in the coming years. To this committee I will contribute 10 years of experience in community and regional planning, including experience in housing and land use policy, community development, and public engagement in the Upper Valley.

c. What are your past experiences in Municipal, State or Federal Government? Nearly all of my professional experience has involved working with the public sector. I spent 5 years as a regional planner in New Hampshire where I regularly worked with local boards and committees as well as state agencies on issues of transportation and housing. I have also held consulting positions where I worked with local governments and federal agencies.

d. What civic or social organizations have belonged to and what positions did you hold? Lebanon, NH Pedestrian and Bicyclist Advisory Committee - Member

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? 1) Lack of permanently affordable housing options in Hartford; 2) lack of regional cooperation on housing policy/support for unhoused populations; 3) inadequate supply of homes that affordable for middle income families; 4) lack of agreement on solutions within Hartford (despite general agreement that there is a problem).

f. What might some solutions be? The availability of ARPA funds presents a major opportunity for investing in permanently affordable in Hartford. I believe there is an opportunity to improve regional coordination and support for the "continuum of care" for unhoused and housing-insecure. The ongoing zoning bylaw modification process is an important opportunity for addressing any unhelpful regulatory barriers. Keeping residents engaged and informed as solutions are discussed and advanced will be key.

g. Other hobbies/interests: Riding bikes, spending time outside with friends, gardening, being a dog parent, political history.

V. REFERENCES: (Please list three)

Name: Sam Brakeley Telephone: [redacted]

Name: Brayton Osgood Telephone: [redacted]

Name: Rebecca Owens Telephone: [redacted]

APPLICANTS SIGNATURE

7-30-2022
DATE

NOV. 3, 2022

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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Housing Commission

I. APPLICANT DATA:

Name: Patrick Danaher

Address: 1593 Jericho Street

Telephone: (Home) [redacted] (Work) _____ (Other) _____

Email Address: [redacted]

How long have you been a Hartford resident? _____

Are you a registered voter? yes

II. EDUCATION:

High School: Hartford High School Year Graduated: 1975

College 1: University of Vermont Degree Earned: BA

Course of Study: History / Political Science Year: 1980

College 2: Harvard College Degree Earned: MA

Course of Study: History Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Retired Merchant Marine		Captain	

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? 3 nights, yes

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have the time and would like to contribute to the community. I have numerous skills and training too copious to fit into this space.

c. What are your past experiences in Municipal, State or Federal Government? I worked in the United States Congress for 3 years and am competent on most town, State and Federal issues.

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? Housing, road, school and taxes.

f. What might some solutions be? Look at the issues and problems with a fresh perspective.

g. Other hobbies/interests: Sailing, wind surfing, mountain biking and politics.

V. REFERENCES: (Please list three)

Name: Arlene Wright Telephone: [redacted]

Name: Jim Flanagan Telephone: [redacted]

Name: Patrick Flanagan Telephone: [redacted]

P. C. Donlan 11/1/22

APPLICANTS SIGNATURE DATE

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ADVISORY BOARD/COMMISSION APPLICATION

Application for XX appointment(s) or ___ re-appointment to: Committee on Housing and Homelessness

I. APPLICANT DATA:

Name: Ralph C. Hybels

Address: 36 Iris Way

White River Junction, VT 05001

Telephone: (Home) [redacted] (Work) _____ (Other) _____

Email Address: [redacted]

How long have you been a Hartford resident? 4 Years

Are you a registered voter? Yes

II. EDUCATION:

High School: Needham, MA Year Graduated: 1978

College 1: UMASS Amherst Degree Earned: BA

Course of Study: English Year: 1983

College 2: Cornell University (ILR School) Degree Earned: MS/PhD

Course of Study: Organizational Behavior (HR Minor) Year: 1994

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Leadership in Medicine, Inc.	1995-present (semi-retired)	CEO/Founder	Management
University of Illinois, Chicago	1994-1997	Assistant Professor, Org Behavior/Sociology/HR	

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? Evening meetings are fine and I have no particular limits. Weekend days as well as workweek days are all fine too.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I've been involved in efforts to promote affordable/workforce housing in Norwich since 2000, including as Chair of the Planning Commission's Sub-Committee on Affordable Housing. I have strong writing and analytic skills, including suvey construction and administration as well as statistical and social network analysis. I have written many successful grant and business proposals and reports. E.g., the analysis in http://norwich.vt.us/wp-content/uploads/2012/06/AHCFinalReport.pdf.

c. What are your past experiences in Municipal, State or Federal Government? I also chaired the Norwich Class IV Roads committee and was a member of several others, such as one for selecting a town manager and the board of the Historical Society as well as an inter-state committee of Vital Communities on Affordable Housing. Since moving to WRJ, I'm no longer on any Norwich committees.

d. What civic or social organizations have belonged to and what positions did you hold? Served as member and for several years Vice Chair of the Norwich Planning Commission. I was also Chair of the Norwich Democratic Party for several years.

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? Further the efforts in Hartford to ensure fertile ground for addressing the needs of the unhoused and unwealthy as well as the workforce in general. Continue to build consensus where possible among employers, funders, non-profits, Town officials, faith groups, other towns, and the general citizenry around our obligation to both preserve our natural environment and meet the need for roofs, walls, and livability.

f. What might some solutions be? Build on recent positive trends and events, such as the creation of the Upper Valley Loan Fund being coordinated by Evernorth. Consult with citizens regarding community needs and wants as well as any objections to particular initiatives. Strive to balance the dual values in Vermont of conservation and providing for human needs by following the principles of smart growth, including citizen participation in decision making.

g. Other hobbies/interests: Woodworking, cycling, reading, writing, following politics at all levels, and most of all spending time and enjoying local adventures with my two grown sons, Kevin and Justin, who are stilll based in Norwich.

V. REFERENCES: (Please list three)

Name: Jeff Lubell, Chair, Norwich Affordable Housing Comm. (Exec Director, Ctrr for Housing Policy, Wash DC) Telephone: [redacted]

Name: Jeff Goodrich, member, Norwich Planning Commission (President, Pathways Consulting) Telephone: [redacted]

Name: Kathleen Shepherd, member, Norwich Affordable Housing Telephone: [redacted]

Ralph C. Hybels

APPLICANTS SIGNATURE

October 7, 2022

DATE

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ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or ___re-appointment to: Hartford Committee on Housing and Homelessness

I. APPLICANT DATA:

Name: Dan Nott
Address: 10 James Street (PO BOX 1273)
Wilder, VT 05088
Telephone: (Home) [redacted] (Work) _____ (Other) _____
Email Address: [redacted]
How long have you been a Hartford resident? 5 - 6 years
Are you a registered voter? yes

II. EDUCATION:

High School: North Central Charter Essential School Year Graduated: 2008

College 1: University of Massachusetts Amherst Degree Earned: Bachelors Degree
Course of Study: Political Science, Art and Journalism (double major) Year: 2012

College 2: The Center for Cartoon Studies Degree Earned: MFA
Course of Study: Comics Studies Year: 2018

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
The Center for Cartoon Studies	2017- Present	Library staff, faculty, artist	
Random House	2018- Present	Researcher, author, artist	
Freelance artist and writer		Researcher, author, artist	

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? Available weeknight evenings, once a week.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? After serving on the town's 5th Charter commission, I would like to continue to be involved in municipal governance. My skill set involves learning about and understanding complicated systems and communicating information in an engaging way, which I would like to apply to understanding the town's housing needs. I also have experience facilitating and mediating discussions.

c. What are your past experiences in Municipal, State or Federal Government?
I am currently serving on the 5th Charter Commission, but expect that work to wrap up shortly. I was the lead writer and artist on "This is what democracy

d. What civic or social organizations have belonged to and what positions did you hold?
I volunteer at the the Hartford Restorative Justice Center, where i've served as a reparative panel member for 5 years. My work as an artist also revolves around engaging the community in civics, particularly at the local level.

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 is a clear national housing shortage that is being felt acutely in Hartford, my understanding is that the charge of this committee is to learn and plan for how this might be addressed.

f. What might some solutions be?
We have proposed some short term fixes in the new town charter regarding renter protections, but I think before we discuss long term solutions, we need a greater understanding of the specific issues that have led to a rapid decrease in affordable housing options in Hartford.

g. Other hobbies/interests:
I'm an avid reader of history, and I love music, drawing, and taking daily walks around Wilder

V. REFERENCES: (Please list three)

Name: Michelle Ollie (President of CCS) Telephone: [redacted]

Name: Kim Souza (Selectboard, Revolution) Telephone: [redacted]

Name: Christine Aquino (Restorative Justice) Telephone: [redacted]

D Mott 10-11-2022

APPLICANTS SIGNATURE **DATE**

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ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or ___re-appointment to: HARTFORD COMMITTEE ON HOUSING + HOMELESSNESS

I. APPLICANT DATA:

Name: MICHAEL REDMOND

Address: 25 SYCAMORE DRIVE
WHITE RIVER JUNCTION, VT 05001

Telephone: (Home) [redacted] (Work) [redacted] (Other) ___

Email Address: mredmond@uppervalleyhaven.org

How long have you been a Hartford resident? 3 years 11 months

Are you a registered voter? NO

II. EDUCATION:

High School: STAMFORD CATHOLIC HS Year Graduated: 1971

College 1: BOSTON COLLEGE Degree Earned: ~~[redacted]~~ BA
Course of Study: HISTORY / ECONOMICS Year: 1975

College 2: COLUMBIA UNIV SCHOOL OF BUSINESS Degree Earned: MBA
Course of Study: BUSINESS ADMIN Year: 1992

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
UPPER VALLEY HAVEN	OCT 2018 – PRESENT	EXEC. DIRECTOR	
CROTCHED MOUNTAIN FOUNDATION	1999–2018	SR VICE PRES.	ADMINISTRATIVE + PROGRAM.

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?
WITH NOTICE I CAN ADD TO SCHEDULE, AVAILABLE IN EVENINGS MONDAY TO THURSDAY. SOME OTHER BD MTGS IN EVENINGS

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?
THROUGH MY WORK EXPERIENCE I HAVE SIGNIFICANT KNOWLEGE OF POLICY + PROGRAM ISSUES ASSOCIATED WITH HOUSING + HOMELESSNESS. I BELIEVE I CAN MAKE POSITIVE CONTRIBUTIONS TO THIS COMMITTEE -

c. What are your past experiences in Municipal, State or Federal Government?
I WAS CO-CHAIR OF THE AD HOC COMMITTEE ON HOMELESSNESS IN HARTFORD AND WROTE THE FINAL REPORT - I ALSO SERVED ON THE HARTFORD AD-HOC COMMITTEE ON EMERGENCY SHELTER

d. What civic or social organizations have belonged to and what positions did you hold?
VERMONT AFFORDABLE HOUSING COALITION - 2020 — PRES. TREASURER
VERMONT COALITION TO END HOMELESSNESS - 2022 - PRES TREASURER
VITAL COMMUNITIES HOUSING ADVISORY COMMITTEE 2019 - PRESENT

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?
DEVELOP MORE DETAILED REGIONAL STRATEGY TO ADDRESS CHALLENGES OF AFFORDABLE HOUSING AND SERVICES TO PEOPLE WHO ARE HOMELESS AND AT RISK OF BECOMING HOMELESS

f. What might some solutions be?
CONTAINED IN THE ABOVE

g. Other hobbies/interests:

V. REFERENCES: (Please list three)

Name: SCOTT FARNSWORTH Telephone: [redacted]

Name: JOE MAJOR Telephone: [redacted]

Name: DAN FRASER Telephone: [redacted]

Melissa Mednick
APPLICANTS SIGNATURE

9/20/22
DATE

AGENDA MEMORANDUM
November 29, 2022
Town Selectboard Meeting Item
Submitted by: Gail Ostrout, Finance Director

Subject: **Independent Auditor Presentation**

Background: The firm of Mudgett, Jennett & Krogh-Wisner, P.C. of Montpelier, Vermont is the Town's independent auditor. The auditor reviews the Town's financial statements and assures that they are free of material misstatement according to governmental accounting standards.

Discussion: The Selectboard will receive a presentation by Firm Principal John Mudgett and Audit Manager Bonnie Lesage of the draft financial statements for fiscal year ending June 30, 2022 and the independent auditor's reports.

Financial Impact: N/A.

Recommendation: To accept the Independent Auditor's Report on the FYE 2022 Draft Financial Statements as presented.

_Gail Ostrout__
Finance Director

Attachments: Governance Letter
Draft Financial Statements

November 21, 2022

[redacted], 2022

The Selectboard
Town of Hartford, Vermont

In connection with audit engagements, we are required by auditing standards generally accepted in the United States of America to communicate certain matters with those charged with governance. The term "those charged with governance" means the persons with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity, for example, the Selectboard (the Board) or a designated Board officer or committee. This communication is provided in connection with our audit of the financial statements of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2022.

These standards require us to communicate with you any matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. They also set the expectation that our communication will be two way, and that the Board or their designee will communicate with us matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures.

This letter summarizes those matters which we are required by professional standards to communicate to you in your oversight responsibility for the Town's financial reporting process.

Auditor's Responsibility under Professional Standards

Our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States were described in our arrangement letter dated March 7, 2022. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

An Overview of the Planned Scope and Timing of the Audit

The scope of the audit was also described in our arrangement letter dated March 7, 2022. The audit was conducted in September and October 2022; our exit conference with management was held on October 20, 2022; drafts of the financial statements and reports were provided to management on October 21, 2022.

Accounting Policies and Practices

- **Preferability of Accounting Policies and Practices**

  Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

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- **Adoption of, or Change in, Accounting Policies**

  Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Town. The Town has implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. The impact on these financial statements is that the Town's financed purchase have been reclassified from capital leases to direct borrowings of long-term debt, and the presentation of the Town's lease for a vehicle has been reported in accordance with GASB Statement No. 87.

- **Significant or Unusual Transactions**

  We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

- **Management's Judgments and Accounting Estimates**

  Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. The significant accounting estimates reflected in the Town's 2022 financial statements are depreciation expense, amortization expense, a long-term obligation for accrued postclosure care in the Solid Waste Fund, the State of Vermont's estimate of the Town's pension expense, pension deferrals, net pension liability for the Vermont Municipal Employees' Retirement System, and the estimated future liability for other postemployment benefits.

Audit Adjustments

During the audit we proposed five adjustments to the general ledger balances provided for audit. Management also provided six adjustments to adjust additional items that were identified by management during the audit.

Management accepted the proposed adjustments and those changes are reflected in the 2022 financial statements. The significant effects of these adjustments were to (1) correct fund balances, and (2) correct debt service expenditures.

Uncorrected Misstatements

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

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Consultations with Other Accountants

We are not aware of any consultations that management may have had with other accountants about accounting or auditing matters.

Significant Issues Discussed with Management

We did not have correspondence with management regarding significant issues arising from the audit. We have discussed accounting matters relating to the Town's accounting estimates and audit adjustments. We have also discussed the Town's Welcoming Hartford Ordinance (WHO) and the potential impact it may have on federal funding.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in working with management during the audit.

Material Weaknesses

We identified no material weaknesses in the Town's system of internal control over financial reporting during our audit of the financial statements.

Certain Written Communications between Management and Our Firm

Management provided written representations in connection with the audit in a letter to our firm dated _____, 2022. A copy of the letter is available upon your request.

This report is intended solely for the information and use of the Selectboard and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this letter. We appreciate the opportunity to be of service to the Town.

Very truly yours,
Mudgett, Jennett & Krogh-Wisner, P.C.

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November 21, 2022

TOWN OF HARTFORD, VERMONT

FINANCIAL STATEMENTS

JUNE 30, 2022
AND
INDEPENDENT AUDITOR'S REPORTS

DRAFT

November 21, 2022

TOWN OF HARTFORD, VERMONT

JUNE 30, 2022

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November 21, 2022

INDEPENDENT AUDITOR'S REPORT

The Selectboard
Town of Hartford, Vermont

Report on the Audit of the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Hartford, Vermont as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Hartford, Vermont, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as

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fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable use based on the financial statements.

In performing an audit in accordance with GAAS, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement on the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related maters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedules 7 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying schedules 1 through 6, and the Schedule of Expenditures of Federal Awards as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records

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used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedules 1 through 6, and the Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2022 on our consideration of the Town's internal control over financial reporting; on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements; and on other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Montpelier, Vermont
_____, 2022

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TOWN OF HARTFORD, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022

The following is a discussion and analysis of the Town of Hartford's (the Town) financial performance including an overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2022. Readers should consider this information in conjunction with the financial statements which are located after this analysis. This discussion and analysis provides comparisons between FY 2022 and FY 2021.

FINANCIAL HIGHLIGHTS

Government-wide Highlights

The Town's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at June 30, 2022, by $37,548,763 compared to $37,516,154, as restated, at June 30, 2021. This represents an increase of $32,609. The change in net position for fiscal year 2022 was an increase of $32,609 compared to an increase of $3,488,977 for fiscal year 2021.

Fund Highlights

At the end of the fiscal year, the Town's governmental funds reported a combined ending fund balance of $17,559,404, an increase of $1,403,128 in comparison with an increase of $6,213,998 for the prior year. Of the total fund balance, $14,632,999 represents amounts restricted, committed or assigned to specific purposes, such as reserves and encumbrances approved by management, $171,497 is nonspendable, leaving an unassigned balance of $2,754,908.

Long-term Debt

The Town's long-term debt increased $904,617 during the fiscal year and had a total ending balance of $30,265,017. Liabilities reported as capital leases in the prior year, have been reclassified to long-term debt in accordance with the implementation of GASB Statement No. 87, *Leases*.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Town's financial statements consist of five sections: 1) Independent Auditor's Report, 2) Management's Discussion and Analysis, 3) Basic Financial Statements, 4) Supplementary Schedules and 5) Compliance Reports.

- **Independent Auditor's Report** - This is a description by the auditors of the scope of their work and their official opinion of the financial statements of the Town for the 2022 fiscal year.
- **Management's Discussion and Analysis** - An introduction to the basic financial statements that is intended to be an easily read analysis of the Town's financial activities based on currently known facts, decisions or conditions.
- **Basic Financial Statements** - This section of the report includes government-wide financial statements, fund financial statements, and notes to the financial statements.
- **Supplementary Schedules** - This section of the report includes schedules 1 through 6, which are not required by accounting principles generally accepted in the United States of America (U.S. GAAP) but are presented as supplementary information. These schedules contain the combining information for individual nonmajor governmental funds. This section also includes schedules 7 through 9, which are required by U.S. GAAP. These schedules contain required historical pension information for the Town's portion of VMERS and schedule of funding progress for the Town's postemployment healthcare plan.
- **Compliance Reports** - This section includes the auditor's report on the Town's internal controls over financial reporting and on compliance and other matters. Internal controls deal with the Town's processes and procedures that ensure our financial statements are accurate and that Town assets are being safeguarded in a reasonable fashion. A second auditor's report on compliance for each major federal program; internal controls over compliance; and on the schedule of expenditures of federal awards is also included.

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Government-wide Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business. The statements provide both short-term and long-term information about the Town's financial position, which helps readers determine whether the Town's financial position has improved or deteriorated during the fiscal year. These statements include all non-fiduciary financial activity on the full accrual basis of accounting. This means that all revenues and expenditures are reflected in the financial statements even if the related cash has not been received or paid as of June 30.

- **Statement of Net Position** - This statement presents information on all of the Town's assets and deferred outflows of resources and its liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may indicate whether the financial position of the Town is improving or deteriorating.
- **Statement of Activities** - This statement presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements have separate columns for governmental activities and business-type activities. The Town's activities are classified as follows:

- **Governmental Activities** - Activities reported here include general government, public safety, public works, health and social services, parks and recreation, conservation and development, and cultural. Property taxes and federal, state and local revenues finance these activities.
- **Business-type Activities** - Activities reported here include the water, wastewater and solid waste activities.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the Town's funds are categorized as governmental, proprietary or fiduciary.

- **Governmental Funds** - The basic services provided by the Town are reported in the governmental funds. These statements provide a detailed, short-term view of the functions reported as governmental activities in the government-wide financial statements. The government-wide financial statements are reported using the full accrual basis of accounting, but the governmental fund financial statements are reported using the modified accrual basis of accounting. This allows the reader to focus on assets that can be readily converted to cash and determine whether there are adequate resources to meet the Town's current needs.

  The Town reports 9 individual governmental funds. Information is presented separately in the governmental fund statements for the General Fund, Community Development Fund, TIF Fund and Capital Projects Fund which are considered major funds. Data from the other 5 governmental funds are aggregated into a single column on the fund statements. Individual fund data for these nonmajor governmental funds is provided in the supplementary schedules section.
- **Proprietary Funds** - Proprietary funds report activities that operate more like those of private-sector business and use the full accrual basis of accounting. Proprietary funds are reported as business-type activities on the government-wide financial statements. Since proprietary funds use accrual basis accounting, there are no differences between amounts reported on the government-wide statements and the proprietary fund statements. The Town uses proprietary funds to account for its Water, Wastewater and Solid Waste Funds.

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Reconciliation of Government-wide Financial Statements to Governmental Fund Financial Statements

The governmental activities of the government-wide financial statements and the governmental funds of the fund financial statements do not use the same accounting basis and measurement focus. Because the focus of governmental funds is more limited than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. This comparison can help readers better understand the long-term impact of the Town's near-term financing decisions. Both the Balance Sheet - Governmental Funds and the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.

The following indicates some of the reporting differences between the government-wide financial statements and the governmental funds financial statements.

- Capital assets used in governmental activities are not reported on governmental fund statements.
- Lease assets and related lease liabilities are not reported on governmental fund statements.
- Long-term liabilities, unless due and payable, are not included in the fund financial statements. These liabilities are only included in the government-wide statements. Long-term liabilities include long-term debt, accrued compensated absences and other postemployment benefits.
- Property taxes not available to pay current period expenditures are deferred in governmental fund statements but not deferred on the government-wide statements.
- Deferred inflows of resources relating to deferred pension credits, deferred outflows of resources relating to deferred pension expense, and net pension asset or liability are reported on the government-wide statements but are excluded from the fund financial statements.
- Capital outlay spending results in capital assets on the government-wide statements but is reported as expenditures in the fund financial statements.
- Bond proceeds provide current financial resources on the fund financial statements but are recorded as long-term liabilities in the government-wide financial statements.

FINANCIAL ANALYSIS

Government-wide Financial Statements

The Town's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by $37,548,763 at year end. Net position increased by $32,609 over the previous fiscal year.

TABLE 1
Net Position

	Governmental Activities		Business-type Activities		Total Primary Government	
	2021	2022	2021	2022	2021	2022
Assets						
Current Assets	$ 18,166,748	$ 20,341,777	$ 9,752,983	$ 11,047,789	$ 27,919,731	$ 31,389,566
Noncurrent Assets	42,014,386	44,402,158	20,039,139	18,932,111	62,053,525	63,334,269
Total Assets	**60,181,134**	**64,743,935**	**29,792,122**	**29,979,900**	**89,973,256**	**94,723,835**

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	Governmental Activities		Business-type Activities		Total Primary Government	
	2021	2022	2021	2022	2021	2022
Deferred Outflows of Resources	**2,172,215**	**1,604,455**	**-**	**-**	**2,172,215**	**1,604,455**
Liabilities						
Current Liabilities	2,599,973	2,268,801	1,377,235	1,554,688	3,977,208	3,823,489
Noncurrent Liabilities	35,856,105	37,259,621	13,130,840	12,903,353	48,986,945	50,162,974
Total Liabilities	**38,456,078**	**39,528,422**	**14,508,075**	**14,458,041**	**52,964,153**	**53,986,463**
Deferred Inflows of Resources	**1,684,772**	**4,793,064**	**-**	**-**	**1,684,772**	**4,793,064**
Net Position						
Net Investment in Capital Assets	22,676,134	23,739,591	8,354,436	7,701,008	31,030,570	31,440,599
Restricted	2,937,224	11,045,988	-	-	2,937,224	11,045,988
Unrestricted	(3,400,859)	(12,758,675)	6,929,611	7,820,851	3,528,752	(4,937,824)
Total Net Position	**$ 22,212,499**	**$ 22,026,904**	**$ 15,284,047**	**$ 15,521,859**	**$ 37,496,546**	**$ 37,548,763**

The larger portion of the Town's net position reflects its net investment in capital assets less any related outstanding debt used to acquire those assets. These assets are recorded net of depreciation in the financial statements. The Town uses capital assets to provide services to citizens; therefore, those assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining portion of the Town's net position represents restricted and unrestricted net position.

The following condensed financial information was derived from the Government-wide Statement of Activities and provides detail regarding the change in net position.

TABLE 2
Change in Net Position

	Governmental Activities		Business-type Activities		Total Primary Government	
	2021	2022	2021	2022	2021	2022
REVENUES						
Program Revenues:						
Charges for Services	$ 2,273,096	$ 2,584,775	$ 4,674,748	$ 5,112,861	$ 6,947,844	$ 7,697,636
Grants and Contributions	5,271,150	2,466,051	25,513	-	5,296,663	2,466,051
Other	329,378	127,879	24,788	120,627	354,166	248,506
General Revenues:						
Property Taxes	14,547,020	14,971,834	-	-	14,547,020	14,971,834
Insurance recoveries	8,305	3,274	-	-	8,305	3,274
Loss on disposition of of capital assets	(179,294)	(16,080)	-	-	(179,294)	(16,080)
Investment Earnings	107,122	106,012	39,687	30,109	146,809	136,121
Total Revenues	**22,356,777**	**20,243,745**	**4,764,736**	**5,263,597**	**27,121,513**	**25,507,342**

	Governmental Activities		Business-type Activities		Total Primary Government	
	2021	2022	2021	2022	2021	2022
PROGRAM EXPENSES						
General government	3,267,639	4,732,091	-	-	3,267,639	4,732,091
Public safety	7,947,180	7,984,169	-	-	7,947,180	7,984,169
Public works	3,349,759	3,678,916	-	-	3,349,759	3,678,916
Health and social services	490,077	378,905	-	-	490,077	378,905
Parks and recreation	1,731,639	1,963,818	-	-	1,731,639	1,963,818
Conservation and development	889,142	510,118	-	-	889,142	510,118
Cultural	393,045	392,992	-	-	393,045	392,992
Water	-	-	1,287,032	1,264,186	1,287,032	1,264,186
Wastewater	-	-	2,861,470	3,067,584	2,861,470	3,067,584
Solid Waste	-	-	721,527	703,624	721,527	703,624
Interest	451,449	557,939	242,577	240,391	694,026	798,330
Total Program Expenses	**18,519,930**	**20,198,948**	**5,112,606**	**5,275,785**	**23,632,536**	**25,474,733**
Transfers In (Out)	**(223,138)**	**(250,000)**	**223,138**	**250,000**	**-**	**-**
Increase (decrease) in Net Position	**$ 3,613,709**	**$ (205,203)**	**$ (124,732)**	**$ 237,812**	**$ 3,488,977**	**$ 32,609**

Total governmental activities expenses were $18,519,930 and $20,198,948 in fiscal years 2021 and 2022, respectively. The expenses do not include capital outlay, which is reflected as capital asset additions in the government-wide financial statements.

Program revenues are derived directly from the program itself or from parties outside the reporting government's taxpayers or citizenry. They reduce the net cost of the function to be financed from the government's general revenues. Total program revenues from governmental activities were $7,873,624 in 2021 and $5,178,705 in 2022. Governmental activities program revenues from charges for services include licenses and permits, planning fees, forfeitures, sale of supplies and several other revenues. Program revenues in the grants and contributions category include federal, state and local grants, and local contributions that are restricted for program use.

General revenues are all other revenues not categorized as program revenues and include property taxes and investment earnings. Total general revenues from governmental activities were $14,483,153 in fiscal 2021 and $15,065,040 in fiscal 2022.

Fund Financial Statements

- **Governmental Funds** - The combined fund balance of the governmental funds was $16,156,276 at June 30, 2021 and $17,559,404 at June 30, 2022. $14,632,999 of the FY 2022 fund balance is restricted, committed or assigned; $171,497 is nonspendable, leaving a remaining unassigned balance of $2,754,908. The fund balance of the General Fund increased from $11,060,021 in FY 2021 to $10,168,438 in FY 2022.

  Revenues and expenditures in the General Fund vary from their operating budgets, as shown on the Statement of Revenues and Expenditures - Budget and Actual - General Fund. Management has reviewed these variances and finds them to be acceptable.

- **Proprietary Funds** - The Town's proprietary funds provide the same information found in the government-wide financial statements. Total net position of the Town's proprietary funds at June 30, 2022, was $15,521,859, an increase of $237,812 under the previous fiscal year.

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Capital Assets

The following is a schedule of capital assets as of June 30, 2022 and 2021.

	Capital Assets June 30,			
	Governmental Activities		Business-type Activities	
	2021	2022	2021	2022
Land	$ 1,431,658	$ 1,431,658	$ 424,307	$ 424,307
Construction in Progress	9,364,132	13,641,930	2,553,409	2,950,220
Land improvements	1,653,324	1,653,324	147,002	147,002
Buildings and improvements	19,849,411	19,908,154	27,858,484	27,858,484
Vehicles and equipment	10,998,505	11,956,162	1,413,210	1,474,274
Infrastructure	38,742,099	38,889,134	25,599,217	25,599,217
Total Capital Assets	82,039,129	87,480,362	57,995,629	58,453,504
Less Accumulated Depreciation	41,667,690	44,706,857	37,956,490	39,521,393
Capital Assets, Net	$ 40,371,439	$ 42,773,505	$ 20,039,139	$ 18,932,111

The Town has a net investment in capital assets of $60,410,578 and $61,705,616 on June 30, 2021 and June 30, 2022, respectively. The net increase (including additions and deductions) between the two periods amounted to $1,295,038.

Debt

The following is a schedule of long-term debt as of June 30, 2021 and 2022.

Long-term Debt at June 30,			Long-term Debt at June 30,		
	2021	2022		2021	2022
Governmental Activities -			Business-type Activities -		
VMBB - 2012 Series 1	$ 681,135	$ 624,374	RF3-069	$ 796,579	$ 646,540
VMBB - 2017 Series 4	4,000,750	3,693,000	AR1-006	390,646	358,543
VMBB - 2014 Series 3	630,000	585,000	AR1-099	4,511,468	4,175,095
VMBB - 2014 Series 3	3,430,000	3,185,000	AR1-041	3,204,000	2,965,111
VMBB - 2017 Series 3	1,807,100	1,700,800	RF3-329	1,459,274	1,392,216
VMBB - 2020 Series 2	1,735,000	1,648,250	RF1-188	69,675	34,838
VMBB - 2021 Series 1	843,900	843,900	RF1-202	15,687	6,275
VMBB - 2021 Series 1	3,177,000	3,177,000	RF1-222	451,039	657,021
VMBB - 2022 Series 1	-	578,200	RF3-390	733,807	867,657
VMBB - 2022 Series 1	-	1,822,600	RF1-271	52,528	76,001
Fingerprinting equipment	4,775	-	RF1-291	-	39,403
2018 International truck	29,685	-	RF3-467	-	12,403
Zamboni	107,450	88,107	Total Long-term Debt	$ 11,684,703	$ 11,231,103
Ladder truck	653,886	580,589			
Parks & Recreation van	34,886	28,910			
Softball field lighting	137,701	126,728			
REALice system	30,572	23,394			
Toro Groomer	19,525	15,049			
Simulcast radio system	352,332	313,013			
Total Long-term Debt	$ 17,675,697	$19,033,914			

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At the end of the fiscal year, the Town had $19,033,914 in long-term debt outstanding in governmental activities compared to $17,675,697 in the prior year. For the business-type activities, long-term debt increased from $11,684,703 to $11,231,103.

At the end of the fiscal year, the Town had a lease liability of $12,781. This lease liability was reported as a capital lease in the prior year. During the year, the Town implemented GASB Statement No. 87, *Leases.* All other agreements previously reported as capital leases have been reclassified as long-term debt.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town's finances for all of its citizens, taxpayers, customers and creditors. Questions concerning any of the information provided in the report should be addressed to the Town of Hartford, VT at 171 Bridge Street, Hartford, VT 05001.

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TOWN OF HARTFORD, VERMONT
GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2022
(Page 1 of 2)

	Governmental Activities	Business-type Activities	Totals
ASSETS:			
Current assets -			
Cash and cash equivalents	$ 24,489,876	$ 4,038,150	$ 28,528,026
Investments	23,475	-	23,475
Property taxes receivable	878,420	-	878,420
Accounts receivable, net	806,021	916,564	1,722,585
Grants receivable	118,974	-	118,974
Prepaid expenses	59,043	59,043	118,086
Due (to) from other activities	(6,034,032)	6,034,032	-
Total current assets	20,341,777	11,047,789	31,389,566
Noncurrent assets -			
Notes receivable, net	1,620,251	-	1,620,251
Capital assets	87,480,362	58,453,504	145,933,866
less - accumulated depreciation	(44,706,857)	(39,521,393)	(84,228,250)
Lease asset	19,606	-	19,606
less - accumulated amortization	(11,204)	-	(11,204)
Total noncurrent assets	44,402,158	18,932,111	63,334,269
Total assets	64,743,935	29,979,900	94,723,835
DEFERRED OUTFLOWS OF RESOURCES:			
Deferred pension expense	1,604,455	-	1,604,455
LIABILITIES:			
Current liabilities -			
Accounts payable	829,769	483,953	1,313,722
Accrued wages	156,979	15,637	172,616
Accrued interest	53,987	128,077	182,064
Current portion of accrued postclosure liability	-	23,000	23,000
Current portion of long-term debt	1,215,285	904,021	2,119,306
Current portion of lease liability	12,781	-	12,781
Total current liabilities	2,268,801	1,554,688	3,823,489
Noncurrent liabilities -			
Accrued compensated absences	599,601	78,039	677,640
Other postemployment benefits	15,833,385	2,360,232	18,193,617
Net pension liability	3,008,006	-	3,008,006
Accrued postclosure liability	-	138,000	138,000
Long-term debt	17,818,629	10,327,082	28,145,711
Total noncurrent liabilities	37,259,621	12,903,353	50,162,974
Total liabilities	39,528,422	14,458,041	53,986,463

The notes to financial statements are an integral part of this statement.

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TOWN OF HARTFORD, VERMONT
GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2022
(Page 2 of 2)

	Governmental Activities	Business-type Activities	Totals
DEFERRED INFLOWS OF RESOURCES:			
Customer tax overpayments	92,110	-	92,110
Deferred grant revenue	1,428,269	-	1,428,269
Deferred note revenue	1,412,678	-	1,412,678
Deferred pension credits	1,860,007	-	1,860,007
Total deferred inflows of resources	4,793,064	-	4,793,064
NET POSITION:			
Net investment in capital assets	23,739,591	7,701,008	31,440,599
Restricted	11,045,988	-	11,045,988
Unrestricted	(12,758,675)	7,820,851	(4,937,824)
Total net position	$ 22,026,904	$ 15,521,859	$ 37,548,763

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

FUNCTIONS/PROGRAMS:	Expenses	Program Revenues: Grants and Contributions	Program Revenues: Charges for Services	Program Revenues: Other	Net (Expense) Revenue and Changes in Net Position: Governmental Activities	Net (Expense) Revenue and Changes in Net Position: Business-type Activities	Net (Expense) Revenue and Changes in Net Position: Totals
Governmental activities -							
General government	$ 4,732,091	$ 154,524	$ 799,236	$ 73,339	$ (3,704,992)	$ -	$ (3,704,992)
Public safety	7,984,169	1,612,877	1,254,144	7,181	(5,109,967)	-	(5,109,967)
Public works	3,678,916	278,252	2,653	30,565	(3,367,446)	-	(3,367,446)
Health and social services	378,905	-	-	-	(378,905)	-	(378,905)
Parks and recreation	1,963,818	12,596	501,184	16,794	(1,433,244)	-	(1,433,244)
Conservation and development	510,118	407,802	27,558	-	(74,758)	-	(74,758)
Cultural	392,992	-	-	-	(392,992)	-	(392,992)
Interest	557,939	-	-	-	(557,939)	-	(557,939)
Total governmental activities	20,198,948	2,466,051	2,584,775	127,879	(15,020,243)	-	(15,020,243)
Business-type activities -							
Water	1,264,186	-	1,602,215	1,776	-	339,805	339,805
Wastewater	3,067,584	-	3,056,486	97,851	-	86,753	86,753
Solid waste	703,624	-	454,160	21,000	-	(228,464)	(228,464)
Interest	240,391	-	-	-	-	(240,391)	(240,391)
Total business-type activities	5,275,785	-	5,112,861	120,627	-	(42,297)	(42,297)
	$ 25,474,733	$ 2,466,051	$ 7,697,636	$ 248,506	(15,020,243)	(42,297)	(15,062,540)
GENERAL REVENUES	- PROPERTY TAXES				14,971,834	-	14,971,834
	- INSURANCE RECOVERIES				3,274	-	3,274
	- LOSS ON SALE OF CAPITAL ASSETS				(16,080)	-	(16,080)
	- INVESTMENT INCOME				106,012	30,109	136,121
TRANSFERS IN (OUT)					(250,000)	250,000	-
					14,815,040	280,109	15,095,149
CHANGE IN NET POSITION					(205,203)	237,812	32,609
NET POSITION, July 1, 2021, as restated					22,232,107	15,284,047	37,516,154
NET POSITION, June 30, 2022					$ 22,026,904	$ 15,521,859	$ 37,548,763

The notes to financial statements are an integral part of this statement.

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November 21, 2022

TOWN OF HARTFORD, VERMONT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2022
(Page 1 of 3)

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	General Fund	Community Development Fund	TIF Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
ASSETS						
Cash and cash equivalents	$ 17,813,882	$ 220,069	$ 6,394,795	$ -	$ 61,130	$ 24,489,876
Investments	-	-	-	-	23,475	23,475
Property taxes receivable	878,420	-	-	-	-	878,420
Accounts receivable, net	806,021	-	-	-	-	806,021
Grants receivable	-	5,567	-	111,412	1,995	118,974
Prepaid expenditures	59,043	-	-	-	-	59,043
Notes receivable	-	1,620,251	-	-	-	1,620,251
Due from other funds	-	119,134	35,753	-	488,992	643,879
Total assets	$ 19,557,366	$ 1,965,021	$ 6,430,548	$ 111,412	$ 575,592	$ 28,639,939
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY						
LIABILITIES:						
Accounts payable	$ 756,703	$ 1,950	$ 44,455	$ 24,847	$ 1,814	$ 829,769
Accrued wages	156,979	-	-	-	-	156,979
Due to other funds	6,472,048	-	-	205,863	-	6,677,911
Total liabilities	7,385,730	1,950	44,455	230,710	1,814	7,664,659

The notes to financial statements are an integral part of this statement.

November 21, 2022

TOWN OF HARTFORD, VERMONT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2022
(Page 2 of 3)

	General Fund	Community Development Fund	TIF Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
DEFERRED INFLOWS OF RESOURCES:						
Deferred property tax revenue	482,819	-	-	-	-	482,819
Customer tax overpayments	92,110	-	-	-	-	92,110
Deferred grant revenue	1,428,269	-	-	-	-	1,428,269
Deferred note revenue	-	1,412,678	-	-	-	1,412,678
Total deferred inflows of resources	2,003,198	1,412,678	-	-	-	3,415,876
FUND EQUITY:						
Fund balances -						
Nonspendable	144,329	-		-	27,168	171,497
Restricted	621,628	550,393	6,386,093	-	615,666	8,173,780
Committed	2,759,754	-	-	-	-	2,759,754
Assigned	3,699,465	-	-	-	-	3,699,465
Unassigned (deficit)	2,943,262	-	-	(119,298)	(69,056)	2,754,908
Total fund balances	10,168,438	550,393	6,386,093	(119,298)	573,778	17,559,404
Total liabilities, deferred inflows of resources and fund equity	$ 19,557,366	$ 1,965,021	$ 6,430,548	$ 111,412	$ 575,592	$ 28,639,939

The notes to financial statements are an integral part of this statement.

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November 21, 2022

TOWN OF HARTFORD, VERMONT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2022

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RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION:

Amount reported on Balance Sheet - Governmental Funds - total fund balances	$	17,559,404
Amounts reported for governmental activities in the Government-wide Statement of Net Position are different because -		
Capital assets used in governmental funds are not financial resources and are therefore not reported in the funds.		
Capital assets		87,480,362
Accumulated depreciation		(44,706,857)
Lease asset		19,606
Accumulated amortization		(11,204)
Liabilities not due and payable in the year are not reported in the governmental funds.		
Accrued compensated absences		(599,601)
Other postemployment benefits		(15,833,385)
Accrued interest on long-term debt		(53,987)
Long-term debt		(19,033,914)
Lease liability		(12,781)
Deferred taxes are reported in the governmental funds to offset uncollected taxes which are not available financial resources.		
Deferred property taxes		482,819
Balances related to net position asset or liability and related deferred outflows/inflows of resources are not reported in the governmental funds.		
Deferred pension expense		1,604,455
Deferred pension credits		(1,860,007)
Net pension liability		(3,008,006)
Net position of governmental activities - Government-wide Statement of Net Position	$	22,026,904

The notes to financial statements are an integral part of this statement.

November 21, 2022

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022
(Page 1 of 3)

	General Fund	Community Development Fund	TIF Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
REVENUES:						
Property taxes	$ 14,479,154	$ -	$ 613,924	$ -	$ -	$ 15,093,078
Intergovernmental	490,335	402,110	-	1,568,889	4,716	2,466,050
Fees, licenses and permits	728,370	-	-	-	-	728,370
Charges for goods and services	1,856,264	-	-	-	-	1,856,264
Investment income (loss)	90,494	12,821	3,139	-	(442)	106,012
Miscellaneous	108,227	-	-	-	19,794	128,021
Total revenues	17,752,844	414,931	617,063	1,568,889	24,068	20,377,795
EXPENDITURES:						
Current -						
General government	1,735,602	-	15,524	-	-	1,751,126
Public safety	7,462,583	-	-	-	4,933	7,467,516
Public works	1,919,744	-	-	-	-	1,919,744
Health and social services	372,839	-	-	-	-	372,839
Parks and recreation	1,225,470	-	-	-	25,202	1,250,672
Conservation and development	500,736	9,382	-	-	-	510,118
Cultural	361,688	-	-	-	-	361,688
Contingencies	3,227	-	-	-	-	3,227
Capital expenditures	3,297	-	-	-	-	3,297
Reserve expenditures	253,393	-	-	-	-	253,393
Capital outlay	3,327,081	399,177	333,631	1,567,885	-	5,627,774

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November 21, 2022

The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022
(Page 2 of 3)

	General Fund	Community Development Fund	TIF Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
EXPENDITURES (CONTINUED):						
Debt service - principal - long-term debt	804,533	-	238,050	-	-	1,042,583
- principal - lease	6,825	-	-	-	-	6,825
- interest - long-term debt	419,899	-	137,256	-	-	557,155
- interest - lease	784	-	-	-	-	784
Total expenditures	18,397,701	408,559	724,461	1,567,885	30,135	21,128,741
EXCESS OF REVENUES OR (EXPENDITURES)	(644,857)	6,372	(107,398)	1,004	(6,067)	(750,946)
OTHER FINANCING SOURCES (USES):						
Loan proceeds	-	-	2,400,800	-	-	2,400,800
Insurance recoveries	3,274	-	-	-	-	3,274
Interfund transfers in (out), net	(250,000)	-	-	-	-	(250,000)
Total other financing sources (uses)	(246,726)	-	2,400,800	-	-	2,154,074
NET CHANGE IN FUND BALANCES	(891,583)	6,372	2,293,402	1,004	(6,067)	1,403,128
FUND BALANCES (DEFICIT) , July 1, 2021	11,060,021	544,021	4,092,691	(120,302)	579,845	16,156,276
FUND BALANCES (DEFICIT), June 30, 2022	$ 10,168,438	$ 550,393	$ 6,386,093	$ (119,298)	$ 573,778	$ 17,559,404

The notes to financial statements are an integral part of this statement.

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November 21, 2022

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

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RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES:

Net change in fund balances - total governmental funds	$	1,403,128
Amounts reported for governmental activities in the Government-wide Statement of Activities are different because -		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Additions to capital assets, net of dispositions		5,636,414
Depreciation		(3,234,348)
Amortization		(11,204)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position.		
(Increase) decrease in compensated absences		32,021
(Increase) decrease in other postemployment benefits		(2,376,498)
(Increase) decrease in accrued interest on long-term debt		(12,794)
Proceeds from long-term debt		(2,400,800)
Principal payments on long-term debt		1,042,583
Principal payments on lease		6,825
Property tax revenue in governmental funds includes deferred revenue of the prior year but excludes deferred revenue of the current year as taxes uncollected within 60 days are unavailable at year end.		
Prior year - deferred property taxes		(604,063)
Current year - deferred property taxes		482,819
Changes in net pension asset or liability and related deferred outflows/inflows of resources will increase or decrease the amounts reported in the government-wide statements, but are only recorded as an expenditure when paid in the governmental funds.		
Net (increase) decrease in net pension obligation		(169,286)
Change in net position of governmental activities - Government-wide Statement of Activities	$	(205,203)

The notes to financial statements are an integral part of this statement.

November 21, 2022

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original and Final Budget	Actual (Budgetary Basis)	Variance Over (Under)
REVENUES:			
Property taxes	$ 14,539,790	$ 14,479,154	$ (60,636)
Intergovernmental	387,156	490,335	103,179
Fees, licenses and permits	332,526	728,370	395,844
Charges for services	1,663,221	1,856,264	193,043
Investment income	55,837	90,494	34,657
Miscellaneous	53,871	108,227	54,356
Total revenues	17,032,401	17,752,844	720,443
EXPENDITURES:			
General government -			
Selectboard	68,701	47,872	(20,829)
Boards and commissions	51,248	7,722	(43,526)
Administrative manager	488,794	451,267	(37,527)
Election administration	27,718	17,552	(10,166)
Advice and litigation	50,000	6,187	(43,813)
Vital statistics	197,187	201,909	4,722
Municipal offices	116,773	121,765	4,992
Financial management	465,838	358,981	(106,857)
Auditing	42,000	28,243	(13,757)
Valuation	207,285	222,862	15,577
Delinquent tax collection	38,272	24,753	(13,519)
Information technology	218,242	253,581	35,339
Total general government	1,972,058	1,742,694	(229,364)
Public safety -			
Police services	3,194,383	2,578,771	(615,612)
Special duty police	-	6,262	6,262
Emergency services	3,883,084	3,856,869	(26,215)
Dispatch services	1,094,503	986,930	(107,573)
County judicial services	109,000	99,686	(9,314)
Total public safety	8,280,970	7,528,518	(752,452)

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original and Final Budget	Actual (Budgetary Basis)	Variance Over (Under)
EXPENDITURES (CONTINUED):			
Public works -			
Summer maintenance	1,241,218	732,301	(508,917)
Winter maintenance	676,815	605,554	(71,261)
Bridge maintenance	5,000	37,188	32,188
Street and traffic lighting	60,923	54,238	(6,685)
Traffic control	25,000	26,951	1,951
Sidewalk maintenance	6,000	-	(6,000)
Equipment operation and maintenance	496,671	430,283	(66,388)
General highway	226,803	243,023	16,220
Total public works	2,738,430	2,129,538	(608,892)
Health and social services -			
Cemeteries	14,400	2,000	(12,400)
Trees	1,000	-	(1,000)
Health inspection	1,645	1,962	317
Community health	61,982	61,982	-
Mental health services	7,000	7,000	-
Senior services	145,195	144,700	(495)
Low income services	9,000	9,000	-
Youth and adult services	24,445	24,445	-
General appropriated services	121,750	121,750	-
Total health and social services	386,417	372,839	(13,578)
Parks and recreation -			
Program administration	240,246	239,633	(613)
Swim program	19,300	49,949	30,649
Youth program	286,531	303,167	16,636
Adult program	16,500	6,497	(10,003)
Community activities	51,532	23,646	(27,886)
Parks maintenance	228,276	208,361	(19,915)
Buildings maintenance	11,982	10,112	(1,870)
Maxfield sports grounds	119,358	84,174	(35,184)
Maxfield sports buildings	16,993	19,932	2,939
Barwood arena	306,933	297,798	(9,135)
Welcome center	25,336	11,796	(13,540)
Total parks and recreation	1,322,987	1,255,065	(67,922)

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original and Final Budget	Actual (Budgetary Basis)	Variance Over (Under)
EXPENDITURES (CONTINUED):			
Planning and development -			
Conservation	2,805	1,457	(1,348)
Zoning	120,498	114,658	(5,840)
Planning and development	464,060	380,116	(83,944)
Housing and community development	5,150	1,098	(4,052)
Historic preservation	3,265	260	(3,005)
Energy	6,205	1,253	(4,952)
Resilience	1,760	1,894	134
Total conservation and development	603,743	500,736	(103,007)
Cultural -			
Library appropriations	361,741	361,688	(53)
Employee insurance costs	-	517	517
Contingencies	-	3,227	3,227
Capital expenditures	382,126	2,824,868	2,442,742
Reserve expenditures	-	453,579	453,579
Debt service -			
Debt service - principal	609,512	804,533	195,021
Debt service - interest	299,543	419,899	120,356
Total debt service	909,055	1,224,432	315,377
Total expenditures	16,957,527	18,397,701	1,440,174
EXCESS OF REVENUES OR (EXPENDITURES)	74,874	(644,857)	(719,731)
OTHER FINANCING SOURCES (USES):			
Insurance recoveries	-	3,274	3,274
Interfund transfers in (out), net	(74,874)	(250,000)	(175,126)
Total other financing sources (uses)	(74,874)	(246,726)	(171,852)
NET CHANGE IN FUND BALANCE	$ -	$ (891,583)	$ (891,583)

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
STATEMENT OF NET POSITION - PROPRIETARY FUNDS
JUNE 30, 2022

	Water Fund	Wastewater Fund	Solid Waste Fund	Totals Proprietary Funds
ASSETS:				
Current assets -				
Cash and cash equivalents	$ 962,214	$ 2,639,143	$ 436,793	$ 4,038,150
Accounts receivable, net	304,182	596,853	15,529	916,564
Prepaid expenses	-	59,043	-	59,043
Due from other funds	2,513,671	3,243,243	277,118	6,034,032
Total current assets	3,780,067	6,538,282	729,440	11,047,789
Noncurrent assets -				
Capital assets	15,811,703	40,269,344	2,372,457	58,453,504
less - accumulated depreciation	(8,690,223)	(28,650,577)	(2,180,593)	(39,521,393)
Total noncurrent assets	7,121,480	11,618,767	191,864	18,932,111
Total assets	10,901,547	18,157,049	921,304	29,979,900
LIABILITIES:				
Current liabilities -				
Accounts payable	281,308	128,992	73,653	483,953
Accrued interest	59,425	68,652	-	128,077
Accrued wages	4,896	9,320	1,421	15,637
Current portion of accrued postclosure liability	-	-	23,000	23,000
Current portion of long-term debt	255,899	648,122	-	904,021
Total current liabilities	601,528	855,086	98,074	1,554,688
Noncurrent liabilities -				
Accrued compensated absences	20,988	53,598	3,453	78,039
Other postemployment benefits	696,895	1,543,440	119,897	2,360,232
Accrued postclosure liability	-	-	138,000	138,000
Long-term debt	2,662,917	7,664,165	-	10,327,082
Total noncurrent liabilities	3,380,800	9,261,203	261,350	12,903,353
Total liabilities	3,982,328	10,116,289	359,424	14,458,041
NET POSITION:				
Net investment in capital assets	4,202,664	3,306,480	191,864	7,701,008
Unrestricted	2,716,555	4,734,280	370,016	7,820,851
Total net position	$ 6,919,219	$ 8,040,760	$ 561,880	$ 15,521,859

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Water Fund	Wastewater Fund	Solid Waste Fund	Totals Proprietary Funds
OPERATING REVENUES:				
Charges for services	$ 1,602,215	$ 3,056,486	$ 454,160	$ 5,112,861
Miscellaneous	1,776	2,890	21,000	25,666
Total operating revenues	1,603,991	3,059,376	475,160	5,138,527
OPERATING EXPENSES:				
Operation and maintenance	281,227	794,647	501,494	1,577,368
Salaries and benefits	590,137	1,149,096	153,890	1,893,123
Depreciation	392,822	1,123,841	48,240	1,564,903
Total operating expenses	1,264,186	3,067,584	703,624	5,035,394
Operating income (loss)	339,805	(8,208)	(228,464)	103,133
NONOPERATING REVENUES (EXPENSES):				
Debt forgiveness	-	94,961	-	94,961
Investment income	8,830	20,121	1,158	30,109
Interest expense	(84,979)	(155,412)	-	(240,391)
Total nonoperating revenues (expenses)	(76,149)	(40,330)	1,158	(115,321)
INCOME (LOSS) BEFORE TRANSFERS	263,656	(48,538)	(227,306)	(12,188)
Operating transfers in	-	-	250,000	250,000
CHANGE IN NET POSITION	263,656	(48,538)	22,694	237,812
NET POSITION, July 1, 2021	6,655,563	8,089,298	539,186	15,284,047
NET POSITION, June 30, 2022	$ 6,919,219	$ 8,040,760	$ 561,880	$ 15,521,859

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022
(Page 1 of 2)

	Water Fund	Wastewater Fund	Solid Waste Fund	Totals Proprietary Funds
CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from customers	$ 1,588,728	$ 3,043,329	$ 464,951	$ 5,097,008
Cash paid to suppliers for goods and services	(74,107)	(938,047)	(492,053)	(1,504,207)
Cash paid to employees for services	(524,379)	(940,125)	(157,257)	(1,621,761)
Net cash provided (used) by operating activities	990,242	1,165,157	(184,359)	1,971,040
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Purchases of capital assets	(293,319)	(164,556)	-	(457,875)
Debt forgiveness	-	94,961	-	94,961
Proceeds from long-term debt	146,253	321,138	-	467,391
Transfers in (out)	-	(46,800)	-	(46,800)
Principal paid on bonds	(217,097)	(703,894)	-	(920,991)
Interest paid on bonds	(84,979)	(155,412)	-	(240,391)
Net cash provided (used) by capital and related financing activities	(449,142)	(654,563)	-	(1,103,705)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Transfers in (out)	-	46,800	250,000	296,800
Change in due to/from other funds	(551,915)	(536,790)	(108,899)	(1,197,604)
Net cash provided (used) by noncapital financing activities	(551,915)	(489,990)	141,101	(900,804)
CASH FLOWS FROM INVESTING ACTIVITIES:				
Investment income	8,830	20,121	1,158	30,109
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(1,985)	40,725	(42,100)	(3,360)
CASH AND CASH EQUIVALENTS, July 1, 2021	964,199	2,598,418	478,893	4,041,510
CASH AND CASH EQUIVALENTS, June 30, 2022	$ 962,214	$ 2,639,143	$ 436,793	$ 4,038,150

The notes to financial statements are an integral part of this statement.

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TOWN OF HARTFORD, VERMONT
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022
(Page 2 of 2)

	Water Fund	Wastewater Fund	Solid Waste Fund	Totals Proprietary Funds
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:				
Operating income (loss)	$ 339,805	$ (8,208)	$ (228,464)	$ 103,133
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities -				
Depreciation	392,822	1,123,841	48,240	1,564,903
(Increase) decrease in accounts receivable	(15,263)	(16,047)	(10,209)	(41,519)
Increase (decrease) in -				
Prepaid expenses	-	(59,043)	-	(59,043)
Accounts payable	189,816	(77,646)	32,441	144,611
Accrued interest	17,304	(6,711)	-	10,593
Accrued postclosure liability	-	-	(23,000)	(23,000)
Accrued wages	(17,042)	(24,935)	(4,216)	(46,193)
Other postemployment benefits	92,620	233,730	960	327,310
Accrued compensated absences	(9,820)	176	(111)	(9,755)
Net cash provided (used) by operating activities	$ 990,242	$ 1,165,157	$ (184,359)	$ 1,971,040

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The notes to financial statements are an integral part of this statement.

TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

1. Summary of significant accounting policies:

The Town of Hartford, Vermont (the Town) was chartered by King George III of England on July 4, 1761. The Town adopted a governance charter in accordance with Vermont statutes on November 4, 2008, which was subsequently ratified by the State on May 7, 2012. The Town operates under a Selectboard/Town Manager form of government, and provides the following services: general administration, public safety (police, fire, and ambulance), streets, health and social services, culture and recreation, planning and zoning, community development, public improvements, and utility operations (solid waste, water and wastewater).

A. Reporting entity - The Town is a primary unit of government under reporting criteria established by the Governmental Accounting Standards Board (GASB). Those criteria include a separately elected governing body, separate legal standing, and fiscal independence from other state and local governmental entities. Based on these criteria, there are no other entities which are component units of the Town.

The financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB periodically updates its codification of the existing *Governmental Accounting and Financial Reporting Standards* which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes U.S. GAAP for governmental units.

B. Government-wide and fund financial statements - The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the Town. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

In the government-wide Statement of Net Position, the financial position of the Town is consolidated and incorporates capital assets as well as long-term debt and obligations. The government-wide Statement of Activities reflects both the gross and net costs by category. Direct expenses that are clearly identifiable with the category are offset by program revenues of the category. Program revenues include charges for services provided by a particular function or program and grants that are restricted to meeting the operational or capital requirements of the particular segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are summarized in a single column as combined in the supplementary schedules.

C. Basis of presentation - The accounts of the Town are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred outflows/inflows of resources, fund balances or net position, revenues, and expenditures or expenses, as appropriate.

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

1. Summary of significant accounting policies (continued):

C. Basis of presentation (continued) -

The Town reports the following major governmental funds:

General Fund - The General Fund is the primary operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund.

Community Development Fund - The Community Development Fund is used to account for community development grant programs and the Hartford Business Revolving Loan Fund.

TIF Fund - The TIF Fund is used to account for infrastructure improvements (streets, sidewalks, storm water management) in the specified Tax Increment Financing District (TIF).

Capital Projects Fund - The Capital Projects Fund is used to account for public works infrastructure improvements funded by outside funding sources such as bonds and grants.

The Town reports the following major proprietary funds:

Water Fund - The Water Fund is used to account for the Town's water operations.

Wastewater Fund - The Wastewater Fund is used to account for the Town's wastewater operations.

The Town also reports the Solid Waste Fund, a nonmajor proprietary fund, to account for the Town's solid waste operations.

D. Measurement focus and basis of accounting - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as they become both measurable and available. "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures generally are recorded when the fund liability is incurred, if measurable, as under accrual accounting. However, debt service expenditures are recorded only when payment is made.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. Unbilled service revenue is accrued in the Water and Wastewater Funds.

Property taxes are recorded as revenue in the year for which taxes have been levied, provided they are collected within 60 days after year end. Licenses and permits, fines and forfeitures and miscellaneous revenues are recorded as revenues when received because they are generally not measurable prior to collection. Investment earnings and certain intergovernmental grants are recorded as earned.

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

1. Summary of significant accounting policies (continued):

D. Measurement focus and basis of accounting (continued) -

Ambulance service revenue is recognized as billed. Accounts receivable for ambulance services are reviewed and adjusted for collectability on a routine basis. Allowances for doubtful accounts are established as considered necessary.

Receivables are shown net of an allowance for doubtful accounts, which are estimated losses based on the judgment of management and a review of the current status of existing receivables.

E. Budgets and budgetary accounting - The Town approves a budget for the General Fund at an annual Town Meeting. The tax rate is determined by the Selectboard (the Board) based on the education and municipal grant lists and the approved operating budget. The accounting method used for budget presentation is the same method used for the financial presentation of operations under U.S. GAAP. Formal budgetary integration is employed as a management control during the year for the General Fund. The Town's department heads may adjust appropriations within their department, while adjustments between departments can only be made with the approval of the Town Manager and Finance Director. The legal level of budgetary control is at the department level. No formal amendments were made to the budget that was approved and adopted. The Town does not legally adopt budgets for other governmental funds. All budgeted amounts lapse at year end.

F. Property taxes - Property taxes attach as an enforceable lien on property owned as of April 1st. Listers establish a grand list of all property and the Board sets the tax rate required to raise the tax revenue authorized by Town and School District voters and the Vermont Agency of Education. Property taxes for the fiscal year ended June 30, 2022, were payable in two installments due August 20, 2021 and February 11, 2022.

G. Use of estimates - The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and deferred outflows/inflows of resources as well as disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures or expenses during the reporting period. Actual results could differ from those estimates.

H. Risk management - The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and others; environmental liability; and natural disasters. The Town manages these risks through participation in public entity risk pools covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. There were no settlements in excess of the insurance coverage in any of the past three fiscal years.

The Town has elected to pay actual unemployment claims instead of enrolling in an unemployment insurance program. No liabilities have been accrued as the Town is not able to make an estimate as to any future costs. The Town paid $282, in unemployment claims during the year ended June 30, 2022.

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

1. Summary of significant accounting policies (continued):

I. Cash, cash equivalents and investments - The Town considers all cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition to be cash and cash equivalents. Investments and unrealized gains and losses are reflected in the individual fund and government-wide financial statements. Investments of the Town are reported at fair value using quoted prices in active markets for identical assets. This is considered a level 1 input valuation technique under the framework established by U.S. GAAP for measuring fair value. The Town does not own investments valued with level 2 or level 3 inputs, which would use quoted prices for similar assets, or in inactive markets, or other methods for estimating fair value.

J. Prepaid items - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

K. Capital assets - Capital assets, which include land, buildings, equipment, vehicles and infrastructure, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the proprietary fund financial statements. Capital assets are defined by the Town as assets with an estimated useful life in excess of one year and an initial, individual cost of more than $10,000 for land and improvements, $20,000 for buildings and improvements, $5,000 for vehicles and equipment, and $20,000 for infrastructure. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The Town does not retroactively report infrastructure assets. The Town began capitalizing newly acquired or constructed general infrastructure assets since the implementation of GASB Statement No. 34. Donated capital assets are recorded at acquisition value. Major outlays for capital assets and improvements are capitalized as projects are constructed. Net interest costs are capitalized on projects during the construction period. Normal maintenance and repairs that do not add to the value of an asset or materially extend an asset's life are not capitalized. Capital assets are depreciated using the straight-line method over the useful lives shown below:

Land improvements	10 - 50 years
Buildings and improvements	10 - 75 years
Vehicles and equipment	3 - 25 years
Infrastructure	20 - 75 years

L. Deferred outflows/inflows of resources - In addition to assets and liabilities, deferred outflows of resources and deferred inflows of resources are reported as separate sections in the applicable statement of net position or balance sheet. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources in the current period. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources in the current period.

M. Compensated absences - It is the Town's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Unused vacation time must be used within the next succeeding fiscal year and is paid to the employee upon termination of their employment if their term of employment has exceeded six months. The accrual for unused vacation time, based on current pay rates, is recorded in the government-wide and proprietary fund financial statements. Governmental funds report compensated absences as an expenditure when the benefit is paid. No liability is reported for earned but unused sick time because it is not a vested benefit.

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

1. Summary of significant accounting policies (continued):

N. Other postemployment benefits (OPEB) - The Town provides postemployment benefits for health insurance coverage for any employee who was hired prior to January 1, 2013, has attained age 55 and retires with a minimum of ten years of service (twenty years of service for employees hired after January 1, 1999). Other postemployment benefits are reported in the government-wide and proprietary fund financial statements. Governmental funds report other postemployment benefits as an expenditure when the benefit is paid.

O. Long-term obligations - Governmental activities, business-type activities, and proprietary funds report long-term debt and other long-term obligations as liabilities in the applicable statement of net position. Governmental funds report the amount of debt issued as other financing sources and the repayment of debt as debt service expenditures.

P. Fund equity - In the fund financial statements, governmental funds may report five categories of fund balances: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable fund balance includes amounts associated with inventory, prepaid expenditures, long-term loans or notes receivable, and trust fund principal to be held in perpetuity.

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed fund balance includes amounts that can be used only for specific purposes determined by the Town's highest level of decision making authority, the voters, as a result of articles passed at Annual or Special Meetings.

Assigned fund balance includes amounts that are intended to be used by the Town for specific purposes as authorized by the Board.

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in another classification. Deficits are also classified as unassigned.

The Town's policy is to apply expenditures to fund balance in the order of restricted, committed, assigned and unassigned unless the Board specifies otherwise.

Q. New accounting standard - The Town has implemented GASB Statement No. 87, *Leases*. This statement improves accounting and financial reporting for leases by state and local governments. The impact on these financial statements is that the Town's financed purchases have been reclassified from capital leases to direct borrowings of long-term debt, and the presentation of the Town's lease for a vehicle has been reported in accordance with GASB Statement No. 87.

2. Deposits and investments:

Fair value and classification - Deposits and investments are stated at fair value as described in note 1.I. All of the Town's investments as of June 30, 2022, were classified as mutual funds.

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2. Deposits and investments (continued):

Custodial credit risk - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of another party. The Town does not have a policy for custodial credit risk. As of June 30, 2022, $3,240,101 of the Town's bank balance of $31,291,593 was uninsured and uncollateralized.

Concentration of credit risk - Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Town does not have a policy for concentration of credit risk. As of June 30, 2022, the Town does not hold more than 5% of its investments in any one issuer, other than mutual funds.

3. Notes receivable:

The Town, through various federal loan programs, has received grants and advanced funds to encourage community development. These loans, generally secured by subordinated collateral positions, are recorded as notes receivable. Notes receivable as of June 30, 2022, are as follows:

Loan, secured, to Vermod Real Estate Holdings, LLC, interest at 5.25%, monthly payments of $337, matures February 2026, extended to August 2026 due to Covid-19.	$	39,253
Loan, secured and guaranteed, to West Hartford Village Store, interest at 2.0%, monthly payments of $125, matures April 2025, extended to October 2025 due to Covid-19.		4,968
Loan, secured, to KAG Hartford RE, LLC, interest at 5.75%, monthly payments of $1,053, matures July 2023, extended to January 2024 due to Covid-19.		134,891
Loan, secured and guaranteed, to Tafts Flat Properties, LLC, interest at 8.50%, monthly payments of $1,026, matures July 2024, extended to January 2025 due to Covid-19.		28,461
Loan, secured by a mortgage, to Upper Valley Housing Associates, with no interest, monthly payments beginning January 2034, matures December 2059.		640,000
Loan, secured, to Hartford Scattered Site LP, with no interest, no payments until maturity, matures March 2036.		378,433
Loan, secured, to Bridge and Main Housing L.P., with no interest, no payments until maturity, matures October 2047.		394,245
	$	1,620,251

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

4. Capital assets:

Capital asset activity for the year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Increase	Decrease	Balance June 30, 2022
Governmental activities -				
Capital assets, not depreciated:				
Construction in progress	$ 9,364,132	$ 4,832,823	$ 555,025	$ 13,641,930
Land	1,431,658	-	-	1,431,658
Total capital assets, not depreciated	10,795,790	4,832,823	555,025	15,073,588
Capital assets, depreciated:				
Land improvements	1,653,324	-	-	1,653,324
Buildings and improvements	19,849,411	58,743	-	19,908,154
Vehicles and equipment	10,998,505	1,168,918	211,261	11,956,162
Infrastructure	38,742,099	147,035	-	38,889,134
Total capital assets, depreciated	71,243,339	1,374,696	211,261	72,406,774
Less accumulated depreciation for:				
Land improvements	552,224	79,496	-	631,720
Buildings and improvements	7,360,829	851,414	-	8,212,243
Vehicles and equipment	7,738,472	858,485	195,181	8,401,776
Infrastructure	26,016,165	1,444,953	-	27,461,118
Total accumulated depreciation	41,667,690	3,234,348	195,181	44,706,857
Total capital assets, depreciated, net	29,575,649	(1,859,652)	16,080	27,699,917
Capital assets, net, governmental activities	40,371,439	2,973,171	571,105	42,773,505
Business-type activities -				
Capital assets, not depreciated:				
Construction in progress	2,553,409	396,811	-	2,950,220
Land	424,307	-	-	424,307
Total capital assets, not depreciated	2,977,716	396,811	-	3,374,527
Capital assets, depreciated:				
Land improvements	147,002	-	-	147,002
Buildings and improvements	27,858,484	-	-	27,858,484
Vehicles and equipment	1,413,210	61,064	-	1,474,274
Infrastructure	25,599,217	-	-	25,599,217
Total capital assets, depreciated	55,017,913	61,064	-	55,078,977
Less accumulated depreciation for:				
Land improvements	110,350	5,520	-	115,870
Buildings and improvements	19,555,427	848,301	-	20,403,728
Vehicles and equipment	1,232,030	51,270	-	1,283,300
Infrastructure	17,058,683	659,812	-	17,718,495
Total accumulated depreciation	37,956,490	1,564,903	-	39,521,393
Total capital assets, depreciated, net	17,061,423	(1,503,839)	-	15,557,584
Capital assets, net, business-type activities	20,039,139	(1,107,028)	-	18,932,111
Capital assets, net	$ 60,410,578	$ 1,866,143	$ 571,105	$ 61,705,616

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4. Capital assets (continued):

Depreciation expense of $3,234,348 in the governmental activities was allocated to expenses of the general government ($183,287), public safety ($530,253), public works ($1,770,292), health and social services ($6,066), parks and recreation ($713,146) and cultural ($31,304) programs based on capital assets assigned to those functions.

Depreciation expense of $1,564,903 in the business-type activities was allocated to expenses of the water ($392,822), wastewater ($1,123,841) and solid waste ($48,240) programs based on capital assets assigned to those functions.

5. Interfund receivable and payable balances:

Interfund receivable and payable balances, due to the pooling of cash for cash receipts and disbursements, as of June 30, 2022, are as follows:

	Interfund Receivables	Interfund Payables
Governmental funds -		
General Fund	$ -	$ 6,472,048
Community Development Fund	119,134	-
TIF Fund	35,753	-
Capital Projects Fund	-	205,863
Other Governmental Funds	488,992	-
	643,879	6,677,911
Proprietary funds -		
Water Fund	2,513,671	-
Wastewater Fund	3,243,243	-
Solid Waste Fund	277,118	-
	6,034,032	-
	$ 6,677,911	$ 6,677,911

6. Interfund transfers:

Interfund transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. Interfund transfers for the year ended June 30, 2022, were as follows:

	Transfers In	Transfers Out
Governmental funds -		
General Fund	$ -	$ 250,000
Proprietary funds -		
Solid Waste Fund	250,000	-
	$ 250,000	$ 250,000

Transfers from the General Fund to the Solid Waste Fund of $250,000 were included in the approved budget to support operations of the Solid Waste Fund.

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

7. Long-term obligations:

Long-term obligations activity for the year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Additions	Reductions	Balance June 30, 2022	Due Within One Year
Governmental activities -					
Accrued compensated absences	$ 631,622	$ -	$ 32,021	$ 599,601	$ 149,900
Other postemployment benefits	13,456,887	2,376,498	-	15,833,385	-
Net pension liability	5,121,701	-	2,113,695	3,008,006	-
Direct borrowings	17,675,697	2,400,800	1,042,583	19,033,914	1,215,285
Lease liability	19,606	-	6,825	12,781	12,781
	$ 36,905,513	$ 4,777,298	$ 3,195,124	$ 38,487,687	$ 1,377,966
Business-type activities -					
Accrued compensated absences	$ 87,794	$ -	$ 9,756	$ 78,038	$ 19,510
Other postemployment benefits	2,032,922	327,310	-	2,360,232	-
Accrued postclosure liability	184,000	-	23,000	161,000	23,000
Direct borrowings	11,684,703	467,391	920,991	11,231,103	904,021
	$ 13,989,419	$ 794,701	$ 953,747	$ 13,830,373	$ 946,531
Total long-term obligations	$ 50,894,932	$ 5,571,999	$ 4,148,871	$ 52,318,060	$ 2,324,497

8. Landfill closure and postclosure care costs:

The Town operated a landfill for use by Town residents and various neighboring Towns. The landfill ceased accepting solid waste as of December 31, 1992. Subsequently, the Town operated a landfill for construction and demolition debris. Phase I of this landfill ceased accepting debris for disposal as of July 31,1998 and was closed and capped during the fiscal year ended June 30, 2000. There are no plans to open Phase II of the landfill. Currently the Town operates a transfer station for municipal solid waste, and a grinding facility and transfer station for construction and demolition debris.

State and federal laws and regulations require that the Town perform certain maintenance and monitoring functions at the landfill site for 30 years after closure and report monitoring results to the state regulatory agency. An estimated liability, estimated by the Town's engineers, of $161,000 has been recognized in accrued postclosure liability for the future postclosure care costs. The Town is required to annually appropriate funds to finance postclosure care of the facility. The Town also maintains cash set aside to fund future postclosure care expenses. The balance of this cash account at June 30, 2022, was $327,842. The estimate is based on the amount that would be paid if all equipment, facilities and services required to monitor and maintain the landfill were acquired as of June 30, 2022. However, the actual cost of postclosure care may be higher (or lower) due to inflation, changes in technology, or changes in landfill laws and regulations.

9. Debt:

Short-term - During the prior year, the Town obtained a line of credit in the form of a 2.8% grant anticipation note in the amount of $9,200,000 which matured in March 2022. The Town did not borrow on this note.

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

9. Debt (continued):

Short-term (continued) -

During the year, the Town obtained a line of credit in the form of a 2.65% promissory note in the amount of $5,000,000 which matures in May 2023. As of the date of this report, the Town has not borrowed on this note.

Long-term - Outstanding long-term debt as of June 30, 2022, is as follows:

Governmental activities - notes from direct borrowings:	
General obligation note, Vermont Municipal Bond Bank - 2012 Series 1, various interest rates, annual principal payment of $56,761, due November 2032.	$ 624,374
General obligation note, Vermont Municipal Bond Bank - 2017 Series 4, various interest rates, annual principal payment of $307,750, due November 2033.	3,693,000
General obligation note, Vermont Municipal Bond Bank - 2014 Series 3, various interest rates, annual principal payment of $45,000, due November 2034.	585,000
General obligation note, Vermont Municipal Bond Bank - 2014 Series 3, various interest rates, annual principal payment of $245,000, due November 2034.	3,185,000
General obligation note, Vermont Municipal Bond Bank - 2017 Series 3, various interest rates, annual principal payment of $106,300, due November 2037.	1,700,800
General obligation note, Vermont Municipal Bond Bank - 2020 Series 2, various interest rates, annual principal payment of $86,750, due November 2040.	1,648,250
General obligation note, Vermont Municipal Bond Bank - 2021 Series 1, various interest rates, annual principal payment of $42,195, due November 2041.	843,900
General obligation note, Vermont Municipal Bond Bank - 2021 Series 1, various interest rates, annual principal payment of $158,850, due November 2041.	3,177,000
General obligation note, Vermont Municipal Bond Bank - 2022 Series 1, various interest rates, annual principal payment of $28,910, due November 2042.	578,200
General obligation note, Vermont Municipal Bond Bank - 2022 Series 1, various interest rates, annual principal payment of $91,130, due November 2042.	1,822,600
Financed purchase contract, for a zamboni, annual payment of $25,001, including interest, secured by financed equipment, due October 2025.	88,107
Financed purchase contract, for a ladder truck, annual payment of $93,507, including interest, secured by financed equipment, due May 2029.	580,589
Financed purchase contract, for parks & recreation van, annual payment of $8,680, including interest, secured by financed equipment, due December 2025.	28,910

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

9. Debt (continued):

Long-term (continued) -

Governmental activities - notes from direct borrowings (continued):		
Financed purchase contract, for softball field lighting, annual payment of $17,790, including interest, secured by financed equipment, due September 2030.		126,728
Financed purchase contract, for REALice system, annual payment of $8,462, including interest, secured by financed equipment, due November 2024.		23,394
Financed purchase contract, for Toro groomer, annual payment of $5,479, including interest, secured by financed equipment, due July 2025.		15,049
Financed purchase contract, for Simulcast radio system, semi-annual payments of $25,125, including interest, secured by financed equipment, due May 2029.		313,013
	$	19,033,914
Business-type activities - notes from direct borrowings:		
General obligation note, Vermont Municipal Bond Bank - RF3-069, interest at 1%, admin fee at 2%, annual payment of $180,152, due June 2026.	$	646,540
General obligation note, Vermont Municipal Bond Bank - AR1-006, no interest, admin fee at 2%, annual payment of $39,915, due September 2031.		358,543
General obligation note, Vermont Municipal Bond Bank - AR1-099, no interest, admin fee at 2%, annual payment of $426,603, due June 2033.		4,175,095
General obligation note, Vermont Municipal Bond Bank - AR1-041, no interest, admin fee at 2%, annual payment of $302,969, due September 2032.		2,965,111
General obligation note, Vermont Municipal Bond Bank - RF3-329, interest at 1%, admin fee at 2%, annual payment of $110,836, due August 2037.		1,392,216
General obligation note, Vermont Municipal Bond Bank - RF1-188, no interest or admin fee, annual payment of $3,484, due September 2032.		34,838
General obligation note, Vermont Municipal Bond Bank - RF1-202, no interest or admin fee, annual payment of $1,569 (based on current borrowings), due June 2026.		6,275
General obligation note, Vermont Municipal Bond Bank - RF1-222, no interest, admin fee at 2%, annual payments of $40,181, (based on current borrowings), due August 2041.		657,021
General obligation note, Vermont Municipal Bond Bank - RF3-390, interest at 1%, admin fee at 2%, annual payments of $58,320, (based on current borrowings), due October 2041.		867,657
General obligation note, Vermont Municipal Bond Bank - RF1-271, no interest or admin fee, due December 2025.		76,001

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

9. Debt (continued):

Long-term (continued) -

Business-type activities - notes from direct borrowings (continued):

General obligation note, Vermont Municipal Bond Bank - RF1-291, interest at 2%, no admin fee, annual payments of $2,410, (based on current borrowings), due October 2043.	39,403
General obligation note, Vermont Municipal Bond Bank - RF3-467 interest at 2%, no admin fee, annual payments of $759, (based on current borrowings), due December 2042.	12,403
	$ 11,231,103

Long-term debt activity for the year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022	Due Within One Year
Governmental activities -					
Notes from direct borrowings:					
VMBB - 2012 Series 1	$ 681,135	$ -	$ 56,761	$ 624,374	$ 56,761
VMBB - 2017 Series 4	4,000,750	-	307,750	3,693,000	307,750
VMBB - 2014 Series 3	630,000	-	45,000	585,000	45,000
VMBB - 2014 Series 3	3,430,000	-	245,000	3,185,000	245,000
VMBB - 2017 Series 3	1,807,100	-	106,300	1,700,800	106,300
VMBB - 2020 Series 2	1,735,000	-	86,750	1,648,250	86,750
VMBB - 2021 Series 1	843,900	-	-	843,900	42,195
VMBB - 2021 Series 1	3,177,000	-	-	3,177,000	158,850
VMBB - 2022 Series 1	-	578,200	-	578,200	-
VMBB - 2022 Series 1	-	1,822,600	-	1,822,600	-
Financed purchases:					
Fingerprinting equipment	4,775	-	4,775	-	-
2018 International truck	29,685	-	29,685	-	-
Zamboni	107,450	-	19,343	88,107	20,361
Ladder truck	653,886	-	73,297	580,589	75,563
Parks & Recreation van	34,886	-	5,976	28,910	6,439
Softball field lighting	137,701	-	10,973	126,728	11,517
REALice system	30,572	-	7,178	23,394	7,480
Toro Groomer	19,525	-	4,476	15,049	4,736
Simulcast radio system	352,332	-	39,319	313,013	40,583
	17,675,697	2,400,800	1,042,583	19,033,914	1,215,285

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TOWN OF HARTFORD, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

9. Debt (continued):

Long-term (continued) -

	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022	Due Within One Year
Business-type activities -					
Notes from direct borrowings:					
RF3-069	796,579	-	150,039	646,540	154,540
AR1-006	390,646	-	32,103	358,543	32,744
AR1-099	4,511,468	-	336,373	4,175,095	343,101
AR1-041	3,204,000	-	238,889	2,965,111	243,667
RF3-329	1,459,274	-	67,058	1,392,216	69,069
RF1-188	69,675	-	34,837	34,838	-
RF1-202	15,687	-	9,412	6,275	1,569
RF1-222	451,039	258,262	52,280	657,021	27,041
RF3-390	733,807	133,850	-	867,657	32,290
RF1-271	52,528	23,473	-	76,001	-
RF1-291	-	39,403	-	39,403	-
RF3-467	-	12,403	-	12,403	-
	11,684,703	467,391	920,991	11,231,103	904,021
	$ 29,360,400	$ 2,868,191	$ 1,963,574	$ 30,265,017	$ 2,119,306

Debt service requirements to maturity are as follows:

	Governmental Activities Notes from Direct Borrowings		Business-type Activities Notes from Direct Borrowings	
	Principal	Interest	Principal	Interest
Year ending June 30,				
2023	$ 1,215,285	$ 538,799	$ 904,021	$ 250,308
2024	1,341,696	506,939	930,246	230,488
2025	1,348,334	458,176	951,385	209,358
2026	1,341,179	415,479	1,049,027	187,727
2027	1,314,027	390,605	819,677	165,582
2028-2032	6,181,691	1,362,460	4,368,157	558,306
2033-2037	4,112,937	499,179	1,626,753	168,211
2038-2042	2,058,725	131,422	578,730	40,167
2043-2047	120,040	1,218	3,107	47
	$ 19,033,914	$ 4,304,277	$ 11,231,103	$ 1,810,194

In the event that the Town is in default on their payment obligations issued from the VMBB, the State Treasurer has the ability to intercept State funding until the default is cured.

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9. Debt (continued):

Long-term (continued) -

In prior years, the Vermont Municipal Bond Bank (VMBB) has refunded the 1997 Series 1, 2004 Series 1 and 2013 Series 1 direct borrowings with the 2007 Series 2, 2012 Series 3 and 2017 Series 4 direct borrowings, respectively, resulting in interest savings to the Town of $221,066. These savings allocations, to be received between FY14 and FY34, have been reflected as a reduction of interest in the debt service requirements table. There is no remaining principal balance due on the 2007 Series 2 or 2012 Series 3, direct borrowings at June 30, 2021.

10. Lease:

The Town has entered into an agreement that meets the reporting criteria of a lease in accordance with GASB Statement No 87, *Leases*. The restatement of the government-wide financial statements to report beginning balances of the lease asset and related lease liability, has no effect on beginning net position of the government-wide financial statements. Lease asset and lease liability activity for the year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Increase	Decrease	Balance June 30, 2022
Governmental activities -				
Lease asset				
Vehicle	$ 19,606	$ -	$ -	$ 19,606
Less accumulated amortization for:				
Vehicle	-	11,204	-	11,204
Lease asset, net	$ 19,606	$ (11,204)	$ -	$ 8,402
Lease liability				
Vehicle	$ 19,606	$ -	$ 6,825	$ 12,781

The vehicle lease expires in March 2023. Amortization expense of $11,204 in the governmental activities was allocated to expenses of the general government.

11. Tax increment financing district:

The Hartford Selectboard approved the establishment of a Tax Increment Financing District (TIF) on April 5, 2011, which was later approved by the Vermont Economic Progress Council (VEPC) on December 8, 2011. The District includes the historic White River Junction downtown area, and the area along Maple Street between Prospect Street and Hartford Avenue (Route 5). The TIF creation date is considered to be April 1, 2011, and the TIF activation date is the date of the "execution of the financing" which was July 31, 2014.

The TIF allows the Town to undertake and pay for infrastructure improvements that enable increased private sector economic and community development. With a TIF, the base value of properties, within the TIF, are set at the time the TIF is created. All property taxes generated by the original base continue to go to the municipal General Fund and the State Education Fund. For twenty years from the first debt incursion, the municipal and education property taxes generated by any new development are shared, with 75% going to finance TIF infrastructure improvements and debt, and 25% going to the municipal General Fund and State Education Fund. As a general obligation of the Town, if TIF revenues are not sufficient to cover the debt, the Town is still responsible for the payments. The Town cannot incur any new TIF debt until each project or group of projects is approved by the VEPC and then by the voters.

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11. Tax increment financing district (continued):

In March 2014, voters approved a $900,000 borrowing for the first TIF project - reconstruction and realignment of Prospect Street. This included roadway, utilities, pedestrian walkways, lighting, and landscaping for phase one of a multi-phase private redevelopment project, and TIF related costs, such as legal, consultant, engineering, public notices, financing vote, and bidding process. This Town road project is now completed. A new 38,600 sq ft private office building was constructed and occupied in 2015, and a second 10,000 sq ft building was constructed and occupied in 2016. The private development of these two new buildings covers the payments for the related debt. A third building is in the permitting stage for residential.

In March 2016, Town voters authorized TIF projects and borrowings in the amount of $900,000 for public parking, storm water and sanitary sewer infrastructure improvements, and related costs. $200,000 of the authorization was included in the VMBB 2017 Series 3 borrowing issued in August 2017. The financing for the remaining $700,000 authorized is to be determined upon completion of the engineering work. The parking lot is in the design phase.

In March 2017, Town voters authorized TIF projects and borrowings totaling $1,926,000 for construction of public sidewalks, roads, streetscapes, water, storm water, sanitary sewer, and South Main Street retaining wall improvements, and related costs, advances, interfund loans and third-party public infrastructure costs. Specific projects are engineering and construction of Currier Street Extension, North Main Street sidewalks and streetscapes, and design and engineering of South Main, North Main and Gates Streets for various improvements. The entire authorization was included in the VMBB 2017 Series 3 borrowing issued in August 2017. The North Main Street sidewalk (Bridge Street to Joe Reed Drive) is completed; the Currier Street Project is substantially completed with a final section expected to be completed in FY 2023; and section one of the South Main Street project engineering is completed with the remaining section anticipated to be completed in FY 2023.

In March 2019, Town voters authorized TIF projects and borrowings totaling $5,477,000 for the engineering, design, permitting and construction of public sidewalk, road, streetscape, lighting, water, stormwater, sanitary sewer, retaining wall on South Main Street, North Main Street, and Gates Street, and related costs, TIF administrative costs, audits, advances, interfund loans and third party public infrastructure costs for such improvements and any previously approved TIF improvements. Voters also approved using any unexpended proceeds of borrowings previously issued or voter authorized, to finance the cost of TIF improvements and related costs for this project and any previously approved TIF improvements. $849,212 of the debt authorization was issued in September 2020 through the Vermont Clean Water State Revolving Fund Loan RF1-222; $1,037,771 of the debt authorization was issued in September 2020 through the Vermont Drinking Water State Revolving Fund Loan RF3-390; and $1,735,000 of the debt authorization was issued in August 2020 through the VMBB 2020 Series 2 borrowing. In June of 2022, the remaining section of the South Main, North Main and Gates Street project was financed through a $895,000 Water State Revolving Fund Loan (RF3-467), a $750,000 Vermont Clean Water State Revolving Fund Loan (RF1-291), and a $578,200 VMBB 2022 Series 1 loan. Section 1 construction was completed, and Section 2 construction was initiated in FY22.

In March 2020, Town voters authorized TIF projects and borrowings totaling $2,666,600, for the engineering, design, legal, surveying, permitting and construction of public sidewalk, curb, crosswalks, paving, road, parking, streetscape, landscaping, lighting, and drainage on South Main Street and Maple Street, and for related costs, TIF administrative costs, audits, advances, interfund loans and third-party public infrastructure costs for such improvements and any previously approved TIF improvements. Voters also approved using any

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11. Tax increment financing district (continued):

unexpended proceeds of bonds or notes previously issued or voter authorized, to finance the cost of TIF improvements and related costs for these projects and any previously approved TIF improvements. In February of 2021, $843,900 was issued through the VMBB 2021 Series 1 loan, $811,600 for the Town Square parking lot improvements and $32,300 for Maple Street improvements. The remaining $1,882,600 for the South Main Street parking lot improvements was issued in the VMBB 2022 Series 1 loan. Due to the impacts of the Covid-19 pandemic, project implementation has been delayed.

Also in 2020, the Vermont Legislature approved an extension of the TIF's 20-year debt issuance period from March 2021 to March 2024 due to the impact of the great recession on development in the first three years of the TIF, and the impact of the Covid-19 pandemic.

The State of Vermont performed a 5 year TIF audit during FY21. This audit identified that the Town owed approximately $3,000 to the State Education Fund related to eight parcels being inadvertently excluded from the TIF boundaries when the TIF was created in 2011. The Town issued payment in FY22

During FY21, The Town also identified that the 2019 and 2020 grand list property valuations inadvertently excluded 27 North Main Street from the TIF, resulting in the TIF tax increment for this property, for these two years, being excluded from the TIF Fund. The impact of correcting this error would result in the TIF Fund being owed approximately $25,000, and $16,000, from the State Education Fund, and the General Fund, respectively, and the Town would not owe the State Education Fund the amount identified during the 5 year TIF audit.

The Town's appeal to the State of Vermont's finding using the TIF Issue Resolution Process in TIF Rule 1103, was denied in FY22.

12. Fund balances:

As of June 30, 2022, the General Fund reported nonspendable fund balances ($85,286) related to employee HRA accounts and ($59,043) related to prepaid expenditures. The remaining fund balances of this fund are restricted ($621,628) related to bond funding, committed ($2,759,754) for various reserves, assigned ($3,699,465) for various encumbrances and planned use of fund balance in the FY23 budget and unassigned ($2,943,262).

13. Deficit fund balances:

As of June 30, 2022, the Recreation Fund has a deficit fund balance of $69,056. Management intends to recover this deficit through a transfer from the General Fund during the next fiscal year.

As of June 30, 2022, the Capital Projects Fund has a deficit fund balance of $119,298. Management intends to recover this deficit through a transfer from the General Fund during the next fiscal year.

14. Restatement:

The Town has restated beginning net position of the governmental activities of the government-wide financial statements from $22,212,499 to $22,232,107, to remove the capital lease obligation for a vehicle, in relation to the implementation of GASB Statement No. 87, *Leases*.

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15. Pension plans:

401(a) Governmental Money Purchase Plan -

Plan description and funding requirements: The Plan is a governmental deferred compensation plan through the International City Manager's Association (ICMA) Retirement Corporation that operates under section 401 of the Internal Revenue Code. The Plan provides retirement benefits to full time employees hired prior to April 1, 2007, who had not elected to change their plan to VMERS on that date. No other employees of the Town are eligible to participate.

The Town is required to make contributions to the Plan at a rate of 8% of the participant's salary. The ICMA Retirement Corporation administers the plan. Total contributions by the Town for the year ended June 30, 2022, were $75,634.

457 Deferred Compensation Plan -

Plan description and funding requirements: The Plan is a governmental deferred compensation plan through the International City Manager's Association (ICMA) Retirement Corporation that operates under section 457 of the Internal Revenue Code. The Plan permits employees to defer a portion of their salary until future years. This deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Town has no liability for losses under the plan. All of the investments are self-directed by each participant. Under federal law, the investments are held in trust for the benefit of the employees. Accordingly, the Town does not report these assets on their financial statements. There is no employer contribution to this Plan.

Vermont Municipal Employees' Retirement System -

Plan description: The Town contributes to the Vermont Municipal Employees' Retirement System (VMERS or the Plan) a cost-sharing multiple-employer public employee retirement system with defined benefit and defined contribution plans, administered by the State of Vermont. The State statutory provisions, found in Title 24, Chapter 125, of the V.S.A., govern eligibility for benefits, service requirements and benefit provisions. The general administration and responsibility for the proper operation of VMERS is vested in the Board of Trustees consisting of five members. VMERS issues annual financial information which is available and may be reviewed at the VMERS' office, 109 State Street, Montpelier, Vermont, 05609-6200, by calling (802) 828-2305 or online at http://www.vermonttreasurer.gov.

Benefits provided: VMERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits do vary between the groups included in the Plan but are determined for the members of each group as a percentage of average compensation in a certain number of the highest consecutive years of service. Eligibility for benefits requires five years of service.

Contributions: Defined benefit plan members are required to contribute 3.25% (Group A), 5.625% (Group B), 10.75% (Group C) or 12.1% (Group D) of their annual covered salary, and the Town is required to contribute 4.75% (Group A), 6.25% (Group B), 8.0% (Group C) or 10.6% (Group D) of the employees' compensation. Defined contribution plan members are required to contribute 5.0% of their annual covered salary and the Town is required to contribute an equal dollar amount. The contribution requirements of plan members and the Town are established and may be amended by the Board of Trustees. The Town's contributions to VMERS for the years ended June 30, 2022, 2021, and 2020, were $513,398, $467,926, and $431,926, respectively. The amount contributed was equal to the required contributions for the year.

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15. Pension plans (continued):

Vermont Municipal Employees' Retirement System (continued) -

Pension liabilities, deferred outflows of resources, deferred inflows of resources: These financial statements include the Town's proportionate share of the VMERS net pension liability, deferred outflows of resources for pension expense, deferred inflows of resources from investment earnings and contributions, and the related effects on government-wide net position and activities. The State of Vermont has provided the following information to all employers participating in VMERS, which is based on its calculation of the Town's 2.0437% proportionate share of VMERS defined benefit plan.

Town's share of VMERS net pension liability	$ 3,008,006
Deferred outflows of resources - Deferred pension expense	$ 1,604,455
Deferred inflows of resources - Deferred pension credits	$ 1,860,007

Additional information: VMERS obtains an annual actuarial valuation for the pension plan. Detailed information is provided in that report for actuarial assumptions of inflation rates, salary increases, investment rates of return, mortality rates, discount rates, and the calculations used to develop annual contributions and the VMERS net position.

The Town adopted GASB Statement No. 68 in FY 2015 and is developing the ten years of required supplementary information in schedules 7 and 8. This historical pension information includes the Town's Proportionate Share of Net Pension Liability of VMERS and Town's Contributions to VMERS.

16. Other postemployment benefits (OPEB) plan:

The Town's most recent GASB 74/75 Actuarial Valuation was performed with a valuation date of July 1, 2021, with measurement dates of July 1, 2021 and July 1, 2022, for the reporting dates of June 30, 2022 and June 30, 2023, respectively. The Town's next actuarial valuation is scheduled to be performed with a valuation date of July 1, 2023.

Plan description: The Town's Retiree Medical Insurance Program (the Plan) offers comprehensive medical insurance for all retired former full-time employees of the Town. The Plan is a single employer defined benefit OPEB plan administered by the Town. The Town does not accumulate assets in a trust for future benefit payments, but currently funds these benefits on a pay-as-you-go basis.

Benefits provided: The Plan provides health insurance coverage for any employee who was hired prior to January 1, 2013, has attained age 55 and retires with a minimum of ten years of service (twenty years of service for employees hired after January 1, 1999). The Town pays for health insurance costs up to age 65 and then pays for any Medicare supplemental policy, in accordance with the cost-sharing arrangements that exist for regular employees.

Employees covered by benefit terms: At the valuation date, plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits	64
Active employees	42
	106

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16. Other postemployment benefits (OPEB) plan (continued):

Total OPEB liability: The Town's total OPEB liability for the year ended June 30, 2022, is $18,193,617. The Plan is not funded in advance so the net OPEB liability is also $18,193,617. An analysis of the total OPEB liability is presented in Schedule 9.

Sensitivity of the total OPEB liability: A change in assumptions can have a large effect of the estimated OPEB obligation. An increase of 1% in the healthcare cost trend would increase the OPEB liability to $22,675,669 while a decrease of 1% would reduce the OPEB liability to $14,850,580. An increase of 1% in the discount rate used to calculate future costs would reduce the OPEB liability to $15,168,186 while a decrease of 1% would increase the OPEB liability to $22,110,236.

Actuarial assumptions and other inputs: The total OPEB liability in the actuarial valuation was determined using the following actuarial assumptions and other inputs:

Actuarial cost method	Individual entry age normal
Discount rate	2.25% per annum
Healthcare cost trend rate	4.50% increase per annum
Inflation rate	2.50% per annum
Compensation increases	3.00% per annum
Mortality tables	Various RP-2014 healthy annuitant tables

17. Subsequent events:

These financial statements were evaluated for subsequent events to be reported in the notes through _____, 2022, the date the financial statements were available to be issued.

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Schedule 1

TOWN OF HARTFORD, VERMONT
COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS
JUNE 30, 2022

	Public Safety Fund	Recreation Fund	Impact Fees Fund	FEMA Fund	Cemetery Trust Fund	Total
ASSETS						
Cash and cash equivalents	$ 7,968	$ 27,744	$ 151	$ -	$ 25,267	$ 61,130
Investments	-	-	-	-	23,475	23,475
Grants receivable	1,995	-	-	-	-	1,995
Due from other funds	188,825	-	5,250	391,637	-	585,712
Total assets	$ 198,788	$ 27,744	$ 5,401	$ 391,637	$ 48,742	$ 672,312
LIABILITIES AND FUND EQUITY						
LIABILITIES:						
Accounts payable	$ 1,734	$ 80	$ -	$ -	$ -	$ 1,814
Due to other funds	-	96,720	-	-	-	96,720
Total liabilities	1,734	96,800	-	-	-	98,534
FUND EQUITY:						
Fund balances -						
Nonspendable	-	-	-	-	27,168	27,168
Restricted	197,054	-	5,401	391,637	21,574	615,666
Unassigned	-	(69,056)	-	-	-	(69,056)
Total fund balances (deficit)	197,054	(69,056)	5,401	391,637	48,742	573,778
Total liabilities, deferred inflows of resources and fund equity	$ 198,788	$ 27,744	$ 5,401	$ 391,637	$ 48,742	$ 672,312

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November 21, 2022

Schedule 2

TOWN OF HARTFORD, VERMONT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Public Safety Fund	Recreation Fund	Impact Fees Fund	FEMA Fund	Cemetery Trust Fund	Total
REVENUES:						
Intergovernmental	$ 4,716	$ -	$ -	$ -	$ -	$ 4,716
Miscellaneous revenues	3,000	16,794	-	-	-	19,794
Investment income (loss)	20	80	-	-	(542)	(442)
Total revenues	7,736	16,874	-	-	(542)	24,068
EXPENDITURES:						
Public safety	4,933	-	-	-	-	4,933
Recreation	-	25,202	-	-	-	25,202
Total expenditures	4,933	25,202	-	-	-	30,135
NET CHANGE IN FUND BALANCES	2,803	(8,328)	-	-	(542)	(6,067)
FUND BALANCES (DEFICIT), July 1, 2021	194,251	(60,728)	5,401	391,637	49,284	579,845
FUND BALANCES (DEFICIT), June 30, 2022	$ 197,054	$ (69,056)	$ 5,401	$ 391,637	$ 48,742	$ 573,778

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November 21, 2022

TOWN OF HARTFORD, VERMONT Schedule 3
COMBINING STATEMENT OF NET POSITION - WATER FUND
JUNE 30, 2022

	Central Water Fund	Quechee Water Fund	Total Water Fund
ASSETS:			
Current assets -			
Cash and cash equivalents	$ 336,524	$ 625,690	$ 962,214
Accounts receivable, net	217,178	87,004	304,182
Due from other funds	1,345,170	1,168,501	2,513,671
Total current assets	1,898,872	1,881,195	3,780,067
Noncurrent assets -			
Capital assets	11,518,835	4,292,868	15,811,703
less - accumulated depreciation	(6,582,680)	(2,107,543)	(8,690,223)
Total noncurrent assets	4,936,155	2,185,325	7,121,480
Total assets	6,835,027	4,066,520	10,901,547
LIABILITIES:			
Current liabilities -			
Accounts payable	277,398	3,910	281,308
Accrued interest	21,139	38,286	59,425
Accrued wages	3,250	1,646	4,896
Current portion of long-term debt	186,830	69,069	255,899
Total current liabilities	488,617	112,911	601,528
Noncurrent liabilities -			
Accrued compensated absences	19,097	1,891	20,988
Other postemployment benefits	588,015	108,880	696,895
Long-term debt	1,339,770	1,323,147	2,662,917
Total noncurrent liabilities	1,946,882	1,433,918	3,380,800
Total liabilities	2,435,499	1,546,829	3,982,328
NET POSITION:			
Net investment in capital assets	3,409,555	793,109	4,202,664
Unrestricted	989,973	1,726,582	2,716,555
Total net position	$ 4,399,528	$ 2,519,691	$ 6,919,219

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Schedule 4

TOWN OF HARTFORD, VERMONT
COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - WATER FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Central Water Fund	Quechee Water Fund	Total Water Fund
OPERATING REVENUES:			
Charges for services	$ 1,121,630	$ 480,585	$ 1,602,215
Miscellaneous	1,776	-	1,776
Total operating revenues	1,123,406	480,585	1,603,991
OPERATING EXPENSES:			
Operation and maintenance	213,627	67,600	281,227
Salaries and benefits	451,992	138,145	590,137
Depreciation	258,293	134,529	392,822
Total operating expenses	923,912	340,274	1,264,186
Operating income (loss)	199,494	140,311	339,805
NONOPERATING REVENUES (EXPENSES):			
Investment income	4,994	3,836	8,830
Interest expense, net of accrued interest	(43,045)	(41,934)	(84,979)
Total nonoperating revenues (expenses)	(38,051)	(38,098)	(76,149)
CHANGE IN NET POSITION	161,443	102,213	263,656
NET POSITION, July 1, 2021	4,238,085	2,417,478	6,655,563
NET POSITION, June 30, 2022	$ 4,399,528	$ 2,519,691	$ 6,919,219

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TOWN OF HARTFORD, VERMONT Schedule 5
COMBINING STATEMENT OF NET POSITION - WASTEWATER FUND
JUNE 30, 2022

	Central Wastewater Fund	Quechee Wastewater Fund	Total Wastewater Fund
ASSETS:			
Current assets -			
Cash and cash equivalents	$ 1,549,200	$ 1,089,943	$ 2,639,143
Accounts receivable, net	348,515	248,338	596,853
Prepaid expenses	59,043	-	59,043
Due from other funds	1,402,290	1,840,953	3,243,243
Total current assets	3,359,048	3,179,234	6,538,282
Noncurrent assets -			
Capital assets	21,965,813	18,303,531	40,269,344
less - accumulated depreciation	(15,306,575)	(13,344,002)	(28,650,577)
Total noncurrent assets	6,659,238	4,959,529	11,618,767
Total assets	10,018,286	8,138,763	18,157,049
LIABILITIES:			
Current liabilities -			
Accounts payable	104,085	24,907	128,992
Accrued interest	15,887	52,765	68,652
Accrued wages	6,306	3,014	9,320
Current portion of long-term debt	389,461	258,661	648,122
Total current liabilities	515,739	339,347	855,086
Noncurrent liabilities -			
Accrued compensated absences	44,161	9,437	53,598
Other postemployment benefits	1,216,064	327,376	1,543,440
Long-term debt	4,739,975	2,924,190	7,664,165
Total noncurrent liabilities	6,000,200	3,261,003	9,261,203
Total liabilities	6,515,939	3,600,350	10,116,289
NET POSITION:			
Net investment in capital assets	1,529,802	1,776,678	3,306,480
Unrestricted	1,972,545	2,761,735	4,734,280
Total net position	$ 3,502,347	$ 4,538,413	$ 8,040,760

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Schedule 6

TOWN OF HARTFORD, VERMONT
COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - WASTEWATER FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Central Wastewater Fund	Quechee Wastewater Fund	Total Wastewater Fund
OPERATING REVENUES:			
Charges for services	$ 1,746,080	$ 1,310,406	$ 3,056,486
Miscellaneous	40	2,850	2,890
Total operating revenues	1,746,120	1,313,256	3,059,376
OPERATING EXPENSES:			
Operation and maintenance	501,538	293,109	794,647
Salaries and benefits	820,547	328,549	1,149,096
Depreciation	527,678	596,163	1,123,841
Total operating expenses	1,849,763	1,217,821	3,067,584
Operating income (loss)	(103,643)	95,435	(8,208)
NONOPERATING REVENUES (EXPENSES):			
Debt forgiveness	87,118	7,843	94,961
Investment income	10,825	9,296	20,121
Interest expense, net of accrued interest	(91,076)	(64,336)	(155,412)
Total nonoperating revenues (expenses)	6,867	(47,197)	(40,330)
CHANGE IN NET POSITION	(96,776)	48,238	(48,538)
NET POSITION, July 1, 2021	3,599,123	4,490,175	8,089,298
NET POSITION, June 30, 2022	$ 3,502,347	$ 4,538,413	$ 8,040,760

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TOWN OF HARTFORD, VERMONT
SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF TOWN'S PROPORTIONATE SHARE OF NET PENSION LIABILITY
VMERS
JUNE 30, 2022

Schedule 7

	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Town's proportion of the net pension liability	2.0437%	2.0246%	2.0016%	2.2202%	2.0727%	1.9987%	2.0337%	1.9881%
Town's proportionate share of the net pension liability	$ 3,008,006	$ 5,121,701	$ 3,472,599	$ 3,123,251	$ 2,511,201	$ 2,572,277	$ 1,567,870	$ 181,445
Town's covered payroll	$ 6,398,481	$ 5,979,663	$ 5,704,684	$ 5,320,692	$ 5,472,234	$ 4,398,702	$ 4,294,168	$ 4,153,140
Town's proportionate share of the net pension liability as a percentage of its covered payroll	47.011%	85.652%	60.873%	58.700%	45.890%	58.478%	36.512%	4.369%
VMERS net position as a percentage of the total pension liability	86.29%	74.52%	80.35%	82.60%	83.64%	80.95%	87.42%	98.32%

SCHEDULE OF TOWN'S CONTRIBUTIONS
VMERS
JUNE 30, 2022

Schedule 8

	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution	$ 500,657	$ 454,869	$ 419,606	$ 384,575	$ 388,880	$ 313,738	$ 303,770	$ 268,542
Contributions in relation to the contractually required contribution	500,657	454,869	419,606	384,575	388,880	313,738	303,770	268,542
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Town's covered payroll	$ 6,398,481	$ 5,979,663	$ 5,704,684	$ 5,320,692	$ 5,472,234	$ 4,398,702	$ 4,294,168	$ 4,153,140
Contributions as a percentage of covered payroll	7.825%	7.607%	7.355%	7.228%	7.106%	7.133%	7.074%	6.466%

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SCHEDULE OF CHANGES IN THE TOWN'S TOTAL OPEB LIABILITY AND RELATED RATIOS OTHER POSTEMPLOYMENT BENEFITS PLAN JUNE 30, 2022

Schedule 9

	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Total OPEB Liability:					
Changes for the year-					
Service cost	$ 319,909	$ 325,561	$ 314,552	$ 347,699	$ 295,097
Interest	545,578	531,470	464,064	453,840	345,611
Difference between expected and actual plan experience	(2,728,593)	-	352,119	-	3,022,954
Changes in assumptions	5,014,321	-	203,486	-	-
Benefit payments	(447,407)	(449,167)	(429,825)	(477,373)	(296,328)
Net OPEB expense	2,703,808	407,864	904,396	324,166	3,367,334
Total OPEB Liability - beginning of year	15,489,809	15,081,945	14,177,549	13,853,383	9,889,027
Changes in assumptions for GASB 75	-	-	-	-	597,022
Total OPEB Liability - end of year	$ 18,193,617	$ 15,489,809	$ 15,081,945	$ 14,177,549	$ 13,853,383
Covered-employee payroll	$ 7,550,136	$ 7,435,394	$ 7,389,688	$ 7,251,836	$ 7,052,376
Total OPEB liability as a percentage of covered-employee payroll	41.50%	48.00%	49.00%	51.15%	50.91%

November 21, 2022

November 21, 2022

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Selectboard
Town of Hartford, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated _____, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* which are described in the accompanying Schedule of Findings and Questioned Costs as item 2022-001.

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Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Montpelier, Vermont
_____, 2022

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November 21, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY UNIFORM GUIDANCE

The Selectboard
Town of Hartford, Vermont

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Town of Hartford, Vermont's (the Town) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs for the year ended June 30, 2022. The Town's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Town of Hartford, Vermont complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States (*Government Auditing Standards)*; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Town of Hartford, Vermont and to meet our ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Town's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Town's federal programs.

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Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance we

- exercise professional judgement and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we consider necessary in the circumstances.
- obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Town of Hartford, Vermont as of and for the year ended June 30, 2022, and have issued our report thereon dated _____, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Montpelier, Vermont
_____, 2022

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TOWN OF HARTFORD, VERMONT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2022
(Page 1 of 2)

Federal Grantor/Pass-through Grantor Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Expenditures
U.S. Department of Agriculture:				
Passed through the Vermont Department of Forests - Parks and Recreation				
Cooperative Forestry Assistance	10.664	06130-UCF-ADP-21-08	$ -	$ 1,100
U.S. Department of the Interior:				
Passed through the Vermont Agency of Commerce and Community Development -				
Historic Preservation Fund Grants-In-Aid	15.904	07110-VT-20-10006	-	2,554
U.S. Department of Transportation:				
Passed through the Vermont Agency of Transportation -				
Highway Planning and Construction cluster				
Highway Planning and Construction	20.205	CA0135	-	1,567,885
Highway Planning and Construction	20.205	EH0015	-	399,177
Total Highway Planning and Construction cluster			-	1,967,062
U.S. Environmental Protection Agency:				
Passed through the Vermont State Revolving Fund -				
Clean Water State Revolving Fund (CWSRF) Cluster				
Capitalization Grants for Clean Water State Revolving Funds	66.458	Loan RF1-222	-	17,281
Capitalization Grants for Clean Water State Revolving Funds	66.458	Loan RF1-271	-	2,997
Capitalization Grants for Clean Water State Revolving Funds	66.458	Loan RF1-291	-	62,515
Total Clean Water State Revolving Fund (CWSRF) cluster			-	82,793
Drinking Water State Revolving Fund (DWSRF) Cluster				
Capitalization Grants for Drinking Water State Revolving Funds	66.468	Loan RF3-390	-	23,534
Capitalization Grants for Drinking Water State Revolving Funds	66.468	Loan RF3-467	-	209,057
Total Drinking Water State Revolving Fund (DWSRF) cluster			-	232,591
Total U.S. Environmental Protection Agency			-	315,384

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November 21, 2022

TOWN OF HARTFORD, VERMONT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2022

Federal Grantor/Pass-through Grantor Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Expenditures
U.S. Department of Health and Human Services:				
Passed through the Vermont Department of Health -				
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	03420-08802	-	1,610
Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	03420-09184	-	385
Total Epidemiology and Laboratory Capacity for Infection Diseases (ELC)			-	1,995
Total expenditures of federal awards			$ -	$ 2,288,095

DRAFT

TOWN OF HARTFORD, VERMONT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2022

1. Basis of presentation:

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the Town under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town, it is not intended to and does not present the financial position, changes in financial position, or cash flows of the Town.

2. Summary of significant accounting policies:

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The Town has elected not to use the 10 percent de minimis indirect cost rate as allowed in the Uniform Guidance.

DRAFT

TOWN OF HARTFORD, VERMONT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

A. Summary of Auditor's Results:

Financial Statements -

Type of auditor's report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *None reported*

Noncompliance material to financial statements noted? *No*

Federal Awards -

Internal control over major programs:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *None reported*

Type of auditor's report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516 (a)? *No*

Identification of major program:

- *U.S. Department of Transportation*
  CFDA 20.205 – Highway Planning and Construction

Dollar threshold used to distinguish between type A and type B programs: *$750,000*

Auditee qualified as low-risk auditee? *Yes*

B. Audit Findings - Financial Statements:

2022-001 - Welcoming Hartford Ordinance

Condition - The *Welcoming Hartford Ordinance* (WHO) was authorized by voters at the annual Town Meeting in March 2020. The WHO restricts communications between Town employees and federal agencies regarding citizenship or immigration status of undocumented immigrants in Hartford. This restriction appears to be in conflict with federal laws 8 U.S.C. §1644 and §1373. The Town has obtained conflicting legal guidance as to the effects of any deemed noncompliance on the Town's current or future participation in federal grant or loan programs. Grantor agencies were not advised of the WHO or consulted as to specific impacts of any noncompliance with all applicable federal laws on current federal grant or loan programs.

After adoption of the WHO, the Town implemented new certification procedures for federal awards. Town staff and department heads verify data accuracy and the Town's Selectboard Chair signs any compliance certification on federal award documents, requisitions and reports.

DRAFT

TOWN OF HARTFORD, VERMONT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

B. Audit Findings - Financial Statements (continued):

2022-001 - Welcoming Hartford Ordinance (continued)

Criteria - Town management is responsible for compliance with all applicable federal statutes, regulations, and the terms and conditions of federal award agreements applicable to Town participation in federal grant or loan programs. Management is also required to certify compliance to grantor agencies and should identify and report to grantor agencies any known or potential noncompliance with those laws, regulations, or terms and conditions of grant agreements.

Cause - The ordinance was adopted in March 2020 and became effective 60 days after adoption in May 2020. In February 2020, the Second Circuit Court of Appeals (of which Vermont is a member) issued a decision in State of New York V. Department of Justice that would be a precedent for Vermont Towns. Town management does certify Town compliance with all applicable federal laws. The Court determined that the term "all applicable federal laws" effectively refers to all federal laws that regulate state and local governments in some way.

Effect - The Welcoming Hartford Ordinance could be deemed noncompliant with federal laws 8 U.S.C. §1644 and §1373, which could affect current and future participation in federally funded programs for Town projects. Future federal grant or loan programs could be denied, or repayment of federal funding could be required.

Recommendation - We recommend that the Town communicate with their grantor agencies to determine if the Welcoming Hartford Ordinance does affect federally funded projects of the Town. Legal assistance may be needed to amend the ordinance to eliminate any language which is determined to cause noncompliance with federal laws 8 U.S.C. §1644 and §1373.

C. Audit Findings - Federal Awards:

There were no audit findings identified for the year ended June 30, 2022.

STATUS OF PRIOR AUDIT FINDINGS
AS OF JUNE 30, 2022

Prior audit finding 2021-001 has been repeated in the current year as finding 2022-001.

DRAFT

FY24

Clerk

Budget

November 29, 2022

Functions of the HARTFORD Town Clerk's Office

(Vermont State Statutes set the duties and responsibilities of the Town Clerk's Office)

***Staffed by*: Town Clerk & Assistant Town Clerk**

Overseeing Elections
Maintaining Voter Checklist

Processing Absentee Ballots
Receiving & Verifying Petitions

VOTER REGISTRATION

Records Maintenance

Property & Mortgage Deeds
Permits
Mobile Home Bills of Sale
Town & School Meeting Minutes

Discharges & Partial Releases
Tax Collector Reports of Sales
Property Transfer Tax Returns
Easements

Vital Records: Birth, Marriage, Death Certificates and Burial Permits

Issuing: Marriage Licenses; Dog Licenses; Temporary Vehicle Registration Renewals

Processing: Liquor Licenses and Cannabis Licenses

ELECTION ADMINISTRATION (131)

Budget Highlight Summary

(Budget Book, Page 5)

- Salaries (131-101)
  - Board of Civil Authority (BCA) & Election Worker Compensation for Elections
  - BCA Compensation for Abatement & Tax Appeal Hearings; Biennial Checklist Review & Other Meetings
- Advertising (131-312)
  - Positions to be Elected
  - Early/Absentee Voting Promotion
- Contracted Services (131-318)
  - Voting Tabulator Machine Programming for Elections
- Materials & Supplies (131-323)
  - Ballot Printing & Early/Absentee Voter Postcard
  - Election Supplies
  - Food for BCA/Election Workers

By The Numbers

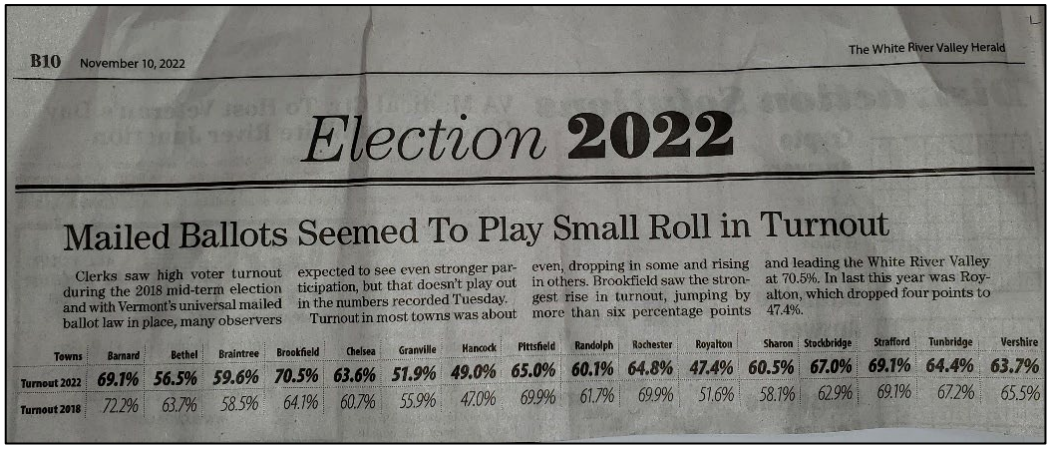
Election Administration
FY24 Operating Budget Expense

Department Division (131)	FY24 Budget	FY 23 Approved	Difference
(101) Salaries + (210) FICA	$17,278	$18,462	- $1184
(312) Advertising	$450	$450	No Change
(318) Contracted Services	$3,000	$3,500	-$500
(323) Materials & Supplies	$6,500	$8,250	-$1,750
Total Expenses	**$27,228**	**$30,662**	**- $3434**

Other Election Highlights

- Installed Secure Ballot Drop Box
- Received Three New Voting Tabulators
- BCA made recommendations on Proposed Legislative Re-Districting
- Mid-term Election Notes:
  - VT mailed 7900+ ballots to Hartford Voters (Active-Not Challenged)
    - 42% of Early/Absentee Ballots issued were cast by election day
    - Roughly 27% of voters participated in-person on election day
    - Universal Mailing had a modest impact on participation. According to SOS, statewide voter participation in November increased slightly from 2018 (up by 2%). In Hartford, the increase was roughly 1% or about 500 voters.

Other Regional Participation Comparison



B10 November 10, 2022 The White River Valley Herald

Election 2022

Mailed Ballots Seemed To Play Small Roll in Turnout

Clerks saw high voter turnout during the 2018 mid-term election and with Vermont's universal mailed ballot law in place, many observers expected to see even stronger participation, but that doesn't play out in the numbers recorded Tuesday. Turnout in most towns was about even, dropping in some and rising in others. Brookfield saw the strongest rise in turnout, jumping by more than six percentage points and leading the White River Valley at 70.5%. In last this year was Royalton, which dropped four points to 47.4%.

Towns	Barnard	Bethel	Braintree	Brookfield	Chelsea	Granville	Hancock	Pittsfield	Randolph	Rochester	Royalton	Sharon	Stockbridge	Strafford	Tunbridge	Vershire
Turnout 2022	69.1%	56.5%	59.6%	70.5%	63.6%	51.9%	49.0%	65.0%	60.1%	64.8%	47.4%	60.5%	67.0%	69.1%	64.4%	63.7%
Turnout 2018	72.2%	63.7%	58.5%	64.1%	60.7%	55.9%	47.0%	69.9%	61.7%	69.9%	51.6%	58.1%	62.9%	69.1%	67.2%	65.5%

Questions?

VITAL STATISTICS(151)

Highlight Summary (Budget Book Pages 7-9)

- Salaries (151-101)
  - Clerk & Assistant Clerk with the addition of a part-time Assistant Clerk
- Travel & Meetings (151-311)
  - VT Municipal Clerks & Treasurers Association (VMCTA) Conference/Meetings
  - VT League of Cities & Towns (VLCT) Trainings
- Advertising (151-312)
  - Dog Licensing
- Membership Dues (151-313)
  - VMCTA Annual Dues
- Recruitment & Training(151-315)
  - Part-time Assistant Clerk
- Contracted Services (151-318)
  - Laserfiche; Munismart; Wide Format Copier; Copiers
- Postage (151-322)
  - Absentee Ballots; Recorded Documents; Voter Registration & Challenge Letters; etc.
- Materials & Supplies (151-323)
  - Recording bks/paper; vital records bks/paper; dog license tags; general office supplies

By The Numbers

Vital Stats. FY24 Operating Budget Expense & Revenue

Department Division (151)	FY 24 Budget	FY 23 Budget	Difference
(101) Salaries & Benefits (210/220/225/230/240/250/260)	$205,580	$172,847	+ $32,733
(311) Travel & Meetings	$350	$325	+$25
(312) Advertising	$375	$350	+$25
(313) Membership Dues	$100	$100	No Change
(315) Recruitment & Training	$350	$0	$+350
(316) State Payment – Licenses	$10,000	$10,000	No Change
(318) Contracted Services	$9,776	$8,934	+ $842
(322) Postage	$5,000	$4,750	+$250
(323) Materials & Supplies	$7,500	$7,500	No Change
(324) Telephone	$3,500	$1,872	+$1,628
(331) Department Equipment	$2,800	$0	+$2,800
(418-0100) Retirees	$4,749	$4,673	+$76
Total Expenses	$250,080	$211,351	+ $38,729
Less Revenue	- $107,650	-$107,850	$200
TOTAL	**$142,430**	**$103,501**	**+ $38,929**

Other Vital Statistics Highlights

- Proposing addition of a Part-time Assistant Clerk
- Exploring possible vendors for online Land Records
- Beginning to get back on a record restoration schedule post pandemic
- Dog Licenses have returned to pre-pandemic levels; we will send out a reminder postcard again this year.
- The Department of Liquor Control rolled out a new licensing portal; currently it takes longer to process each application. We are hopeful DLL will make some changes to the portal to make it more intuitive & user friendly for the applicants and us.
- Cannabis Applications will begin the local licensing process through the Clerk's Office.

Questions?

278

RECEIVED
OCT 27 2021
TOWN OF HARTFORD
A.M. 4:20 P.M.

AMENDMENT TO TOWN OF HARTFORD
MUNICIPAL CODE CHAPTER 220

HARTFORD TOWN CLERK'S OFFICE
This 27 day of October 2021
at 4:20 AM PM
Rec in Bk TR 30 Pg 278-280
Mary Ann West Asst Town Clerk

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.***

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AMENDMENT TO TOWN OF HARTFORD

MUNICIPAL CODE CHAPTER 220-13 (Specific Parking and Traffic Restrictions)

The Selectboard of the Town of Hartford, at a meeting held on August 24, 2021, amended the Hartford Municipal Code Chapter 220-13 (Specific Parking and Traffic Restrictions) by unanimous vote of the members present. This ordinance was amended in accordance with the authority vested in the Selectboard by Chapters 59, 97, 101, and 131 of Title 24 of the Vermont Statutes Annotated, as amended.

Dated on this 26th day of October, 2021
Town of Hartford
County of Windsor
State of Vermont

Dan Fraser

Joseph Major

Kim Souza

Dennis Brown

Lannie Collins

Michael Hoyt

Doc 71

AGENDA MEMORANDUM
November 29, 2022

Town Selectboard Public Hearing Item: 4.d.

To: **Selectboard and Town Manager**

Submitted by: **Lori Hirshfield, Planning and Development Department Director**
Matt Osborn, Town Planner

Subject: **2023 Vermont Municipal Planning Grant Application**

Background: The Vermont Municipal Planning Grant (VMPG) is an annual grant program to assist communities with planning projects. The Town has received over $205,248 in VMPG grants since the late 1990s which has enabled the Town to complete many important planning work products, such as required updates of the Town Plan.

Discussion: The Planning and Development Department would like to apply for a FY 2023 VMPG. Although most of the Hartford Town Plan was updated in 2019, the Economic Development Chapter was last revised in 2002. The Planning and Development Department is seeking the grant to hire an expert consultant to conduct research, lead an extensive public outreach process, and update the Economic Development Chapter. The grant will enable the Town to build on the economic implications of the current Town Plan Housing Chapter update, and take into consideration changing technologies, businesses and employment so the Town can strategically plan for the future. The grant application is due December 1, 2022.

Financial Impact: The VMPG is a 90% grant with a 10% local cash match requirement. The project cost will be $20,000. We propose applying for a grant in the amount of $18,180 grant which would require a local match of $1,820. The local match funds are available under Master PO 4963 for FYE 2021 encumbered funds, account # 10-622-318-0000.

Request: Approve the submission of a VMPG application and sign the "FY23 Municipal Resolution for Municipal Planning Grant" form and designate Selectboard Chair Mike Hoyt as the Municipal Authorizing Official and vice chair Dan Fraser as the Alternate Municipal Authorizing Official.

AGENDA MEMORANDUM
November 29, 2022
Town Selectboard Meeting Items: 4.e.

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

Subject: Hartford Committee on Housing and Homelessness

Historically, Town appointed committees, commissions and boards have been located within Town departments which have responsibilities for the program areas that those commission. committees and boards are charged with advising on. Housing is one of the program areas within the Town's Department of Planning and Development. Some of the Department's specific work program items include research, public engagement, increasing opportunities for housing through zoning changes, updating and implementing the Town Plan Housing Chapter, and facilitating construction of a range of housing in Hartford. Also, housing overlaps with other Department program areas such as transportation and economic development. The Department has many years of experience and successes providing technical and programmatic support to seven ongoing Town committees, commissions and boards, and other special ad hoc advisory groups.

Given that many of the Selectboard charges for the Hartford Committee on Housing and Homelessness overlap with the Department's work program and the Planning Commission's statutory responsibilities, placing the Committee under Planning and Development will ensure a well-integrated process to achieve the Selectboard's desired outcomes.

Town and School Meeting Committee

Appoint Selectboard Liaison

From the Town Charter:

(b) School and Town Meeting Committee. To augment the statutory responsibilities for the annual Town and School District meetings that are specified to the Town and the School District and their respective officers, there shall be a School and Town Meeting Committee that shall organize, arrange, and provide for the comfort, presentation, publicity, program, refreshments, entertainment, and other nonstatutory aspects of the Town meeting cycle, such as the Budget and Candidates Night meeting and the Town and School District Day meeting. The Town Clerk shall appoint one member for a two-year term. The Selectboard shall appoint one member for a two-year term and one member for a three-year term. The School Board shall appoint one member for a two-year term and one member for a three-year term. No School Board member, Selectboard member, or Town Clerk may serve on the School and Town Meeting Committee. Each appointing body or person shall have the power to remove any incumbent member of the School and Town Meeting Committee appointed by that body or person and shall have the power to appoint a replacement member to serve the unexpired term of any person who is removed or who resigns.

AGENDA MEMORANDUM
November 29, 2022
Town Selectboard Meeting Item: 4.g.
Submitted by: Christopher Holzwarth, DPW Project Manager

Subject: **Gates Street (Hill) and Fairview Terrace Retaining Wall Engineering Selection Committee Recommendation (RFP 2022-H1)**

Background: The town has sought to build upon the efforts performed by Knight Consulting Engineers, Inc. as documented in their Report of Structural and Geotechnical Investigation last revised December 13, 2013, in a phased and thoughtful manner with the goal of stabilizing the slope and retaining wall which potentially endangers the apartment building at 24 Maplewood Terrace.

The town contracted with The Dufresne Group of Springfield, VT to design and permit water main improvements along Fairview Terrace Extension that connect to Gates Street south of the retaining walls currently under consideration for replacement realizing that any ground movement disturbing the water main poses the serious threat of a break with disastrous results. Construction is pending a funding source.

With engineering of the water main improvements completed the town sought bids for the survey, design, permitting and bidding services to facilitate advancement of the Gates Street and Fairview Terrace retaining wall reconstruction project with the goal of stabilizing or replacing retaining wall segments 1a, 1b and 4 of the report in a manner that reflected the consensus of the selectboard with regards to one way traffic and pedestrian access.

Discussion: The competition for engineer's services due to the infusion of work created by stimulus funds, commercial development, retirements, and other issues creating staffing shortages is great. This competition means most qualified engineering firms reached out to have full and contracted workloads for more than one year in advance.

Dubois & King, along with their sub-contractor Geo-Design was the sole responder with attendance of our voluntary pre-bid meeting and site visit.

The selection committee comprised of stakeholders reviewed the proposal, and some conducted an interview through the pre-bid process. The collective score of 92 is considered excellent and therefore worthy of the board's approval.

Financial Impact: The total budget through 100% Design, Permitting, Construction Documents, Bid Specifications, and Bidding and Award is $241,000. The estimated cost of the services through the development of an engineer's opinion of cost (50% Design) is $130,000. The services are proposed to be funded through Purchase order #9284 which has $78,743 remaining, FYE23 GL #10-311-318-0100 which has $100,000 budgeted, with the remainder from savings identified in FYE23.

Recommendation: It is the committee's recommendation that the board accept the proposal of services by Dubois & King along with their sub-contractor Geo-Design to facilitate advancing the Gates Street and Fairview Terrace retaining wall stabilization and reconstruction project with the goal of stabilizing or replacing retaining wall segments 1a, 1b and 4 as described in the scope of project section 2, and to authorize the Acting Town Manager Gail Ostrout to sign the contract with Dubois & King.

RFP 2022-H1 Consultant Evaluation Results

Item	Reviewer #1 Score	Reviewer #2 Score	Reviewer #3 Score	Reviewer #4 Score	Average Score
#1	23	25	25	23	24.0
#2	22	20	25	24	22.75
#3	17	15	18	17	16.75
#4	9	10	8	9	9.0
#5	5	2	0	0	3.5
#6	18	15	15	16	16.0
Total Score	**94**	**87**	**91**	**89**	**92**

Score of 92 is considered excellent within the RFP evaluation guidelines and therefore the proposal is considered worthy of consideration and approval by the Selectboard.

Exhibit A

RFP Evaluation Process
Evaluator Scoring Guide

Percent Score	Quality of Response	Description	Strengths Relative to Requirements	Weaknesses	Confidence in Proposed Approach
90-100	**Excellent**	The proposal addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation or other factors to justify this rating.	Meets requirements - numerous strengths in key areas.	None	Very High
80-89	**Good**	The proposal addresses the requirements completely and addresses some elements of the requirements in an outstanding manner.	Meets requirements - some strengths in key areas.	Minor - not in key areas	High
70-79	**Moderate**	The proposal addresses most elements of the requirements.	Meets most requirements - minimal strengths provided in their response.	Moderate - does not outweigh strengths	Moderate
60-69	**Marginal**	The proposal meets some of the RFP requirements.	Meets some of the requirements with some clear strengths.	Exist in key areas - outweighs strengths	Low
0-59	**Unacceptable**	The proposal meets a few to none of the RFP requirements.	Meets a few to none of the requirements with few or no clear strengths.	Significant and numerous	No Confidence

HARTFORD PUBLIC WORKS DEPARTMENT

173 AIRPORT ROAD, WHITE RIVER JUNCTION, VT 05001 • (802) 295-3622 •FAX 802-281-7051

Request For Proposals

Professional Engineering Services

(Civil, Electrical, Geotechnical, Structural & Transportation)

Gates Street & Fairview Terrace

White River Junction

Town of Hartford, Vermont

RFP No. 2022-H1

February 28, 2022

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SECTION 1 – PROPOSAL INSTRUCTIONS

1.01 COMMUNICATIONS REGARDING THIS PROJECT: Please direct all communications regarding the RFP Process to:

Hartford Town Manager's Office
RFP No. 2022-H1 – Professional Engineering Services (Civil, Geotechnical, Structural & Transportation)
c/o Christopher Holzwarth, Project Manager
173 Airport Road
White River Junction, VT 05001
Telephone: (802) 295-3622
Fax: (802) 295-7051
E-Mail: cholzwarth@hartford-vt.org

All communications/questions concerning this RFP must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (RFP Schedule). Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02. Changes to this RFP will be made only by formal written correspondence issued by the Town.

A copy of this proposal and any additional documentation may be found at the Town of Hartford's website at: https://www.hartford-vt.org/bids.aspx

1.02 RFP SCHEDULE: The following is the anticipated schedule for the RFP Process.

Issue RFP:	February 28, 2022
Notify Town of Intent to Attend Pre-Proposal Meeting	4:00 PM E.S.T. time on Friday March 11th, 2022.
Pre-Proposal Meeting:	A voluntary pre-proposal meeting will be at Town of Hartford Municipal Building, 1st. Floor Conference Room #1, 171 Bridge Street, White River Junction, VT 05001 from 11:00 AM to 12:00 PM E.S.T. on Friday March 18th, 2022.
Site Visit:	Consultants may visit the site on their own time.
Last Day to Submit Questions:	4:00 PM local E.S.T. on Friday March 25th, 2022
Written Responses to Questions:	Before end of day, Friday April 1st, 2022
Due Date for Proposals:	11:00 AM E.S.T. on Friday April 8th, 2022
Selection	Anticipated on April 19th, 2022
Contract Negotiations	Following Selectboard approval.
Contract Approval	A.S.A.P.

1.03 PRE-PROPOSAL MEETING: The Town shall conduct a **VOLUNTARY** pre-proposal meeting. The date and location of the meeting is listed in Section 1.02 (RFP Schedule). The intent of the pre-proposal meeting is to discuss the proposal and project in general terms. Questions should be submitted in writing with written responses prepared by the Town and posted on the Town's web site by the date listed in Section 1.02.

This will be the only opportunity for the Consultants to meet with the Town prior to submitting a proposal. Each proposer should limit representation at this meeting to no more than 2 persons.

1.04 SITE VISIT: Consultants should conduct their own site visit within the public right of ways and review the project location and site conditions to develop questions to be submitted in writing. Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02.

1.05 SUBMITTING A PROPOSAL: Each Consultant seeking consideration for performance of services related to the project must submit a Proposal. Proposers are to submit one original copy signed by an officer authorized to bind the company and 5 copies of their written proposal. All proposals shall be sealed, properly addressed with the name of the Consultant and sent to:

Hartford Town Manager's Office
HVT DPW RFP No. 2022-H1 – Professional Engineering Services (Civil, Geotechnical, Structural & Transportation)
c/o Tracy Yarlott-Davis, Town Manager
171 Bridge Street
White River Junction, VT 05001

Sealed proposals must be received at the above address by the date/time indicated in Section 1.02 (RFP Schedule) for public opening in the Town Manager's office or method listed in Section 1.06 (Special Covid-19 Proposal Opening Procedures) if needed. Proposals received after the scheduled date/time will be rejected. All supporting materials and documentation must be included with the proposal. The responsibility of timely delivery lies solely with the proposer. Faxed proposals are not acceptable.

The Town reserves the right to reject any and all proposals, to waive any irregularities in a proposal, or to accept the proposal(s) which in the judgment of proper officials is in the best interest of the Town. The Town reserves the right to accept a part or parts of a proposal unless otherwise restricted in the RFP or issue subsequent Requests for Proposals. The Town reserves the right to approve or reject any sub-Contractors proposed for work under this proposal or waive any minor irregularities

The Town reserves the right to select the successful proposer on the basis of proposals received, without seeking further information for clarification from proposers. Upon review of proposals, the Town may designate the most qualified proposals as finalists. These finalists may be invited to make oral presentations and participate in a question and answer session with the Town. The Town shall have the right to visit selected user sites, should this be deemed necessary.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFP.

The Town does not guarantee that any contract will be awarded as a result of this RFP. In the event that a contract award is made but the contract is not executed, the Town does not guarantee that the contract will be re-awarded.

1.06 SPECIAL COVID-19 PROPOSAL OPENING PROCEDURES: The Town of Hartford's goal is to maintain a fair and transparent bidding practice while also remaining responsive to the evolving Covid-19 safety mandates and recommendations. In the event a public meeting at the Town Manager's office is not feasible, proposals will be announced by the Town Manager via a live broadcast online format where the Town Manager will read the bids on a live broadcast at 11:00 AM E.S.T. on Friday April 8th, 2022. A bid tabulation will be developed within two business days and released to bidders.

The platform and access link with be posted to the town's website at https://www.hartford-vt.org/bids.aspx as an addendum along with the answers to any written question before end of day Friday April 1st, 2022

1.07 REQUIRED PROPOSAL CONTENTS: All brochures and supplemental documentation shall be included with the original and all of the copies. If not, the proposal may be considered as non-responsive. Consultants are required to submit the following information in their proposal:

- **Letter of Transmittal**: The proposer shall provide a transmittal letter with authorizing signature for the proposal. The letter must briefly summarize the vendor's ability and willingness to perform the services required by the RFP. The letter of Transmittal must be on the form provided in Exhibit A.
- **Company Profile and Background.** Provide the following information on the forms within Exhibit A;
  - o **Location** - The street address of the proposer's company headquarters.
  - o **Local Office of Proposer** - Provide the location of the proposer's office nearest to Hartford, Vermont. Include the local office, a contact name, address, telephone, and fax numbers.
  - o **Company's Primary Business** - State the proposer's primary business, the number of years in the proposer's industry, and the number of employees assigned to these related activities.
  - o **State the legal make-up** of your company: sole proprietorship, partnership, corporation, etc.
  - o **Please list any Lawsuits that you are currently engaged in.** Please provide any and all suits either with the Town of Hartford or any other Municipalities (include, but not limited to Federal, State, Local or other Municipalities and Governmental agencies).
- **Key Personnel Information.** Provide the name, title, mailing address, telephone number and e-mail address of the persons who will function as the Town's primary contact and back-up contact person. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. Include any certifications earned, special training taken, and memberships in professional groups. The information must be provided on the form provided in Exhibit A.
- **Proposal Response** as per Section 2.
- **Statement of Exceptions to RFP requirements**: Provide a detailed description of any exceptions taken to the requirements of this RFP, including the Town Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable RFP section/sub-section numbers. Any other departures from the Town's RFP are to be identified and failure to do so shall make the proposal non-responsive.
- **References**: Provide a list of references on the form provided as Exhibit B. The Town is particularly interested in contacting your governmental clients in the state of Vermont.
- **Fixed Fee Proposal Form**: The proposer shall provide a Fixed Fee Proposal Form with a fixed lump sum cost for each project milestone as defined within the scope of work/ anticipated work requirements. The fixed fee proposal must be on the form provided as Exhibit C.

1.08 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.

- Late proposals.
- Incomplete or non-responsive proposal.

1.09 CRITERIA: The selection committee will evaluate each proposal submitted based on the following criteria. After receipt and review of the written proposal, the Town may elect to have the proposal presented in person, or clarifications submitted in writing.

Proposers shall not assume that any information shared with the Town prior to this RFP will be considered in the Evaluation process of this RFP. The evaluation team may or may not have prior knowledge of any discussions and processes. **Evaluation will be completed on the information submitted in proposal only.**

Evaluation Criteria		
Item	**Description**	**Points Possible**
1	Understanding of the Project Scope (0.25 x Grading Scale of 0-100)	25
2	Technical Expertise/Experience (0.25 x Grading Scale of 0-100)	25
3	Available Workforce/Equipment/Resources (0.10 x Grading Scale of 0-100)	20
4	References (0.10 x Grading Scale of 0-100)	10
5	Local Contractor Option (0.5 x Scale of 0-100)	5
6	Cost (0.20 x Grading Scale of 0-100)	20
	Total Possible Points	**105**

1.10 MISCELLANEOUS ITEMS:

Each proposer must meet a threshold of at least 80% of the total available technical points (Items 1-3) (80% of 60 points = 48 points minimum). Any proposal that does not achieve 80% of the total available technical points is determined to be non-responsible and will not receive further consideration in the process.

All Consultants submitting a proposal will be notified, upon final determination by the Town of the consultant selected to perform the requested work.

All work and materials used in all task shall be completed in accordance with all applicable Town, State and Federal Ordinances, Rules, Regulations, and Specifications, and reasonable scheduling established by the Town.

SECTION 2 – SCOPE OF PROJECT

2.01 PROJECT DESCRIPTION: The Town seeks survey, design, permitting and bid services to facilitate advancing the Gates Street and Fairview Terrace retaining wall stabilization and reconstruction project with the goal of stabilizing or replacing retaining wall segments 1a, 1b and 4.

The town wishes to build upon the efforts performed by Knight Consulting Engineers, Inc. as documented in their Report of Structural and Geotechnical Investigation last revised December 13, 2013. The report accompanies this request as Exhibit A.

Stabilization is currently envisioned as a rock or reinforced vegetative slope along segment 1a, a rock or reinforced vegetative slope with a toe of slope gravity block retaining wall along segment 1b, and stabilizing segment 4 by installing tiebacks into the soil behind the existing concrete wall and encapsulating the tiebacks with reinforced structural concrete face. See Exhibit C, sheet X.C3 for an overview of the wall locations and sheet X.C7 for an overview of the desired grading and toe of slope wall concept.

To ensure the safety of downslope residences the Town has contracted with the Dufrense Group of Springfield, Vermont to design and permit the relocation of an 8" water main located in close-proximity to the retaining segments to be stabilized or reconstructed. This project is to be coordinated with their plan that is expected to be constructed within 12 months. A copy of the current plan accompanies this request as Exhibit B, and a colored overview is shown on Exhibit C, sheet X.C4.

Understanding that survey efforts completed in 2013 are not to current standards, technology or conditions the town desires the consultant complete a current topographical and boundary survey to facilitate the project. Exhibit C, sheet X.C1 delineates the extent of anticipated boundary survey services, and sheet X.C2 delineates the extent of anticipated topographic survey services required for the acquisition of any necessary easements, right of way adjustments, and for site plan development.

The town understands that the existing drainage system is affected by this project and any drainage improvements through the work zone should be coordinated and completed in concert with this project. Therefore, the town requires that the consultant include any necessary services to review the condition and capacity of the existing drainage system, and prepare any documents required for the repair, rehabilitation, replacement, and extensions to said drainage system where required. Exhibit C, sheets X.C5 and X.C6 demonstrate the anticipated extent of the review and possible work. The consultant is expected to review the extents and adjust larger as deemed necessary.

Further, the town requires that the consultant include the necessary services to review the existing sewer collection system within the work zone for condition and capacity and to prepare any required documents for the repair, rehabilitation, and/or replacement of said system. Exhibit C, sheet X.C5 delineates the anticipated extent of review and possible work. The consultant is expected to review the extent and adjust larger as deemed necessary with the understanding that the towns preference is to slip line mains and rehabilitate sewer manholes.

Lastly, the town wishes to cap these improvements with a 16' wide one-way street along retaining wall segment 1b, a 5' wide minimum concrete sidewalk, site lighting, ASSHTO compliant vehicular (and pedestrian) guard rails, traffic calming enhancements to improve pedestrian safety, and where possible landscape improvement consisting of native-noninvasive species. Exhibit X, sheet X.C7 indicates the minimal extent and type of surface improvements anticipated by the project with a focus on hardscape items. All proposals should include a landscape architect for plantings and an electrical engineer for lighting with a photometric plan required.

2.02 Scope of Work / Project Requirements:

Project Phases: The project is anticipated to consist of the following phases. Each proposer shall identify and develop a scope of services necessary to complete each segment requested.

- Survey, Investigations, Concepts, Design, Construction Documents and Bid Specifications
- Bidding and Award
- Construction and Post Construction (Awarded Separately)

Survey, Investigations, Concepts, Design, Construction Documents and Bid Specifications

Preliminary (50%) Design: The consultant shall prepare Preliminary Design documents which shall include (but not limited to) the following items:

1. The consultant shall schedule a kick-off meeting. The meeting will be attended by all design team members, assigned Town staff, and other entities as may be appropriate. The meeting is intended to review the project schedule, key milestones, deliverable, project management protocols, data collected, project information, and to set times dates for upcoming meetings and activities. The consultant shall provide meeting notes within 48 working hours of the meeting.
2. The consultant shall provide a survey of existing conditions showing all elevations, observable features (e.g., edge of road, walkways, buildings, trees, valves, catch basins, and manholes with inverts, etc.) and underground utility locations. The engineer shall coordinate with utility owners to have underground utilities marked out prior to the survey. The Department of Public Works will mark water lines at the engineer's request, all other lines shall be located by a private locator employed by the consultant. The consultant shall work with DPW to coordinate access to private residences as needed. The survey shall be done in VT State Plane Coordinates and on the NAD83 elevation datum to be compatible with the Town's GIS system and a DWG provided for the town's base map.
3. The consultant shall provide the boundaries of any impacted parcel and the limits of any right-of-way (ROW), utility easement, and any possible prescriptive easements on the plan. Preliminary or apparent ROW and easement mapping may be used in the preliminary design phase to expedite the project.
4. The consultant shall coordinate with overhead and underground utility providers to gain an understanding of any requirements for the replacement or relocation of any utilities as needed.
5. The consultant shall coordinate with all appropriate governmental agencies to address any possible permitting requirements.
6. The consultant shall make recommendations for any additional subsurface investigations they deem necessary and include them within the scope of services.
7. The consultant shall evaluate the conceptual methods chosen to stabilize retaining wall segments 1a, 1b and 4 and provide a minimum of two options with magnitude of pricing to address the required slope stabilization and retaining wall construction. The recommendations shall take all factors into consideration including but not limited to ease of construction, impacts on other infrastructure and property, reliability, future maintenance, aesthetics and long-term cost.

8. The consultant shall schedule a Preliminary (50%) design review meeting. The meeting will be attended by all design team members, assigned Town staff, and other entities as may be appropriate. The meeting is intended to review the preliminary design recommendations of the consultant and discuss design options that may present themselves and effects on the project schedule, key milestones, deliverable, project management protocols, data collected, project information, and to set times dates for upcoming meetings and activities. The consultant shall provide meeting notes within 24 working hours of the meeting. The Town will provide written responses to any questions or request for direction a.s.a.p. The consultant will develop a plan of action based upon Town comments and shall not proceed on further task until the Town has approved the plan.
9. The consultant shall develop a Preliminary (50%) design (site plans and limited profiles, cross sections and details) for the project as agreed upon.
10. The consultant shall provide an opinion of probable cost based upon the preliminary design plans and profiles.
11. The consultant shall identify any temporary or permanent easements required to implement the plan and properties requiring a site plan amendment.

Permit (85%) Design: The consultant shall prepare Permit Design documents which shall include (but not limited to) the following items:

12. The consultant shall coordinate with overhead and underground utility providers for planning and scheduling the replacement or relocation of any utilities as needed.
13. The consultant shall develop a Permit (85%) design (site plans, profiles, cross sections, details, and specifications) for the project agreed to within the preliminary design phase. These plans are to be reviewed and approved by the Town prior to submission to appropriate agencies.
14. The consultant shall update their opinion of probable cost based upon the permit plans, details, and specifications.
15. The consultant shall develop a final design basis with all necessary calculations, including all necessary works sheets and narratives required for permitting.
16. The consultant shall define, map and assist with obtaining any temporary or permanent easements and site plan amendments required to implement the plan.
17. The consultant shall develop any required local, state, and federal permit applications required by the project including but not limited to any Potable Water Supply and Wastewater Disposal System Permits, Construction Permits as issued by the Drinking Water and Groundwater Protection Division, Stormwater Permits as issued by the Watershed Management Division, etc.

Final Design (100%), Construction Documents, and Bid Specifications: The consultant shall prepare Final Design, Construction Documents and Bid Specifications, which shall include (but not limited to) the following items:

18. Prepare final design plans, details, specifications, special provisions, and construction estimates for bidding purposes.
19. Provide competent personnel to answer questions, review submittals, attend meetings, and make project site visits during the bidding and construction segments of the project as requested by Town Staff.

20. The consultant shall have on staff or under contract a Vermont registered professional engineer to certify plans and specifications during all phases.
21. After approval of the construction documents by the Town, all documents shall be submitted to the Town in an electronic format.

Bidding and Award

The consultant is responsible for responding to questions about the bidding documents and shall evaluate the bids for responsiveness and price; and make recommendations to the Owner concerning the acceptance or rejection of bids, and make a recommendation to the Owner regarding the award of the construction contract.

Construction and Post Construction:

The selected firm is responsible for providing services as Agent of Owner under Contract and General Condition guidelines. Services to include (but are not limited to) the solicitation, assistance in contracting, and ongoing coordination of contractors to provide services not limited to, the management and administration of all matters of coordination, oversight, daily construction supervision, technical supervision, budgetary control and management of an aggressive project schedule, including the following:

Schedule and conduct a pre-construction meeting.

1. Schedule and conduct a pre-construction meeting.
2. Provide construction surveying and layout.
3. Provide a project manager point of contact for the project.
4. Provide office administration to develop any pay estimates, change orders, and additional documentation as required.
5. A record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction;
6. Shop drawings, product data; samples; submittal; purchases; materials; equipment; applicable handbooks; and
7. Maintenance and operating manuals and instructions; other related documents and revisions which are relevant to the contract work.
8. Recommend necessary or desirable changes in the Construction Contractor'(s) scope of work. Review and evaluate Contractor'(s) request for changes. Submit recommendations to Town supported by field data related to any additional work. Maintain a log of change requests.
9. Ensure compliance with the construction contract by continuously monitoring, evaluating, approving or rejecting the contractor's work in accordance with the approved construction contract documents. Review pay requests and provide recommendation for contractor payments.
10. Create and maintain "As-Built" project schedule. During the course of construction, maintain one set of plans to denote field changes or other corrections. Maintain copies of all permits needed to construct the project and enforce special requirements of each.

11. Assist the Owner in determining when the project or a designated portion thereof is substantially complete. Prepare for the Owner, a summary of the status of the work of the Contractor(s), listing changes in the previously issued certificates of substantial completion of the work, and recommending the times within which Contractor(s) shall complete uncompleted items on their certificate of substantial completion of the work. Assist the Town in administering and coordinating final inspections
12. Calculate the amount of final payment due to prime Contractor(s).
13. Assist Owner with completing and filing all required notices of completion and certificates of compliance.

2.03 Pricing Structure. Prices proposed will remain firm for acceptance within **180** calendar days after the RFP closing date.

The fee proposal and cost structure should be submitted to include the following:

1. Provide a fixed lump sum fee for incremental design phases, bidding and award, construction and post construction segments.
2. Provide a total estimated fee on Exhibit C – Fixed Fee Proposal.
3. Insure that your proposal has sufficient manpower to achieve the goals for the construction period or identify how your firm can recommend any other methods to accelerate the project and identify the cost of acceleration.
4. Identify the associated general condition costs including administrative overhead and costs, staffing and site supervision and labor, security, site logistics, temporary utilities, site facility (toilet, office, etc.) permits, rubbish removal, etc. must be included.
5. Provide the normal hourly rate schedule of each principal and senior staff member whose resume is provided in the proposal or those job categories that are anticipated to be used in the administration of the project.
6. Provide a list of anticipated reimbursable expenses and the rate charged for each.
7. State all discounts and reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
8. State any or all other fees or charges.

SECTION 3 – REQUIREMENTS AND CONDITIONS FOR ALL PROPOSERS

3.01 TAX EXEMPTION: All items purchased under this contract will be exempt from the State of Vermont Sales Tax as provided for in 32 V.S.A. § 9701(5); § 9743(1)-(3). Blanket Certification of Exemption Forms will be furnished to the Proposer by the Finance Division.

3.02 PROPOSER AFFIDAVIT: If the successful proposer should be a corporation not incorporated under the laws of the State of Vermont, a certificate from the Secretary of State showing the rights of the successful proposer to do business in the State of Vermont shall be furnished. Each proposer is required to submit with their bid, an Affidavit stating that neither the proposer nor agents thereof, nor any other party of the proposer has paid or agreed to pay directly or indirectly, any person, firm or corporation, any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will hereafter be paid.

3.03 PROPOSER'S FINANCIAL OBLIGATION TO THE TOWN: No bid may be accepted or contract awarded to any person, firm or corporation that is in arrears or in default to the Town, or that is a defaulter of surety or otherwise upon any obligation to the Town, or has failed to perform faithfully any previous contract with the Town.

3.04 PROPOSER'S INCURRED COSTS: Each proposer shall be responsible for all costs incurred in preparing a response to this RFP. All materials and documents submitted by the proposer in response to this RFP shall become the property of the Town, and shall not be returned. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.

3.05 STANDARD AGREEMENT TERMS FOR PROFESSIONAL SERVICES

(standard terms subject to change by the Town subject to change prior to the award of the contract.)

ARTICLE 1 - TERM

The Agreement shall commence upon execution by the Town and shall terminate upon expenditure of all funds provided herein or on June 30th, 2023, whichever date is earlier unless extended by the town.

ARTICLE 2 - SERVICES TO BE PERFORMED BY CONSULTANT

Consultant shall provide all services necessary to complete the Services that are described in Section 2, Scope of Services, which is incorporated herein by reference.

ARTICLE 3 - COMPENSATION

Upon receipt, review, and acceptance of an invoice by the Department of Public Works it will be forwarded to the Finance Department where the standard terms of payment will follow the most current Town of Hartford Purchasing Policy and Procedure as approved by the Selectboard.

ARTICLE 4 - TOWN'S RESPONSIBILITIES

The Town will furnish Consultant, at no cost or expense, all reports, records, data that might be necessary or useful to complete the Services required under this Agreement.

ARTICLE 5 - STANDARD OF CARE

Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional under similar circumstances. Consultant shall have no liability for defects in the Services attributable to Consultant's reliance upon or use of data or other information furnished by the Town or third parties retained by the Town

If, during the one year period following completion of the Services, it is shown there is an error in the Services caused by Consultant's failure to meet such standards and Town has notified Consultant in writing of any such error within that period, Consultant shall perform, at no additional cost to Town, such Services within the original Project as may be necessary to remedy such error.

ARTICLE 6 - INDEMNIFICATION

Consultant shall indemnify and defend the Town and its elected officials, officers, employees and agents from and against all claims, losses, damages, and expenses (including reasonable attorneys' fees) of whatsoever kind and nature, to the extent that such claims, losses, damages, or expenses are caused by or arise out of the performance or non-performance of this Agreement and/or the acts, omissions, or conduct of Consultant and its agents, employees, contractors, sub-contractors and representatives in undertaking and performing the Services.

This Article shall survive early termination or expiration of this Agreement.

ARTICLE 7 - INSURANCE

During the term of this Agreement, Consultant shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Vermont and having an "A" rating or better:

(1) General Liability Insurance, having a combined single limit of $2,000,000 for each occurrence and $2,000,000 in the aggregate.
(2) Automobile Liability Insurance, having a combined single limit of $1,000,000 for each person and $1,000,000 for each accident.
(3) Employers' Liability Insurance, having a limit of $500,000 for each occurrence.
(4) Professional Liability Insurance, having a limit of $1,000,000 annual aggregate.
(5) Consultant shall maintain errors and omissions insurance in the amount of $1,000,000.00.
(6) Consultant also shall maintain Workers' Compensation Insurance in such amounts as required by law for all employees, and shall furnish to the Town evidence of same.

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Consultant for the Consultant's operations. These are solely minimums that have been assigned to this project and must be met to protect the interests of the Town.

Current certificates of insurance for all policies and concurrent policies required to be maintained by Consultant pursuant to this Article shall be furnished to the Town. All such insurance policies, excluding Professional Liability Insurance, shall name the Town, its elected officials, officers, agents, employees, and volunteers as additional insureds, but only to the extent of the extent of the policy limits stated herein. All policies of insurance required hereunder shall contain a provision requiring a minimum of thirty (30) days advance written notice to the Town in the event of cancellation or diminution of coverage.

ARTICLE 8 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Documents and reports prepared by Consultant as part of the Services shall become the sole and exclusive property of the Town upon payment, except as otherwise provided in this Agreement. Consultant shall have the unrestricted right to their use.

Consultant shall retain its rights in pre-existing and standard scripts, databases, computer software, and other proprietary property. Intellectual property that is not specifically designed or created exclusively for the Town in the performance of this Agreement shall also remain the intellectual property of Consultant.

ARTICLE 9 - TERMINATION

This Agreement may be terminated by the Town upon written notice in the event of substantial failure by Consultant to perform in accordance with the terms of this Agreement. Consultant shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The Town may terminate or suspend performance of this Agreement for the Town's convenience upon thirty (30) days prior written notice to Consultant. In the event of termination by the Town hereunder, the Town will pay Consultant for Services actually provided up to the date of termination.

ARTICLE 10 - STANDARD TERMS

A. DELAY IN PERFORMANCE

Neither the Town nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Town or Consultant under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, contractors, sub-contractors and/or representatives.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance and any effects on the project's time-line.

B. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont, without giving effect to the principles thereof relating to conflicts or choice of laws. Any arbitration, litigation or other legal matter regarding this Agreement or performance by either party must be brought in a court of competent jurisdiction in Windsor County, Vermont.

C. COMMUNICATIONS

Any written communication or notice required or permitted by this Agreement shall be made in writing and shall be delivered personally, sent by express delivery, certified mail or first class U.S. mail, postage pre-paid to the address specified below:

Company Name: _____

Address: _____

Town, State Zip Code: _____

Attention: _____

Title: _____

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and the Town.

D. EQUAL EMPLOYMENT OPPORTUNITY

Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that State of Vermont Title 21: Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair Employment Practices, §495. Unlawful employment practice constitutes a material condition of this Agreement as fully and as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the Town to terminate this Agreement at its option and may bar Consultant from receiving future Town contracts.

E. WAIVER

A waiver by the Town or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall be effective only in the specific instance and for the specific purpose for which it is given and shall not affect the waiving party's rights with respect to any other or further breach.

F. SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid or illegal provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision.

G. INDEPENDENT CONTRACTOR

By executing this Agreement for professional services, Consultant acknowledges and agrees that it will be providing services to the Town as an "independent contractor". As an independent contractor for the Town, Consultant shall be prohibited from representing or allowing others to construe the parties' relationship in a manner inconsistent with this Article. Consultant shall have no authority to assume or create any obligation on behalf of, or in the name of the Town, without the express prior written approval of a duly authorized representative of the Town.

Consultant, its employees and any persons retained or hired by Consultant to perform the duties and responsibilities under this Agreement are not Town employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the Town of Hartford. Further, Consultant shall be responsible to withhold and pay, or cause such agents, contractors and sub-contractors to withhold and pay, all applicable local, state and federal taxes. Consultant acknowledges its employees are not public employees for purposes of Vermont Municipal Employees Retirement System ("VMERS") membership.

H. ASSIGNMENT

Consultant shall not assign any rights or duties under this Agreement without the prior written consent of the Town. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Consultant from employing independent Contractors, associates, and subcontractors to assist in the performance of the Services.

I. THIRD PARTY RIGHTS

Except as expressly provided in this Agreement, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Town and Consultant.

J. AMENDMENT

The parties may mutually agree to amend this Agreement. However, no such amendment shall be effective unless it is reduced to a writing, which references this Agreement, executed by a duly authorized representative of each party and, if applicable or required, approved by the Selectboard of the Town of Hartford, Vermont.

K. POLITICAL CONTRIBUTIONS

Consultant affirms and certifies that it complies with State of Vermont Title 17: Labor, Chapter 61: Campaign Finance, Sub-Chapter 3: §2941 Limitations of Contributions.

L. INTEGRATION

This Agreement represents the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

Town of Hartford, Vermont
Department of Public Works
Professional Engineering Services
HVT DPW RFP No. 2022-H1
February 28, 2022

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this proposal will be in full accordance with the applicable specifications applying thereto unless exceptions stated in the RFP.

The Proposer's name and address exactly as it would appear in a contract:

Entity Name:_____

Street Address: _____

Town, State, Zip:

_____

Proposer's Phone Number: _____

Proposer's Fax Number: _____

Proposer's E-mail Address: _____

Form of Ownership ☐ Sole Proprietorship ☐ Franchise ☐ Partnership ☐ Corporation
☐ Joint Venture ☐ LLC ☐ Other (Specify) _____

If a corporation, state of incorporation:_____

Federal Identification Number (or SSN for sole proprietorship):_____
Please include your IRS Form W9 with your proposal.

I certify the proposing entity complies with State of Vermont Title 21: Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair Employment Practices, §495. Unlawful employment practice. Yes ☐ No ☐

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: _____

Company's Primary Business :

State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities in the spaces below:

Primary Business	# of Years	# of Employees Assigned

Current Pending Lawsuits:

Please provide any and all suits either with the Town of Hartford or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies in the space below:

Local Office of Proposer: Office in/nearest to Hartford, Vermont:_____

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: _____

Key Personnel: Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the Town of Hartford YES / NO

Town of Hartford, Vermont
Department of Public Works
Professional Engineering Services
HVT DPW RFP No. 2022-H1
February 28, 2022

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: _____

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for HVT DPW RFP No. 2022-H1. Do not use the Town of Hartford as a reference.

Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY (Continued)

Name of Proposing Company: _____

Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	

Town of Hartford, Vermont
Department of Public Works
Professional Engineering Services
HVT DPW RFP No. 2022-H1
February 28, 2022

EXHIBIT C – Fixed Fee Proposal Form

FIRMS'S NAME: _____

Provide lump sum cost for each task listed below. Total project cost will be considered fixed with payments to the Consultant not to exceed this figure without prior written approval of the Town of Hartford.

Task 1	Preliminary (50%) Design	$_____
Task 2	Permit (85%) Design	$_____
Task 3	Final Design (100%), Construction Documents, and Bid Specifications	$_____
Task 4	Bidding and Award	$_____
Add/Alternate*	Consultant Recommendations	$_____
Task 5	Construction and Post Construction (Awarded Separately)	$_____

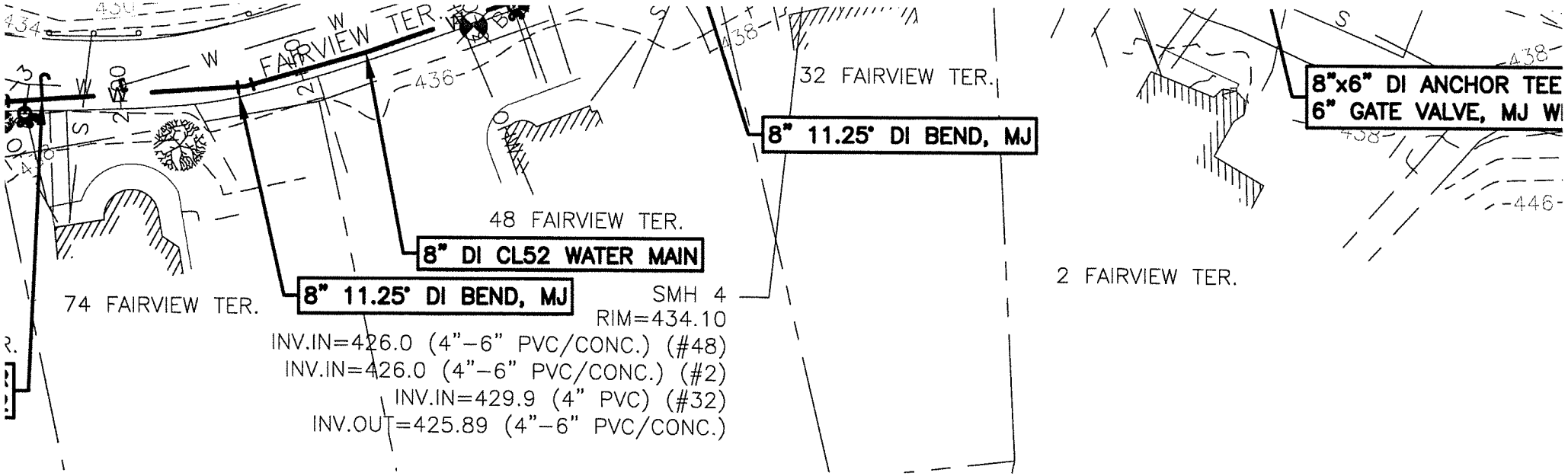
TOTAL DOLLARS: _____
(Task 1-4) (Words)

_____
(Figures)

All cost must include the consultant's anticipated labor, materials, and expenses, including, but not limited to sub-consultant's cost, mileage, direct and indirect expenses. Do not include permit application fees.

Consultants are required to provide a separate man hour labor rate sheet detailing hour rates by labor class and expense categories and associated rates to be used for determining the cost of authorized work.

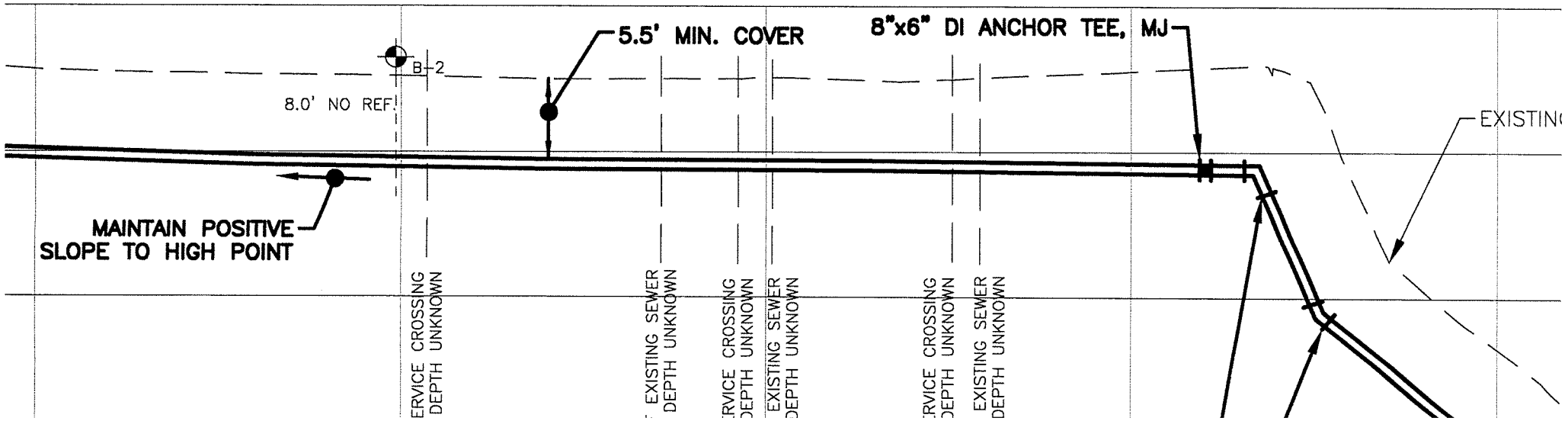
Note*: Add/Alternate space is provided for services that the consultant may recommend but feels do not fit within the RFP as outlined. The consultant shall provide a detailed description within their proposal.



FAIRVIEW TERRACE WATER MAIN PLAN STA 0+00 TO 8+14

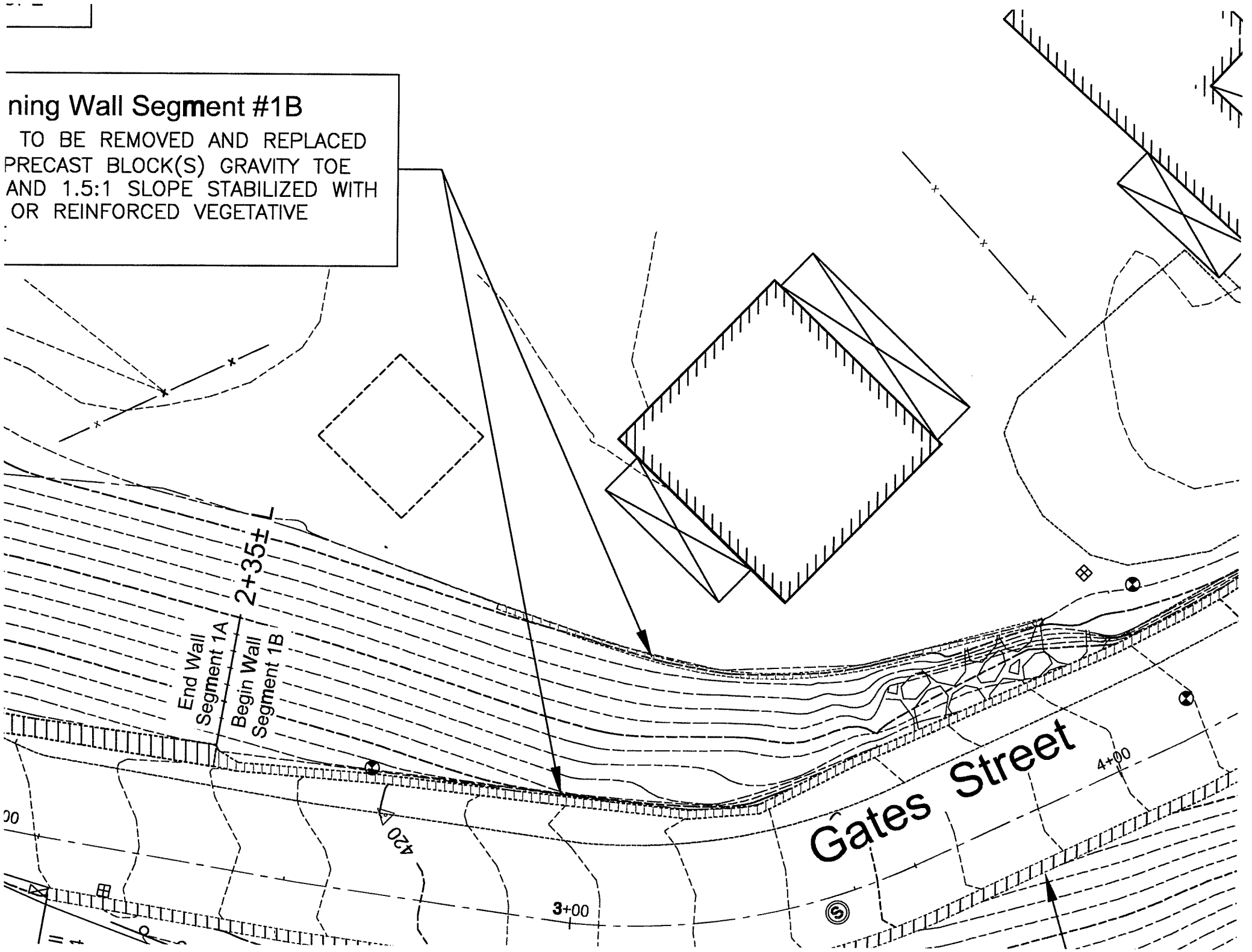
SCALE: 1" = 40'

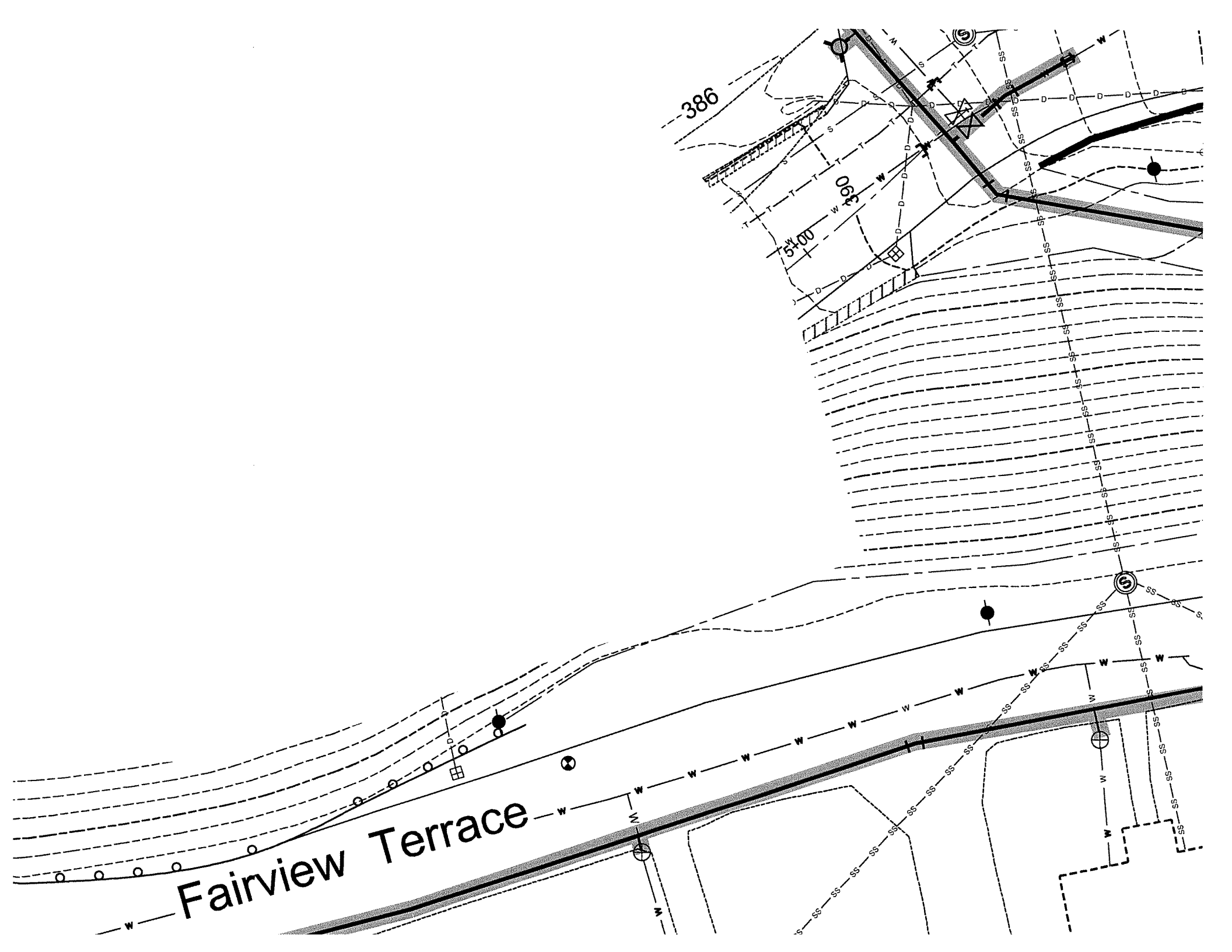
MANUAL AIR RELEASE AT HIGH POINT

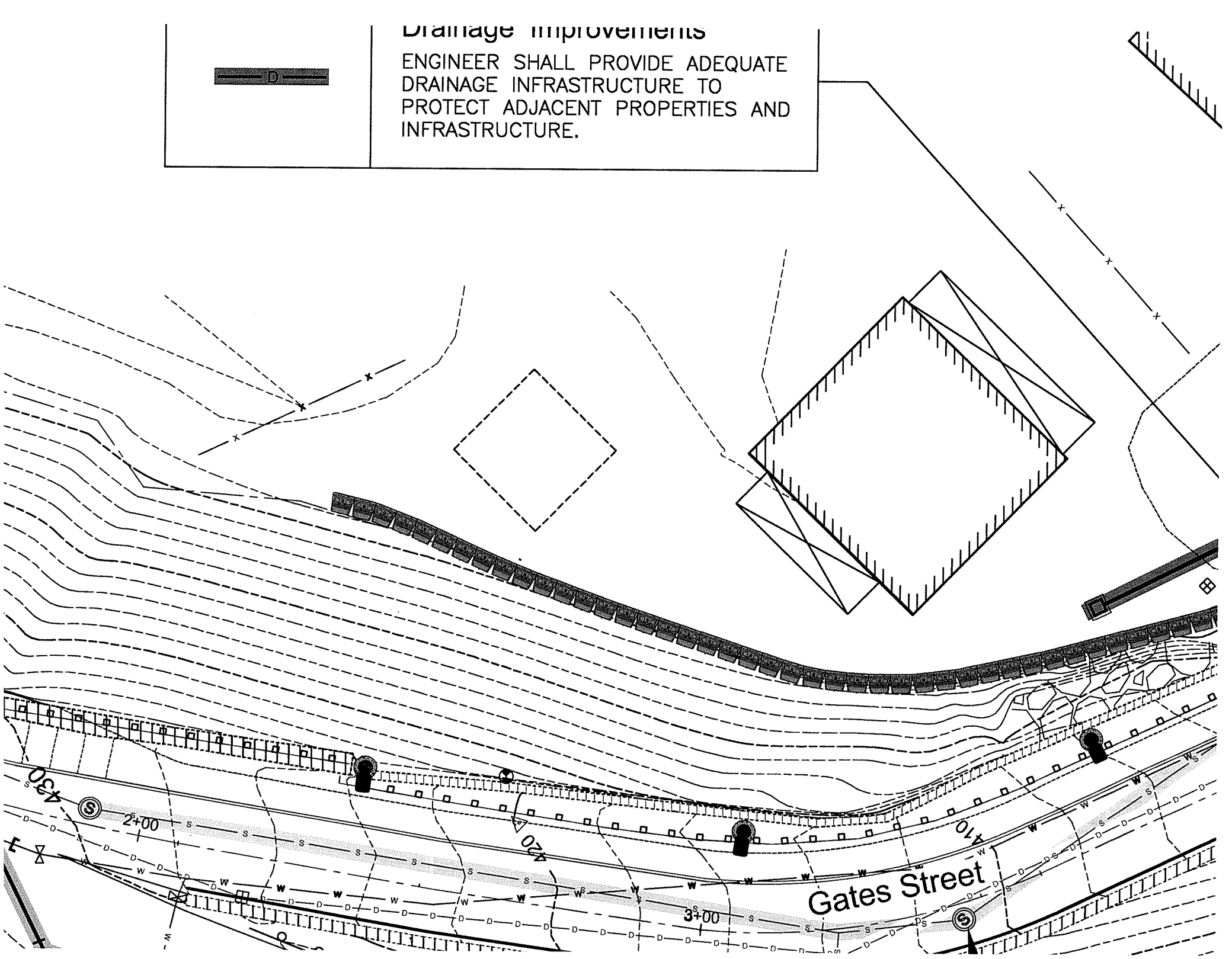


Boundary Survey Limits
Maplewood Terrace
ROMANO SABINO W + DIANE W TRUSTEES
SABINO ROMANO FAMILY TRUST
56 MAPLEWOOD TERRACE
317/218
59/388
#56
SHEN MING HUI
38 MAPLEWOOD TERRACE
526/340
399/577
257/346
#38
ANELLI RYLAND J
24 MAPLEWOOD TERRACE
WHITE RIVER JCT, VT 05001
491/439
94/418
#24
#22
THOMPSON TIMOTHY E
22 MAPLEWOOD TERRACE
443/205
400/185
139/119

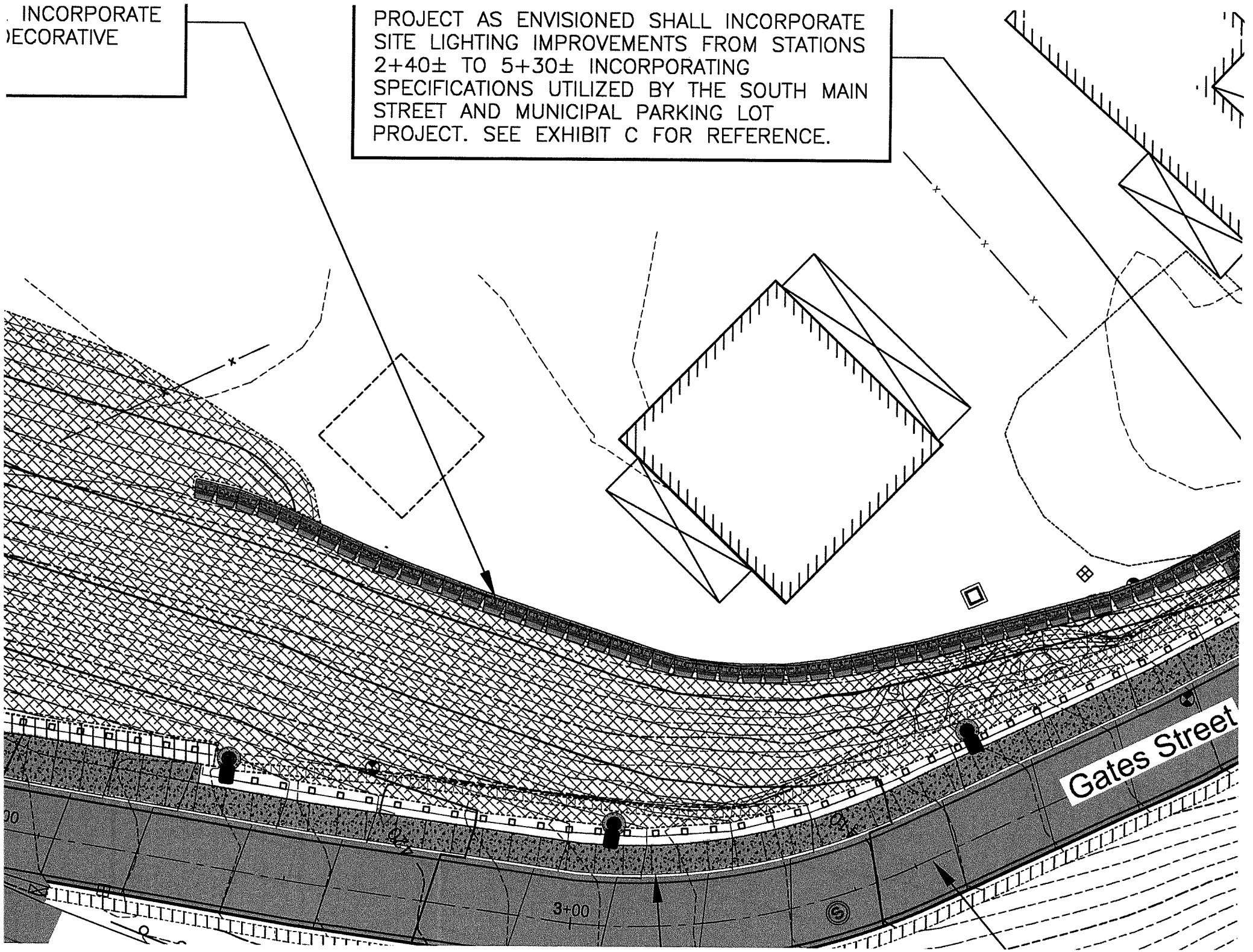
Maplewood Terrace
#56
#38
#24
Topographic Survey Limits


ning Wall Segment #1B
TO BE REMOVED AND REPLACED
PRECAST BLOCK(S) GRAVITY TOE
AND 1.5:1 SLOPE STABILIZED WITH
OR REINFORCED VEGETATIVE
2+35± L
End Wall Segment 1A
Begin Wall Segment 1B
Gates Street
4+00
3+00
420


386
390
5+00
Fairview Terrace


Drainage Improvements
D
ENGINEER SHALL PROVIDE ADEQUATE DRAINAGE INFRASTRUCTURE TO PROTECT ADJACENT PROPERTIES AND INFRASTRUCTURE.
2+00
3+00
Gates Street

370
380
Gates Street
380
370
390
urch Street


INCORPORATE
ECORATIVE
PROJECT AS ENVISIONED SHALL INCORPORATE SITE LIGHTING IMPROVEMENTS FROM STATIONS 2+40± TO 5+30± INCORPORATING SPECIFICATIONS UTILIZED BY THE SOUTH MAIN STREET AND MUNICIPAL PARKING LOT PROJECT. SEE EXHIBIT C FOR REFERENCE.
Gates Street
3+00

RFP 2022-H1

Dubois & King

Exhibit A

Town of Hartford, Vermont
Department of Public Works
Professional Engineering Services
HVT DPW RFP No. 2022-H1
February 28, 2022

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this proposal will be in full accordance with the applicable specifications applying thereto unless exceptions stated in the RFP.

The Proposer's name and address exactly as it would appear in a contract:

Entity Name: DuBois & King, Inc.

Street Address: 28 North Main Street

Town, State, Zip: Randolph, Vermont 05060

Proposer's Phone Number: 802.878.7661

Proposer's Fax Number: 866.783.7101

Proposer's E-mail Address: ghagen@dubois-king.com

Form of Ownership ☐ Sole Proprietorship ☐ Franchise ☐ Partnership ■ Corporation
☐ Joint Venture ☐ LLC ☐ Other (Specify) _____

If a corporation, state of incorporation: Vermont

Federal Identification Number (or SSN for sole proprietorship): 03-0224555
Please include your IRS Form W9 with your proposal.

I certify the proposing entity complies with State of Vermont Title 21: Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair Employment Practices, §495. Unlawful employment practice. Yes ☑ No ☐

SIGNATURE: _____

PRINTED NAME AND TITLE: Charles Goodling, PE, President

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: DuBois & King, Inc.

Company's Primary Business :

State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities in the spaces below:

Primary Business	# of Years	# of Employees Assigned
Consulting	60	10

Current Pending Lawsuits:

Please provide any and all suits either with the Town of Hartford or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies in the space below:

None

Local Office of Proposer: Office in/nearest to Hartford, Vermont: Randolph, Vermont

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: DuBois & King, Inc.

Key Personnel: Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the Town of Hartford YES / NO
Galen Hagen, PE	Project Manager	6 Green Tree Drive, South Burlington, VT 05403; 802.878.7661; 866.783.7101; ghagen@dubois-king.com	Yes-Lead
Jon Ashley, PE	Project Director	27 Center Street Brandon, VT 05733; 802.465.8396; 866.783.7101; jashley@dubois-king.com	Yes-Backup
Brian Breslend, PE	Senior Transportation Engineer	6 Green Tree Drive, South Burlington, VT 05403; 802.878.7661; 866.783.7101; bbreslend@dubois-king.com	No
Jenny Austin, PE	Transportation Engineer	27 Center Street Brandon, VT 05733; 802.465.8396; 866.783.7101; jaustin@dubois-king.com	No
Tim Dall, PE	Senior Structural Engineer	6 Green Tree Drive, South Burlington, VT 05403; 802.878.7661; 866.783.7101; tdall@dubois-king.com	No
Aimee Rutledge, PWS, CPESC, CPSWQ	Environmental Technical Lead	6 Green Tree Drive, South Burlington, VT 05403; 802.878.7661; 866.783.7101; arutledge@dubois-king.com	No
Sylvia Miller	Lighting Designer	85 Main Street Springfield, VT 05156; 802.591.4326; 866.783.7101; smiller@dubois-king.com	No
Emily Lewis, PLA, LEED AP	Landscape Architect	28 N Main St., Randolph, VT 05060; 802.728.3376; 866.783.7101; elewis@dubois-king.com	No
Randy Otis, LS	Survey Manager	28 N Main St., Randolph, VT 05060; 802.728.3376; 866.783.7101; rotis@dubois-king.com	No
Mark Vince	Resident Project Representative	28 N Main St., Randolph, VT 05060; 802.728.3376; 866.783.7101; mvince@dubois-king.com	No

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
DuBois & King, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
P.O. Box 339, 28 North Main Street

Requester's name and address (optional)

6 City, state, and ZIP code
Randolph, VT 05060

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

0	3	–	0	2	2	4	5	5	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ [signature] | **Date** ▶ 4/29/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

RFP 2022-H1

Dubois & King

Proposal Response

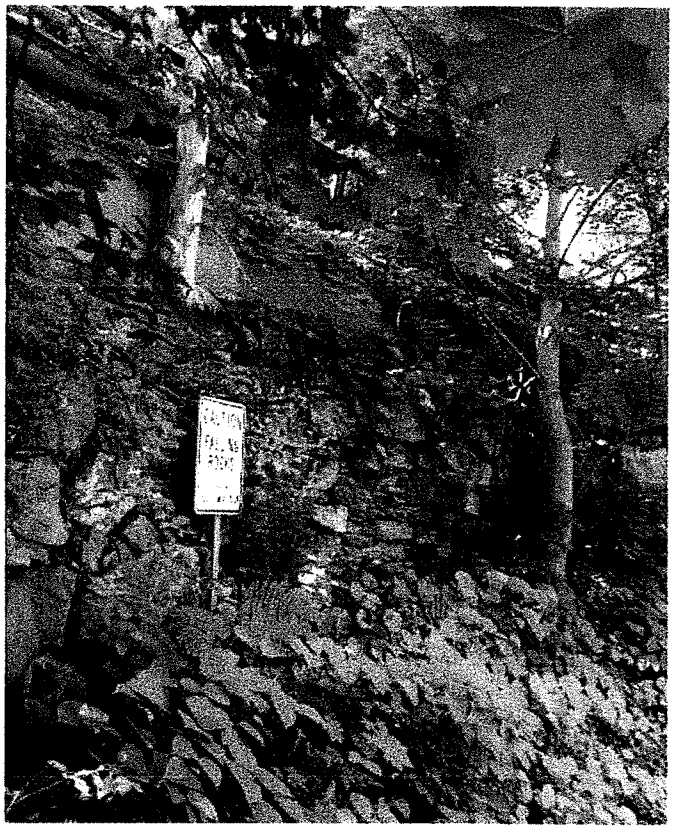
HARTFORD, VERMONT

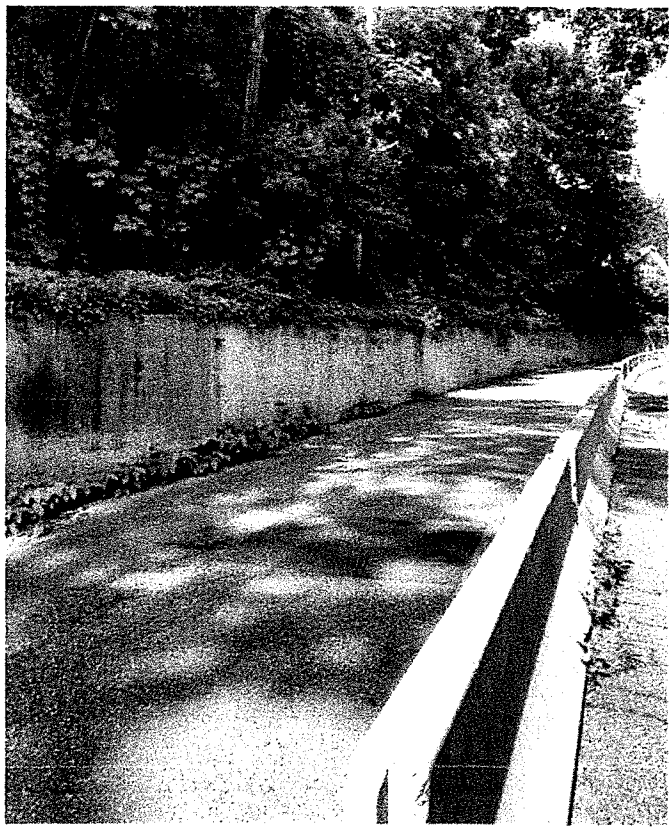
Understanding of the Project Scope

Gates Street is a steep Town road in a residential neighborhood. Existing retaining walls and the road have exhibited signs of failure. In 2013, Knight Consulting Engineers (KCE) completed a report for the Town describing structural and geotechnical conditions. The Town wishes to build upon the findings and recommendations of the 2013 KCE report by stabilizing existing slopes and walls and reconstructing the failed road. Stabilization is currently envisioned as a rock or reinforced vegetative slope along Segment 1a, a rock or reinforced vegetative slope with a toe of slope gravity block retaining wall along Segment 1b, and stabilizing Segment 4 by installing tiebacks into the soil behind the existing concrete wall and encapsulating the tiebacks with reinforced structural concrete face.

The existing drainage system will be affected by this project, so drainage improvements through the project area are an important consideration in the design. The town has also requested a review of the existing sewer collection system within the project area for condition and capacity and to prepare any required documents for the repair, rehabilitation, and/or replacement of said system. The Town's preference is to slip line mains and rehabilitate sewer manholes. D&K will review the condition and capacity of the existing drainage system and sewer collection system by camera survey and engineering calculations.

The Town wishes to construct a 16-foot-wide one-way street along retaining wall Segment 1b, a minimum 5-foot wide concrete sidewalk, site lighting, AASHTO-compliant vehicular (and pedestrian) guard rails, traffic calming enhancements to improve pedestrian safety, and—where possible—landscape improvements consisting of native-noninvasive species.





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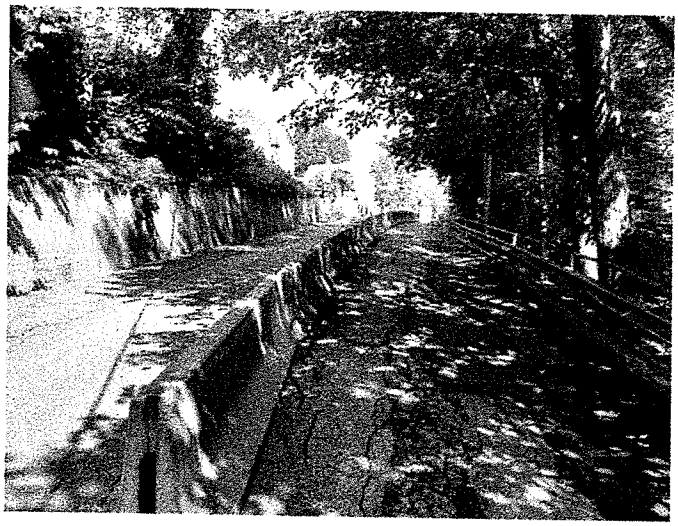


Approach to the Scope of Services

DuBois & King proposes to complete the following services, which are based upon the description of services provided in the Town's RFP.

Task 1: Preliminary (50%) Design

Kickoff Meeting

D&K will work with assigned Town staff to schedule a project kickoff meeting to introduce our project team and to discuss the Town's objectives. At this meeting, D&K design team members and Town staff will review the available information for the road and walls. This meeting will include review and discussion of the project schedule, key milestones, deliverables, project management protocols, data collected, objectives, project information, and scheduling dates for upcoming meetings and activities. D&K will prepare and distribute meeting notes.

Existing Conditions Survey

D&K's in-house survey crew will complete a survey of existing conditions showing elevations, observable features (e.g., edge of road, walkways, buildings, trees, valves, curb stops, catch basins, and manholes with inverts) and known underground utility locations. The survey will encompass the area delineated in the RFP on Sheet X.C2. Survey services will be completed in VT State Plane Coordinates and on the NAD83 elevation datum and be compatible with the Town's GIS system.

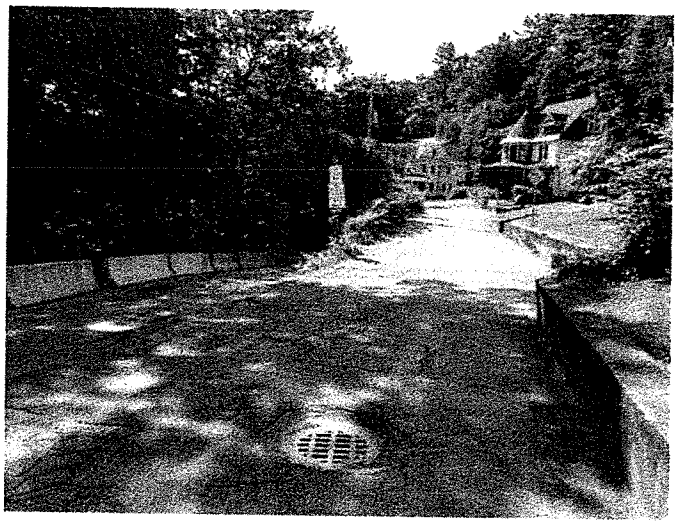
D&K will coordinate with the Department of Public Works to have water and sewer lines marked and contact other utilities for available mapping prior to survey. We will coordinate with and retain the services of an underground utility location subcontractor (Vermont Underground Locators) to locate additional utilities throughout the area of the topographic survey.

Boundary Survey

Boundary survey services will include the area delineated in the RFP on Sheet X.C1. The depth of necessary boundary survey research is difficult to predict until the research has been initiated. Based on the area shown on Sheet XC.1 and D&K's experience on past projects, the following assumptions have been made in estimating the boundary survey budget:

- Research on 12 parcels will be needed.
- Four hours of research have been allotted for each parcel.
- The work will include setting monuments on the fronts of the lots, with an allowance of 20 hours for reconnaissance and 20 hours for setting monuments.

D&K will provide the boundaries of the impacted parcels and the limits of rights-of-way (ROW), utility easements, and prescriptive easements on the plan based on information provided by the Town and through research.



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Utility Coordination

Because the roads were built on steep slopes, coordination with utility providers will be key, as conflicts may be unavoidable. D&K will contact known overhead and underground utilities to get an understanding of the need for the utility replacement or relocation to accommodate the proposed slope stabilization and roadway reconstruction. D&K's lighting designers will also contact Green Mountain Power to determine possible power locations for the proposed lighting system (it is assumed that no site visit is required).

Utility coordination will include video assessment of the sewer and storm drains, and visual assessment of sewer manholes, catch basins, and other drainage structures. Subcontractor Green Mountain Pipeline will provide the video service and assess the suitability of the existing sewer main and manholes for slip lining and rehabilitation, respectively.

Permitting Requirement Review

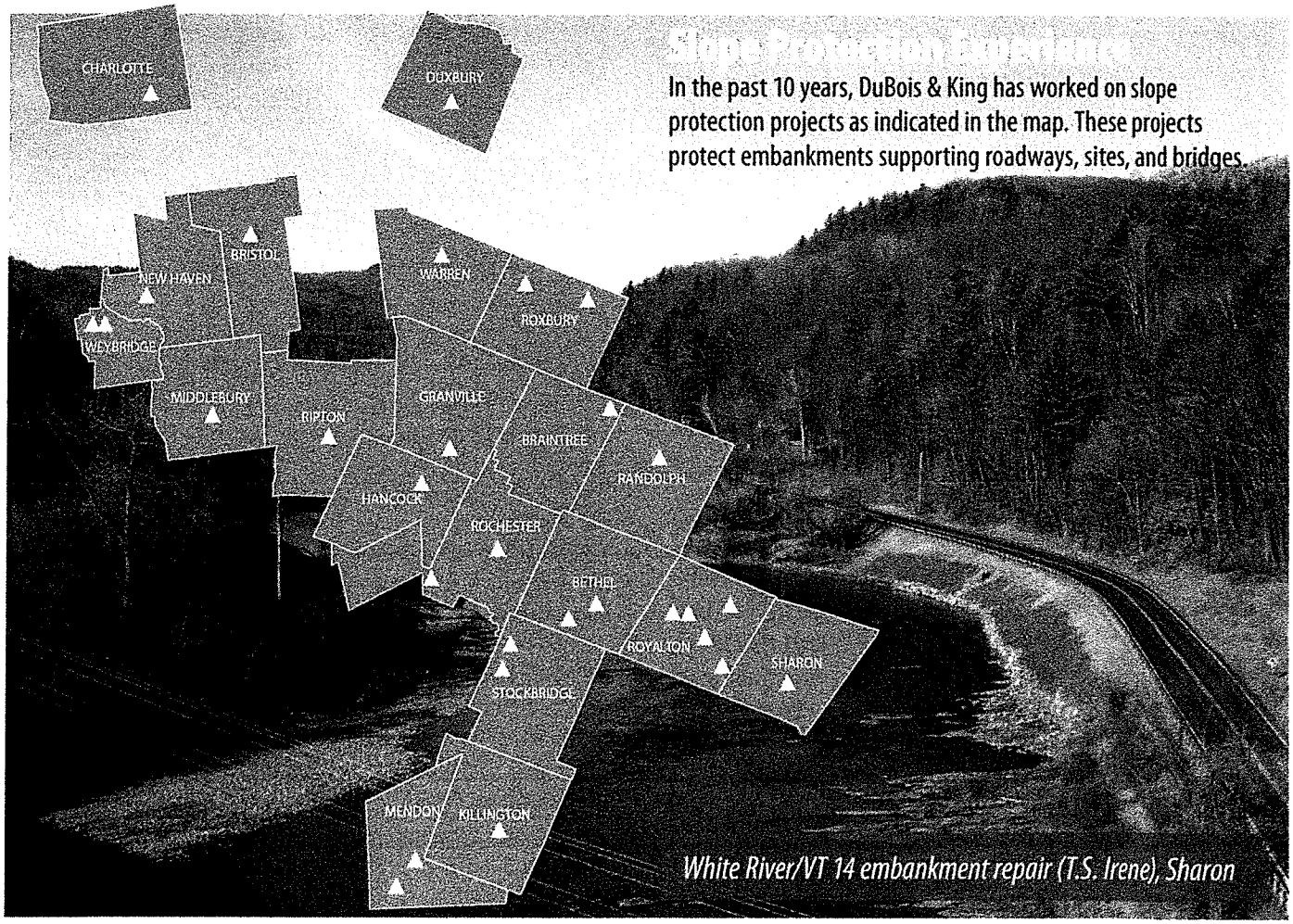
D&K will contact the ANR to verify permitting requirements for the project. D&K anticipates that a Public Water System Construction Permit is required.

Subsurface Investigation

GEODesign will conduct a subsurface investigation to supplement the findings of the 2013 KCE geotechnical evaluation. The proposed subsurface investigation scope of services is described in the attached GEODesign proposal.

Wall and Slope Stabilization Concepts

GEODesign and D&K will evaluate the conceptual methods proposed by the Town for stabilizing retaining wall segments 1a, 1b, and 4. The team will evaluate two options for each segment with magnitude of pricing to address the required slope stabilization and road reconstruction. Recommendations will be provided



by the D&K team for each wall segment taking into consideration ease of construction, impacts on other infrastructure and property, reliability, future maintenance, aesthetics, and long-term cost. The proposed geotechnical analysis of the stabilization concepts is described in more detail in the attached GEODesign proposal.

Preliminary (50%) Design and Easement Plans

Once the Town has reviewed the conceptual wall stabilization concepts and there is consensus regarding the preferred approach for each segment, D&K will develop the plans for the preferred improvements to the 50% design level, including site plans and limited profiles, cross sections, and details. A proposed typical section for each wall segment and the roadway and sidewalk will be included in the preliminary design plans.

Based on the design and anticipated extent of site work, our team will identify temporary and permanent easements required to implement the plan on the plan set.

D&K will provide one PDF and one hard copy of the 50% design plans to the Town.

Preliminary (50%) Design Opinion of Probable Construction Costs (OPCC)

D&K will provide an OPCC for the proposed slope stabilization and wall improvements based on the 50% design set. The OPCC will be generated using D&K's database of costs from similar slope stabilization projects, the VTrans cost database, and the projected ENR cost index for the expected time of construction (which D&K uses to "normalize" the unit costs from previous projects based on inflation of construction costs over time).

Preliminary (50%) Design Meeting

D&K will attend a 50% design meeting with Town staff and other pertinent entities. At this meeting, D&K will review the preliminary design, basis of design, and costs, and discuss alignment options and construction methods. We will review the corresponding effects on the project schedule, key milestones, deliverables, project management protocols, data collected, and project information, and set dates for upcoming meetings and activities. D&K will address the Town's comments and obtain Town concurrence with the 50% Preliminary Design Plans prior to proceeding with subsequent design activities. D&K will prepare and submit meeting notes.

Task 2: Permit (85%) Design

Utility (85%) Coordination

D&K will contact known overhead and underground utilities to plan and schedule the replacement or relocation of utilities as needed to accommodate the proposed slope stabilization and roadway reconstruction.

Permit (85%) Design Drawings

D&K will advance the plans from the 50% design stage to include construction-level detail, including site plans, profiles, cross sections, and details. Design elements are expected to include roadway profiles and cross sections; wall details, sections, and construction notes; sidewalk plans and details; landscaping plans, details, and notes; lighting plans, photometrics, details, and notes (with similar fixtures and specifications to the Hartford parking lot); allowed staging areas; erosion prevention, and sediment control measures; testing requirements; traffic control requirements; and typical construction details for the project.

D&K will provide one PDF and one hard copy of the 85% design plans to the Town.

Permit (85%) Design Opinion of Probable Construction Costs

D&K will update the quantity takeoffs and OPCC from the 50% design drawings to reflect the 85% design drawings and documents.

Permit (85%) Basis of Design

D&K will develop a basis of design summary, including calculations, necessary worksheets, and narratives required for permitting.

Easement (85%) Plans

D&K will update previously identified temporary or permanent easements and review the draft easement language for consistency with the plans (easement language to be provided by the Town Attorney). Drafting

© 2022 DuBois & King

easement language and negotiating agreements with landowners are not included in D&K's scope.

Permit (85%) Technical Specifications

D&K will prepare technical specifications for the project and provide these specifications to the Town for review. The technical specifications will be supplemented with VTrans "front-end" documents to make a set of construction contract documents suitable for public bidding purposes, which may include:

- Advertisement for Bids
- Information for Bidders
- Bid Form
- Contract Form
- General and Supplemental General Conditions
- Special Conditions
- Technical Specifications

D&K will provide one PDF and one hard copy of the technical specifications to the Town.

85% Review Meeting

D&K will provide the 85% design drawings, OPCC, basis of design summary, and technical specifications to the Town for review and attend an 85% design review meeting with Town officials. We will prepare meeting notes to document the review.

Permit Applications

Based upon information provided in the RFP and its attachments, the areas of impervious and the disturbance appear to be less than 1/2 acre, which does not trigger any Operational Stormwater Permitting. D&K estimates that the total disturbance of surface is close to the 1-acre threshold, so D&K has included support for the completion and submission of a Construction General Stormwater Permit. Based on the acreage of the entire project, D&K assumes (and has budgeted for) that the project will qualify for a Low Risk Permit, which includes Risk Evaluation, Notice of Intent, and a Site Location Map.

Task 3: Final Design (100%), Construction Documents, and Bid Specifications

Final Design (100%) Design Drawings

D&K will revise the plans from the 85% design for bid and construction purposes by addressing review comments from the Town and permitting authorities, and incorporating notes and information needed for clarity and constructability of the project. D&K will complete an internal QA/QC review of the plans, as well as a constructability review by an experienced resident project representative, in advancing the plans from 85% to 100%. D&K's Environmental Technical Lead will review the plans and documents for compliance with applicable permits. A Vermont-registered professional engineer will stamp the final plans.

Final Design (100%) Opinion of Probable Construction Costs

D&K will update the OPCC from the 85% design drawings to reflect the 100% design drawings and documents.

Final Design (100%) Technical Specifications

D&K will update the technical specifications for the project to reflect changes from the 85% design. A Vermont-registered professional engineer will stamp the final specifications.

Task 4: Bidding and Award

Bidding Phase Services

As identified in the RFP and using our professional judgment, D&K will provide the following services during the Bidding and Award phase:

- Reproduce, distribute, and record plans and specifications issued during the bid phase.
- Attend the pre-bid meeting.
- Respond to contractor questions.
- Prepare and issue up to two addenda.
- Attend the bid opening.

- Evaluate the bids for responsiveness and price.
- Make recommendations to the Town based on a review of the bids.
- Make a recommendation to the Town regarding the award of the construction contract.
- Prepare and issue a Notice of Award.
- Prepare a contract for execution.
- Issue a Notice to Proceed.

Add/Alternate Services

The following services are not specifically requested within the RFP, but could be added to the scope if mutually agreed upon with the Town.

Segment 1b Additional Alternative - Slope Reconstruction with Crest Wall

In addition to the stone fill versus the RSS slopes suggested for evaluation in the RFP, GEODesign recommends that consideration be given to an alternative that includes repairing Segment 1b with a rip rap slope at the toe of the slope and construction of a gravity block wall at the top of the slope. Based on a limited conceptual evaluation as part of our preparation for this proposal, we feel there is the potential to lower overall project costs through reductions in both in stone fill volume and retaining wall height necessary for a stable configuration. The estimated additional fee for our team to complete this recommended alternative analysis is $1,680.

"In-House" Approach to Segment 4 Design

We anticipate the repair option for Segment 4 will include the installation of permanent tiebacks or soil nails through the existing wall and some form of either reinforced structural encapsulation or new wall facing. The approach our design team is taking to this segment is to develop a Performance-Based specification for a Contractor design. For this approach, the Contractor provides the design of the restraining system based on a set of parameters provided by the design team. The design team would review the submitted design and provide construction oversight.

An alternate approach we suggest the Town consider is a method approach to design, where the majority of the design of this system is included as part of the Bid Documents. With this approach the design of the system would be done by the design team (primarily by D&K with assistance from GEODesign), with the exception of the selection of the anchor details (tendon/strand type and size, bond length, bearing plate) that would be to the responsibility of the Contractor, which is typical.

There both advantages and disadvantages to the approach. The advantages are a complete design and set of specifications that have been developed and reviewed over an extended approach of time by the design team and greater confidence in the soundness of the design. The disadvantage may be that potentially cost-competitive alternative systems used by certain specialty contractors may not be considered resulting in a higher overall project cost. The contractor-designed approach may reduce risks associated with design error for the Town and increases them for the contractor.

D&K recommends discussing both approaches at the Preliminary Design Review Meeting to provide the Town with the opportunity which approach they would prefer. The estimated additional fee for the D&K team to complete this add/alternate service for the Segment 4 design is $18,410.

Task 5: Construction and Post-construction

Construction and Post-construction Phase Services

D&K's Construction and Post-construction Phase Services will include the solicitation, assistance in construction, and ongoing coordination of contractors to provide services including management and administration of matters of coordination, daily construction observation, budgetary control and management of a project schedule, including:

- Schedule and conduct a pre-construction meeting, including preparing an agenda and meeting notes.
- Provide up to 10 hours of construction surveying and layout during the initiation of the project.
- Provide a project manager point-of-contact for the project; attend monthly progress meetings (assume 5).
- Provide office administration, including preparation of up to three change orders.

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- Provide a record copy of contracts, drawings, specifications, addenda, change orders, and other modifications in good order and marked to record changes made during construction.
- Review shop drawings, product data, samples, submittals, purchases, materials, equipment, and applicable handbooks.
- Provide maintenance and operating manuals and instructions and other related documents and revisions relevant to the contract work. For a project such as this, it is anticipated that any maintenance and/or operating manuals will be provided by the contractor and/or materials suppliers as part of the submittal process. D&K will compile the materials for the Town's use.
- Recommend necessary or desirable changes in the construction contractor's scope of work; review and evaluate the contractor's request for changes; submit recommendations to the Town supported by field data related to additional work; maintain a log of change requests.
- Observe construction for compliance with the construction contract by monitoring, evaluating, documenting, approving, or rejecting the contractor's work in accordance with the approved construction contract documents. Review an assumed six (6) pay requests and provide recommendations for contractor payments.
- Create and maintain a project schedule reflecting the work completed and remaining as construction progresses. During the course of construction, maintain one set of plans to denote field changes or other corrections. Maintain copies of permits needed to construct the project and observe for compliance with the special requirements of each.
- Assist the Town with determining when the project or a designated portion thereof is substantially complete. Prepare for the Town a summary of the status of the contractor(s) work, listing changes in the previously issued certificates of substantial completion and recommending the times within which contractor(s) shall complete uncompleted items on their certificate of substantial completion. Assist the Town in administering and coordinating a final completion inspection.
- Calculate the amount of final payment due to the prime contractor.
- Assist the Town with completing and filing required notices of completion and certificates of compliance.

Assumptions. The level of effort and corresponding fees associated with construction and post-construction services vary depending on the overall contract duration developed during the design phase, the proposed active construction schedule developed by the construction contractor, and the provision of full-time versus part-time construction observation by the D&K team.

D&K has budgeted for a Resident Project Representative to provide full-time services for 20 weeks to observe the contractor's activities (a full-time day is assumed to be eight hours). Due to the slope-specific nature of this project, this proposal assumes that our team's observation of contractor activities will be split between D&K and subconsultant partner GEODesign.

Qualifications and Experience of Proposed Staff

Firm Overview. Established in 1962, DuBois & King is a Vermont-based, multidisciplinary consulting firm that provides planning, engineering, and construction phase services to municipal, state, and federal clients. The firm has offices in Randolph, Brandon, South Burlington, Springfield, and Waterbury, Vermont, as well as New Hampshire, Maine, and New York, and employs 120 professional engineers, surveyors, technicians, environmental and permitting specialists, wetland scientists, landscape architects, and support staff.

Slope Protection. DuBois & King's geotechnical, hydraulic, civil, stormwater, and environmental engineers, fluvial geomorphologists, hydrogeologists, hydrologists, environmental scientists, and surveyors lead a wide range of embankment protection projects. For emergencies, long-term repairs, inspections, and new cuts and fills, D&K professionals use a contemporary toolbox

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of design practices and maintain positive, working relationships with state and federal regulators. The firm's staff have hands-on experience with the soils and climates of all New England states, New York, Virginia, Pennsylvania, and West Virginia. D&K provides evaluation, design, permitting, bid, and construction phase services for new and existing:

- **Urban, Confined Roadways, and Transportation Structures**
- **Complete Streets**
- **Roadways with Complex Drainage Challenges**
- **Bridges**
- **Dams**
- **Levees**
- **Retaining walls**

Roadway and Sidewalk: DuBois & King's transportation and traffic engineering teams include planners and engineers experienced with a diverse range of municipal, regional, and state transportation projects. Assignments include roadways, realignments and improvements, repairs and widening projects, new alignments, bridge rehabilitation and replacement, utility relocation, sidewalks, intersections, traffic calming, complete streets, and bicycle and multi-use pedestrian paths. Services and project types include:

- **Planning, Studies, Design**
- **Streets, Highways**
- **Bridges**
- **Sufficiency and Ratings**
- **Sidewalks**
- **Pedestrian and Bicycle Paths**
- **Intersections**
- **Pavement Evaluation and Design**
- **Railroad Crossings**
- **Corridor Evaluations and Final Design**
- **Complete Streets**
- **Safe Routes to Schools**
- **Traffic Calming**
- **Traffic Analysis and Studies**
- **Traffic Counts**

Subconsultant Resources.

GEODesign (Geotechnical Engineering) is a geotechnical engineering firm focusing on providing quality consulting services to the design and construction community. Headquartered in Middlebury, Connecticut, with offices in New Jersey, New York City, Vermont, and Oregon. GEODesign has a staff of over 30 engineers, geologists, environmental scientists, technicians and support staff; nearly half of whom are professional engineers. Having performed over 1,100 projects in Vermont, (over 170 of which are slope stability and retaining wall projects), our Vermont operation is intimately familiar with our State's complex array of soil conditions, ranging from deep varved clay deposits to dense glacial tills, to hard bedrock, and everything in between.

GEODesign's deep slope stability and retaining wall design experience includes several large-scale projects performed as a subconsultant to DuBois & King working for state agencies and local municipalities. This includes the design of two separate mechanically stabilized earth (MSE) precast block walls (including one 65-foot-high, two-tiered wall) to support runways and new taxiways as part of the improvements to the Rutland Airport.

GEODesign also recently teamed with DuBois & King to evaluate potential options to support an 1,100-foot runway extension at the Stephen A. Bean Municipal Airfield in Rangeley, Maine. This led to the design of up to 75-foot-high embankments with 1.5 Horizonal: 1 Vertical slope angles constructed out of rock fill to limit encroachment on adjacent wetlands and private property.

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Key Staff

Following are the lead team members assigned to this project. Professional resumes are included.

Galen Hagen, PE, Project Manager, has nine years of experience in civil engineering, including providing design and the bulk of the drafting for much of the Bethel Mountain Road project in Rochester. Galen is currently managing a locally-funded slope stabilization project on Monkton Road in Charlotte. He has worked on the civil design components of both residential and commercial projects, including grading, drainage, utility, erosion control, and site design services. Galen understands civil site design, including drainage, grading, water main design, sanitary sewer main design, storm sewer design, detention and water quality pond design, construction observation and inspection, and project management. He will be the lead point of contact responsible for leading civil and utility-related design, managing scheduling and budgets, coordinating between disciplines, and leading day-to-day project development.

Jonathan Ashley, PE, Project Director, has 29 years of environmental and civil engineering experience. He has completed the design of slope protection and roadway reconstruction projects in New Haven, Weybridge, Ripton, Hancock, Rochester, Middlebury, West Rutland, Charlotte, Bethel, and Roxbury, and brings significant experience with the state and federal permitting requirements associated with those projects. He has served as a project manager or project director on a range of slope stabilization projects, including the Bethel Mountain Road Road Reconstruction and Slope Stabilization in Rochester, Warren Mountain Road, and Bull Run Road Slope Stabilization in Roxbury, and the Peavine Boulevard Embankment Repair in Bethel. Jon will serve as a backup point of contact and will provide senior-level engineering and quality assurance reviews of D&K's deliverables.

Brian Breslend, PE, Lead Transportation Engineer, has 14 years of experience providing management and design of transportation projects. Brian's project experience includes slope stabilization, roadway, bridges and culverts, rail, sidewalk, and pathways. He has provided a range of services, including preparing alternatives analyses; completing preliminary and final design; cost estimating; developing plans; conducting field survey; and coordinating utilities. He served as Project Manager for the highly successful emergency stabilization of the Bethel Mountain Road in Rochester and is currently the Project Manager for two slope projects in Montgomery. Brian will lead the design of roadway and pedestrian improvements.

Jenny Austin, PE, Transportation Engineer, has 20 years of experience providing management and design for traffic and civil projects for municipal, regional, and state clients. She has experience with projects from the scoping level up through contract plan development. Jenny has worked on a wide range of transportation planning and design projects, including scoping and design for transportation projects. Jenny has served as Municipal Project Manager on VTrans MAS projects and project engineer for a pilot project to support the monitoring and performance evaluation of a road diet. Jenny provided detour planning and project engineering support for the Roxbury Warren Mountain Road and Bethel Peavine Boulevard projects. Jenny will provide support for the design of transportation and civil improvements.

Tim Dall, PE, SE, SECB, LEED AP, Senior Structural Engineer, has 24 years of experience providing evaluation, design, bid, and construction phase services for slope protection, transportation structure, building system, and water conveyance structure projects throughout Vermont and the Northeast. He has substantial experience designing simple foundation systems, small and large retaining structures, and larger, complex support systems such as mat and pile foundations. He is currently designing a retaining structure using soil nails for the Killington Grand Hotel and has led the design of numerous similar structures. Tim will lead the design of the retaining wall.

Aimee Rutledge, PWS, CPESC, CPSWQ, Permitting Specialist, has 22 years of experience completing environmental work, including stormwater permitting; stormwater pollution prevention plans; construction and stormwater monitoring; environmental impact statements; habitat restoration; biological assessments; spill prevention, control, and countermeasure plans; and Phase I Environmental Site Assessments. Aimee is experienced in communicating with government, academic, and industry researchers and scientists, including attending meetings with third parties/clients and representing clients at public meetings/hearings. She has extensive knowledge and experience navigating the state and federal regulations and permits including NEPA permitting in Vermont, New York, and Rhode Island, and has established working relationships with the agencies and staff. Aimee will provide support for local permitting and will be available to support stormwater design.

Sylvia Miller, Lighting Designer, has 29 years of experience providing electrical and lighting design for projects throughout Vermont, including a campus-wide (site and interior) lighting redesign for the White River Junction Veterans Affairs Medical Center. Her hands-on experience includes providing evaluation and photometric site design for numerous village streets, parking lots, and recreation areas as well as more specialized environments such as hospitals, commercial sites, and manufacturing facilities. She will be responsible for leading site lighting design.

Emily Lewis Landscape Architect, has 14 years of experience working with communities and local, state, and federal governments to develop low-maintenance non-structural solutions to enhance stormwater collection and treatment, retain soils on steep slopes, and to enhance site aesthetics. She brings experience leading community recreation planning, site planning and permitting, public engagement programming, and natural resource documentation. She recently developed green stormwater alternatives for an award-winning corridor study of US 5 in Fairlee, and is working on a range of similar local transportation and recreation projects throughout Vermont that serve a wide range of stakeholders on large and small sites. Emily will develop low-maintenance planting plans that serve the project and address stakeholders' interests.

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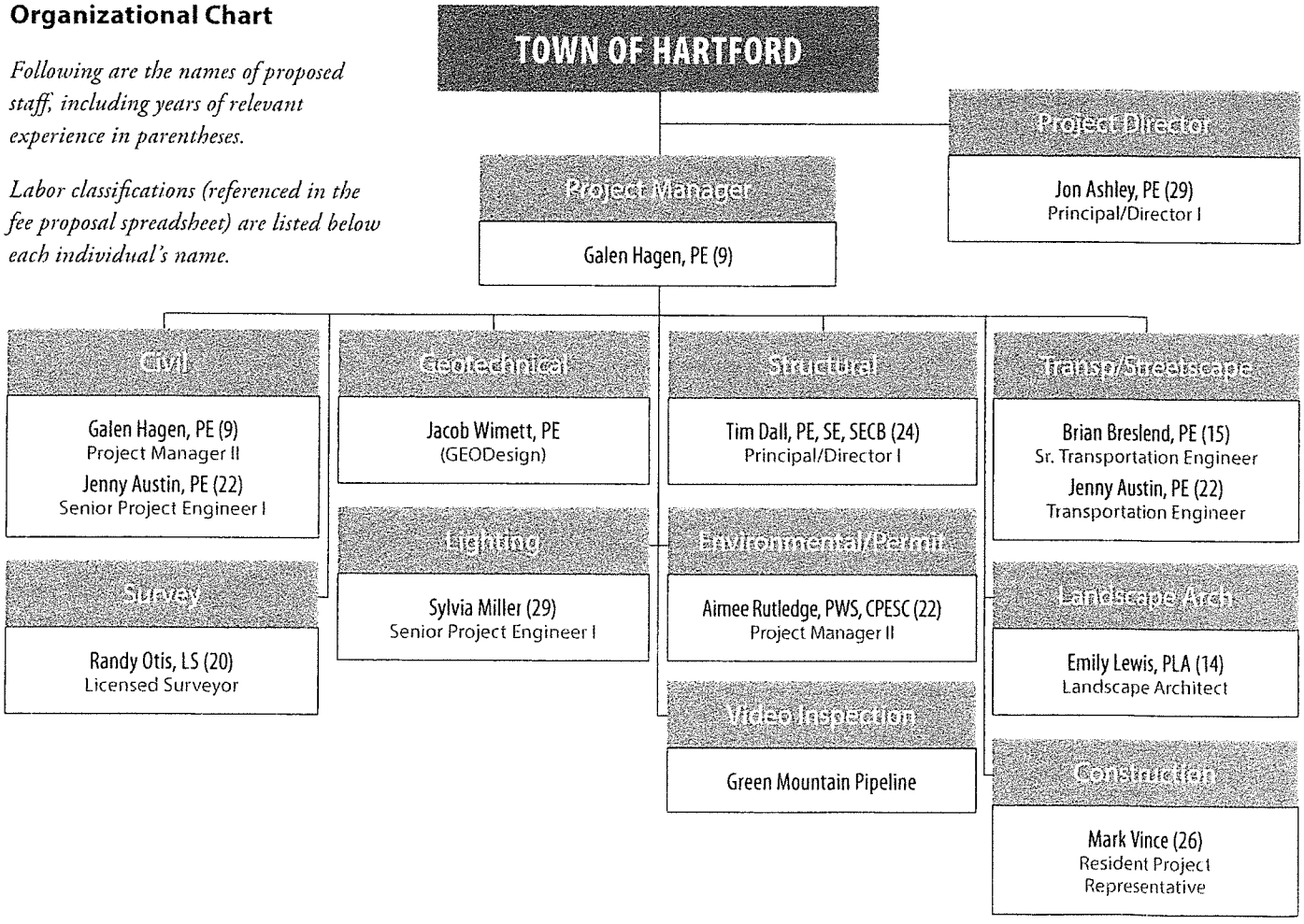
Randall Otis, LS, Survey Manager, is a licensed land surveyor and senior party chief with 20 years of experience in boundary and topographic surveying. The head of DuBois & King's Survey Department, Randy has provided survey services on transportation, water resource, culvert, and municipal infrastructure projects throughout Vermont. He led survey services for the emergency stabilization of the Bethel Mountain Road in Rochester and for the partial roadway embankment failure of Warren Mountain Road in Roxbury. Randy will manage the firm's survey services.

Mark Vince, Resident Project Representative, has 26 years of construction inspection experience that includes paving projects, culvert replacements, large-scale utility projects, slope protection, and bridge rehabilitation and replacement projects, and has extensive experience working with contractors. Locally, Mark has provided RPR services for multiple interstate signing projects on I-91 and I-89. He recently provided construction observation for the $20M US 7 Segment 6 utility and road reconstruction project in Brandon, and brings substantial experience providing observation for bridge and slope projects. Mark will provide construction observation.

Organizational Chart

Following are the names of proposed staff, including years of relevant experience in parentheses.

Labor classifications (referenced in the fee proposal spreadsheet) are listed below each individual's name.



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Available Resources

Technical Abilities. Our staff has the experience and project-tested technical capabilities to complete the Gates Street and Fairview Terrace project. For decades, D&K has supported municipalities and VTrans with a wide range of transportation services. We have advanced planning studies, conceptual design, final design, environmental documentation, right-of-way determinations, and construction phase services for hundreds of projects. D&K offers a dedicated and knowledgeable staff to assist the Town with this project.

Project Manager Galen Hagen, PE, and the team members identified herein will be dedicated to this assignment for the life of the project. This will be an effective means of facilitating communications, assuring quality control, and meeting the schedule of deliverables, so the project can remain on schedule.

Workload. D&K's project team has a thorough understanding of the effort involved. The D&K team assigned has the required technical disciplines, experience on similar projects, and the capacity to perform the work in an efficient and focused manner and will remain with the project until completion. Beyond the assigned team, D&K has the in-house capacity to provide additional support to the project if necessary.

Logistically, the D&K team is well-positioned to provide efficient, cost-effective services throughout the life of the project. The DuBois & King team has looked over the current and projected workload and has the capacity to meet the needs of the Town to provide the required services.

Statement of Exceptions

D&K proposes to amend Article 6 – Indemnification stated in the RFP to the following wording: Consultant shall indemnify the Town and its elected officials, officers, employees and agents from and against all claims, losses, damages, and expenses (including reasonable attorneys' fees) of whatsoever kind and nature, to the extent that such claims, losses, damages, or expenses are caused by or arise out of the performance or non-performance of this Agreement and/or the negligent acts, omissions, or conduct of Consultant and its agents, employees, contractors, sub-contractors and representatives in undertaking and performing the Services.

References

D&K has included three references in Attachment B. and we strongly encourage the Town of Hartford to contact these individuals who can speak to the team's ability to serve similar projects.

Fixed Fee Proposal

DuBois & King has included a completed copy of Exhibit C as well as a summary of the anticipated labor hours, labor rates, direct costs, and subconsultant documentation.

Representative Experience

Attached are summaries of relevant experience and professional resumes for key staff.

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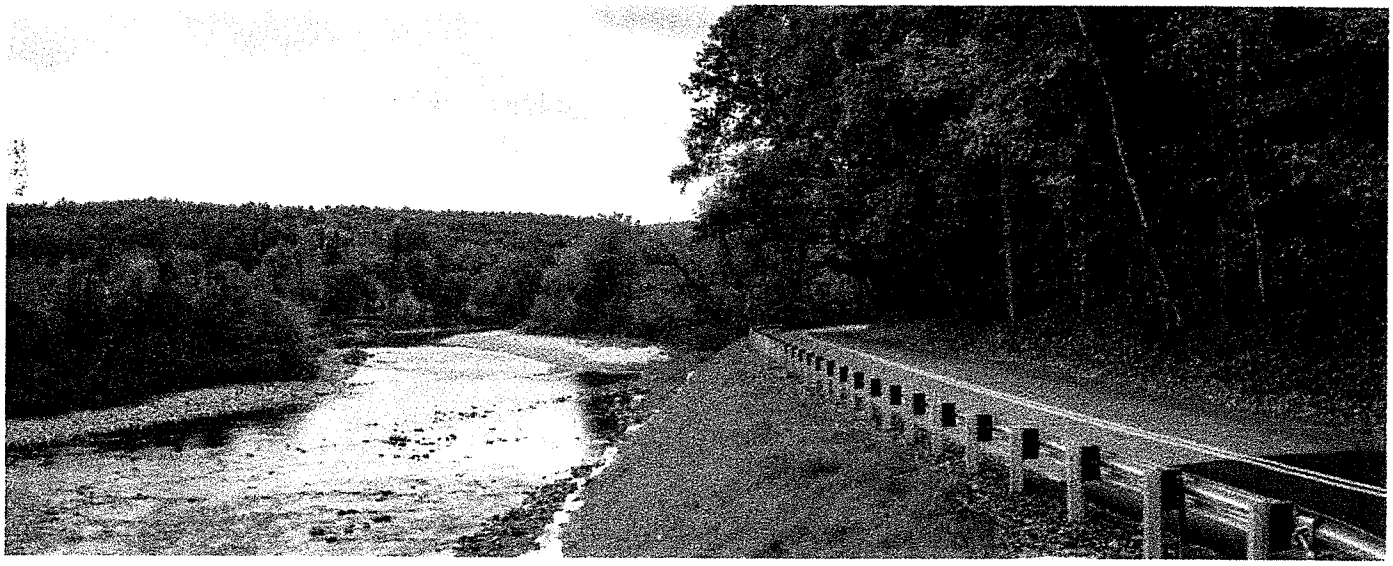

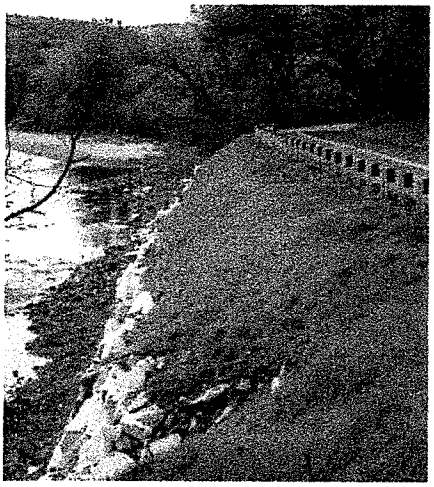

Peavine Boulevard Embankment Repair
FEMA Funding
Bethel, Vermont

D&K served as the prime consultant for design, permitting, bid, and construction phase services for an approximately 200-ft-long by 20-ft-high slope repair project along the White River. High flow of the river in April 2019 scoured the toe of the slope causing the failure. Given the circumstances of the damage, FEMA funded the design and construction.

D&K led the site evaluation and assisted the Town in developing and choosing a slope repair alternative. A stacked stone wall with riprap at the top of the slope (above Ordinary High Water level) was selected as the repair alternative. D&K provided structural analysis of the internal wall stability to determine the wall geometry and completed a hydrologic and hydraulic analysis of the White River to select the stone wall size and embedment requirements for velocity and scour protection. D&K also provided construction administration and observation.

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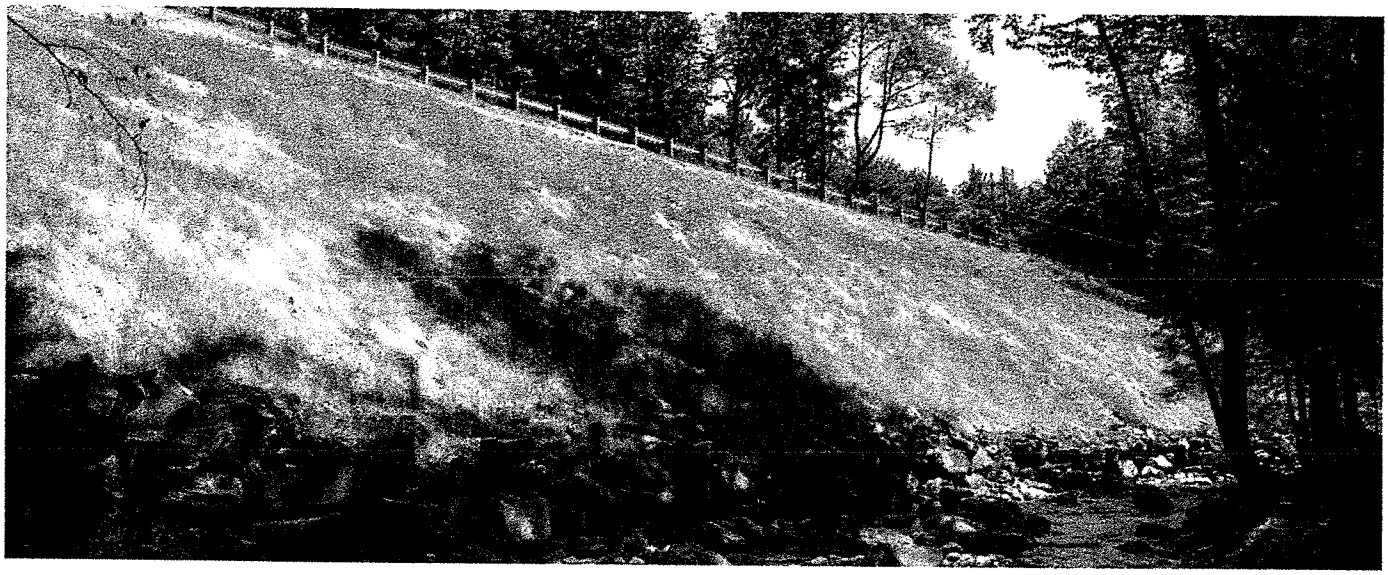

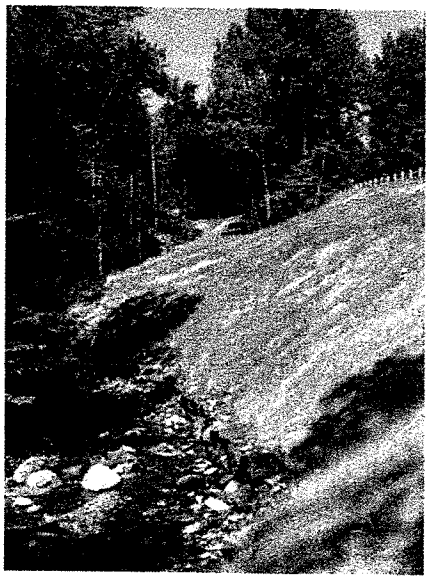

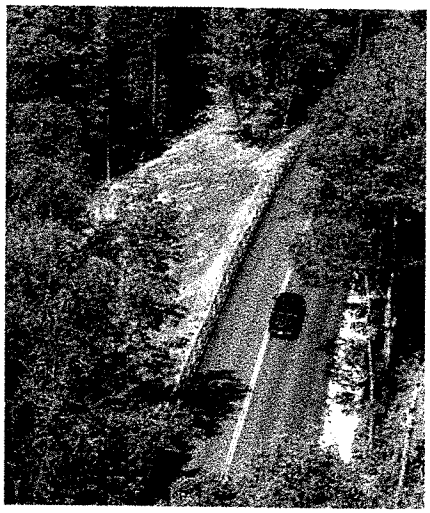

Slope Stabilization, Warren Mountain Road Roxbury, Vermont

D&K led design, permitting assistance, and construction administration to repair and stabilize a partial roadway embankment failure. D&K provided services for the project under a compressed schedule due to the embankment's partial failure. The project received funding administered by the VTrans Municipal Assistance Section (MAS). The project's goals included: stabilization of the roadway embankment; reconstruction and stabilization of the failed slope; stabilization of the roadway; completion and submission of Agency of Natural Resources and US Army Corps of Engineers permit applications; and development of contract documents.

The stabilization included a stacked stone toe wall and rip rap armor slope repair, including grubbing, seeding, and erosion matting to reestablish vegetation on the slope. Slope stabilization was completed in 2021.

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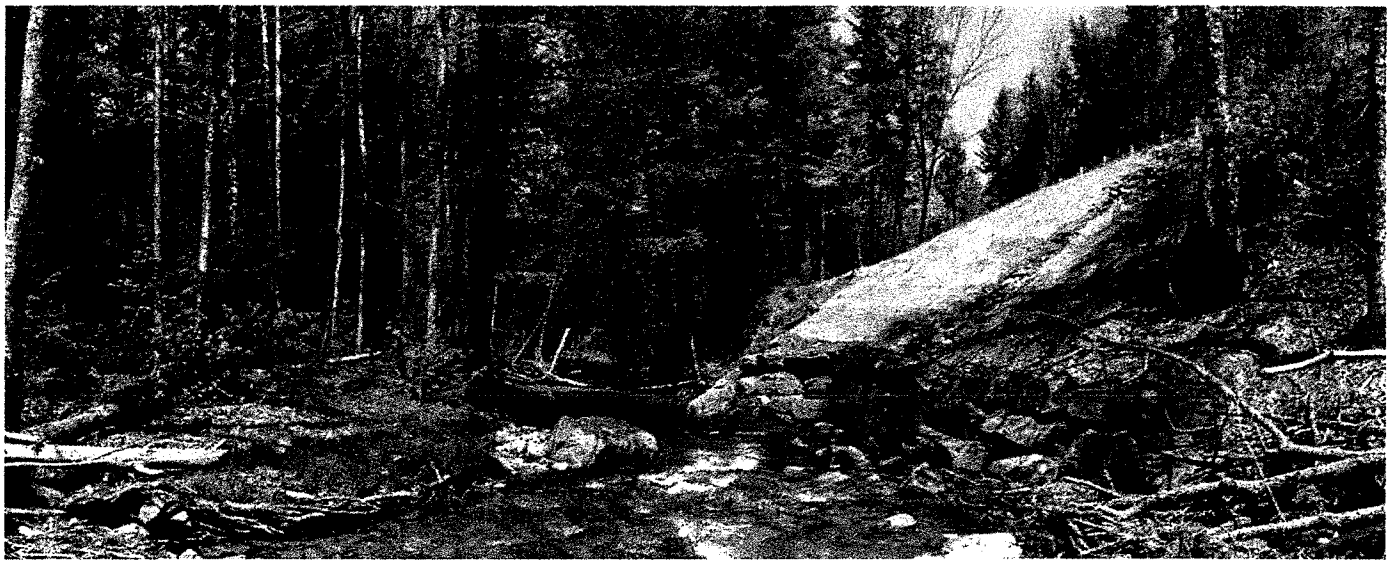


Slope Stabilization, Bull Run Road
FEMA Funding
Roxbury, Vermont

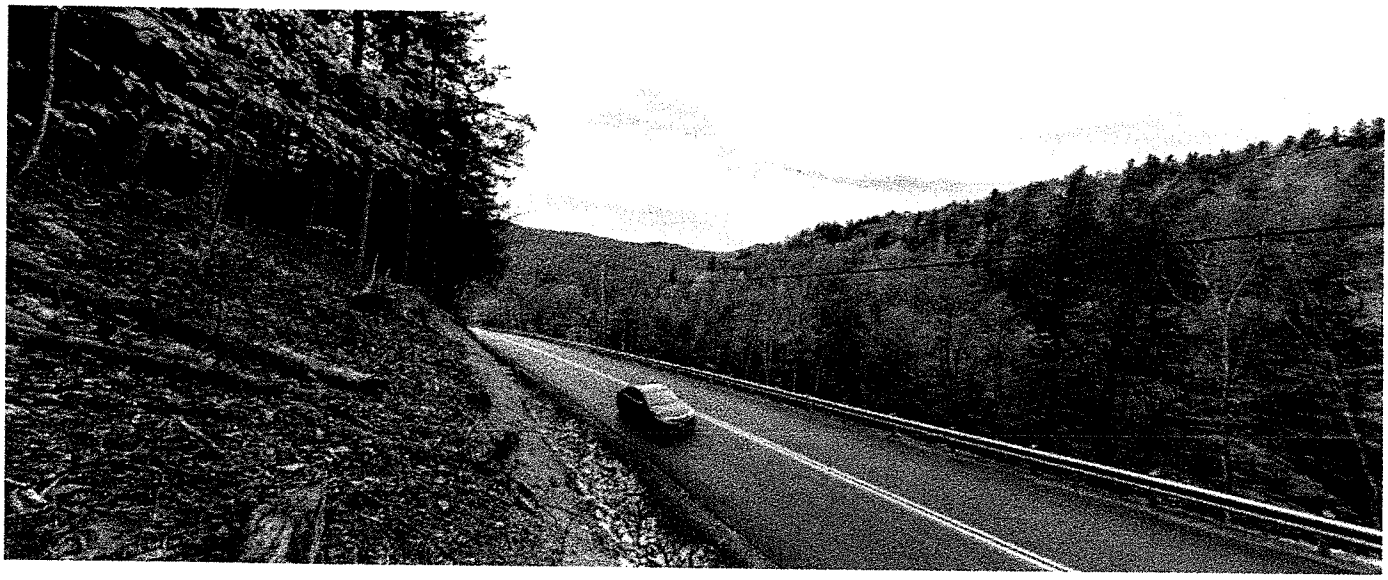
D&K provided design, permitting assistance, and construction phase services to repair and stabilize a 75-ft by 50-ft embankment failure. D&K provided services for the project under a compressed schedule due to the embankment's partial failure during a storm event.

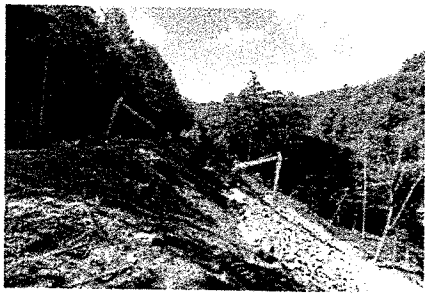
The constructed project included:

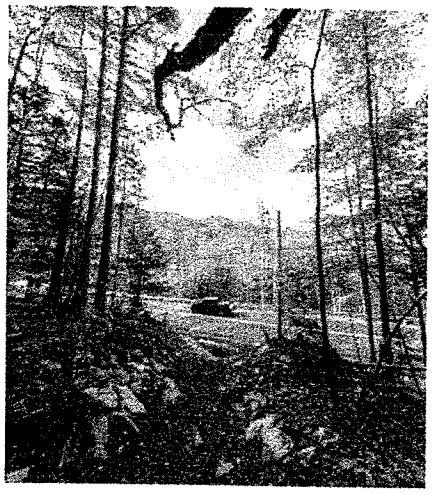
- Stabilization of the eroding streambank using a block wall, riprap armoring, and revegetation by grubbing and applying erosion control matting
- Reconstruction and stabilization of the failed slope

Professional Services:

- Scour depth calculations
- Slope stability modeling
- Stabilization of the roadway including a new underdrain system
- Completion and submission of Agency of Natural Resources and Army Corps of Engineers permit applications
- Development of contract documents associated with FEMA funding
- Construction administration and observation







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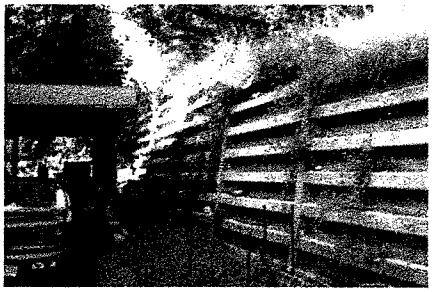
Slope Stabilization and Roadway Reconstruction Emergency Repairs Rochester, Vermont

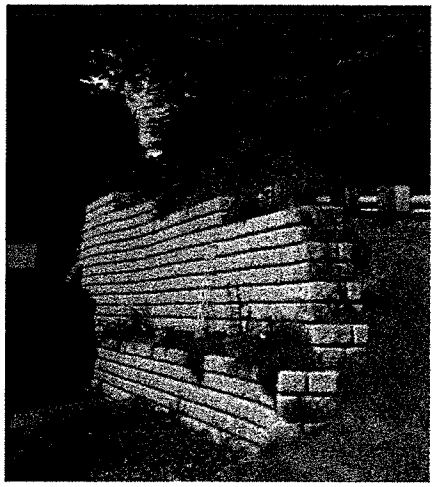
An April 15, 2019, storm resulted in a partial washout of a 2,800-ft section of Bethel Mountain Road and multiple erosion-related slope failures compromising the road. An east-west connector between state highways, the road carries approximately 1,400 vehicles per day. D&K provided survey, design, permitting, and construction administration and observation to stabilize six slope failures compromising the road, install a drainage system to manage mountainside runoff events, and provide long-term road repairs.

The project environment included very steep slopes and challenging terrain. Slope stabilization repairs included riprap armoring of six 1.5:1 slopes ranging from 20 to 76 feet high with over 10,000 cubic yards of Type II and Type IV stone fill, as well as repairs to a 6-foot-high concrete block retaining wall with Geogrid tiebacks that was damaged by the storm event. To improve drainage, D&K designed stone-lined channels to convey high volumes of stormwater runoff down the mountain traveling at erosive velocities. The final design included 20 culverts spaced at close intervals to prevent water from concentrating and overwhelming the hydraulic capacity of the roadside drainage ditch, with design provisions to account for culvert blockage and reduce erosion. D&K delineated wetlands and streams and inventoried bat habitat trees, which were protected during construction.

D&K completed the design and permitting phases, assisted with bid procurement, and provided construction administration and full-time resident engineering services. The entire project was designed, permitted, bid, and constructed in under 6 months to meet funding requirements, and the deadline for 100% FHWA Emergency Relief funding.

This project was a 2020 ACEC - Vermont Grand Award Winner.





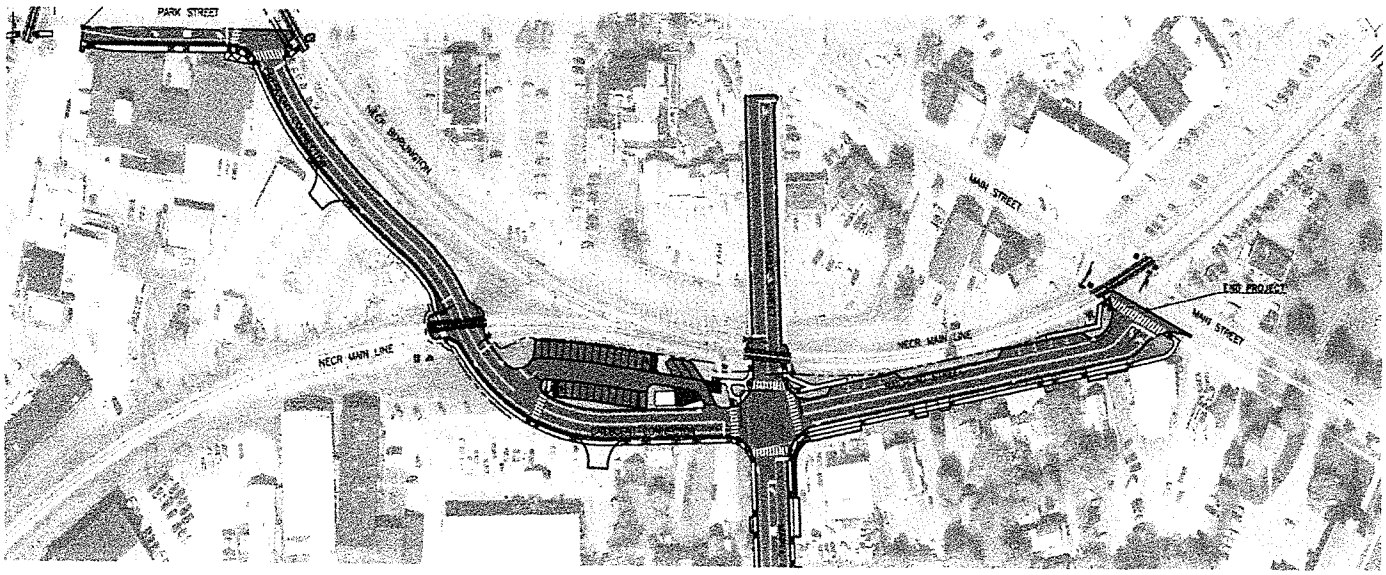
North Street Retaining Wall
City of Montpelier, Vermont

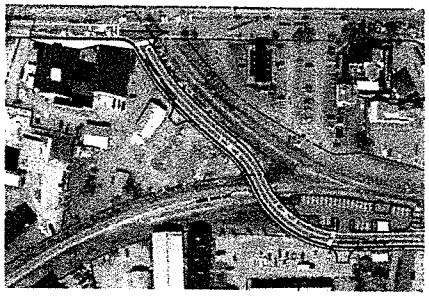
DuBois & King conducted engineering and construction phase services to reconstruct a failing retaining wall located on North Street near the street intersection. The existing retaining wall was a metal bin-wall with chrysotile asbestos coating. The wall, constructed in 1981, had reached the end of its design life and showed signs of deterioration. North Street is located immediately adjacent to the bin wall, and the street and traffic would have been compromised had the deterioration of the wall continued.

The replacement retaining wall consists of precast segmental block concrete construction. The new wall is approximately 12 ft high and 70 ft long and is consistent with AASHTO and Vermont Agency of Transportation standards. The wall also protects the existing water main and local services. D&K assisted the City throughout the bid, preconstruction, and construction phases of the project. Professional services included:

- Field topographical survey
- Geotechnical investigation (coordinated with drilling contractor and laboratory testing of soil)
- Preparation of construction level plans
- Preparation of opinion of probable construction costs
- Bid phase assistance
- Assistance with construction contract execution
- Review of contractor submittals
- Schedule and attend pre-construction and progress meetings
- Construction observation and field quality control
- Provision of final record drawings

** Upper and lower photos, completed construction, middle photo, preexisting conditions*



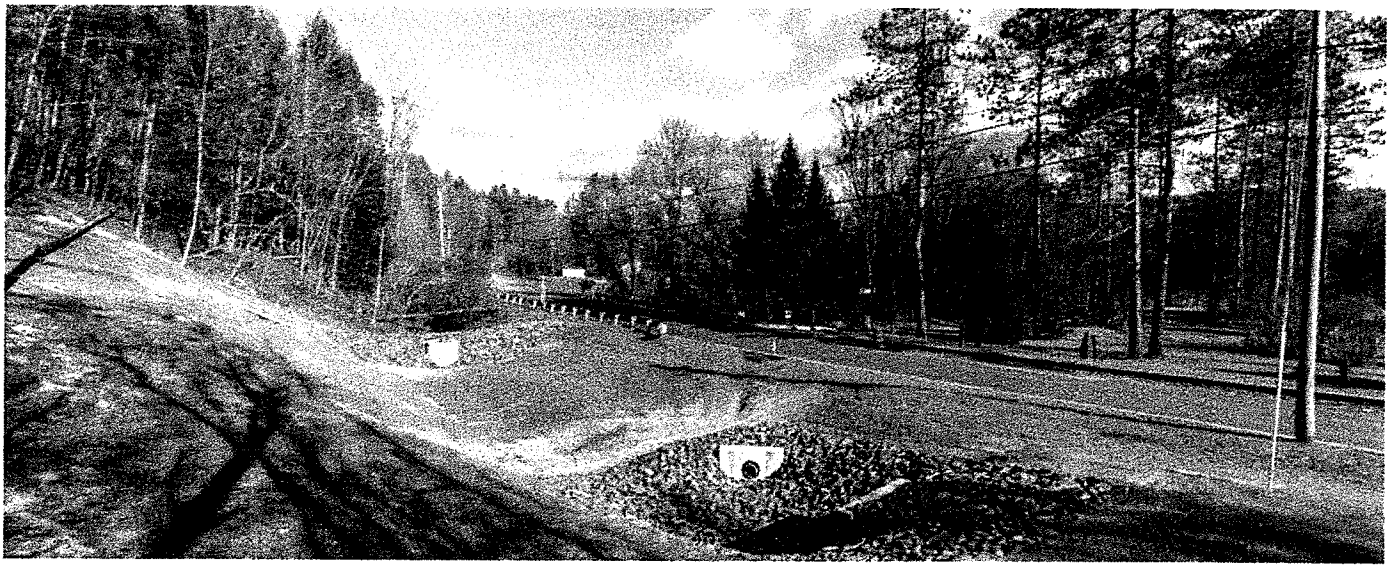


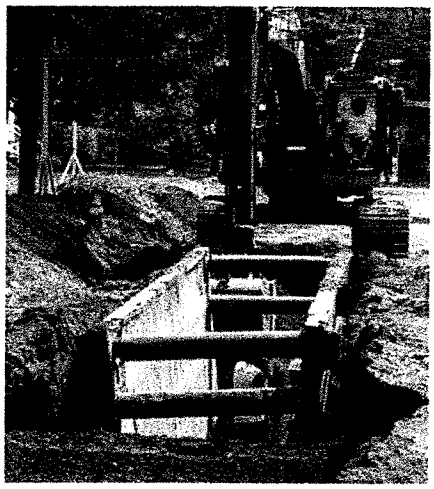
Crescent Connector
Essex Junction, Vermont

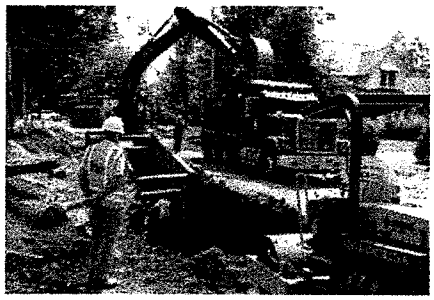
DuBois & King is working with the VTrans Municipal Assistance Section (MAS) and Village of Essex Junction to design the $7.5 million, Federal Highway Administration (FHWA)-funded Crescent Connector project. The project includes development of design plans and cost estimates, preparation of an Environmental Assessment, permitting, right of way acquisition, utility relocations, public outreach, preparation of bid documents, and engineering design services during construction.

This project will create a new urban street to serve as a bypass around the east side of the Five Corners intersection for traffic that is traveling among Maple Street (VT 117), Main Street (VT 15), and Park Street (VT 2A). The project features "complete street" principles, including a low speed roadway, bike lanes, sidewalks, crosswalks, bike racks and lockers, and street lighting amenities. Services include design of a new municipal parking lot to be located between the new roadway and an active railroad line. The entrance to the parking lot is designed to accommodate traffic maneuvers close to a signalized intersection and to a rail crossing. The parking lot will feature handicap accessible spaces, a sidewalk, bike lockers, and sections of porous pavement to facilitate stormwater recharge.

The project relieves traffic congestion and improves levels of service at the Five Corners intersection by disbursing traffic more widely throughout the Village and better coordinating the traffic signals within the Village. Two new traffic signals will be added, a new at-grade crossing of the New England Central rail line will be created, and upgrades to five adjacent street/rail crossings will be implemented. All rail and traffic signals will be coordinated to improve traffic flow through the Village.







Roadway and Utility Reconstruction Prospect and Elm Streets Randolph, Vermont

D&K provided design, survey, and construction observation for utility replacements and reconstruction of 7,600 LF of roadway in two neighborhoods. The project included in-kind replacement of existing utilities and incorporates improvements to the water/sewer distribution/ collection networks for each area in conjunction with full depth roadway reconstruction.

The transportation project collects and conveys stormwater to a wet pond located adjacent to the roadway. The forebay and wet pond will treat the stormwater prior to discharging to an unnamed tributary to the Ayers Brook. The project utilizes site balancing to achieve the Water Quality Treatment Standard.

Galen Hagen, PE

Project Manager

Education: B.S., Civil Engineering, University of Vermont, 2012

Registrations: Professional Engineer: VT 134427; NCEES: 13-417-45

Bethel Mountain Road Slope Stabilization, Rochester, VT. Project Engineer for evaluation, survey, permitting and final design for a 2,800-LF emergency roadway repair project. The project implements long-term repairs to sections of the embankment that failed during a heavy spring rainfall and snowmelt event that closed the road, including upgraded drainage systems and structures, slope repair, and roadway reconstruction and minor realignment. Serving as a valuable mountain connector road between VT 100 and VT 12, rapid reopening and stabilization of the roadway was a critical need, which dictated a significantly compressed schedule. The project is managed by the Town of Rochester and receives FHWA-ER funding. Also conducted periodic construction site visits and observation. *ACEC-VT Grand Award Winner.*

Quechee Main Street Water Main Extension, Hartford, VT. Project Manager for the design of 4,300 ft of new 12-in water main providing a loop in the existing water system. The Town desired a loop to be completed at a critical location within the water system to improve hydraulics, water quality, and to limit disruption to customers if the water main needs to be shut down.

Monkton Road Slope Stabilization, Charlotte, VT. Project Engineer for repairs to address a 200-ft-long slope failure along a town-owned roadway. Responsible to conduct site visits with the survey crew, coordinate with geotechnical engineers, research practices to address the slope failure, present alternatives at a public meeting and provide final design of the selected alternative.

Roxbury Road Slope Stabilization, Marlborough, NH. Project Engineer for evaluation and remedial design to address a failing 50' x 50' roadway slope on the outside of a corner. Led analysis of subsurface conditions based upon soil testing results, survey, and available mapping. The study evaluated 150 LF of roadway and presented alternatives including sheetpiles and H-piles to stabilize the roadway shoulder at the existing grade as well as an alternative that lowered the grade of the road and installed a retaining wall along the inside of the corner

Sidewalk and Drainage, Underhill, VT. Responsible for providing construction administration and observation for the completion of 2,600 LF of concrete sidewalk, new curbing, 570 LF of closed drainage, 15 catch basins, and appurtenant signing, drainage, and pavement rehabilitation. For this MAS-administered project, observed contractor's activities, filed daily reports, coordinated the response to RFIs, reviewed contractor's payment requests and submittals, observed materials testing, organized and attended meetings, and assisted in community relations.

College Street Pump Station Rehabilitation, Burlington, VT. Project Engineer to design a new wet well, emergency storage valve vault, and forcemain realignment for a wastewater pump station.

Tri-Park Master Plan, Brattleboro, VT. Project Engineer responsible for evaluation of wastewater disposal and collection options and development of probable construction costs for the relocation or expansion alternatives of three mobile home parks. The overall goal of the project was to develop a plan to relocate a large portion of Tri-Park, the largest manufactured housing community in Vermont, out of a flood hazard zone. *The project received a Grand Award for Engineering Excellence and Green Mountain (overall) Award from ACEC-VT and a Certificate of Merit from the Vermont Planners Association.*

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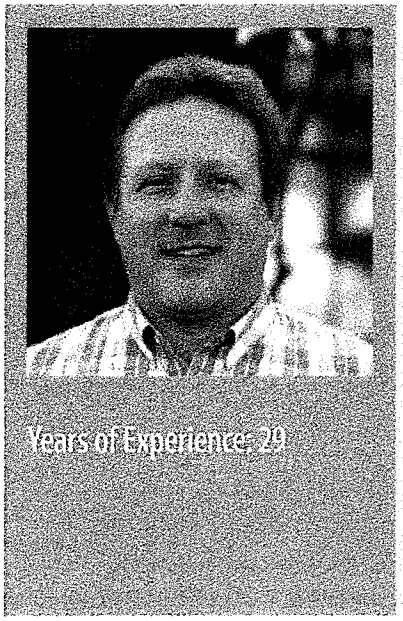


Jon Ashley, PE

Project Director

Education: B.S., Environmental Engineering, Rensselaer Polytechnic Institute, 1992; M.S. Course, Advanced Hydrology, Kansas State University, 2001; M.S. Course, Physical and Chemical Hydrogeology, University of Massachusetts, Lowell, 1996; M.S. Courses, Wastewater Treatment and Engineering; Open Channel Hydraulics, University of New Haven, Connecticut, 1994-95

Registrations: Professional Engineer: VT 7350, NH 9709, NY 79818; Certified Vermont Class 2 Public Water System Operator; 40-hour OSHA HAZWOPER Course; 8-hour OSHA HAZWOPER Course; Firefighter I Certification

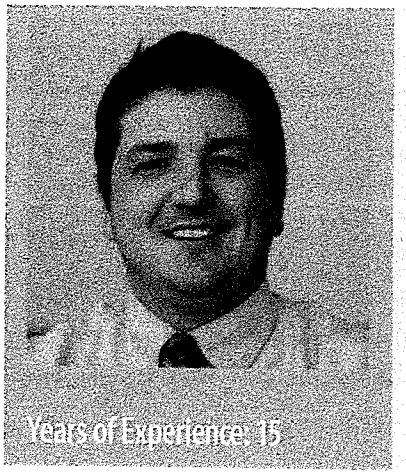
Bethel Mountain Road Slope Stabilization, Rochester, VT. Project Director for the evaluation, survey, permitting, and final design for a 2,800-LF emergency roadway repair project. The project implements long-term repairs to sections of embankment that failed during a heavy spring rainfall and snowmelt event that closed the road, including upgraded drainage systems and structures, slope repair, and roadway reconstruction and minor realignment. Serving as a valuable mountain connector road between VT 100 and VT 12, rapid reopening and stabilization of the roadway was a critical need, which dictated a significantly compressed schedule. The project was managed by the Town of Rochester and received FHWA-ER funding. Responsible for providing quality assurance review, firm resource scheduling and budgeting oversight, geotechnical subconsultant coordination, and client coordination. ACEC-VT Grand Award Winner

Peavine Boulevard Embankment Repair, Bethel, VT. Project Manager for the evaluation, design, and construction phases to address a slope failure. A significant rainfall and snowmelt event caused high flows in the White River, which scoured and undermined a 20-ft-high by 175-ft-long section of the roadway embankment. To the north, approximately 100 feet of additional slope was undermined and eroded. D&K led geotechnical analysis and modeling of the slope failure, designed a temporary lane closure and subsequent long-term repairs. The Town received FEMA funding for the project.

Warren Mountain Road, Roxbury, VT. Project Manager for design, permitting assistance, and construction administration to repair and stabilize a partial roadway embankment failure of a gravel town highway. Responsible for serving as the point of contact, leading day-to-day design development, and managing schedules and budgets. The project includes stabilization of the roadway embankment; reconstruction and stabilization of the failed slope; stabilization of the roadway; completion and submission of Agency of Natural Resources and USACE permit applications; and development of contract documents.

Bull Run Road Slope Stabilization, Roxbury, VT. Project Manager for design engineering, permitting assistance, and construction administration to repair and stabilize a 75-ft by 50-ft slope failure. Key project goals included: stabilization of the eroding streambank at the toe of the landslide; reconstruction and stabilization of the failed slope; stabilization of the roadway, including a new underdrain; completion and submission of Agency of Natural Resources and Army Corps of Engineers permit applications; and development of contract documents associated with FEMA funding.

Quechee Main Street Water Main Extension, Hartford, VT. QA/QC review of the design plans for 4,300 ft of new 12-in water main providing a loop in the existing water system. The Town desired a loop to be completed at a critical location within the water system to improve hydraulics, water quality, and reduce disruptions to customers if the water main needs to be shut down.



Brian Breslend, PE

Senior Transportation Engineer

Education: B.S., Civil Engineering, University of Vermont, 2007

Registrations: Professional Engineer: VT 79076, NH 15117, ME 14272; NHDOT LPA Certification: 2043

Bethel Mountain Road Slope Stabilization, Rochester, VT. Project Manager and Manager of Construction Phase Services for the evaluation, survey, permitting and final design of a 2,800-LF emergency roadway repair project. The project implemented long-term repairs to sections of an embankment that failed during a heavy spring rainfall and snowmelt event that closed the road. Improvements included upgraded drainage systems and structures, slope repair, and roadway reconstruction and minor realignment. The road is a valuable mountain connector road between VT 100 and VT 12 that required rapid reopening and stabilization of the roadway, which dictated a significantly compressed schedule. The project was managed by the Town of Rochester and received FHWA-ER funding. Led day-to-day development of D&K's services, provided senior level engineering, and coordinated with the client and state and federal regulators. *ACEC-VT Grand Award Winner.*

Warren Mountain Road Slope Stabilization, Roxbury, VT. Project Manager responsible for client, regulator, and funder coordination, day-to-day design development, and scheduling and budgeting. The project includes stabilization of a roadway embankment; reconstruction and stabilization of a failed slope; stabilization of the roadway; completion and submission of permitting applications; and development of contract documents.

Trout River Bank Stabilization, MRBA, Montgomery, VT. Project Manager supporting the Missisquoi River Basin Association with the design and permitting for stabilization of approximately 500 LF of slope located on the outside bend of the Trout River bank along Longley Bridge Road. This project is located approximately 500 ft downstream from another slope stabilization project being completed by D&K for the Town. The stabilization of the bank will consist of logs, root wads, log jams or other soft stabilization measures. Responsible for leading day-to-day development of D&K's services, overseeing the conceptual design, providing senior-level engineering, and coordinating with the client.

CCC Road Repairs, VT FPR, Shrewsbury and Plymouth, VT. Project Engineer for the evaluation, survey, H&H, permitting and final design for an approximately 1,300-ft-long road section damaged by a storm. Project responsibilities included design and development of partial and full width roadway reconstruction repairs, slope stabilization, ditching, drainage, retaining wall and other incidental items.

US 2 Pedestrian Improvements, East Montpelier, VT. Project Manager for design of pedestrian enhancements as recommended in the Town's Scoping Study, also prepared by D&K. Approximately 2,000 ft long, the project includes the design of sidewalk and crosswalk improvements, relocation of a water line and hydrant, consolidation of driveway openings, property owner coordination to understand and mitigate concerns, and extensive VTrans coordination due to location along a state highway. The project received funds administered by the VTrans Municipal Assistance Section (MAS).

Lahaye Drive Pathway, Lebanon, NH. Project Manager responsible for survey, design, and permitting of an approximate 1000-ft section of multi-use path adjacent to the heavily-used Lahaye Drive. At the Mount Support intersection, TAP-Funded improvements will connect to the existing bike and pedestrian facilities with alterations to traffic signals. Responsible for the design and development of alternatives, presentation materials, preliminary plans, and the opinion of probable construction costs.

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Jenny Austin, PE

Transportation Engineer

Education: B.S., Civil Engineering, University of Vermont, 1999

Registrations: Professional Engineer: VT 8551

Peavine Boulevard Embankment Repair, Bethel, VT. Project Engineer for the traffic management including construction detours for a slope failure repair. A significant rainfall and snowmelt event caused high flows in the White River, which scoured and undermined a 20-ft-high by 175-ft-long section of the roadway embankment. To the north, approximately 100 feet of additional slope was undermined and eroded. Provided detour planning and project engineering support. D&K led geotechnical analysis and modeling of the slope failure, designed a temporary lane closure and subsequent long-term repairs. The Town received FEMA funding for the project.

Warren Mountain Road, Roxbury, VT. Project Engineer for design, permitting assistance, and construction administration to repair and stabilize a partial roadway embankment failure of a gravel town highway. Responsible for providing detour planning and project engineering support. The project included stabilization of the roadway embankment; reconstruction and stabilization of the failed slope; stabilization of the roadway; completion and submission of Agency of Natural Resources and USACE permit applications; and development of contract documents.

Sidewalk Replacement, Castleton, VT. Assisted with construction administration for a 2,800-LF sidewalk project along VT 4A and VT 30 in Castleton. Responsibilities included spreadsheet tracking of construction quantities and review of quantities in construction payroll requests; certified payroll review; assistance with construction-related materials forms, RFIs, and change orders; coordination with VTrans and the contractor regarding VTrans required documentation; and maintaining the file-sharing site for the project.

Peacham Fire District 1 Water System, Peacham, VT. Project Engineer for a water line replacement and upgrade. Assisted logging construction field reports, and review of contractor pay requests.

Lahaye Drive Pathway, Lebanon, NH. Transportation Engineer for traffic engineering reviews and analyses, as well as preparation of a Traffic Analysis Report to estimate the traffic impacts of the new multi-use path to the NH 120/Lahaye Drive/Centera Parkway intersection, as well as providing recommendations for the phasing and timing for the traffic signal that incorporates the installation of a new crosswalk across Centerra Parkway. Responsibilities included review of prior studies, developing traffic volumes, estimating pedestrian volumes based on available data for multi-use paths, level of service analyses, and developing possible remediation due to reduced intersection levels of service.

Boulder Beach Road Reconstruction Design Project, Groton, VT. Project Engineer for a roadway reconstruction project, including new subbase and pavement, improvements to ditches, and other incidental items. Plans incorporated use of a special pavement treatment at a snowmobile crossing. Involved with plan development from preliminary through contract plans, preparation of bid documents, quantity calculations, cost estimation, and project management.

US 5 Sidewalk Improvements, Putney, VT. Project Engineer for a VTrans MAS project to design improved and new sidewalks along approximately 0.5 miles of US 5 between Carol Brown Way and Kimball Hill. Responsibilities included plan development, coordinating with VTrans related to a paving project going through the project area, development of construction cost estimates. Design issues included a narrow road right of way, utilities, drainage, and the need for parking delineation changes.

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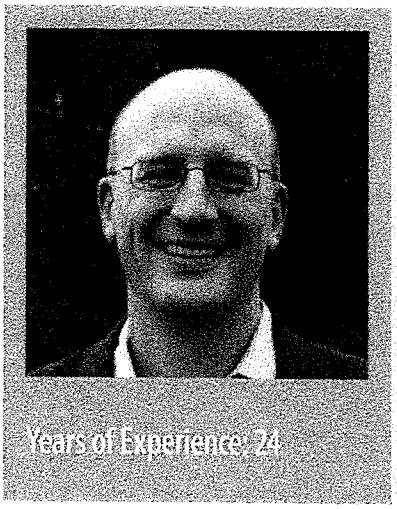

Tim Dall, PE, SE, SECB, LEED AP

Structural Engineer

Education: B.S., Civil Engineering, University of Vermont, 1997; Studies toward M.S., Civil Engineering, University of Vermont

Registrations: Professional Engineer: VT 8096, NH 12905, NY 098310, NJ 24GE05172200, MA 55891; Structural Engineer: IL 81007009 ; LEED Accredited Professional; NCEES: 29972; SECB: Structural Engineering Certification Board; NCEES: Model Law Structural Engineer; OSHA 10-Hour Training Course; Permit-Required Confined Space;

Pedestrian Bridge and Retaining Wall, Essex, VT. Senior Structural Engineer/Project Manager responsible for leading design of a pedestrian bridge and retaining wall located along VT 15. Responsible for leading project scheduling and budgeting, client coordination, and day-to-day project development. Led design of bridge and cast-in-place concrete facing and soil anchors to stabilize the existing concrete headwall.

Vermont Student Assistance Corporation, Corporate Headquarters Design, Winooski, VT. Structural Engineer responsible for structural design of a design-build project consisting of a 122,000-sf, four-story corporate headquarters facility for the Vermont Student Assistance Corporation. The structural system utilized composite steel beam floor framing, steel roof framing, and braced frames for lateral resistance. The foundation system required both concrete spread footings supported directly on bedrock and steel bearing piles with grade beams. To accommodate an adjacent parking structure having lower levels, a permanent, tied-back reinforced concrete earth retaining wall was necessary.

Marshfield 6 Hydroelectric Facility Gatehouse Wall, Green Mountain Power, Marshfield, VT. Project Manager for field investigation and design of segmental retaining wall to stabilize the slope providing access to the existing gate house. Segmental retaining walls are 6 feet high by 14 feet long and designed using StoneTerra blocks and Stratagrid geogrid. Full time construction observation services were provided.

Retaining Wall, Keogh Residence, CAMP Precast, Colchester, VT. Project Manager for design of an 8 foot x 120-foot-long mechanically stabilized earth retaining wall along Lake Champlain. Provided engineering design and prepared sketches depicting the wall design.

CAMP Precast Concrete Products, Milton, VT. Project Manager/Structural Engineer responsible for designing concrete elements for more than 50 projects in VT, NH, and NY, consisting of culverts, bridge decks, headwalls, segmental retaining walls for a precast concrete fabricator. Project tasks included the preparation of design calculations and shop drawings for culverts and wingwalls for submission to the project Engineer of Record.

Neshobe River Overflow Culvert, Brandon, VT. Senior Structural Engineer for design of an overflow culvert to mitigate flooding of US Route 7 in downtown Brandon under a Hazard Grant Mitigation Program (HGMP) grant. The structure is a 278-ft, 6-ft-high, by 12-ft-wide three-sided concrete precast structure with a sloped tapered inlet, horizontal and vertical bends, and an integral retaining wall energy dissipater outlet baffle. The design integrated the hydraulic requirements with a tight urban site to develop a geometry and construction details protecting adjacent structures and utilities while limiting ledge removal and property acquisition. Responsible for design/detailing of culvert, design of temporary/permanent shoring of building upstream of culvert.

White River School Renovation, White River Junction, VT. Senior Structural Engineer in support of a $2.8M upgrade to the White River School, including, a replacement of the heating plant, cold and hot water distribution systems, electrical facilities, and the gymnasium roof. Structural services included site visits, attendance of meetings, bid phase support, final design documents and specifications and construction phase services.

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Aimee Rutledge, PWS, CPESC, CPSWQ

Environmental Technical Lead

Education: B.S., Environmental Management, University of Rhode Island, 1999

Certifications: Society of Wetland Scientists, Professional Wetland Scientist: 2238 ; Certified Professional in Erosion and Sediment Control: 4647 Certified Professional in Stormwater Quality: 0732

Monkton Road Stabilization, Charlotte, VT. Senior Environmental Technical Lead responsible for permitting for a slope stabilization project along Monkton Road. The project involved an expedited review of project plans and development of permit plans for a VT Wetlands General Permit application.

Mattison Road Streambank/Slope Stabilization, Fort Ann, NY. Project Manager and Senior Environmental Technical Lead responsible for a channel and slope stability project on a segment of the Halfway Creek. Project objectives include reducing erosion and sediment contribution to downstream reaches, stabilizing deep seated slope movement, stabilizing streambanks, and protecting municipal utilities and private property within the project reach. Efforts include topographic survey and base mapping, hydrologic and hydraulic analysis, alternative analysis, 100% design, and permitting.

Alburgh Village Water System, Alburgh, VT. Senior Environmental Technical Lead responsible for natural resource inventory for the relocation of the town's existing water storage tank. The project area was reviewed for threatened, endangered, and rare species, wildlife habitat, wetlands, cultural and other natural resources which could potentially be impacted by the project. The information gathered was used to complete a VTDEC Environmental Report.

Manchester Shopping Center Expansion, Manchester, VT. Environmental Analyst responsible for conducting a wetland delineation for a proposed commercial/retail building redevelopment. The project involved preliminary site/civil engineering and permitting for the modernization and redevelopment of an existing commercial building complex located in downtown Manchester. Permitting services provided included the preparation of applications for a Vermont Wetland Permit application and a United States Army Corps of Engineers (USACE) Section 404 permit.

VTrans Natural Resources Services Term Agreements, Statewide, VT. Senior Environmental Analyst and Project Manager responsible for managing several task assignments; performing wetland delineation; stream assessment; identifying rare, threatened, and endangered species; and state and federal permitting. Under numerous term contracts, provided a wide range of environmental services to VTrans, including wetland delineations, wildlife connectivity analyses, stream channel characterization, state and US Army Corps of Engineers (USACE) wetland permitting, bat surveys, and rare mussel surveys and relocation.

South Shore Bridge Replacement, South Shore Road, Fine, NY. Senior Environmental Analyst responsible for environmental coordination and permitting. The project involves preliminary and final design services for the replacement of a two-pier bridge located over the Oswegatchie River in the hamlet of Wanakena in the Adirondack Park. The objective of this project is to correct as many deficiencies as practicable and to provide for the long-term integrity of the crossing of the Oswegatchie River in a cost-effective manner. The project involved replacement of the bridge in its existing location and the construction of a temporary bridge for construction. Early and close coordination with the Adirondack Park Agency, NYSDEC, and USACE was necessary to prevent delays in project permitting. In addition, coordination with NYSDEC regarding the potential presence of freshwater mussels was required.

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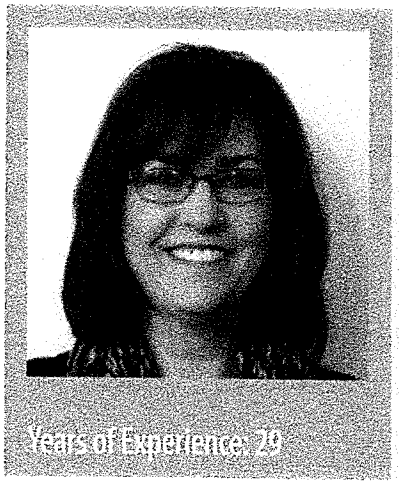

Sylvia Miller

Lighting Designer

Education: A.S., Computer Science, Hillsborough Community College, Tampa, Florida, 1980

Affiliations: Illuminating Engineering Society (IES)

Photometric Site Plans (plans requiring lighting calculations), Various Locations, 2011-Present. Senior Designer supporting the design of photometric site layouts. Projects include: Lyndon State, Stonehenge - Parking Lot Lighting/Skateboard/Basketball Courts; CCV, Montpelier - Site and Interior Lighting; Williamstown Youth Center - Site and Interior Lighting; VTC Hartness Library - Interior Lighting; Dartmouth College - Stadium Lighting: West & East Stands Emergency Lighting; Dartmouth College - Alpha Phi Sorority; Norwich University Phase II - Site Lighting for Permit; Norwich - Interior Lighting; VA Hospital, White River - Parking Lot & Interior Lighting (QA/QC only); Bellows Falls Middle School.

Electrical Deficiencies Upgrade, White River Junction VA Medical Center, White River Junction, VT. Electrical Designer for QA/QC for modifications and improvements for a $3M electrical upgrade for the 450,000 SF multi-building campus, including office buildings, support, site, parking lots, and ancillary facilities. Design included new lighting systems, switchgear upgrades, site lighting, and new electrical distribution (medium voltage and low voltage). *The project received an Award for Engineering Excellence by the Vermont Chapter of the American Council of Engineering Companies.*

Taylor Street Reconstruction, Montpelier, VT. Senior Electrical Designer for a $1M roadway, pedestrian, and green stormwater demonstration project. Completed lighting analysis for replacement of street lights. This project involves reconstruction of 425 LF of roadway, water/sewer lines, and 600 LF of sidewalk; installation of pervious pavement, street trees, streetlights, stormwater infiltration systems, rain gardens; and roadway reconfiguration for a left turn lane.

Municipal Building (Town Offices) Electrical Upgrades, Hartford, VT. Provided electrical design for two projects for rewiring of Town's municipal offices. Determined the condition of the electrical system service entrance and distribution deficiencies with the National Electrical Code and outlined needed upgrades. A detailed condition assessment of electrical systems was conducted prior to design. Design work consisted of new electrical service, electrical distribution, and branch circuit wiring as well as upgrade improvements to lighting and distribution system. Assisted with implementation of upgrades including bidding/construction administration.

US 5 Roadway Improvements for Four Roundabouts, Brattleboro, VT. Lighting Designer for a major roadway reconstruction into Brattleboro's northern gateway. Project includes power and design for street lighting and lighting improvements for adjoining property owners and parking areas that are being disrupted by roadway's reconstruction. Designing lighting for pedestrian crosswalks in accordance with VTrans ANSI/IEEE RP-8-14 for Roadway Lighting standards.

Pearl Street Pedestrian Walkway and Parking Lot Improvements, Barre, VT. Senior Electrical Designer for lighting improvements for walkway and parking lot. The first stage of the project involved converting a segment of a one-way road into a pedestrian walkway that connects Main Street to the Keith Avenue parking lot. Designed lighting and power for gateway arches, power pedestals, decorative street lighting. Utilized AGI Version 10 software for calculations.

US 7 Improvements, Milton, VT. Senior Electrical Designer for roadway and sidewalk analysis to meet VTrans standards for lighting levels using AGI Version 10 software. Improvements include review and verification of power for signalization street lighting.

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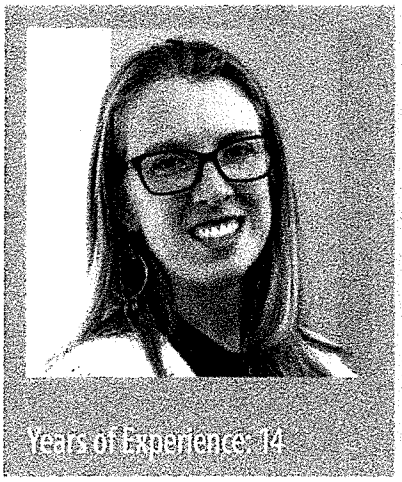


Emily Lewis, PLA, LEED AP

Landscape Architect

Education: M.S., Environmental Sciences and Policy, Johns Hopkins University, 2016; Bachelor of Landscape Architecture, Pennsylvania State University, 2007

Registrations: Professional Landscape Architect: VT 133745; MD 3695

US 5 Corridor Master Plan, Fairlee, VT. Landscape Architect for a downtown economic, multimodal transportation, and stormwater revitalization plan serving 0.5 miles of a core downtown area. Responsible for developing stormwater and streetscape design concepts. *This project received a Merit Award from VT Urban and Community Forestry in 2021.*

Middlesex Walkable Village Master Plan, Middlesex, VT. Landscape Architect/Environmental Planner for Middlesex Village master planning effort to develop improved downtown streetscape and community center. Provided support for conceptual designs and environmental resource review. *This project was awarded Plan of the Year in 2021 by the VT Planners' Association.*

Smugglers' Notch Scenic Highway Parking Area and Stormwater Improvements, Cambridge and Stowe, VT. STP 0235(14) and NBRC 18GVT11. Landscape Architect to support design of parking and stormwater improvements at a state park along the congested VT 108. Provided plant mixes and distributions for various ecotypes in the corridor and analyzed appropriate groundcover options where grass was not an option.

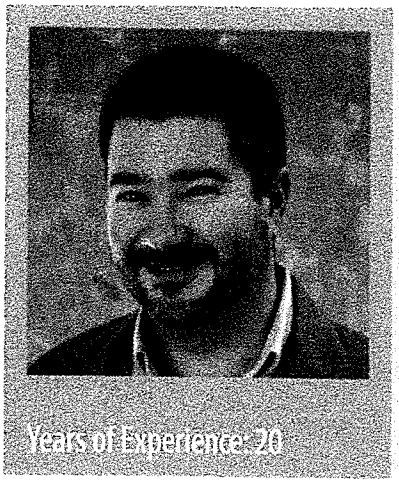
Pleasant Street and Merchant's Row Sidewalk Expansion and Green Stormwater Infrastructure, Randolph, VT. Landscape Architect for the design of a bioretention and expanded sidewalk area to promote traffic calming, improve water quality, provide outdoor access for businesses, and improve aesthetics.

MD 32 Landscape Concepts and Specifications, Clarksville, MD. Landscape Architect responsible for landscape specs and concept designs for 6.4 mi of road improvements. Included specifications for reforestation, stream restoration planting, and stormwater.

Crescent Connector, Village of Essex Junction, VT. Landscape Architect for the $7.5M Federal Highway Administration-funded Crescent Connector Road project, an 1,800-ft-long bypass around the east side of a five-way intersection. Scope of work includes design plans and cost estimates, permitting, right-of-way acquisition and utility relocation assistance, public outreach, preparation of bid documents, and engineering design services during construction. This Complete Streets project is administered through the VTrans Municipal Assistance Section (MAS). Developed landscape plan.

West Swanzey AA Memorial Park Redevelopment, Swanzey, NH. Landscape Architect responsible for planning, design, and assisting with permitting for the revitalization of a river access park in a residential area. Improvements include a basketball court, reconfigured parking and dropoff, a kayak/canoe launch, and appurtenant placemaking and bank stabilization improvements. The project involves working closely with NHDES regulators to avoid endangered species in the Ashuelot River and minimizing or eliminating disturbance to the river.

US 113 Dualization, Phase 3, Worcester County, MD. Project Manager for the landscape design, reforestation, tree inventory, noxious weed control plan, and construction admin. for 5 miles of highway improvements. Landscape design included microbioretention, bioswale and wet swale SWM facilities. Researched resilience of plantings in wet swales.



Randy Otis, LS

Survey Manager

Education: B.S., Business Administration, Southern New Hampshire University, 2019; A.S., Survey and Applied Science, Paul Smith's College of Arts and Sciences, 2002

Registrations: Land Surveyor: VT 60852, NH 01060; OSHA 40-Hour HAZWOPER Certification

Bethel Mountain Road Slope Stabilization, Rochester, VT. Survey Manager for a 2,800-LF emergency roadway repair project. The project implements long-term repairs to sections of the embankment that failed during a heavy spring rainfall and snowmelt event that closed the road, including upgraded drainage systems and structures, slope repair, and roadway reconstruction and minor realignment. Serving as a valuable mountain connector road between VT 100 and VT 12, rapid reopening and stabilization of the roadway was a critical need, which dictated a significantly compressed schedule. The project is managed by the Town of Rochester and receives FHWA-ER funding. Responsible for rapid response topographical survey upon selection as well as ongoing surveying to track slope stabilization quantities. *ACEC-VT Grand Award Winner*

Road and Utility Reconstruction, Maple Street, Randolph, VT. Survey Manager for the water/sewer/stormwater utility improvements and road reconstruction for 2,900 LF of roadway in a mixed-use area, including Gifford Hospital and various residences. Responsible for leading the firm's field survey and desktop services supporting project basemapping.

One Taylor Street Retaining Wall, Montpelier, VT. Survey Party Chief to oversee the survey of river cross sections to support repairs to a retaining wall supporting the development of a new transit center, parking lot, and bike path. The stone retaining wall runs along the Winooski River.

Essex STP Walk (21), Essex, VT. Surveying services for a new 1,330-ft-long by eight-ft-wide bituminous sidewalk along a segment of VT 15.

Emergency and Long-Term Slope Stabilizations, Various Locations. Survey Party Chief responsible for oversight of field and desktop topographic survey tasks or QA review of survey deliverables for the following projects:

- Brook Road, FEMA Warren, VT
- Gilman Road, FEMA, Royalton, VT
- Perley Farm Road, FEMA, Royalton, VT
- Back River Road, FEMA, Royalton, VT
- Upper Notch Road, FEMA, Mendon, VT
- Shard Villa Road, Middlebury, VT
- VT 73, FEMA, Rochester, VT
- CCC Road, VT Dept of Forests, Parks and Rec, Plymouth, VT
- Private Residence, USDA NRCS, Killington, VT
- Private Residence, USDA NRCS, Stockbridge, VT
- Private Residence, USDA NRCS, Brattleboro, VT
- High Street, FEMA, Greenville, NH
- Levee, USACE, FEMA, Lincoln, NH
- Weirs Beach Boardwalk, FEMA, Laconia, NH
- MacDonough Drive, ACRPC, Vergennes, VT
- VT 100, FHWA ER, Granville, VT
- VT 100B, FHWA ER, Moretown, VT

Crescent Connector Road Survey Services, Village of Essex Junction, VT. Survey Party Crew Chief for a $7.5 million Federal Highway Administration-funded Crescent Connector Road project, a bypass around a five-way intersection. Project consisted of deed research on 15 parcels and 3 state highways. Field survey required location of existing conditions of 3 highways, 1 active railway, and all private lands abutting the 1,800 ft proposed route. Record documents were compared with existing monuments to establish both private and public boundaries. Plans were drafted identifying all existing and proposed boundaries. The project is administered through the VTrans Municipal Assistance Section (MAS).

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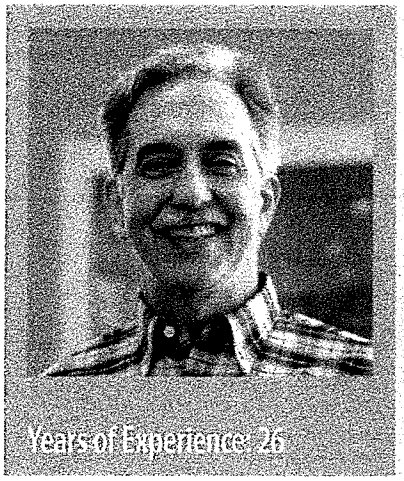

Mark Vince

Resident Project Representative

Education: A.S., Civil Engineering Technology, Vermont Technical College, 1991

Registrations: NETTCP-Hot Mix Asphalt Paving Inspector; ACI Concrete Field Testing VOSHA; Nuclear Cert.; NHDOT LPA Certification: 2059

US 7 Segment 6 Construction Inspection, Brandon, VT. Resident Project Representative for full-time construction observation services for a major roadway and underground infrastructure reconstruction project through the heart of downtown Brandon. The project consisted of roadway widening, sidewalks and curbs, pavement markings, traffic signs, signal, water main, sanitary sewer, aerial and underground utilities and stormwater improvements for the Brandon Village portion of US 7. The project reconstructed a major north-south highway link through downtown to create a geometric configuration that serves the high traffic volumes and access of abutting properties.

Signing, Interstate 89, VTrans, Hartford-Sharon, VT. Provided construction observation services for signing improvements for 11 miles of Interstate 89 northbound and southbound main line and ramps. Project included the replacement of all the signs and delineators on north and southbound lanes and the addition of new bridge mounted signs to an existing bridge over I-89.

IMG Sign(54) Signing, Interstate 91, VTrans, White River Junction-Springfield, VT. Provided Construction Observation and Concrete Inspection services for signing improvements for 34 miles of Interstate 91 northbound and southbound, main line and ramps between Exit 7 and Exit 11. Project included the installation of the large extruded signs on W-Beam posts and the construction of multiple spread footings for overhead signs and rolling roadblocks.

Roadway Reclaim, VT 113, VTrans, Vershire, West Fairlee, Thetford, VT. Resident Project Representative providing construction observation for full depth reclamation of nearly 8 miles of state highway.

Office Engineer for Flood Damaged Infrastructure, Various Locations, VT. Provided a variety of Office Engineer and related field duties, associated with compiling labor, equipment, and materials daily totals for numerous TS. Irene flood damage sites. Following is a project similar in scope (slope stabilization) to the Gates Street and Fairview Terrace project:

- **VT 107 Field Office.** Support for the $18 M reconstruction of VT 107, the "Last Mile". He was part of a five-member team that was responsible for reconciling Daily Work Reports (DWRs) and reviewing invoices that has accumulated from the numerous contractors involved in this huge project. Received current DWRs and entered these into MATS (Materials Tracking System). He provided periodic field services, such as installing posts and traffic control signs, reviewed granular materials for acceptance/rejection, evaluated damage to drainage structures, and made recommendations for rehabilitation/replacement. Mark provided much-needed assistance in public relations with private landowners who were impacted by the flood and identified creative and cost-effective repair solutions to drainage and drive entrances.

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GEO DESIGN

Jacob Wimett, P.E.
Associate

EXPERIENCE
GEODesign, Inc - January 2005 to Present

EDUCATION
B.S.M.E. / 2003 / Clarkson University

PROFESSIONAL REGISTRATION
Registered Professional Engineer: VT, NH, and ME.

AREAS OF SPECIALIZATION
Geotechnical Engineering
Compressible Soils Evaluation
Slope Stability & Remediation
Geotechnical Data Collection

PROFESSIONAL EXPERIENCE:
Jacob is an associate in his 18th year at GEODesign. His overall experience has included serving as lead engineer and project manager on multiple projects throughout New England; which have included a wide range of geotechnical topics including subsurface explorations; geotechnical instrumentation; engineering analyses of shallow and deep foundations; embankments and retaining wall design; ground improvement methods; slope stabilization; dam rehabilitation and maintenance oversight; pavement design, and construction monitoring.

SELECTED PROJECT EXPERIENCE

Industrial Facility Landslide – Bellows Falls, VT – Project Manager responsible for the stability evaluation and development of conceptual repair options for a large 150-foot-long, 9200 square foot landslide at an industrial facility in Bellows Falls Vermont. Installed multiple inclinometers to monitor slope movement, performed a detailed slope inspection, and provided the client with an opinion of failure cause as well as four conceptual options for slope repairs with advantages and disadvantages of each option. Assisted the Client with reviewing the options and choosing an option to pursue further. We continue to perform annual monitoring and slope inspections on the site while the Client explores options and timing for funding and implementing a permanent repair.

SAB Municipal Airfield Runway 14-32 Extension Embankment Design – Rangeley, ME – Project Manager responsible for the design and construction oversight of geotechnical aspects of the approximately 1,100-foot extension of Runway 14-32 at the SAB Municipal Airfield in Rangeley, Maine. Design services for this project included design of two 1.5H: 1V stone fill embankments up to 75-feet high to support fills required for the runway extensions and minimize encroachment on adjacent wetlands. Also performed an evaluation of the existing runway section soil and asphalt for potential reclamation and reuse in construction of the new runway and performed an evaluation of a proposed borrow site as a source for the generation of rock fill materials.

Taxiway A Retaining Wall - Rutland Southern Regional Vermont Airport Improvements North Clarendon, VT - Project engineer responsible for the design and construction oversight of an approximately 30' high, 700' long mechanically stabilized earth wall to support a new taxiway at the Rutland Southern Regional Vermont Airport in North Clarendon, VT.

Runway 1 Retailing Wall - Rutland Southern Vermont Regional Airport Runway 1 Safety Area Improvements Construction, North Clarendon, VT – Project Engineer responsible for assisting with design evaluation and construction engineering for a +/-60' high multi-tiered, mechanically stabilized earth retaining wall. Particular challenges included heaving and pumping silt subgrades below the water table during excavation. Due to a strict FAA imposed project schedule that did not allow for traditional construction dewatering to be implemented, real-time recommendations were provided to the Contractor and Resident Engineering Firm in the field as conditions were exposed to stabilize the highly sensitive, weak subgrade soils and allow the strict construction schedule to be maintained.

Derby Line Cemetery Slope Repair – Derby Line, VT – Project engineer assisting with engineering analysis and plan development and leading the geotechnical construction engineering services for a 200-foot-wide and up to 130-foot-high slope failure above the Tomifobia River on the USA / Canada border. Repair involved a rip-rap repair solution installed over 8-weeks in the fall of 2015.

Vermont Route 107 T.S. Irene Repair, Stockbridge, VT – Project Engineer for the engineering analysis, development of conceptual repair solutions, and construction oversight for multiple Tropical Storm Irene related slope failures along Vermont Route 107. One particularly challenging repair included a nearly 100-foot-high slope failure into VT Route 107 that due to site constraints required the construction of an excessively steep 1.4H:1V rip-rap slope in upper regions. This required carful placement and orientation of individual stones to maximize stone-to-stone contact and achieve acceptable factors of safety against deep seated global stability failures. An additional challenge to this repair included the presence of a historical dry-laid stone retaining wall that ran through the center of the project. This historical wall was successfully incorporated into the repair, and remained undisturbed by construction activities.

Buffalo Farm Road Slides Evaluation, Granville, VT – Project Engineer responsible for subsurface data collection and engineering analysis for evaluation of the stability and conceptual repair solutions for three separate slope failures that occurred along a Buffalo Farm Road in Granville, VT that resulted from Tropical Storm Irene. Deliverable provided to the client included multiple repair options for each slide, estimated costs associated with each option, and feasibility to construct each option.

Green Mountain Club Foot Bridge, Bolton, VT – Project Engineer responsible for design assistance and on-site evaluation and testing of rock anchors used in the support of a new foot bridge over the Winooski River as part of the Long Trail in Bolton, VT.

Soil Nail Wall Inspection, Central Vermont Medical Center, Berlin, VT – Project engineer responsible for assisting with the review and onsite oversight of a performance-based, Contractor designed soil nail wall to support and existing section of the hospital during construction of an addition. Assisted with review of the submittal for suitability with project specifications and provided periodic onsite oversight of soil nail installation and testing.

RFP 2022-H1

Dubois & King

Attachment B

Town of Hartford, Vermont
Department of Public Works
Professional Engineering Services
HVT DPW RFP No. 2022-H1
February 28, 2022

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: DuBois & King, Inc.

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for HVT DPW RFP No. 2022-H1. Do not use the Town of Hartford as a reference.

Company Name: Town of Bethel, Vermont	
Address: 134 South Main Street, Bethel, VT 05032	
Contact Person: Therese Kirby, Town Manager	
Telephone Number: 802.234.9340	Fax Number: 802.234.6840
Email Address: betheltownmanager@comcast.net	
Company Name: Town of Roxbury, Vermont	
Address: PO Box 53, Roxbury, VT 05669	
Contact Person: David McShane, Selectboard	
Telephone Number: 802.485.4309	Fax Number:
Email Address:	

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY (Continued)

Name of Proposing Company: DuBois & King, Inc.

Company Name: Town of Rochester, Vermont	
Address: P.O. Box 238, Rochester, VT 05767	
Contact Person: Doon Hinderyckx, Selectboard Chair	
Telephone Number: 802.767.3631	Fax Number:
Email Address:	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	Fax Number:
Email Address:	

RFP 2022-H1

Dubois & King

Attachment C

Town of Hartford, Vermont
Department of Public Works
Professional Engineering Services
HVT DPW RFP No. 2022-H1
February 28, 2022

EXHIBIT C – Fixed Fee Proposal Form

FIRMS'S NAME: DuBois & King, Inc.

Provide lump sum cost for each task listed below. Total project cost will be considered fixed with payments to the Consultant not to exceed this figure without prior written approval of the Town of Hartford.

Task 1	Preliminary (50%) Design	$127,538
Task 2	Permit (85%) Design	$48,624
Task 3	Final Design (100%), Construction Documents, and Bid Specifications	$31,856
Task 4	Bidding and Award	$12,561
Add/Alternate*	Consultant Recommendations	$20,090
Task 5	Construction and Post Construction (Awarded Separately)	$149,893

TOTAL DOLLARS: (Task 1-4) Two hundred twenty-thousand, five hundred seventy-nine dollars
(Words)

$220,579
(Figures)

All cost must include the consultant's anticipated labor, materials, and expenses, including, but not limited to sub-consultant's cost, mileage, direct and indirect expenses. Do not include permit application fees.

Consultants are required to provide a separate man hour labor rate sheet detailing hour rates by labor class and expense categories and associated rates to be used for determining the cost of authorized work.

Note*: Add/Alternate space is provided for services that the consultant may recommend but feels do not fit within the RFP as outlined. The consultant shall provide a detailed description within their proposal.

DuBois & King inc.

Project Work Breakdown Structure	2-Person Survey Crew	Survey Party Chief		Administrative Support	Total Hours
1 Preliminary (50%) Design					
A. Kick-Off Meeting					12
B. Survey					
1. Field Work, Drafting	30	16			56
2. Utility Location					8
C. Boundary Survey	40	24			126
D. Utilities Coordination (Including Camera Survey)					25
E Permitting Requirements Review					8
F. Subsurface Investigation					14
F. Wall and Slope Stabilization Concepts					69
G. Preliminary (50%) Design and Easement Plans					158
H. Preliminary (50%) Opinion of Probable Costs					36
I. Preliminary (50%) Design Meeting					12
2 Permit (85%) Design					
A. Utility (85%) Coordination					10
B. Permit (85%) Design Drawings					171
C. Permit (85%) Opinion of Probable Costs					22
D. Permit (85%) Basis of Design Narrative/Notes					28
E. Easement (85%) Plans					26
F. Permit (85%) Technical Specifications and Front Ends				8	56
G. 85% Review Meeting					12
H. Permit Applications					50
3 Final (100%) Design, Construction Docs, and Bid Specs					
A. Final (100%) Design Drawings					140
B. Final (100%) Opinion of Probable Costs					18
C. Final (100%) Technical Specifications				8	38
D QA/QC Review					16
E. Constructability Review					8
F. Permitting Compliance Review					16
4 Bidding and Award					
A. Distribute Construction Documents				6	8
B. Attend Pre-Bid Meeting				2	8
C Respond to Questions					23
D Prepare Addendum (assume 2)				4	16
E. Analyze Bid Results					12
F. Prepare Bid Tabulation				2	4
G. Prepare Written Recommendation				2	14
H. Prepare Notice of Award				2	4
I. Construction Contract / Issue Notice to Proceed				8	12
5 Construction & Post Construction					
A. Construction Administration					
1. Pre-Construction Meeting					14
2. Survey Layout - 10 hours	10				14
3. Review Submittals / Shop Drawings				8	48
4. Construction Progress Meetings (5)				10	55
5. Review Pay Requests (assume 6)					56
6 Prepare Change Orders (assume 3)					27
7. Substantial Completion Inspection					13
8 Prepare Punch List					9
9. Prepare Record Drawings					33
10. Project Closeout Documents				8	21
B. Resident Proj. Representative (est 20 weeks; 10 w					400
Total Ho	80	40		68	1,926
Direct Labor Standard R	150.00	$90.00		$72.00	
	12,000	$3,600		$4,896	$225,816

Direct Expenses

I. Subsistence

Transportation.

Meals.

Subsistence Total = $9,358

II. Support Expenses

Support Total = $250

III. Subcontractors

Subcontractor Total = $118,450

IV. Miscellaneous Expenses

Miscellaneous Total = $1,100

Total Direct Expenses = $129,158

Administrative Fee = $15,499

Total Cost = $144,656

RFP 2022-H1

Dubois & King

Subconsultant Proposal

GEO DESIGN

GEODesign, Inc.
54 Main Street
PO Box 699
Windsor, VT 05089
(802) 674-2033

April 7, 2022
File No. 804-41

Jon Ashley, P.E.
Director, Public Works and Facilities Division
DuBois & King, Inc.
27 Center Street
Brandon, VT 05733

Via Email: jashley@dubois-king.com

Re: Proposal for Geotechnical Engineering Services
RFP No. 2022-H1 – Gates Street & Fairview Terrace
Hartford, Vermont

PROJECT UNDERSTANDING

At your request we are providing this cost proposal for geotechnical engineering services for the proposed project as outlined in the February 28, 2022 RFP. Our proposed scope of services and fee is based on our review of the project RFP and associated documents, discussion with Dubois & King (D&K), and the pre-bid meeting that we jointly attended on March 18, 2022.

Knight Consulting Engineers, Inc. (KCE) issued a Structural & Geotechnical Investigation report for this site in December, 2013 (included as Exhibit A in the RFP). In this report, KCE investigated five deficient retaining walls (identified as Segments 1a, 1b, 2, 3, and 4) with conceptual options, schematic drawings, and repair costs associated with each.

It is our understanding that the Town of Hartford (the Town) has decided to proceed with addressing deficiencies in Segments 1a, 1b, and 4 for this current project. The RFQ requests proposals for the design, permitting, and bid services for wall and slope stabilization. The stabilization measures envisioned by the Town include tieback stabilization of Segment 4, a gravity block toe wall with a 1.5H:1V Rip-Rap backslope to stabilize Segment 1b, and a 1.5H: 1V Rip-Rap slope to buttress the distressed concrete retaining wall in Segment 1a. Each of these options are presented conceptually in the KCE report. The RFP also requests that stabilization measures be capped with a 16-foot-wide one-way street along Segment 1b (Gates Street) with a 5-foot-wide concrete sidewalk, site lighting, guardrails, and potentially landscaping improvements.

Site survey, a review of the existing site drainage system, and a review of the existing sewer system are also requested within the RFP, with the Town stating their desire to maintain the sewer line in its current location within Gates Street if possible.

While the above concepts are explicitly stated in the RFP, the Town is also requesting two potential stabilization options with magnitude pricing be provided to the Town for review at each segment.

It is our understanding that the Town will select one of the concepts prior to advancing to the 50% design stage.

Based on discussions with the Town at the Pre-Bid meeting, our understanding of the general schedule consists of survey, design and permitting primarily occurring in 2022, bonding and financing by the Town in the Fall of 2023, and construction in 2024.

For pricing, the Town is requesting Lump Sum pricing be provided for the following stages with a breakdown of the estimated costs provided:

Task1: Preliminary (50%) Design
Task 2: Permit (85%) Design
Task 3: Final Design (100%) Construction Documents and Bid Specifications
Task 4: Bidding and Award
Optional Add/Alternate Consultant Recommendations
Task 5: Construction

While the Town is requesting pricing for each stage, it is our understanding from discussion with the Town during the Pre-Bid meeting that Construction phase costs are understood to be estimates only. We will be given the opportunity to revise these costs after design.

Existing soil borings provided within the KCE report are generally spaced about 150 to 200 feet apart and extend up to approximately 32 feet below grade (or less) through fill and natural silty sand soils on the site. Bedrock was not encountered. Additional explorations to fill the gaps in data and extend below the toe of the slope will be necessary for final design of retaining elements and slope remediation concepts. At this time, we understand that work is anticipated to be within the existing right of way, and that significant flattening of the slope is not possible.

We also understand that subsurface construction of the existing concrete retaining wall along Segment 4 is unknown, but the Town is willing to provide equipment and laborers to explore this with test pits under our supervision.

SCOPE OF SERVICES

We recommend the following Scope of Services, following those outlined in the RFP:

Task #1 – Preliminary (50%) Design (Includes Geotechnical Report) –
Review, Coordination and Kickoff Meeting
We will begin the project with a review of subsurface information made available to us for the project and participating in a kick-off meeting with D&K, the Town, and other members of the design team. During that visit, we expect to review the overall project schedule, milestones, deliverables, project management, data, and upcoming meetings and activities. We also recommend a review of proposed locations for additional subsurface explorations at this meeting.

Subsurface Explorations

We will obtain Dig Safe clearance, and coordinate with an independent utility locator as needed in advance of performing explorations.

Test pits are to be conducted by the Town, and are intended to provide additional information regarding the potential foundation depth and geometry of the existing concrete retaining wall along Segment 4 (note, the heel of the wall footing will likely be inaccessible). We have assumed that test pits will be backfilled with spoils, and that the Town will repair pavement or landscaped surfaces to their satisfaction.

We anticipate filling in gaps from the existing boring data by drilling six to eight soil borings in or adjacent to the roadway and along the toe of the slope (where accessible) using a truck-mounted rig. We expect this effort can be completed in four days. Conventional SPT sampling will be performed. Samples will be obtained continuously or semi-continuously through fill soils and every 5 feet thereafter. Termination depth is expected to be approximately 30 to 50 feet depending on slope height, boring location and subsurface conditions encountered unless refusal on inferred bedrock occurs shallower. If refusals are occurring regularly, we propose collecting up to two, 5-foot rock cores to confirm bedrock.

We recommend installing up to three groundwater observation wells to obtain stabilized groundwater levels for design purposes, one in "Upper" Fairview terrace along Segment 4 (unless groundwater isn't encountered), one in either Gates Street or Fairview Terrace near the intersection of Segment 1a and 1b, and one at an accessible location at the toe of the slope. Boreholes will be backfilled with drilling spoils, granular backfill (sand), and bentonite pellets as needed. We have assumed that excess drilling spoils that cannot be placed back down the borehole can be disposed of in adjacent landscape areas.

Soil borings and test pits will be observed full time by a GEODesign field representative who will coordinate the exploration program, observe the explorations, log the borings and test pits, take samples, and make adjustments to the exploration program if warranted by subsurface conditions.

We will prepare typed exploration logs and a site location plan using survey provided by D&K. We will perform laboratory testing consist of up to 8 washed sieve gradations (ASTM D6913) and/or Atterberg limits (ASTM D 4319) for soil parameter development and engineering evaluation.

Conceptual Design and Alternatives Review

Following explorations and laboratory testing, we perform preliminary engineering concept evaluations for two alternatives meeting the general intent of the concepts presented in the RFP for the retaining walls at Segments 1a, 1b, and 4. This effort will include:

- Drafting representative sections for analysis at each section.

- Evaluating global stability and pros and cons for two stabilization alternatives at Segment 1a (assumed to be a rip-rap slope and RSS slope) for one selected cross-section.
- Evaluating global stability and pros and cons for two stabilization alternatives at Segment 1b (assumed to be a rip-rap slope with a gravity wall at the toe and RSS slope) for one selected cross-section.
- Evaluating global stability and external stability (e.g., sliding, overturning and bearing capacity) and pros and cons for two stabilization alternatives at Segment 4 (assumed to consist of a either tieback anchor or soil nail stabilization) for one selected cross-section.
- Develop 1 typical cross section with suggested materials for each concept for presentation.

We will provide the results of this preliminary design effort in a Schematic Design Memo. We have assumed that D&K will lead the development of ROM cost using the typical geometry and suggested materials provided in our memo. We will attend a Preliminary Design Review Meeting with the design team to present the preliminary design recommendations and options to the Town. It is our understanding that following this meeting a plan of action will be developed (to be led by D&K). No work will proceed beyond this point until the Town has approved the plan.

Geotechnical Engineering Report

Following selection of a concept for each segment by the Town, we will complete our preliminary engineering analyses and issue our Geotechnical Engineering Report. For purposes of preparing this proposal, we have assumed that proprietary gravity wall or RSS systems for Segments 1a and 1b and tieback anchorage or soil nail stabilization for Segment 4 would be designed by the contractor including internal stability, sliding and overturning. We have assumed that GEODesign would be responsible for providing minimum base widths or anchorage lengths required for global stability and bearing capacity/settlement considerations. The report will be distributed to D&K and the Town during this phase. We anticipate our report will include the following:

- Typed boring logs and a boring location plan;
- A summary of the subsurface conditions encountered in our explorations;
- Recommended slope and retaining wall geometry;
- Recommended minimum requirements for gravity wall or RSS base widths and tieback anchorage lengths related for global stability and bearing capacity / settlement considerations.
- Rip-rap slope design recommendations (e.g. stone size, minimum layer thickness, granular filter, toe key, etc.)
- Recommended on-site soil parameters (unit weight and friction angle), groundwater levels, and surcharge loading to be used in contractor's design evaluations. We have assumed that developing earth pressures for new gravity wall or existing Segment 4 retaining wall will be part of the contractor's design

responsibility (although we could provide earth pressure recommendations if requested); and,

- Construction considerations (temporary shoring, dewater, subgrade preparation, etc).

Following the issuance of our Report, we will assist D&K in their development of 50% Plans by providing comments/markups on draft plans and either hand-drawn or AutoCAD sections and details as needed for inclusion into their plans. We will support D&K in their development of an opinion of probable cost by providing recommended material types and reviewing quantity estimates generated by D&K. Where practical we intend to specify materials meeting VTrans Standard Specifications for Construction.

Task #2 – Permit (85%) Design – We will continue to provide assistance as needed to D&K to advance from 50% Preliminary Plans to an 85% Permit Plan Set. We expect this to be through an additional review of plans with recommended edits and notes and well as the development of additional details (if needed) for inclusion into D&K's plans.

Based on our discussions and as stated above, we are proceeding under the assumption that the RSS and/or gravity wall design components for Segments 1a and 1b and the Segment 4 wall anchorage system will be designed and detailed on the project plans using a performance-based approach where Contract Documents will include lines and grades, specific geometric, design, and performance criteria, and contractor qualifications. Design of the systems (including wall facing components) will be the responsibility of the Contractor with detailed submittal reviews performed by the Design Team.

Task #3 – Final Design – We will review final plans and specifications developed by D&K for continuity with our design recommendations, and lead the preparation of geotechnical related project specifications with input from D&K. In general, we expect performance-based specifications to be provided on a dedicated drawing(s) to be incorporated into the plan set.

Task #4 – Bidding and Award - We will provide assistance to D&K during the bidding process. We anticipate this will consist of providing responses to geotechnical related questions during bidding for inclusion into Addendums. We will also assist D&K in evaluating bids for completeness with respect to geotechnical related items.

Add/Alternates

Add/Alternate #1 – FEE DEDUCTION Limit Segment 4 Evaluation to a Tieback Alternative

From our reading of the proposal. It was not entirely clear if an evaluation for an alternative to a tieback stabilization system was being requested at Segment 4, or if the request for two alternatives was intended to be specific to Segments 1a and 1b. To be responsive and complete with our

submission, our lump sum cost includes evaluation of both a soil nail and tieback stabilization system alternatives for Segment 4 during Preliminary Design.

If the Town is planning on proceeding with a tieback system and does not require evaluation of an alternative at Segment 4, the cost listed in Add/Alternate #1 in the Fees section of this proposal can be removed from our base scope of services.

Add/Alternate #2 – Segment 1b Additional Alternative – Slope Reconstruction with Crest Wall
In addition to the stone fill vs. RSS slopes suggested for evaluation in the RFP, we recommend consideration be given to an alternative that includes repairing Segment 1b with a rip-rap slope at the toe of the slope and construction of a gravity block wall at the top of the slope. Based on a limited conceptual evaluation as part of our preparation for this proposal, we feel there is the potential to lower overall project costs through reduction in both in stone fill volume and retaining wall height necessary for a stable configuration.

Add/Alternate #2 - "In-House" Approach to Segment 4 Design
We anticipate the repair option for Segment 4 will include the installation of permanent tiebacks or soil nails through the existing wall and some form of either reinforced structural encapsulation or new wall facing. The approach our design team is taking to this segment is to develop a Performance-Based specification for a Contractor design. For this approach the Contractor provides the design of the restraining system based on a set of parameters provided by the design team. The design team would review the submitted design and provide construction oversight.

An alternate approach we suggest the Town consider is a method approach to design, where the majority of the design of this system is included as part of the Bid Documents. With this approach the design of the system would be done by the design team (primarily by D&K with assistance from GEODesign), with the exception of the selection of the anchor details (tendon/strand type and size, bond length, bearing plate) which would be to the responsibility of the Contractor which is typical. If this approach is pursued, we anticipate GEODesign will provide:

- Assistance with notes for required construction procedures;
- Corrosion protection requirements and details for the anchor, unbonded length, and the bond length; and,
- Minimum unbonded and bonded lengths.

There are both advantages and disadvantages to the approach. The advantages being a complete design and set of specifications that have been developed and reviewed over an extended approach of time by the design team and greater confidence in the soundness of the design. The disadvantage being potentially cost-competitive alternative systems used by certain specialty contractors that may not be considered resulting in a higher overall project cost. The contractor designed approach also reduces risks associated with design error for the owner and increases them for the contractor.

We are not explicitly recommending one approach vs. the other at this time, but we do recommend the advantages/disadvantages of both approaches be discussed with the Town at the Preliminary Design Review Meeting to provide the Town with the opportunity which approach they would like to proceed with.

Task #5 - Construction Assistance (ESTIMATED) – Actual construction effort will not become apparent until design is complete and a construction schedule developed. It is our understanding that the construction scope being provided here in is for estimation purposes only, and that we will be provided the opportunity to revise this estimate upon completion of deign work. Depending on the conceptual design chosen, we anticipate our involvement may include in the following:

- Pre-construction meeting;
- Review of Contractor's soil nail or tieback design submittal;
- Review of a gravity block wall or RSS submittal;
- Inspection of soil subgrades for stone fill keys and gravity block walls;
- Periodic inspection of rock fill placement
- Backfill placement and compaction testing for RSS options;
- Observation and documentation of tieback/soil nail installation.
- Tieback / soil nail proof and performance testing;
- Preparation of field reports; and,
- Miscellaneous construction meetings.

Refer to the attached assumption of hours for the basis for our estimated construction effort. In general, we have assumed our involvement would primarily be focused on a 2 to 3 month period during tieback installation and slope reconstruction.

SCHEDULE

Given the high demand for test borings in recent months, we recommend planning on 1-2 months prior to beginning subsurface explorations following notice to proceed. We anticipate laboratory testing can be completed within two weeks of completion of the soil borings, and 50% design completed within about four weeks following lab testing. The remaining design phases will be performed to a mutually agreeable schedule between the Town, D&K, and GEODesign. It is our understanding that Construction is planned for 2024 and we will be available to assist with Construction phase services.

FEES

We will complete the Base Scope of Work summarized above on a Lump Sum basis with Unit Pricing for additional drilling if necessary (our price includes 4-days). A breakdown of these estimated fees is attached to this proposal.

BASE SCOPE TASK	**LUMP SUM FEE**
Task 1: Preliminary (50%) Design (Includes Geotechnical Report)	**$ 47,000**
Task 2: Permit (85%) Design	**$ 3,750**
Task 3: Final Design	**$ 3,250**
Task 4: Bidding & Award	**$ 1,250**
Base Scope Total	**$ 55,500**
Unit Price for Additional Drilling Days *(Includes GEODesign & Drilling Subcontractor Time)*	**$ 3,850**
Add/Alternate Option #1 – FEE DEDUCTION Segment 4 Evaluation	**-($ 1,750)**
Add/Alternate Option #2 – Segment 1b Additional Alternative	**$ 1,500**
Add/Alternate Option #3 – "In-House" Segment 4 Design	**$ 2,500**
Task 5: Construction *(For Estimating Purposes Only)*	**$ 57,250**

We are also providing the following information requested by the RFP with respect to our fees:

- A list of anticipated reimbursable expenses and rates charged for each are attached to this proposal.
- A breakdown of total cost by anticipated hours per job category with associated normal hourly rates is included.
- When working with municipalities and governmental entities we generally do not markup our expenses. We have not applied a markup to our expected expenses in developing our proposed fees.

ASSUMPTIONS & EXCLUSIONS

The scope and budget estimates presented above are based on assumptions included under the various task descriptions and as follows:

- Survey is not included in our scope of services. Topographic survey and layout are by D&K, and an electronic .dwg file of the site will be provided during the 50% design phase.
- All permitting is to be performed by others and is not a part of our scope.
- Boring locations will be approximate, located by ties taken from existing site features. Grade stakes (or paint in the road) will be left at boring locations for future survey if desired.
- Environmental services are excluded.
- The services of an independent utility locator for up to 8-hours of effort are included. Beyond 8-hours of effort, will be additional cost.
- Test pit excavation and repair of pit locations will be performed by the Town.
- Soil boring locations will be accessible by a truck mounted drill rig.
- Access to a hydrant or other water source is available on or nearby the site to fill the tanks on the drill rig. Water usage fees are not included in our Lump Sum fee. If water sources are metered and a water-usage charge is due, this will be an additional cost to be paid for by the Owner.
- We have assumed stability evaluations for the 2 preliminary options evaluated for each segment to present to the Town will be conceptual in nature. Specific details with regards to grids, anchors and block wall materials will not be developed until a concept is chosen.
- We have assumed that detailed design of the Segment 4 repair will be by a specialty contractor based on a Performance-Based specification developed by GEODesign and D&K (unless the proposed Add/Alternate option is chosen).
- We have assumed that block wall design will be by the Contractor. Internal wall stability evaluation is not included in our scope.

ADDITIONAL REQUIREMENTS

Local office and address: GEODesign, Inc
54 Main St.
Po Box 699
Windsor, VT 05089
802-674-2033(P); 802-674-5943(F)

Primary Contact: Jacob Wimett, P.E. (jwimett@geocompanies.com)

Note: As of Summer 2022, our Windsor office will be moving to Montpelier, VT. Our new address will be 85 Granit Shed Lane, Unit #1, Montpelier, VT 05602. All other information remains applicable.

TERMS AND CONDITIONS

Our work will be subject to the Terms and Conditions included in RFP No. 2022-H1 dated February 28, 2022 with the modified indemnification language as written in RFP No. 2022-H1 Addendum No. 1.

ACCEPTANCE

This proposal may be accepted by signing in the appropriate spaces below and returning the original copy to us.

We appreciate the opportunity to provide this proposal. If you have any questions, please call.

Sincerely,

GEODesign, Inc.

Jacob Wimett, P.E.
Senior Project Engineer

Theodore von Rosenvinge, IV, P.E.
Senior Principal

Attachments: Breakdown of Estimated Effort and Fees
Breakdown of Estimated Expenses

This Proposal for Services is hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of the Client.

COMPANY NAME

Name: _____

Title: _____

Date: _____

HARTFORD RFP No. 2022-H1
HOUR AND COST ESTIMATE
GEODesign, Inc.

FEE ESTIMATE BREAKDOWN SUMMARY

TASK	DESCRIPTION	TASK HOUR SUMMARY	TOTAL LABOR COSTS	TASK EXPENSE SUMMARY	15% CONTINGENCY FOR LUMP SUM PROJECTS	TOTAL TASK FEE SUMMARY	ROUNDED TOTALS
1	Preliminary Phase and 50% Plans	248.5	$ 29,191.00	$ 13,555.15	$ 4,378.65	$ 47,124.80	$ 47,000.00
2	Permit Design	27	$ 3,258.00	$ -	$ 488.70	$ 3,746.70	$ 3,750.00
3	Final Design	20	$ 2,778.00	$ -	$ 416.70	$ 3,194.70	$ 3,250.00
4	Bidding and Award	8	$ 1,152.00	$ -	$ 172.80	$ 1,324.80	$ 1,250.00
	TOTAL BASE PROJECT SUMMARY (NO CONSTRUCTION)	**303.5**	**$36,379.00**	**$13,555.15**	**$ 5,456.85**	**$ 55,391.00**	**$ 55,500.00**
5	Construction (Estimate Only)	471	$47,046.00	$3,217.50	$ 7,056.90	$ 57,320.40	$ 57,250.00
A1	Add/Alternate - FEE DEDUCT - Eliminate Soil Nail Wall Eval.	-13.5	-$1,550.25	$0.00	$ (232.54)	$ (1,782.79)	$ (1,750.00)
A2	Add/Alternate - Evaluate Segment 1b with Upper Block Wall	11	$1,291.00	$0.00	$ 193.65	$ 1,484.65	$ 1,500.00
A3	Add/Alternate - Assistance with In-House Segment 4 Design	17	$2,204.00	$0.00	$ 330.60	$ 2,534.60	$ 2,500.00

HARTFORD RFP No. 2022-H1
HOUR AND COST ESTIMATE
GEODesign, Inc.

Task 1 -	Preliminary Phase and 50% Plans								
Sub Task	Description	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
1.01	Background Review			2		2			4
1.02	Kickoff meeting with D&K and Town of Hartford			5					5
1.03	Utility coordination / prelim engineering			2		2	4	1	9
1.03	Drilling (4 days)			2		2	40		44
1.04	Test Pits (1 day)			1		8			9
1.05	Lab Testing / assignments			1		2			3
1.06	Logs, location plans			0.5		4	4		8.5
	Develop Soil Parameters			1		6			7
1.07	GS & Concept Eval for Sement 4 Option 1 (tieback anchorage)		0.5	2		3			5.5
	GS & Concept Eval for Sement 4 Option 2 (Soil Nail anchorage)			2		8			
1.08	GS & Concept Eval for Segment 1a Option 1 (1.5:1 Stone Fill)		0.5	1		3			4.5
1.09	GS & Concept Eval for Segment 1a Option 2 (1.5:1 RSS)			1		3			4
1.10	GS & Concept Eval for Segment 1b Option 1 (1.5:1 Stone Fill w/ Gravity Wall @ Crest)		0.5	1		3			4.5
1.11	GS & concept Eval for Segment 1b Option 2 (1.5:1 RSS slope)			2		3			5
1.12	Draft & Annotate 6 Typical Sections for Memo			3		2	18		23
1.13	Schematic Design Memo		0.5	4		8		1	13.5
1.14	ROM Cost Assistance			2					2
1.15	Preliminary Design Meeting & Prep			6					6
1.16	Final Stability Modeling Segment 1a Concept			2		2			4
1.17	Final Stability Modeling Segment 1b Concept			2		2			4
1.18	Final Stability Modeling Segment 4 Concept			2		2			4
1.19	Full Geotechnical Engineering Report		1	8		20	6	2	37
1.20	50% Plan Assistance			4		12	16		32
1.21	50% Plan EOPC Assistance			2					2
1.22	Project Management			8					8
	Total Hours	0	3	66.5	0	97	88	4	248.5
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 88.00	$ 70.00	
	Direct Labor Cost	$ -	$ 630.00	$ 9,576.00	$ -	$ 10,961.00	$ 7,744.00	$ 280.00	$ 29,191.00

Subcontractors / Subconsultants

Drilling Subcontractor	$ 11,211.50
Independent Utility Locator	$ 1,180.00
Total Subcontractors / Subconsultants	$ 12,391.50

Expenses

Travel	$ 1,163.65
Total Expenses	$ 1,163.65

Total Labor Cost	$ 29,191.00
Subconsultant Fees	$ 12,391.50
Expenses	$ 1,163.65
Total Task 1	$ 42,746.15

HARTFORD RFP No. 2022-H1
HOUR AND COST ESTIMATE
GEODesign, Inc.

Task 2 -	Permit Design	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
2.1	Assist D&K with development of 85% Plans, specs, details		1	4		8	8		21
2.2	85% EOPC Assistance			2					2
2.3	Project Management			4					4
	Total Hours	0	1	10	0	8	8	0	27
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 88.00	$ 70.00	
	Direct Labor Cost	$ -	$ 210.00	$ 1,440.00	$ -	$ 904.00	$ 704.00	$ -	$ 3,258.00

Subcontractors / Subconsultants
NA

Total Subcontractors / Subconsultants $ -

Expenses
NA

$0.00
Total Expenses $0.00

Total Labor Cost $ 3,258.00
Subconsultant Fees $ -
Expenses $ -
Total Task 2 $ 3,258.00

Task 3 -	Final Design	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
3.1	Detailed Specification Language for Plans		1	4			1		6
3.2	Final Plan Review			4			1		5
3.3	Misc. Consulting (Unforseen Items)			4			1		5
3.4	Project Management			4					4
	Total Hours	0	1	16	0	0	3	0	20
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 88.00	$ 70.00	
	Direct Labor Cost	$ -	$ 210.00	$ 2,304.00	$ -	$ -	$ 264.00	$ -	$ 2,778.00

Subcontractors / Subconsultants
NA

Total Subcontractors / Subconsultants $ -

Expenses
NA

$ -
Total Expenses $ -

Total Labor Cost $ 2,778.00
Subconsultant Fees $ -
Expenses $ -
Total Task 3 $ 2,778.00

HARTFORD RFP No. 2022-H1
HOUR AND COST ESTIMATE
GEODesign, Inc.

Task 4 -	Bidding and Award	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
4.1	Review and Respond to Geotech. Questions			4					4
4.2	Assist in Bid Evaluation			2					2
4.3	Project Management			2					2
	Total Hours	0	0	8	0	0	0	0	8
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 88.00	$ 70.00	
	Direct Labor Cost	$ -	$ -	$ 1,152.00	$ -	$ -	$ -	$ -	$ 1,152.00

Subcontractors / Subconsultants
NA

Total Subcontractors / Subconsultants $ -

Expenses
NA

$ -

Total Labor Cost $ 1,152.00
Subconsultant Fees $ -
Expenses $ -
Total Task 3 $ 1,152.00

Task 5 -	Construction (ESTIMATING ONLY)	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
5.1	Precon Meeting			4					4
5.2	Lower/keyway installation (2 week)			4		4	80		88
5.3	Rip-Rap Slope/RSS Observation (4 weeks Part-Time)			3		4	100		107
5.4	Gravity Wall subgrades (1 week)			1		4	40		45
5.5	Tieback or Soil Nail Submittal Review (2 Rounds Assumed)			2		10			12
5.6	Block Wall Submittal Review			1		4			5
5.7	Soil Nail/Tieback Observation and Testing (3 weeks)			8		40	80		128
5.8	Reporting (weekly)		2	16		12	24		54
5.9	Miscellaneous Meetings			4		4	4		12
5.10	Project Management			16					16
	Total Hours	0	2	59	0	82	328	0	471
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 88.00	$ 70.00	
	Direct Labor Cost	$ -	$ 420.00	$ 8,496.00	$ -	$ 9,266.00	$ 28,864.00	$ -	$ 47,046.00

Subcontractors / Subconsultants
NA

Total Subcontractors / Subconsultants $ -

Expenses
Travel

$ 3,217.50
Total Expenses $ 3,217.50

Total Labor Cost $ 47,046.00
Subconsultant Fees $ -
Expenses $ 3,217.50
Total Task 4 $ 50,263.50

HARTFORD RFP No. 2022-H1
HOUR AND COST ESTIMATE
GEODesign, Inc.

ADD/Alternate #1	COST DEDUCTION - Remove Evaluatoin of Soil Nail Wall	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
A1.1	GS & Concept Eval for Sement 4 Option 2 (Soil Nail anchorage)			-2		-8			-10
A1.2	Draft Concept Section for Reporting			-0.25		-0.25	-3		-3.5
	Total Hours	0	0	-2.25	0	-8.25	-3	0	-13.5
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 98.00	$ 70.00	
	Direct Labor Cost	$ -	$ -	$ (324.00)	$ -	$ (932.25)	$ (294.00)	$ -	$ (1,550.25)

Subcontractors / Subconsultants
NA

Total Subcontractors / Subconsultants $ -

Total Labor Cost $ (1,550.25)
Subconsultant Fees $ -
Expenses $ -
Total Task 5 $ (1,550.25)

Expenses
NA

Total Expenses $ -

ADD/Alternate #2	Additional Alternative at Segment 1b - Slope Reconstruction with Crest Wall	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
A2.1	GS & concept Eval for Segment 1b Alt. (Slope Reconstruction & Crest Wall - Adjust RipRap Thickness for Necessary Stability)			2		4			6
A2.2	Draft Concept Section for Reporting			1		1	3		5
	Total Hours	0	0	3	0	5	3	0	11
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 98.00	$ 70.00	
	Direct Labor Cost	$ -	$ -	$ 432.00	$ -	$ 565.00	$ 294.00	$ -	$ 1,291.00

Subcontractors / Subconsultants
ECI- Test Pit Contingency

Total Subcontractors / Subconsultants $ -

Total Labor Cost $ 1,291.00
Subconsultant Fees $ -
Expenses $ -
Total Task 5 $ 1,291.00

Expenses
NA

Total Expenses $ -

HARTFORD RFP No. 2022-H1
HOUR AND COST ESTIMATE
GEODesign, Inc.

ADD/Alternate #3	In-House Tieback Design	Sr. Principal	Principal	Associate	Sr. Project Engineer	Project Engineer	ES1	Admin	Subtotal
A3.1	Notes development			1		4			5
A3.2	Installation Method Requirements			1		4			5
A3.3	Review / Assistance to D&K Design		1	4		2			7
	Total Hours	0	1	6	0	10	0	0	17
	Hourly Rate	$ 235.00	$ 210.00	$ 144.00	$ 127.00	$ 113.00	$ 98.00	$ 70.00	
	Direct Labor Cost	$ -	$ 210.00	$ 864.00	$ -	$ 1,130.00	$ -	$ -	$ 2,204.00

Subcontractors / Subconsultants

NA

Total Subcontractors / Subconsultants $ -

Expenses

NA

Total Labor Cost	$ 2,204.00
Subconsultant Fees	$ -
Expenses	$ -
Total Task 5	$ 2,204.00

GEO DESIGN

GEODesign Estimated Expense Summary
Town of Hartford RFP No. 2022-H1
April 7, 2022

Task 1: Preliminary (50%) Design Expenses

Drilling Subcontractor Costs (Estimated)

• Mobilization/Demobilization (1 Truck Rig) =	$675
• Drilling (8 hours/day) – $1,895/day x 4 days =	$7,580
• Per diem - $450/night x 3 nights (for full crew) =	$1,350
• PVC Well Material - $18.50/ft x 60 feet =	$1,110
• J-Plugs (wells) - $15/ea. x 3 plugs =	$48
• 6" Road Box - $95/each x 3 =	$285
• Asphalt Patch - $18.95/bag x 2 bags =	$37.90
• Concrete - $18.95/bag x 4 bags	$ 75.80
• Samples Jars - $13.20/case x 4 cases =	$52.80

Drilling Subcontractor Subtotal = $11,211.50

Independent Utility Locator Subcontractor Costs (Estimated)

• 2 Hours Travel Time @ $65/Hr.	$130
• 6 Hours Onsite Time for Utility Location =	$1,050

Independent Utility Locator Subtotal = $1,180

GEODesign Travel Expenses

• RT Mileage to Hartford for Kickoff Meeting 30 mi @ $0.585/mi *(RT From Windsor Office)*	$17.55
• RT Mileage to Hartford for Test Pits 110 mi @ $0.585/mi *(RT From Montpelier Office)*	$64.35
• RT Mileage to Hartford for Test Pits 440 mi @ $0.585/mi *(4 RTs From Montpelier Office)*	$257.40
• RT Mileage to Hartford for 50% Meeting 110 mi @ $0.585/mi *(RT From Montpelier Office)*	$64.35

GEODesign Travel Subtotal = $403.65

GEO DESIGN

GEODesign Laboratory Testing

- Washed Sieve Analysis - ASTM D 6913 (8 tests @ $95 each) $760

GEODesign Lab Subtotal = $760

Subtotal of Task 1 Estimated Expenses **$13,555.15**

Task 5: Estimated Potential Construction Expenses

GEODesign Travel Expenses

- RT Mileage to Hartford for Construction 5500 mi @ $0.585/mi $3,217.50
  (RT From Montpelier Office Daily for 10 Weeks)

GEODesign Travel Subtotal = $3,217.50

Subtotal of Task 1 Estimated Expenses **$3,217.50**

GEO DESIGN

Theodore von Rosenvinge IV, P.E., D.GE
Senior Principal

EXPERIENCE
GEODesign, Inc. - 2/95 to Present
Berger, Lehman Associates, P.C. - 5/92 to 1/95
GZA GeoEnvironmental, Inc. – Boston & CT 7/80 to 4/92
T.W. Lambe (MIT) 1979-80, other firms - 2 years 1975-78 co-op
Composite Construction 1973-1975

EDUCATION
M.S., 1980, Civil Engineering (geotechnical specialization), **MIT**
B.S., 1978, Civil Engineering, **Northeastern University**
M.B.A., 1993, **University of Connecticut** (Finance)
Dispute Resolution Board Training, 2003

AREAS OF SPECIALIZATION
Geotechnical Engineering
Constructibility Review
Foundation Engineering
Soil and Rock Mechanics
Deep Foundations/Excavation

PROFESSIONAL REGISTRATION
Registered Professional Engineer: NY, TN, NJ, CT, MA, ME, VT, MI, RI, NH, TX, FL, PA, LEED AP (BD +C)

PROFESSIONAL EXPERIENCE:

Mr. von Rosenvinge's geotechnical engineering experience includes field engineer to principal in the responsible charge of hundreds of projects involving foundation engineering for hi-rise buildings, schools, athletic facilities, major bridges, rail facilities, marine projects, earthwork/underground construction, earth retention structures and slopes, computational analysis for soil structure interaction, slope stability, soil mechanics, forensic/expert witness, field and lab testing, geotechnical instrumentation. Founding GEODesign, Inc. in 1995 the consulting firm currently has 30 employees in five states (CT/VT/NJ/OR and Manhattan) specializing in geotechnical, geostructural and construction engineering. He published numerous professional papers and articles on underground construction, analysis and foundation engineering.

SELECTED PROJECT EXPERIENCE

VTrans Geotechnical Services On-call Contract, Statewide Vermont – Principal-in-charge of GEODesign's on-call contract to provide geotechnical engineering services on multiple transportation projects for the Vermont Agency of Transportation.

Emergency Response – geotechnical consultant to Vermont Agency of Transportation (VTrans) during Tropical Storm Irene – Fast track design of emergency measures to address storm damage causing miles of highway embankment failures, design of remedial measures, slope stability analysis, remediation of foundation collapses and erosion including highway and railroad bridge replacements. Member of onsite emergency response team.

MetroNorth Hudson Line Embankment Stabilization, Hudson River – Peekskill, NY – Geotechnical engineer in charge of rock embankment stabilization to support Hudson Line tracks next to 100 feet deep river. Design included drilled shaft tangent retaining wall socketed into underwater bedrock slope. **ENR 2014 Merit Award. ACEC NY 2016 Engineering Excellence Award.**

GEO DESIGN

Theodore von Rosenvinge IV, P.E., D.GE
Senior Principal

Design of Precast Gravity Block Retaining Wall, Ridgefield, CT – Principal-in-charge of geotechnical engineering for design of a 25 foot high, 170 foot long, precast gravity wall for the Town of Ridgefield between a new Salt Storage Shed and adjacent elevated DPW storage Building.

Governors Island, New York, NY – Geotechnical Peer Review of 80 foot high fills over filled land and glacial clays extending to 100 feet deep. Recommended SSE, soil strength testing programs, finite element slope stability models, constructability analyses, review of settlement and impacts on surrounding facilities.

Slope Failure at 2501 Palisades Avenue, Bronx, New York - Principal in Charge - Provided emergency response geotechnical engineering services to Metro-North Railroad following Tropical Storm Irene which caused a landslide adjacent to the Hudson Line just north of the Spuyten Duyvil Station. A sixty-foot high earth slope failed during the storm, leaving a very steep scarp at the top of the slope at the face of 2501 Palisades Avenue, a multi-story building. Earth and mud from the slide covered the railroad tracks at the toe of the slope. Viewed the slope failure and developed a plan to temporarily stabilize the toe of slope for safe train operations.

MetroNorth/ConnDOT Danbury, CT RR Line Embankment Stabilization – Geotechnical consultant for analysis and stabilization of three embankment locations in Wilton and Bethel, Connecticut

MTA 7 Line, Site P Station Excavation, Manhattan, NY – Excavation support of soil, and rock stabilization/reinforcement with rock bolting for 100-foot-deep subway station excavation through soil and into rock.

MTA Sea Beach Line, 8th St. Station, Brooklyn, NY – Geotechnical consultant during construction to design changes for retaining walls as part of 10-foot diameter station and platform widening.

I-91 Highway Embankment Stabilization, Hartford, CT - Geotechnical consultant for redesign of stabilizing caissons for US Army Corps of Engineer flood control dike on the Connecticut River in Hartford. Led redesign efforts during construction to eliminate over one third of a series of 60 inch diameter concrete caissons for a 1000 foot section of the 50 foot high Clark Dike levee embankment. Caissons were installed in the river through the embankment toe and socketed into deep sedimentary bedrock to stabilize the weak clay underlying the embankment which caused a prior foundation failure.

Analysis of Rock Slope Failure, Taquesi River Project, Hydroelectrica Boliviana, Bolivia – inspection, review and analysis of 120 foot high slope following rock slide along roadway. Geological review, joint measurement and mapping of discontinuities and stability analysis. Report for international insurance company on cause ($60 million design build project).

Analysis of Slope Failure, Municipal Facility, Glastonbury, CT – Slope failure at a boat house and community facility on banks of Connecticut River.

GEO DESIGN

Mangtao (Monty) DU, P.E.
Principal

EXPERIENCE

GEODesign, Inc. - 5/19 to present
WSP/Parsons Brinkerhoff – 2006 to 3/2019
Malcolm Pirnie, Inc – 2004 to 2006
TAMS Consultants / Earth Tech – 1996 to 2004

EDUCATION

B.S., 1989, Zhejiang University, China
M.S., 1991 Zhejiang University, China
M.S., 1996, Columbia University,

PROFESSIONAL REGISTRATION

Registered Professional Engineer: CT, NY

AREAS OF SPECIALIZATION

- Geotechnical Engineering

SUMMARY OF PROJECT EXPERIENCE

Monty has diverse geotechnical engineering experience encompassing highway bridges, tunnels/underground structures, airports, waterfront and marine structures, breakwaters/flood mitigation structures, dams/levees, buildings, and railroad/rapid transit. He is responsible for planning and executing subsurface investigations, applying soil mechanics, performing geotechnical analyses, developing design recommendations and contract documents for: deep and shallow foundations, earth retaining structures, slope stabilization, ground anchoring, ground improvement, bulkheads, cofferdams, wharfs, tunnels, and excavation support systems. He is experienced in geotechnical earthquake engineering including seismic design criteria, seismic soil-structure interaction, seismic liquefaction analysis, and site-specific ground response analyses. He has provided engineering support services during construction, including planning and implementing foundation testing programs and construction observation. He is also experienced in dam and levee inspections.

REPRESENTATIVE PROJECT EXPERIENCE

Wethersfield Secondary Track Washout, Wethersfield, CT – Geotechnical consultant for analysis and design to repair a large washout failure at a golf course that encompassed an active railroad tracks and a jet fuel line. Develop a cost-effective reinforced slope design which could be safely and efficiently implemented in the short timeframe required by the urgent nature of the project. Challenges included a very tight design and construction schedule, the needs for close cooperation with ConnDOT, the railroad, golf course property, the jet fuel utility company, and the need for careful planning of construction access and crew safety across the steep slope within the repair area.

Connecticut Department of Transportation, Metro North Railroad Danbury Branch Slope Stabilization, Wilton and Bethel, CT – Geotechnical project manager for subsurface investigation and engineering assessment of the slope stability at three sites along the railroad branch line.

GEO DESIGN

Mangtao (Monty) DU, P.E.
Principal

Connecticut Department of Transportation, Reconstruction of retaining wall No. 27 at Metro North Railroad East Norwalk Station, Norwalk, CT - Led preliminary geotechnical and structural engineering work on the reconstruction of a 450-foot long retaining wall retaining the railroad embankment, to replace the aged existing timber retaining wall which was severely deteriorated.

PANYNJ, LaGuardia Airport Central Terminal Building Redevelopment Program, Queens, NY (design-build) – Participated as part of the LaGuardia Gateway Partners (LGP) team awarded this major redevelopment program at the LGA Airport. Mr. Du is the lead geotechnical engineer responsible for development of foundation design and geotechnical engineering recommendations for the landside improvements part of the project, encompassing several new multi-span bridges, retaining walls, roadways, and various underground utilities.

Amtrak Springfield Line Slope Stabilization, North Haven, CT - Managed design and construction services for the Springfield Line MP9.1 Emergency Slope Stabilization, located in North Haven, CT. An 850-foot section along the west side of the track embankment experienced unauthorized and unsupported excavation, up to approximately 20 feet high, by an adjacent property owner. Recommended temporary remediation and slope monitoring program, and permanent remediation measures. Soil borings were drilled, and slope stability analysis was conducted. Designed wall remediation alternatives. Recommended improvements for drainage on slope. Also served as expert witness in New Haven federal court to assist Amtrak in winning legal action to acquire temporary construction easement from the adjacent property.

PANYNJ, Bayonne Bridge Roadway Raising/Navigation Clearance Program, Staten Island NY / Bayonne NJ - Led geotechnical engineering and foundation design effort to support preliminary engineering and final design for increasing the vertical navigational clearance by raising the bridge deck and approach roadways by approximately 65 feet, as part of the Bayonne Bridge Navigational Clearance Program. Work included subsurface investigations, geotechnical design criteria, design of new approach pier foundations, strengthening the existing Walker Street bridge retaining walls, geotechnical seismic analyses, stability evaluation of exiting arch abutments, retaining walls along new roadway ramps, and on-site construction support services.

Forensic Engineering - Retaining Wall Failure in Village of Ossining, NY – Provided geotechnical engineering services relating to investigation of a 40-foot-high retaining wall, which failed during a heavy rainstorm, causing significant damages to the property in front of the wall.

PANYNJ, Redevelopment of Terminal 4, JFK International Airport, Jamaica, NY - Project included a new terminal building and a new access roadway system. Foundations of the new terminal consist of over 3,000 18-inch-diameter monotube piles. Work included subsurface investigation, geotechnical design, peer review, value engineering, contract document preparation, pile testing and construction support. Analyses included geotechnical seismic analysis, vertical and lateral load analyses for piles and pile groups, roadway embankment stability and surcharge analyses.

GEO DESIGN

Daniel Howey, P.E.
Associate

EXPERIENCE
GEODesign, Inc – July 2004 to Present

EDUCATION
M.S., 2004 Civil Engineering (Geotechnical Specialization), University of Massachusetts
B.S., 2002 Civil Engineering, University of Massachusetts
A.S., 2000 Civil Engineering, Springfield (MA) Technical Community College

PROFESSIONAL REGISTRATION
Registered Professional Engineer: VT, NH, and MA.

AREAS OF SPECIALIZATION
Geotechnical Engineering
Construction Engineering

PROFESSIONAL EXPERIENCE:
Dan is an associate in his 18th year with GEODesign. His project management and engineering experience has encompassed a wide array of geotechnical and construction projects including field exploration programs; geostructural analysis and design; overseeing geotechnical instrumentation and geostructural testing programs; engineering analyses of shallow and deep foundations, embankments and retaining wall design; preparation of plans and specifications; and overseeing field personnel during construction monitoring.

REPRESENTATIVE PROFESSIONAL EXPERIENCE

Lincoln Street Slide Stabilization, Springfield, Vermont – Project Manager responsible evaluating global stability, designing riprap revetment and anchored high performance turf reinforcement mat slope stabilization, and developing construction documents for a slope failure over 100-feet in height along Mile Brook.

Gooseneck Bend Slope Repair, Weybridge, Vermont – Project Manager responsible for evaluating global stability, designing riprap slope stabilization revetment, developing construction documents and overseeing construction for a slope failure along Otter Creek. Key challenges included very soft clay soils within and at the toe of the slope, constructing a stone key within the river channel and intercepting horizontal groundwater seepage.

Kohl's Site Retaining Walls, Berlin, Vermont – Project Engineer responsible for evaluating external stability (global slope stability, bearing capacity, settlement, etc.) for new site MSE retaining walls for the parking lot and access drives. Also reviewed contractor shop drawing submittals and observed construction of the walls.

MSE Retaining Wall, Winstead, Connecticut - Project Manager responsible for global stability analyses and recommendations for value engineering of new 20-foot high MSE wall to be constructed on an existing fill slope. Recommendations included ground improvement of existing fill soils to main in place below the wall, grid-reinforced earth zone requirements below the retaining wall, and minimum wall grid requirements for global stability. We also reviewed wall design submittals and observed subgrade preparation during construction.

Rutland Airport Runway 1 Retaining Wall, North Clarendon, Vermont – Project Engineer responsible for design of a 60-foot tall, tiered, mechanically stabilized earth (MSE) wall including evaluating internal and external stability. Key site challenges included the presence of soft/weak fine grained natural soils at proposed foundation levels and a need for special grid connection details at bottom of the wall.

Manhattan Drive Slope Failure, Burlington, Vermont – Project Manager responsible for overseeing subsurface explorations and designing a slope stabilization repair for a slope failure caused by a large rain event adjacent to a busy intersection. Design duties included global stability evaluations, stone fill slope protection design and detailing, and design of a permanent cantilevered soldier pile and lagging wall to protect an existing storm water outlet structure at the toe of the slope. Also oversaw and coordinated construction observation and consultation services.

Retaining Wall at Okemo Mountain, Ludlow, Vermont – Project Engineering responsible for designing and preparing construction drawings for slope failure repair on downhill side of residence. The repair consisted of an anchored, rock socketed soldier pile and lagging wall.

40 College Street Retaining Wall, Burlington, Vermont – Project engineer responsible for overseeing design of a tieback anchor system to stabilize a failing sheet pile wall. The distressed section of the wall was roughly 75 feet long and 15 feet high. CT Shoring flexible wall design computer software was used for the evaluation. Construction sequencing was a key consideration in the repair design.

Burlington Bike Path, Burlington, Vermont – Project Manager responsible for providing geotechnical recommendations, global stability analyses and design services for rip rap repair of eroded slope along shoreline of Lake Champlain and protection of a 72" RCP storm pipe.

Green Mountain Power Penstock, West Danville, Vermont – Project Engineer responsible for slope stability evaluation of a steep slope adjacent to proposed penstock realignment and assisting with construction document preparation for slope stabilization which included construction of new MSE block walls.

Rutland Airport Runway 19 Safety Area Extension & Airport Road Realignment, North Clarendon, Vermont – Project Engineer responsible for slope stability evaluation of proposed embankment to extend safety area at end of an existing runway to comply with FAA regulations.

Crosstown Road MSE Wall, Berlin, Vermont – Project Engineer responsible for assisting in MSE wall design, quantity estimates, contractor submittal review, and MSE wall construction observation for a slope repair. Steeply sloping bedrock required the use of concrete leveling pads doweled into the bedrock and anchoring of geogrids into anchored concrete blocks at some locations.

Condominium Complex (Unnamed), Burlington, Vermont - Project Manager providing technical support for the expert witness representing the site civil engineer for the project. Duties included evaluating global stability of an existing deficient block wall constructed at the crest of a steep fill slope and developing stabilization concepts.

NAS - Message - Mail

Reply | Reply all | Forward | Archive | Delete | Set flag | ...

Re: NAS

JD

Jeremy Delisle <jdelisle@hartford-vt.org>
4:39 PM

To: Dillon Walsh

Good afternoon Dillon,

GI codes as follow for this invoice

10-325-330-0000, $133.99
50-955-330-0000, $133.99
55-955-330-0000, $133.99
60-965-330-0000, $133.99
65-965-330-0000 $133.99

Thank you,

Jeremy Delisle
Interim Public Works Director
173 Airport Road
White River Junction, VT 05001
1-802-295-3622 Office
1-802-369-4018 cell

TOWN OF HARTFORD
SELECTBOARD MINUTES

Tuesday, November 15, 2022, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall and on Zoom

Present: Michael Hoyt, Chair; Dan Fraser, Vice-Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Rocket, Member, Ally Tufenkjian, Member; Lana Livingston; Paula Nulty; Lori Hirshfield; Matt Osborn; Joe Major; Miriam Wood; Jonathan Schechtman; Sara Campbell, Kevin Matte; Eren Guryel; Tom Howell; John Grainger;

Present on Zoom: Note – The Zoom Call-In Audio was not working or available at this Meeting.

CATV/JAM Link: https://catv.cablecast.tv/CablecastPublicSite/show/31416?channel=1

I. **Call to Order the Selectboard Meeting by Selectboard Chair Mike Hoyt at 6:01pm.**
II. **Pledge of Allegiance was led by Miriam Wood.**
III. **Local Liquor Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard meeting and opened the Local Liquor Control Board.**

New: Selectboard Member, Mary Erdei made the motion to approve a 1st and 3rd class liquor license to Dewey's Mills Café, LLC, 5945 Woodstock Road, Quechee, VT 05059. Selectboard Member, Ally Tufenkjian seconded the motion. 5 were in favor, 2 abstained (Souza & Fraser) and the motion passed.

Selectboard Chair, Mike Hoyt closed the Local Liquor Control Board at 6:04PM and reopened the Selectboard Meeting.

IV. **Order of Agenda –** No changes to the order of agenda.
V. **Selectboard**

1. **Public Comment**
   John Grainger from Wilder addressed the Board about Rt 5 going through Wilder. The traffic goes over the speed limits and larger vehicles also go over the limit. He would like to have the speed reduced and lowering the weight limits allowed on that road for the safety of the school children and citizens walking/biking on the at portion of the road.

2. **Selectboard Comments and Announcements**
   Kim Souza has just finished the 2nd session of the VLCT Cohort program. She has found it excellent and valuable.

   Lannie Collins agrees that funding for training should be in the budget for the Selectboard however he believes the impact needs to be measurable.

3. **Appointments**
   a. **Selectboard Vice Chair, Dan Fraser made the motion to Re-Appoint Jo-Ann Ells as Zoning Administrator for a 3-year term**

beginning November 23, 2022 and ending November 22, 2025. Selectboard Member, Lanie Collins seconded the motion. All were in favor and the motion passed.

4. **Significant Activity Report**
   https://cms5.revize.com/revize/hartfordvt/Significant%20Activity%20Report%20Total.pdf

5. **Board Reports, Motions & Ordinances**
   a. **Green Mountain Power notification – Presented by Kevin Matte of Green Mountain Power Corporation.**
   Selectboard Member, Lannie Collins made the motion to grant permission to Green Mountain Power Corporation to locate poles, guys, wires and underground lines as requested within the highway limits of the North Hartland road, Route 5, VA Cutoff road, and Wright's Reservoir road for project 180759. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

   b. HCOREI Quarterly Update - Presented by Sara Campbell.

   Tuck School Project:
   https://cms5.revize.com/revize/hartfordvt/TCC%20Interim%20Update_vF.pdf

   c. Certified Local Government Program Grant – presented by Matt Osborn and Jonathan Schechtman.
   Selectboard Vice Chair, Dan Fraser made the motion to Approve the submission of a grant application for the 2023 Certified Local Government Program and authorize the Town Treasurer to sign all documents related to the grant application and project implementation. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

   d. TruNarc purchasing policy exception request – Presented by Tom Howell.
   Selectboard Member, Ally Tufenkjian made the motion that the Selectboard approve an exception to the Purchasing Policy section 3.7 to allow the Police department to purchase the TruNarc product and services from Thermo Fisher Scientific. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

   e. Warrant Information Night Discussion – discussion by the Selectboard. Any items for the Information Night should be sent to Ryan Scelza.

VI. Commission Reports

Hartford Conservation Commission
November 7, 2022
Respectfully submitted: Mary Erdei, SB liaison

Two guest speakers (Anna Schaal of Upper Valley Mt. Bike Association and Carolyn Hooper of Resilient Hartford) were unable to meet with the Commission and will be rescheduled. 2023/2024 budget was presented, and also discussions around climate issues like "heat islands" as well as the desire to partner with Parks and Rec. to work on tree planting, invasive species control (particularly

Japanese Knotweed) and creating a view at Lyman Park. The current changes to the Integrated Forest Management Plan were adopted with the caveat that once a year there will be a review toward making any necessary changes. Tom will continue to update town weekly regarding information on what is happening with the timber harvest, which is now awaiting winter for accessibility.
(Present in person: Katie Mann, co-chair, Matt Osborn, staff, Ted Levin, Mary Erdei, liaison; members online: Mary Hutchins, Angie Emerson, Tom Kahl, chair, Jon Bouton)

Hartford Parks and Recreation Commission
November 10, 2022
Respectfully submitted: Mary Erdei, SB liaison

Scott Hausler, director, informed members that the 50th Anniversary of the Hartford Parks and Recreation program would be on May 23, 2023 and the department would like to possibly celebrate with the introduction of a new program, or at the very least a proclamation from the town (Select board). The Marketing/Community Relations Plan was discussed, but since there was not a quorum, members were advised to look through the plan and get back with any suggestions for adoption next meeting. Scott brought to attention that the department is trying to obtain more data through MyRec, so that they can send text messages regarding new programs, changes to program dates/times or alerts to update parents or individuals on a need to know basis. Two guests presented, brought by Emily Zanleoni of Hartford Community Coalition, discussion of possible Parks ordinance changes around safety issues (protection from harm) from (second hand) smoke due to tobacco, tobacco substitute products, (vaping), cannabis, and from the disposal of ion batteries from vaping products. Some signage is available at no cost from the state of Vermont.

Kim Souza: Planning Commission
The Planning Commission met on November 14 and approved 3 of the 7 applications before them. Significant debate took place during Application #22-26 for a 4-lot subdivision on the corner of Stacey Lane and Birchwood Drive which ended with the commission requiring an Independent Technical review of the application at the expense of the applicant. The Public Hearing for that application was continued until February 6th and a special meeting was scheduled for November 28th to hear the remaining items on the agenda as there were 3 new applications on the Commission's December agenda.

Rocket: Sister Cities
A couple members went to Cenon for their *Festival Toutes Latitudes* event. One member is considering stepping down, which means there may be a coming opportunity. The committee is hoping to coordinate a student visit in collaboration with the high school in Cenon, but there are concerns about the logistics and timeline.

Hartford Historic Preservation Commission
HHPC is seeking approval to pursue a Certified Local Government (CLG) grant to submit a National Register Nomination for Taft's Flat residential areas. Vermont Division for Historic Preservation (VDHP) is evaluating whether or not the Murphy Farm located at 78 Murphy Road in Quechee qualifies to be listed in the State Register of Historic Places.

VII. Consent Agenda: Selectboard Vice Chair, Dan Fraser made the motion to accept the Consent Agenda. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 11/12/2022
Approve Meeting Minutes of 11/1/2022
Approve A/P Manifest of: 11/10/2022 & 11/15/2022
Approve Selectboard Meetings:
Selectboard Meetings Already Approved: 11/22/2022 and 11/29/2022.

VIII. Executive Session: **At 8:05pm Selectboard Member, Ally Tufenkjian made the motion That in accordance with Vermont's Open Meeting Law, that the**

Selectboard enter into Executive Session to discuss confidential attorney-client communications of which premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage; under the provisions of Vermont Statues 1 V.S.A. § 313. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Dan Fraser made the motion to close the Executive Session at 9:18PM. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

Motions: Ally Tufenkjian moved to hold that the Climate Action Steering Team (CAST) violated the Vermont Open Meeting Law by not voting by the needed majority before taking an official action as documented in the CAST meeting minutes since September. 2nd by Mary Erdei. 7 in favor. The motion passed unanimously.

Mary Erdei moved that the violation of the Vermont Open Meeting Law shall be remedied as

1. **Today, November 15, 2022, the Selectboard formally appoints John Reid (Planning Commission 2024), Laura Simon (Resilient Hartford 2023), Carolyn Hooper (Resilient Hartford 2025), Lee Michaelides (Conservation Committee 2025), Jesse Pollard (Hartford Energy Commission 2024), Molly Smith Dunn (Hartford Energy Commission 2022), Ashton Todd (Hartford Energy Commission 2023) to the CAST. And**
2. **Any prior action needing a vote will be ratified by a majority of the CAST (four or more members) at a duly warned meeting within fourteen (14) days of today. And**
3. **To prevent future violations, the members of CAST are requested by the Selectboard to undertake OML (Open Meeting Law) training wither by the Vermont League of Cities and Towns (VLCT) or by a private trainer, within 90 days. And**
4. **The Selectboard offers its apologies for this oversight and misunderstanding. 2nd by Kim Souza. 7 in favor. The motion passed unanimously.**

VIII. Adjourn the Selectboard Meeting: Selectboard Member, Lannie Collins made the motion to adjourn the Selectboard meeting at 9:21PM. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

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Kim Souza, Clerk

TOWN OF HARTFORD
SELECTBOARD MINUTES
BUDGET Meeting
Tuesday, November 22, 2022, 6:00pm
Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001

This meeting was conducted in person at Town Hall and on Zoom

Present: Michael Hoyt, Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Ally Tufenkjian, Member; Scott Hausler; Gail Ostrout; Paula Nulty; Joe Turner; Lori Hirshfield;

Participants via Zoom: Dan Fraser, Vice-Chair; Heidi Duto

Absent: Rocket, Member

CATV/JAM Link:

I. **Call to Order the Selectboard Meeting** by Selectboard Chair, Mike Hoyt at 6:23PM.
II. **Pledge of Allegiance** was recited and led by Scott Hausler
III. **Executive Session**: Selectboard Member, Lannie Collins made the motion That in accordance with Vermont's Open Meeting Law 1 V.S.A. § 313, I move that the Selectboard enter into Executive Session: To discuss confidential attorney-client communications of which premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage, and the appointment or employment or evaluation of a public officer or employee. Selectboard Member Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

Selectboard Member, Lannie Collins made the motion to close the Executive Session. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

Motions:

Ally Tufenkjian moved to ratify that the Hartford Selectboard voted November 1, 2022, to offer Gail Ostrout the position of Acting Town Manager and Paula Nulty the position of Assistant Acting Town Manager, contingent on an agreement of conditions. The board further agreed on November 3, 2022, to accept these conditions:

1. The agreement will continue until a permanent Town Manager is named, or the Board or the acting Town Manager/Assistant Acting Town Manager decides to end the agreement; two weeks' notice by either party is requested.
2. The Board and the Acting Town Manager/Assistant Acting Town Manager will review the arrangement in four weeks to determine if all parties wish to continue with the agreement.

3. The Acting Town Manager/Assistant Acting Town Manager will both have the signatory authority necessary to perform their work.
4. No termination decisions will be made by the Acting Town Manager without consulting the Town Attorney.
5. No significant new projects will be undertaken by the Selectboard that will increase the day-to-day management of Town operations by the Acting Town Manager/Assistant Acting Town Manager.
6. The Police Chief search will include a Selectboard interview round prior to Acting Town Manager making a hiring decision.

2nd by Mary Erdei. 5 in favor (Hoyt, Fraser, Souza, Erdei, Tufenkjian) 1 opposed (Collins).

IV. Adjourn the Selectboard Meeting

Selectboard Member, Lannie Collins made the motion to close the Selectboard Meeting at 8:45. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

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Kim Souza, Clerk

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
10-0300	**Christian Street Cemetery**			
028470	LULLS BROOK LANDSCAPING, LLC		11/23/2022	103
11.01.2022	2022 CSCA MOWING	0.00	$1,500.00 / 0.00	1,500.00
Desc: 2022 CSCA MOWING		Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contracte	
Desc: 2022 CSCA MOWING		Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contracte	
	Vendor Total:		1,500.00 / 0.00	1,500.00
10-0300	**Revaluation Reserve**		**Bank Total:**	**1,500.00**
25-0174	**Revaluation Reserve**			
009570	CHARLES MERRIMAN, PLC		11/23/2022	1062
129	LEGAL SERVICES	0.00	$3,570.00 / 0.00	3,570.00
Desc: LEGAL SERVICES		Acct: 25-985-100-0174	Revaluation Exp	
	Vendor Total:		3,570.00 / 0.00	3,570.00
25-0174	**GENERAL FUND - MASCOMA**		**Bank Total:**	**3,570.00**
FUND 1 0	**GENERAL FUND - MASCOMA**			
001170	AIRGAS, INC.	AIRGAS USA, LLC	11/23/2022	78256
9131489314	MEDICAL SUPPLIES	0.00	$53.26 / 0.00	53.26
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL	
	Vendor Total:		53.26 / 0.00	53.26
002260	AMERICAN TOWER CORPORATION		11/23/2022	78257
4065313	TOWER RENT- CRAFT HILL	0.00	$2,042.67 / 0.00	2,042.67
Desc: TOWER RENT- CRAFT HILL		Acct: 10-271-331-0100	DISP -DEPT EQUIP-REIM BY RESERV	
	Vendor Total:		2,042.67 / 0.00	2,042.67
003990	ATG LEBANON, LLC		11/23/2022	78258
X701023450:01	PARTS E1	0.00	$113.27 / 0.00	113.27
Desc: PARTS E1		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		113.27 / 0.00	113.27
004338	BARNES, SHANE	SHANE BARNES	11/23/2022	78259
PO#11783	Petty Cash for WABA	0.00	$50.00 / 0.00	50.00
Desc: Petty Cash for WABA		Acct: 10-013-100-0000	EXCHANGES PAYABLE	
	Vendor Total:		50.00 / 0.00	50.00
501988	BEBEAU, TODD F	TODD F BEBEAU	11/23/2022	78356
115	Boys Ice Hockey Camp	0.00	$1,285.00 / 0.00	1,285.00
Desc: Boys Ice Hockey Camp		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:		1,285.00 / 0.00	1,285.00
502852	BELL, JOHN P	JOHN P BELL	11/23/2022	78359
2023	REFUND OVERPAYMENT OF STATE P	0.00	$1,333.55 / 0.00	1,333.55
Desc: REFUND OVERPAYMENT OF STATE PAYMNT		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		1,333.55 / 0.00	1,333.55

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.
004854	BENISTAR/HARTFORD	BESTCO HARTFORD			11/23/2022	78260
DEC'22	RETIREE HEALTH INS DEC'22		0.00	$2,520.36	0.00	2,520.36
Desc:	RETIREE HEALTH INS DEC'22	Acct:	10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc:	RETIREE HEALTH INS DEC'22	Acct:	10-271-418-0100	DISP -RETIREE HEALTH INSURANCE		
Desc:	RETIREE HEALTH INS DEC'22	Acct:	10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc:	RETIREE HEALTH INS DEC'22	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Vendor Total:			2,520.36	0.00	2,520.36
004870	BENSON'S CHEVROLET, INC				11/23/2022	78261
113143	BATTERY RETAINER		60.77	$60.77	0.00	60.77
Desc:	BATTERY RETAINER	Acct:	60-961-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:			60.77	0.00	60.77
005800	BLAKTOP INC.				11/23/2022	78262
30963	Patching Dothan Road		0.00	$3,344.71	0.00	3,344.71
Desc:	Patching Dothan Road	Acct:	10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	Vendor Total:			3,344.71	0.00	3,344.71
006100	BMO FINANCIAL GROUP				11/23/2022	78263
Kelley 10/19-27/22	Kelley, Constance - PD		121.82	$121.82	0.00	121.82
Desc:	Decorations/Candy Trunk or Treat	Acct:	72-211-318-7232	COMMUNITY ORIENTED POLICING		
Lori 10/19-27/22	Hirshfield, LOri - Planning		0.00	$1,522.00	0.00	1,522.00
Desc:	Owl Labs - Meeting Owl Device	Acct:	10-622-417-0017	PDZ -EXTRAORDINARY EXP : COVID-		
Desc:	VHCD-Grants Manag training Reg	Acct:	10-622-315-0000	PDZ -RECRUITMENT & TRAINING		
Nulty 10/19-27/22	Nulty, Paula - Admin		0.00	$7.40	0.00	7.40
Desc:	Amazon - Badge holders	Acct:	10-121-323-0000	TM -MATERIAL & SUPPLIES		
O'Neil 10/19-27/22	O'Neil, Lisa - TC		0.00	$23.55	0.00	23.55
Desc:	USPS-Certif Mail Abatement Letters	Acct:	10-151-322-0000	TC -POSTAGE		
Barnes 10/19-27/22	Barnes, Shane - REC		0.00	$182.97	0.00	182.97
Desc:	Amazon - Toner/Grass Marking	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
Ostrout 10/19-27/22	Ostrout, Gail - FIN		0.00	$177.72	0.00	177.72
Desc:	Amazon - Cell Case & Charger	Acct:	10-171-323-0000	FIN -MATERIAL & SUPPLIES		
Desc:	Vermont EconomicDev- Grant Manag Co	Acct:	10-171-311-0000	FIN -TRAVEL & MEETINGS		
Perry 10/19-27/22	Perry, Diane - PD		0.00	$-16.98	0.00	-16.98
Desc:	Amazon - Dry erase returned	Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES		
Cooney 10/19-27/22	Cooney, Scott - FD		0.00	$2,780.00	0.00	2,780.00
Desc:	WB Mason - OFFICE DESK - CHAIRS	Acct:	10-221-330-0000	HFD -OFFICE EQUIPMENT		
Rowlee 10/19-27/22	Rowlee, David - FD		0.00	$158.82	0.00	158.82
Desc:	Amazon - Paint markers	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Desc:	Amazon - Tire Markers	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Desc:	Amazon - Tire Markers	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Desc:	Amazon-Office Supplies	Acct:	10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Desc:	Citgo - Gas	Acct:	10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS		
Desc:	Amazon - Uniforms	Acct:	10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Walsh 10/19-27/22	Walsh, Dillon - IT		0.00	$22.48	0.00	22.48
Desc:	Amazon - Adaptor	Acct:	10-181-331-0000	IT -DEPARTMENT EQUIPMENT		
Czora 10/19-27/22	Czora, Jason - FD		0.00	$102.44	0.00	102.44
Desc:	BJ's - Candy	Acct:	10-221-323-0000	HFD -MATERIAL & SUPPLIES		

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.
Delisle 10/19-27/22	Delisle, Jeremy - DPW		462.99	$810.97	0.00	810.97
Desc: VRWA-Training		Acct: 60-961-315-0000	RECRUITMENT & TRAINING			
Desc: Amazon - Prime Membership		Acct: 50-954-313-0000	MEMBERSHIP DUES			
Desc: Amazon - High Speed Thermal Label P		Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT			
Desc: Amazon - High Speed Thermal Label P		Acct: 50-955-330-0000	OFFICE EQUIPMENT			
Desc: Amazon - High Speed Thermal Label P		Acct: 55-955-330-0000	OFFICE EQUIPMENT			
Desc: Amazon - High Speed Thermal Label P		Acct: 60-965-330-0000	OFFICE EQUIPMENT			
Desc: Amazon - High Speed Thermal Label P		Acct: 65-965-330-0000	OFFICE EQUIPMENT			
Desc: Amazon-Hydraulic Pressure Test Kit		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
Haulser 10/19-27/22	Hausler, Scott - REC		0.00	$185.39	0.00	185.39
Desc: Amazon - Trunk or Treat Supplies		Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Amazon - Trunk or Treat Supplies		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
Desc: C&S Pizza- Food for Meeting		Acct: 10-511-315-0000	PR -RECRUITMENT & TRAINING			
Jay 10/19-27/22	McDonough, Jay - REC		0.00	$12.49	0.00	12.49
Desc: BJ's - Candy		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Vendor Total:			6,091.07	0.00	6,091.07
502853	BOODRAM, MIGUEL	MIGUEL BOODRAM			11/23/2022	78360
856128	YOUTH BASKETBALL REFUND		0.00	$45.00	0.00	45.00
Desc: YOUTH BASKETBALL REFUND		Acct: 10-514-325-0000	PR -REFUNDS			
	Vendor Total:			45.00	0.00	45.00
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC			11/23/2022	78264
84744102	MEDICAL SUPPLIES		0.00	$27.96	0.00	27.96
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
	Vendor Total:			27.96	0.00	27.96
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S			11/23/2022	78265
52388	GAS/HELMET/LEAF BLOWER		0.00	$726.89	0.00	726.89
Desc: 2 Stroke gas		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
Desc: Helmet		Acct: 10-325-326-0000	DPW -UNIFORMS			
Desc: Leaf blower		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Vendor Total:			726.89	0.00	726.89
007760	BURLINGTON COMMUNICATIONS				11/23/2022	78266
BCS11635	RADIO MAINTENANCE		0.00	$140.00	0.00	140.00
Desc: RADIO MAINTENANCE		Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES			
BCS11636	EQUIPMENT MAINTENANCE CONTRAC		0.00	$450.00	0.00	450.00
Desc: EQUIPMENT MAINTENANCE CONTRACT		Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES			
BCS11666	Full PM of all radios & two install		0.00	$1,078.75	0.00	1,078.75
Desc: Full PM of all radios & two install		Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES			
	Vendor Total:			1,668.75	0.00	1,668.75
008098	C&G CREATIVE CATERING, INC				11/23/2022	78267
11.08.22	Food for November 2022 General Elec		0.00	$319.00	0.00	319.00
Desc: Food for November 2022 General Elec		Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES			
	Vendor Total:			319.00	0.00	319.00

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009470	CHAMPLIN ASSOCIATES INC				11/23/2022	78268
3375	WRJ WWTP-Pump and Controls Enginee	761.25	$761.25	0.00		761.25
Desc: WRJ WWTP-Pump and Controls Engineer		Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL			
	Vendor Total:		761.25	0.00		761.25
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M			11/23/2022	78269
4136806299	UNIFORMS	94.87	$94.87	0.00		94.87
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI			
4136806355	UNIFORMS	151.48	$151.48	0.00		151.48
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI			
4136806413	UNIFORMS	27.86	$301.66	0.00		301.66
Desc: UNIFORMS		Acct: 30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI			
Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS			
4137106461	UNIFORMS	54.58	$54.58	0.00		54.58
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE			
4137106703	MATS	0.00	$41.67	0.00		41.67
Desc: MATS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
4136414429	UNIFORMS	54.58	$54.58	0.00		54.58
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE			
	Vendor Total:		698.84	0.00		698.84
500665	COBURN, CHRISTINA	CHRISTINA COBURN			11/23/2022	78352
2023	REFUND OVERPAYMENT OF STATE P.	0.00	$1,103.65	0.00		1,103.65
Desc: REFUND OVERPAYMENT OF STATE PAYMNT		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE			
	Vendor Total:		1,103.65	0.00		1,103.65
010832	COMCAST				11/23/2022	78270
0257118NOV'22	INTERNET - STN 2	0.00	$216.78	0.00		216.78
Desc: INTERNET - STN 2		Acct: 10-221-324-0000	HFD -TELEPHONE			
	Vendor Total:		216.78	0.00		216.78
016080	CONSOLIDATED COMMUNICATIONS				11/23/2022	78278
111020181918NOV'22	QUECHEE WW PLANT	52.96	$52.96	0.00		52.96
Desc: QUECHEE WW PLANT		Acct: 65-963-324-0000	TELEPHONE			
11833807752OCT'22	WRJ WATER TANKS	331.44	$331.44	0.00		331.44
Desc: WRJ WATER TANKS		Acct: 50-952-324-0000	TELEPHONE			
12615510982OCT'22	QUECHEE WATER	90.49	$90.49	0.00		90.49
Desc: QUECHEE WATER		Acct: 55-953-324-0000	TELEPHONE			
8022957049639NOV'22	SPORTS PARK PUMP	55.54	$55.54	0.00		55.54
Desc: SPORTS PARK PUMP		Acct: 60-964-324-0000	TELEPHONE			
8022959708618NOV'22	MAXFIELD PUMP	58.46	$58.46	0.00		58.46
Desc: MAXFIELD PUMP		Acct: 60-964-324-0000	TELEPHONE			
	Vendor Total:		588.89	0.00		588.89
012293	D&B OUTDOOR POWER EQUIPMENT LLC				11/23/2022	78271
34703	AIR FILTERS	0.00	$86.97	0.00		86.97

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Desc: AIR FILTERS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		86.97	0.00		86.97
012552	DALES PAINT & PLACE SIGNS				11/23/2022	78272
10.24.2022	Letter trucks & stickers for childr	0.00	$625.00	0.00		625.00
Desc: Letter trucks & stickers for childr		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		625.00	0.00		625.00
012865	DARKTRACE HOLDINGS LIMITED	DARKTRACE HOLDINGS LIMITED			11/23/2022	78273
103264	DARKTRACE SUBSCRIP OCT-DEC 22 9	0.00	$3,308.00	0.00		3,308.00
Desc: DARKTRACE SUBSCRIP OCT-DEC 22 9/19		Acct: 10-181-318-0000	IT -CONTRACTED SERVICES			
126207	DARKTRACE SUBSCRIP OCT-DEC 22 7	0.00	$1,511.00	0.00		1,511.00
Desc: DARKTRACE SUBSCRIP OCT-DEC 22 7/17		Acct: 10-181-318-0000	IT -CONTRACTED SERVICES			
	Vendor Total:		4,819.00	0.00		4,819.00
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK			11/23/2022	78300
700005551,11.09.2022	PRE-EMP EXAMS	121.00	$358.00	0.00		358.00
Desc: PRE-EMP EXAMS BANKS K		Acct: 50-954-315-0000	RECRUITMENT & TRAINING			
Desc: PRE-EMP EXAMS		Acct: 10-622-315-0000	PDZ -RECRUITMENT & TRAINING			
Desc: DOT PHYSICAL MAAS L		Acct: 10-312-318-0000	DPW -CONTRACTED SERVICES			
	Vendor Total:		358.00	0.00		358.00
013000	DAVE'S STARTER & ALTERNATOR	DAVE'S STARTER & ALTERNATOR			11/23/2022	78274
386	PARTS	0.00	$40.00	0.00		40.00
Desc: PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
	Vendor Total:		40.00	0.00		40.00
027700	DE LAGE LANDEN	DE LAGE LANDEN			11/23/2022	78294
77624783	LEASE COPIER-OCT'22-REC	0.00	$63.11	0.00		63.11
Desc: LEASE COPIER-OCT'22-REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
78207269	LEASE COPIER - DEC'22 - REC	0.00	$63.11	0.00		63.11
Desc: LEASE COPIER - DEC'22 - REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
78207272	LEASE COPIER - DEC'22 - LF	37.81	$37.81	0.00		37.81
Desc: LEASE COPIER - DEC'22 - LF		Acct: 30-975-318-0000	CONTRACTED SERVICES			
78207321	LEASE COPIER - DEC'22 - TM	0.00	$200.02	0.00		200.02
Desc: LEASE COPIER - DEC'22 - TM		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
78207323	LEASE COPIER - DEC'22 - FIN	0.00	$177.42	0.00		177.42
Desc: LATE FEE COPIER PAYMENT		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'22 - FIN		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
	Vendor Total:		541.47	0.00		541.47
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY			11/23/2022	78296
4333626,52710	#2 OIL 500G@$5.3474 812VA CUTOFF	0.00	$2,688.72	0.00		2,688.72
Desc: #2 OIL 500G@$5.3474 812VA CUTOFF		Acct: 10-221-327-0000	HFD -BUILDING HEAT			
Desc: #2 OIL 500G@$5.3474 812VA CUTOFF		Acct: 10-211-327-0000	HPD -BUILDING HEAT			
4935943,12039	SERVICE : CRAFTS HILL	0.00	$93.49	0.00		93.49
Desc: SERVICE : CRAFTS HILL		Acct: 10-221-327-0000	HFD -BUILDING HEAT			
4935943,30549	PROPANE 44.1G@$1.701 812 VA CUTC	0.00	$75.89	0.00		75.89

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	Desc: PROPANE 44.1G@$1.701 812 VA CUTOFF	Acct: 10-221-327-0000	HFD -BUILDING HEAT	
4935943,36291	PROPANE 226.6G@$1.6931 131 Willard	0.00	$388.18 / 0.00	388.18
	Desc: PROPANE 226.6G@$1.6931 131 Willard	Acct: 10-221-327-0000	HFD -BUILDING HEAT	
4935943,38349	PROPANE 906.3G@$1.6931 WABA	0.00	$1,552.57 / 0.00	1,552.57
	Desc: PROPANE 906.3G@$1.6931 WABA	Acct: 10-530-327-0000	PR -BUILDING HEAT	
	Vendor Total:		4,798.85 / 0.00	4,798.85
014860	DYER'S WELDING & UPPER VALLEY		11/23/2022	78275
004155	PARTS	67.78	$67.78 / 0.00	67.78
	Desc: PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES	
	Desc: PARTS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES	
	Vendor Total:		67.78 / 0.00	67.78
015500	ENDYNE, INC		11/23/2022	78276
429256	QUE WW	180.00	$180.00 / 0.00	180.00
	Desc: QUE WW	Acct: 65-964-318-0000	CONTRACTED SERVICES	
429305	WRJ MONTHLY ANALYSIS	220.00	$220.00 / 0.00	220.00
	Desc: WRJ MONTHLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES	
429421	WSID 21296 MAXFIELD	0.00	$18.00 / 0.00	18.00
	Desc: WSID 21296 MAXFIELD	Acct: 10-528-318-0000	PR -CONTRACTED SERVICES	
429737	WSID 5319 HTFD W	72.00	$72.00 / 0.00	72.00
	Desc: WSID 5319 HTFD W	Acct: 50-954-318-0000	CONTRACTED SERVICES	
429738	WSID 5320 QUE CENTRAL	18.00	$18.00 / 0.00	18.00
	Desc: WSID 5320 QUE CENTRAL	Acct: 55-954-318-0000	CONTRACTED SERVICES	
	Vendor Total:		508.00 / 0.00	508.00
015815	EVANS MOTOR FUELS	EVANS GROUP INC.	11/23/2022	78277
CL12252	DIESEL	0.00	$142.88 / 0.00	142.88
	Desc: DIESEL	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS	
	Vendor Total:		142.88 / 0.00	142.88
500387	EXECUSUITE, LLC		11/23/2022	78351
24010	MONTHLY RENT	0.00	$400.00 / 0.00	400.00
	Desc: MONTHLY RENT	Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKIN(	
	Vendor Total:		400.00 / 0.00	400.00
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	11/23/2022	78279
1128843	MATERIALS	425.35	$425.35 / 0.00	425.35
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	
	Vendor Total:		425.35 / 0.00	425.35
043426	FIRSTLIGHT FIBER	FIRSTLIGHT FIBER	11/23/2022	78326
12866874	TELEPHONES	769.44	$4,880.77 / 0.00	4,880.77
	Desc: TELEPHONES	Acct: 10-211-324-0000	HPD -TELEPHONE	
	Desc: TELEPHONES	Acct: 10-221-324-0000	HFD -TELEPHONE	
	Desc: TELEPHONES	Acct: 10-271-324-0000	DISP -TELEPHONE	
	Desc: TELEPHONES	Acct: 10-121-324-0000	TM -TELEPHONE	
	Desc: TELEPHONES	Acct: 10-151-324-0000	TC -TELEPHONE	

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Desc: TELEPHONES		Acct: 10-171-324-0000	FIN -TELEPHONE		
Desc: TELEPHONES		Acct: 10-174-324-0000	ASE -TELEPHONE		
Desc: TELEPHONES		Acct: 10-181-324-0000	IT -TELEPHONE		
Desc: TELEPHONES		Acct: 10-511-324-0000	PR -TELEPHONE		
Desc: TELEPHONES		Acct: 10-622-324-0000	PDZ -TELEPHONE		
Desc: TELEPHONES		Acct: 10-530-324-0000	PR -Telephone		
Desc: TELEPHONES		Acct: 50-952-324-0000	TELEPHONE		
Desc: TELEPHONES		Acct: 60-961-324-0000	TELEPHONE		
Desc: TELEPHONES		Acct: 30-971-324-0000	TELEPHONE		
Desc: TELEPHONES		Acct: 65-963-324-0000	TELEPHONE		
Desc: TELEPHONES		Acct: 60-962-324-0000	TELEPHONE		
Desc: TELEPHONES		Acct: 10-321-324-0000	DPW -TELEPHONE		
Desc: TELEPHONES		Acct: 10-325-324-0000	DPW -TELEPHONE		
	Vendor Total:		4,880.77	0.00	4,880.77
017110	FISHER AUTO PARTS, INC			11/23/2022	78280
301-128173	PARTS	0.00	$10.39	0.00	10.39
Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-128279	PARTS	0.00	$27.12	0.00	27.12
Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-128410	PARTS	0.00	$123.02	0.00	123.02
Desc: PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-126012	PARTS	0.00	$187.22	0.00	187.22
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-127000	PARTS	0.00	$4.09	0.00	4.09
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-127023	PARTS	0.00	$25.05	0.00	25.05
Desc: PARTS		Acct: 10-511-331-0000	PR -Department Equipment		
301-127024	PARTS	0.00	$2.79	0.00	2.79
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-127058	PARTS	0.00	$79.88	0.00	79.88
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-127495	PARTS	21.71	$21.71	0.00	21.71
Desc: PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: PARTS		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
301-127572	PARTS	42.26	$42.26	0.00	42.26
Desc: PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: PARTS		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
301-127634	PARTS	0.00	$50.49	0.00	50.49
Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		574.02	0.00	574.02
017301	FOGG'S LUMBER AND HARDWARE			11/23/2022	78281
160936/6	MATERIALS	45.74	$45.74	0.00	45.74
Desc: MATERIALS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
161102/6	MATERIALS	0.00	$97.96	0.00	97.96
Desc: MATERIALS		Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES		
162538/6	MATERIALS	0.00	$13.45	0.00	13.45
Desc: MATERIALS		Acct: 10-524-323-0100	PR -MATERIAL & SUPPLIES - CUSTOI		

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162709/6	MATERIALS	0.00	$42.97 / 0.00	42.97
Desc: MATERIALS		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES	
	Vendor Total:		200.12 / 0.00	200.12
017850	GALLS, LLC		11/23/2022	78282
022333621	UNIFORMS	0.00	$41.29 / 0.00	41.29
Desc: LIGHT CARRIER,BATTERIES-CYRAN		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
022346000	UNIFORMS	0.00	$256.47 / 0.00	256.47
Desc: BOOTS,SHIRTS,GLOVES-MACDONALD		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
022360636	UNIFORMS	0.00	$15.08 / 0.00	15.08
Desc: T-SHIRTS-MACDONALD		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Vendor Total:		312.84 / 0.00	312.84
018842	GAUDETTE, MICHAEL JOSEPH	MICHAEL JOSEPH GAUDETTE	11/23/2022	78283
116	Boys Basketball Camp	0.00	$3,040.00 / 0.00	3,040.00
Desc: Boys Basketball Camp		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES	
120	YOUTH BASKETBALL CAMP	0.00	$168.00 / 0.00	168.00
Desc: YOUTH BASKETBALL CAMP		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:		3,208.00 / 0.00	3,208.00
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC	11/23/2022	78350
2109174	SOLAR ARRAY - OCT'22	2,460.22	$10,469.00 / 0.00	10,469.00
Desc: October PV electric		Acct: 10-530-329-0000	PR -ELECTRICITY	
Desc: October PV electric		Acct: 10-161-329-0000	TH -ELECTRICITY	
Desc: October PV electric		Acct: 10-221-329-0000	HFD -ELECTRICITY	
Desc: October PV electric		Acct: 10-211-329-0000	HPD -ELECTRICITY	
Desc: October PV electric		Acct: 10-271-329-0000	DISP -ELECTRICITY	
Desc: October PV electric		Acct: 55-953-329-0000	ELECTRICITY	
Desc: October PV electric		Acct: 60-962-329-0000	ELECTRICITY	
Desc: October PV e;ectric		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS	
Desc: October PV electric		Acct: 30-971-329-0000	ELECTRICITY	
Desc: October PV electric		Acct: 65-964-329-0000	ELECTRICITY	
	Vendor Total:		10,469.00 / 0.00	10,469.00
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP	11/23/2022	78284
80082200009NOV'22	NOYES LN	293.09	$293.09 / 0.00	293.09
Desc: NOYES LN		Acct: 55-954-329-0000	ELECTRICITY	
92124869873NOV'22	43 HIGHLAND AVE - POOL	0.00	$72.01 / 0.00	72.01
Desc: 43 HIGHLAND AVE - POOL		Acct: 10-512-329-0000	PR -ELECTRICITY	
97303200006NOV'22	NOYES LN PUMP	22.73	$22.73 / 0.00	22.73
Desc: NOYES LN PUMP		Acct: 65-964-329-0000	ELECTRICITY	
97762000004NOV'22	N MAIN STREET LGTS	0.00	$51.40 / 0.00	51.40
Desc: N MAIN STREET LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY	
74972200005NOV'22	WHEELOCK RD SEC 2	22.73	$22.73 / 0.00	22.73
Desc: WHEELOCK RD SEC 2		Acct: 55-954-329-0000	ELECTRICITY	
74856156851NOV'22	97 S MAIN ST-CHARGING STATION	0.00	$146.82 / 0.00	146.82
Desc: 97 S MAIN ST-CHARGING STATION		Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA	
01013200009NOV'22	1299 QUECHEE MAIN ST	151.35	$151.35 / 0.00	151.35

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Desc: 1299 QUECHEE MAIN ST		Acct: 65-964-329-0000		ELECTRICITY		
01013200009OCT'22	1299 QUECHEE MAIN ST		139.16	$139.16	0.00	139.16
Desc: 1299 QUECHEE MAIN ST		Acct: 65-964-329-0000		ELECTRICITY		
04013200003NOV'22	BENTLEY RD		44.14	$44.14	0.00	44.14
Desc: BENTLEY RD		Acct: 65-964-329-0000		ELECTRICITY		
04832000006NOV'22	S MAIN ST PUMP STN		0.00	$94.20	0.00	94.20
Desc: S MAIN ST PUMP STN		Acct: 10-521-329-0000		PR -ELECTRICITY		
08303200003NOV'22	DEWEY FAM		58.27	$58.27	0.00	58.27
Desc: DEWEY FAM		Acct: 65-964-329-0000		ELECTRICITY		
09732000006NOV'22	319 LATHAM WORKS		10,330.60	$10,330.60	0.00	10,330.60
Desc: 319 LATHAM WORKS		Acct: 60-961-329-0000		ELECTRICITY		
09832000005NOV'22	BRIGGS PARK - MAIN ST		0.00	$28.81	0.00	28.81
Desc: BRIGGS PARK - MAIN ST		Acct: 10-521-329-0000		PR -ELECTRICITY		
11013200008NOV'22	HENDEE WAY		25.67	$25.67	0.00	25.67
Desc: HENDEE WAY		Acct: 65-964-329-0000		ELECTRICITY		
13414587553NOV'22	120 LESLE DR PAV A		0.00	$170.20	0.00	170.20
Desc: 120 LESLE DR PAV A		Acct: 10-528-329-0000		PR -ELECTRICITY		
13833000006NOV'22	LYMAN POINT PARK - REC		0.00	$23.55	0.00	23.55
Desc: LYMAN POINT PARK - REC		Acct: 10-521-329-0000		PR -ELECTRICITY		
23490000009NOV'22	WILDER WELL		3,815.99	$3,815.99	0.00	3,815.99
Desc: WILDER WELL		Acct: 50-952-329-0000		ELECTRICITY		
23490000009OCT'22	WILDER WELL		3,436.57	$3,436.57	0.00	3,436.57
Desc: WILDER WELL		Acct: 50-952-329-0000		ELECTRICITY		
23833000005NOV'22	RT 5 HIGHLAND		0.00	$75.36	0.00	75.36
Desc: RT 5 HIGHLAND		Acct: 10-314-329-0000		DPW -ELECTRICITY		
27333200007NOV'22	ALDEN PARTRIDE RD		32.73	$32.73	0.00	32.73
Desc: ALDEN PARTRIDE RD		Acct: 65-964-329-0000		ELECTRICITY		
27333200007OCT'22	ALDEN PARTRIDE RD		31.75	$31.75	0.00	31.75
Desc: ALDEN PARTRIDE RD		Acct: 65-964-329-0000		ELECTRICITY		
28933000003NOV'22	MAPLE ST SEWER PUMP		175.13	$175.13	0.00	175.13
Desc: MAPLE ST SEWER PUMP		Acct: 60-964-329-0000		ELECTRICITY		
33833000004NOV'22	MAXFIELD		101.72	$101.72	0.00	101.72
Desc: MAXFIELD		Acct: 60-964-329-0000		ELECTRICITY		
34926000000NOV'22	PARK/LEHMAN BRIDGE		0.00	$122.79	0.00	122.79
Desc: PARK/LEHMAN BRIDGE		Acct: 10-314-329-0000		DPW -ELECTRICITY		
37762000000NOV'22	N MAIN ST - TRAFFIC LGTS		0.00	$39.21	0.00	39.21
Desc: N MAIN ST - TRAFFIC LGTS		Acct: 10-314-329-0000		DPW -ELECTRICITY		
91624000005NOV'22	SOLID WASTE		44.00	$44.00	0.00	44.00
Desc: SOLID WASTE		Acct: 30-971-329-0000		ELECTRICITY		
39065357434NOV'22	CURRIER ST		0.00	$63.18	0.00	63.18
Desc: CURRIER ST		Acct: 10-314-329-0000		DPW -ELECTRICITY		
78840100008NOV'22	RAILRD ROW-ENGINE 494		0.00	$106.37	0.00	106.37
Desc: RAILRD ROW-ENGINE 494		Acct: 10-521-329-0000		PR -ELECTRICITY		
39135140109NOV'22	120 LESLE DR PAV C		0.00	$52.38	0.00	52.38
Desc: 120 LESLE DR PAV C		Acct: 10-528-329-0000		PR -ELECTRICITY		
41082200001NOV'22	291 SUGAR HILL		292.85	$292.85	0.00	292.85
Desc: 291 SUGAR HILL		Acct: 55-954-329-0000		ELECTRICITY		
43382200004NOV'22	EASTMAN HILL		243.39	$243.39	0.00	243.39

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Desc: EASTMAN HILL		Acct:	55-954-329-0000	ELECTRICITY		
43833000003NOV'22	BRIDGE ST		0.00	$84.76	0.00	84.76
Desc: BRIDGE ST		Acct:	10-314-329-0100	DPW -ELECTRICITY - CHARGING STA		
44926000009NOV'22	STREET LIGHTS		0.00	$2,180.37	0.00	2,180.37
Desc: STREET LIGHTS		Acct:	10-314-329-0000	DPW -ELECTRICITY		
48832000003NOV'22	ARBORETUM LN		50.72	$50.72	0.00	50.72
Desc: ARBORETUM LN		Acct:	60-964-329-0000	ELECTRICITY		
48933200007NOV'22	VILLAGE GREEN BALLOON		0.00	$20.96	0.00	20.96
Desc: VILLAGE GREEN BALLOON		Acct:	10-521-329-0000	PR -ELECTRICITY		
49424000005NOV'22	VA CUTOFF		26.66	$26.66	0.00	26.66
Desc: VA CUTOFF		Acct:	50-954-329-0000	ELECTRICITY		
49662156394NOV'22	SYKES MNT AVE		0.00	$129.67	0.00	129.67
Desc: SYKES MNT AVE		Acct:	10-314-329-0000	DPW -ELECTRICITY		
49672200000NOV'22	RTE WEST HTFD		0.00	$492.04	0.00	492.04
Desc: RTE WEST HTFD		Acct:	10-314-329-0000	DPW -ELECTRICITY		
49762000005NOV'22	BRIDGE ST PUMP STN		106.37	$106.37	0.00	106.37
Desc: BRIDGE ST PUMP STN		Acct:	60-964-329-0000	ELECTRICITY		
50776120219NOV'22	1103 N MAIN ST		0.00	$85.13	0.00	85.13
Desc: 1103 N MAIN ST		Acct:	10-314-329-0000	DPW -ELECTRICITY		
62592200000NOV'22	WOODSTOCK RD		0.00	$143.88	0.00	143.88
Desc: WOODSTOCK RD		Acct:	10-314-329-0000	DPW -ELECTRICITY		
62713200004NOV'22	WOODSTOCK RD		21.17	$21.17	0.00	21.17
Desc: WOODSTOCK RD		Acct:	55-954-329-0000	ELECTRICITY		
67003200002NOV'22	WILLARD RD		0.00	$140.75	0.00	140.75
Desc: WILLARD RD		Acct:	10-221-329-0000	HFD -ELECTRICITY		
67303200009NOV'22	78 MURPHYS RD		128.17	$128.17	0.00	128.17
Desc: 78 MURPHYS RD		Acct:	65-964-329-0000	ELECTRICITY		
67399084366NOV'22	120 LESLE DR PAV B		0.00	$138.78	0.00	138.78
Desc: 120 LESLE DR PAV B		Acct:	10-528-329-0000	PR -ELECTRICITY		
68053200009NOV'22	ROUTE 14 W HARTFORD LIBRARY		0.00	$122.08	0.00	122.08
Desc: ROUTE 14 W HARTFORD LIBRARY		Acct:	10-524-329-0000	PR -ELECTRICITY		
71013200002NOV'22	WHITMAN BROOK PUMP		282.32	$282.32	0.00	282.32
Desc: WHITMAN BROOK PUMP		Acct:	65-964-329-0000	ELECTRICITY		
71013200002OCT'22	WHITMAN BROOK PUMP		261.70	$261.70	0.00	261.70
Desc: WHITMAN BROOK PUMP		Acct:	65-964-329-0000	ELECTRICITY		
74713200009NOV'22	WOODSTOCK RD		0.00	$34.91	0.00	34.91
Desc: WOODSTOCK RD		Acct:	10-314-329-0000	DPW -ELECTRICITY		
74972200005OCT'22	WHEELOCK RD SEC 2		22.73	$22.73	0.00	22.73
Desc: WHEELOCK RD SEC 2		Acct:	55-954-329-0000	ELECTRICITY		
77303200008NOV'22	LAKE PINNEO		29.60	$29.60	0.00	29.60
Desc: LAKE PINNEO		Acct:	65-964-329-0000	ELECTRICITY		
82948328248NOV'22	PROSPECT ST TEMP		0.00	$128.10	0.00	128.10
Desc: PROSPECT ST TEMP		Acct:	10-314-329-0100	DPW -ELECTRICITY - CHARGING STA		
84443200005NOV'22	WATERMAN HL		0.00	$37.65	0.00	37.65
Desc: WATERMAN HL		Acct:	10-314-329-0000	DPW -ELECTRICITY		
87303200007NOV'22	QUECHEE HARTLAND		61.61	$61.61	0.00	61.61
Desc: QUECHEE HARTLAND		Acct:	65-964-329-0000	ELECTRICITY		
87833000000NOV'22	MAPLE ST TRAFFIC		0.00	$83.77	0.00	83.77

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	Desc: MAPLE ST TRAFFIC	Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA			
	Vendor Total:		25,122.05	0.00		25,122.05
020000	GREEN MOUNTAIN WATER ENVIRONMENT	GMWEA			11/23/2022	78285
928	REGISTRATION FEE	85.00	$85.00	0.00		85.00
	Desc: REGISTRATION FEE	Acct: 65-963-315-0000	RECRUITMENT & TRAINING			
	Vendor Total:		85.00	0.00		85.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD			11/23/2022	78286
312650,00384210	812 VA CUTOFF	0.00	$1,199.26	0.00		1,199.26
	Desc: 812 VA CUTOFF	Acct: 10-221-328-0000	HFD -WATER			
	Desc: 812 VA CUTOFF	Acct: 10-211-328-0000	HPD -WATER			
410265,00384887	131 WILLARD RD	0.00	$322.91	0.00		322.91
	Desc: 131 WILLARD RD	Acct: 10-221-328-0000	HFD -WATER			
411270,00384883	142 IZZO PLACE	116.31	$116.31	0.00		116.31
	Desc: 142 IZZO PLACE	Acct: 65-963-328-0000	WATER			
	Vendor Total:		1,638.48	0.00		1,638.48
022440	HERNANDEZ, CHRISTIAN	CHRISTIAN HERNANDEZ			11/23/2022	78287
11.11.2022	REIMBURSEMENT	0.00	$31.65	0.00		31.65
	Desc: REIMBURSE CHRISTIAN-MEAL-TRAINING	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Desc: REIMBURSE CHRISTIAN ANTIFREEZE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		31.65	0.00		31.65
022630	HIGH COUNTRY ALUMINUM PRODUCTS, LL	HIGH COUNTRY ALUMINUM PRODUCTS			11/23/2022	78288
16862	FUEL TANK - NEW TRUCK	142.95	$142.95	0.00		142.95
	Desc: FUEL TANK - NEW TRUCK	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
	Vendor Total:		142.95	0.00		142.95
023122	HORIZON BUSINESS GROUP, LLC				11/23/2022	78289
229335	MATERIALS	0.00	$372.55	0.00		372.55
	Desc: MATERIALS	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
	Vendor Total:		372.55	0.00		372.55
500749	HOWE, NANCY	NANCY HOWE			11/23/2022	78353
11.21.2022	Election Supplies Reimbursement	0.00	$13.66	0.00		13.66
	Desc: Election Supplies Reimbursement	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES			
	Vendor Total:		13.66	0.00		13.66
023437	IMAGE TREND, INC				11/23/2022	78290
138611	ANNUAL FEE	0.00	$500.00	0.00		500.00
	Desc: ANNUAL FEE	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES			
	Vendor Total:		500.00	0.00		500.00
023485	INSTRUMART				11/23/2022	78291
IN610660	LITE GAS MONITOR	0.00	$2,658.00	0.00		2,658.00
	Desc: LITE GAS MONITOR	Acct: 10-221-331-0300	HFD -HAZMAT EQUIPMENT			

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	Vendor Total:		2,658.00	0.00		2,658.00
027402	LEBANON, CITY OF	CITY OF LEBANON		11/23/2022		78292
OCT'22	TIPPING FEES OCT '22	5,716.13	$5,716.13	0.00		5,716.13
Desc:	TIPPING FEES OCT '22	Acct: 30-974-318-0000	CONTRACTED SERVICES			
	Vendor Total:		5,716.13	0.00		5,716.13
027403	LEBANON, CITY OF	CITY OF LEBANON		11/23/2022		78293
OCT'22	GRIT DISPOSAL OCT'22	5,486.59	$5,486.59	0.00		5,486.59
Desc:	GRIT DISPOSAL OCT'22	Acct: 60-961-318-0000	CONTRACTED SERVICES			
Desc:	GRIT DISPOSAL OCT'22	Acct: 60-961-318-0000	CONTRACTED SERVICES			
	Vendor Total:		5,486.59	0.00		5,486.59
027707	LEMAL, ANNE-MARIE	ANNE-MARIE LEMAL		11/23/2022		78295
11.16.2022	LEARN TO SKATE LESSONS 11.13.22	0.00	$50.00	0.00		50.00
Desc:	LEARN TO SKATE LESSONS 11.13.22	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		50.00	0.00		50.00
027850	LEWIS, WILLIAM J	WILLIAM LEWIS ELECTRICAL LLC		11/23/2022		78297
22/101	INSTALL OUTLET FOR COMPUTER SE	0.00	$202.00	0.00		202.00
Desc:	INSTALL OUTLET FOR COMPUTER SERVER	Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES			
	Vendor Total:		202.00	0.00		202.00
028848	MADISON NATIONAL LIFE INSURANCE CO,			11/23/2022		78298
DEC'22	LIFE INSURANCE DEC'22	273.65	$2,240.57	0.00		2,240.57
Desc:	LIFE INSURANCE DEC'22	Acct: 10-121-240-0000	TM -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-151-240-0000	TC -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-171-240-0000	FIN -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-174-240-0000	ASE -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-175-240-0000	DEL -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-181-240-0000	IT -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-211-240-0000	HPD -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-221-240-0000	HFD -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-271-240-0000	DISP -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-312-240-0000	DPW -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-325-240-0000	DPW -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-511-240-0000	PR -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-514-240-0000	PR -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-530-240-0000	PR -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-621-240-0000	PDZ -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 10-622-240-0000	PDZ -LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 30-971-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 30-975-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 50-954-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 50-955-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 55-955-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 60-961-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 60-965-240-0000	LIFE INSURANCE			
Desc:	LIFE INSURANCE DEC'22	Acct: 65-963-240-0000	LIFE INSURANCE			

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	Desc: LIFE INSURANCE DEC'22	Acct: 65-965-240-0000	LIFE INSURANCE	
	Vendor Total:		2,240.57 / 0.00	2,240.57
502848	MARTEL, MALLORY BRIGITTE	MALLORY BRIGITTE MARTEL	11/23/2022	78358
11.16.22	LEGO CLUB	0.00	$90.00 / 0.00	90.00
	Desc: LEGO CLUB	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:		90.00 / 0.00	90.00
029745	MARY HITCHCOCK MEMORIAL HOSPITAL	MARY HITCHCOCK MEMORIAL HOSPITAL	11/23/2022	78299
1022-11	MEDICAL SUPPLIES	0.00	$848.88 / 0.00	848.88
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL	
	Vendor Total:		848.88 / 0.00	848.88
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	11/23/2022	78301
234103757	2 CS PAPER	0.00	$100.98 / 0.00	100.98
	Desc: 2 CS PAPER	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES	
	Vendor Total:		100.98 / 0.00	100.98
029870	MAURICE'S AUTO-TRUCK & TRAILER, INC		11/23/2022	78302
139	2023 DURABULL TRAILER	0.00	$7,695.00 / 0.00	7,695.00
	Desc: 2023 DURABULL TRAILER	Acct: 10-521-331-0000	PR -DEPARTMENT EQUIPMENT	
	Vendor Total:		7,695.00 / 0.00	7,695.00
031320	MISSION COMMUNICATIONS, LLC		11/23/2022	78303
1064562	Yearly subscription of monitoring s	718.80	$718.80 / 0.00	718.80
	Desc: Yearly subscription of monitoring s	Acct: 60-964-318-0000	CONTRACTED SERVICES	
	Vendor Total:		718.80 / 0.00	718.80
031390	MODERN CLEANERS & TAILORS, INC		11/23/2022	78304
OCT'22	DRYCLEANING	0.00	$687.00 / 0.00	687.00
	Desc: DRYCLEANING	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Desc: DRYCLEANING	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS	
	Vendor Total:		687.00 / 0.00	687.00
031441	MONAGHAN SAFAR DUCHAM PLLC		11/23/2022	78305
20451	LEGAL: WHO REVIEW AUDIT/HR	0.00	$1,225.00 / 0.00	1,225.00
	Desc: LEGAL: WHO REVIEW AUDIT/HR	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
20452	LEGAL: PW UNION NEGOTIATION	0.00	$577.50 / 0.00	577.50
	Desc: LEGAL: PW UNION NEGOTIATION	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
20454	LEGAL: Confidential personnel	0.00	$1,662.50 / 0.00	1,662.50
	Desc: LEGAL: Confidential personnel	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
20453	LEGAL SERVICES: FF UNION	0.00	$1,325.00 / 0.00	1,325.00
	Desc: LEGAL SERVICES: FF UNION	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES	
20455	LEGAL SERVICES: EMP ISSUES	0.00	$280.00 / 0.00	280.00
	Desc: LEGAL SERVICES: EMP ISSUES	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES	
	Vendor Total:		5,070.00 / 0.00	5,070.00

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031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC			11/23/2022	78306
IN1784802	MEDICAL SUPPLIES		0.00	$1,201.75	0.00	1,201.75
Desc: MEDICAL SUPPLIES		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN1784150	MEDICAL SUPPLIES		0.00	$1,919.83	0.00	1,919.83
Desc: MEDICAL SUPPLIES		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN1785366	MEDICAL SUPPLIES		0.00	$2,315.27	0.00	2,315.27
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
IN1787923	MEDICAL SUPPLIES		0.00	$50.64	0.00	50.64
Desc: MEDICAL SUPPLIES		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN1787518	MEDICAL SUPPLIES		0.00	$80.00	0.00	80.00
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
	Vendor Total:			5,567.49	0.00	5,567.49
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC			11/23/2022	78307
DEC'22	HEALTH INS DEC'22		13,785.71	$111,709.60	0.00	111,709.60
Desc: HEALTH INS DEC'22		Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-271-220-0000		DISP -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-312-220-0000		DPW -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-325-220-0000		DPW -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-511-220-0000		PR -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-514-220-0000		PR -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-530-220-0000		PR -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-530-418-0100		PR -RETIREE HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 10-622-220-0000		PDZ -HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 30-975-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 50-954-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 50-955-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 55-955-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 60-961-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 60-965-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 65-963-220-0000		HEALTH INSURANCE		
Desc: HEALTH INS DEC'22		Acct: 65-965-220-0000		HEALTH INSURANCE		
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC			11/23/2022	78308
DEC'22 RETIREE	RETIREE HEALTH INS DEC'22		3,110.94	$9,752.14	0.00	9,752.14
Desc: RETIREE HEALTH INS DEC'22		Acct: 10-121-418-0100		TM -RETIREE HEALTH INSURANCE		
Desc: RETIREE HEALTH INS DEC'22		Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
Desc: RETIREE HEALTH INS DEC'22		Acct: 10-174-418-0100		ASE -RETIREE HEALTH INSURANCE		
Desc: RETIREE HEALTH INS DEC'22		Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc: RETIREE HEALTH INS DEC'22		Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Desc: RETIREE HEALTH INS DEC'22		Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		

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: RETIREE HEALTH INS DEC'22	Acct: 50-954-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RETIREE HEALTH INS DEC'22	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		121,461.74	0.00	121,461.74
032104	MVP SELECT CARE INC.				11/23/2022	78309
2022-10	HEALTH INS MANAGEMENT FEE OCT'2		32.37	$217.50	0.00	217.50
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-175-220-0000		DEL -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-271-220-0000		DISP -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-311-220-0000		DPW -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-325-220-0000		DPW -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-514-220-0000		PR -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-511-220-0000		PR -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-530-220-0000		PR -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-521-418-0100		PR -RETIREE HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 10-622-220-0000		PDZ -HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 30-974-220-0000		Health Insurance		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 30-975-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 50-954-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 50-955-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 55-955-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 60-961-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 60-965-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 65-963-220-0000		HEALTH INSURANCE		
	Desc: HEALTH INS MANAGEMENT FEE OCT'22	Acct: 65-965-220-0000		HEALTH INSURANCE		
		Vendor Total:		217.50	0.00	217.50
060111	NATIONAL BUSINESS TECHNOLOGIES				11/23/2022	78349
78207501-1	KOYCERA DEC'22		250.04	$342.12	0.00	342.12
	Desc: FOLDING MACHINE DEC'22 - FIN	Acct: 10-171-330-0000		FIN -OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE DEC'22 - DPW	Acct: 50-955-330-0000		OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE DEC'22 - DPW	Acct: 55-955-330-0000		OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE DEC'22 - DPW	Acct: 60-965-330-0000		OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE DEC'22 - DPW	Acct: 65-965-330-0000		OFFICE EQUIPMENT		
	Desc: LEASE COPIER - DEC'22 - DIS	Acct: 10-271-320-0000		DISP -EQUIP OPERATION/MAINT-OFF		
78207501-2	KOYCERA DEC'22		0.00	$386.19	0.00	386.19
	Desc: LEASE COPIER - DEC'22 - DPW	Acct: 10-325-330-0000		DPW -OFFICE EQUIPMENT		
	Desc: LEASE COPIER - DEC'22 - TC	Acct: 10-151-318-0000		TC -CONTRACTED SERVICES		
		Vendor Total:		728.31	0.00	728.31

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
060110	NATIONAL BUSINESS TECHNOLOGIES LLC				11/23/2022	78348
IN515870	METER COPIER - NOV'22 - LF		7.36	$7.36	0.00	7.36
Desc:	METER COPIER - NOV'22 - LF	Acct:	30-975-318-0000	CONTRACTED SERVICES		
IN512901	METER COPIER - NOV'22 - PD		0.00	$35.31	0.00	35.31
Desc:	METER COPIER - NOV'22 - PD	Acct:	10-211-318-0000	HPD -CONTRACTED SERVICES		
IN515874	METER COPIER NOV'22 - REC		0.00	$56.90	0.00	56.90
Desc:	METER COPIER NOV'22 - REC	Acct:	10-511-318-0000	PR -CONTRACTED SERVICES		
IN515876	METER COPIER-NOV'22-TM		0.00	$132.10	0.00	132.10
Desc:	METER COPIER-NOV'22-TM	Acct:	10-121-318-0000	TM -CONTRACT SERVICES		
	Vendor Total:			231.67	0.00	231.67
034800	NORTHEAST DELTA DENTAL				11/23/2022	78310
DEC'22	DENTAL INS DEC'22		1,052.98	$8,803.95	0.00	8,803.95
Desc:	DENTAL INS DEC'22	Acct:	10-121-230-0000	TM -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-151-230-0000	TC -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-171-230-0000	FIN -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-174-230-0000	ASE -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-175-230-0000	DEL -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-181-230-0000	IT -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-211-230-0000	HPD -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-221-230-0000	HFD -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-271-230-0000	DISP -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-312-230-0000	DPW -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-325-230-0000	DPW -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-511-230-0000	PR -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-514-230-0000	PR -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-530-230-0000	PR -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-621-230-0000	PDZ -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	10-622-230-0000	PDZ -DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	30-975-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	50-954-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	50-954-418-0100	RETIREE HEALTH INSURANCE		
Desc:	DENTAL INS DEC'22	Acct:	50-955-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	55-955-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	60-961-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	60-965-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	65-963-230-0000	DENTAL		
Desc:	DENTAL INS DEC'22	Acct:	65-965-230-0000	DENTAL		
	Vendor Total:			8,803.95	0.00	8,803.95
034925	NORTHEAST RESOURCE RECOVERY ASSC				11/23/2022	78311
130031	BULBS/SMOKE DETECT/ETC.		138.07	$138.07	0.00	138.07
Desc:	BULBS/SMOKE DETECT/ETC.	Acct:	30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:			138.07	0.00	138.07
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS			11/23/2022	78312
0772586	MSW TRANSPORT/COMPOST		4,526.13	$4,526.13	0.00	4,526.13
Desc:	MSW Transport	Acct:	30-974-318-0000	CONTRACTED SERVICES		
Desc:	Compost/Clean Wood	Acct:	30-971-318-0000	CONTRACTED SERVICES		

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.
0772640	CURBSIDE OCT'22	22,462.81	$22,462.81	0.00	22,462.81
Desc: CURBSIDE OCT'22		Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Vendor Total:		26,988.94	0.00	26,988.94
035735	O'NEIL, LISA	LISA O'NEIL		11/23/2022	78313
11.21.2022	Reimbursement for Election Lunch 1	0.00	$78.61	0.00	78.61
Desc: Reimbursement for Election Lunch 1		Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES		
	Vendor Total:		78.61	0.00	78.61
036165	OSBORN, MATTHEW	MATTHEW J. OSBORN		11/23/2022	78314
11.11.2022	FENCING - FOOD FOREST	0.00	$199.96	0.00	199.96
Desc: FENCING - FOOD FOREST		Acct: 10-625-323-0000	PDZ -MATERIALS & SUPPLIES		
	Vendor Total:		199.96	0.00	199.96
036177	OSTROUT, GAIL	GAIL OSTROUT		11/23/2022	78315
NOV'22	REIMBURSEMENT GYM MEMBERSHIP	0.00	$30.00	0.00	30.00
Desc: REIMBURSEMENT GYM MEMBERSHIP		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
	Vendor Total:		30.00	0.00	30.00
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE		11/23/2022	78317
78501	INSPECTIONS - OCT'22	0.00	$9.04	0.00	9.04
Desc: INSPECTIONS - OCT'22		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE		11/23/2022	78316
20015423	VIS PACKAGE #2	0.00	$1,677.73	0.00	1,677.73
Desc: VIS PACKAGE		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Desc: VIS PACKAGE		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		1,686.77	0.00	1,686.77
040516	PERRY, DIANE	DIANE PERRY		11/23/2022	78322
11.11.2022	PETTY CASH	0.00	$76.00	0.00	76.00
Desc: GAS FOR CRUISER		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Desc: TOLLS		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Desc: POSTAGE FOR EVIDENCE		Acct: 10-211-322-0000	HPD -POSTAGE		
	Vendor Total:		76.00	0.00	76.00
037552	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC		11/23/2022	78318
3316578920	LEASE POSTAGE SEP - DEC 2022	0.00	$170.43	0.00	170.43
Desc: LEASE POSTAGE SEP - DEC 2022		Acct: 10-221-322-0000	HFD -POSTAGE		
Desc: LEASE POSTAGE SEP - DEC 2022		Acct: 10-211-322-0000	HPD -POSTAGE		
	Vendor Total:		170.43	0.00	170.43
038340	PREFERRED CONTRACTORS, INC			11/23/2022	78319
13044	ICE RINK - 5 YR SOFTWARE	0.00	$580.52	0.00	580.52
Desc: ICE RINK - 5 YR SOFTWARE		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		580.52	0.00	580.52
500952	PRIMMER PIPER EGGLESTON & CRAMER P			11/23/2022	78355

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.
B04982-00014-251613	LEGAL; CHARTER CHANGES	0.00	$165.00	0.00	165.00
Desc: LEGAL; CHARTER CHANGES		Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		
	Vendor Total:		165.00	0.00	165.00
039510	RC CLEANING LLC	RC CLEANING LLC		11/23/2022	78320
13	JANITORIAL SERVICES	0.00	$1,639.20	0.00	1,639.20
Desc: JANITORIAL SERVICES - CARPET CLEANI		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Desc: JANITORIAL SERVICES		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Vendor Total:		1,639.20	0.00	1,639.20
039710	REED TRUCK SERVICES INC, S G	SG REED TRUCK SERVICES INC,		11/23/2022	78321
19760	Nitrogen Sensor (H-7)	0.00	$755.95	0.00	755.95
Desc: Nitrogen Sensor (H-7)		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		755.95	0.00	755.95
059941	ROY REFRIGERATION, LLC			11/23/2022	78347
8877	SERVICE CALL: HEAT PUMP	176.66	$176.66	0.00	176.66
Desc: SERVICE CALL: HEAT PUMP		Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		176.66	0.00	176.66
041450	SABIL & SONS, INC	SABIL & SONS, INC		11/23/2022	78323
95955	Towed H-4 from town garage to Reeds	0.00	$525.00	0.00	525.00
Desc: Towed H-4 from town garage to Reeds		Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
43506	RETURNED PARTS	0.00	$-187.15	0.00	-187.15
Desc: RETURNED PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
43507	MATERIALS	12.84	$12.84	0.00	12.84
Desc: MATERIALS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		350.69	0.00	350.69
500894	SECURSHRED	SECURSHRED		11/23/2022	78354
409406	SHREDDING SERVICES	0.00	$22.00	0.00	22.00
Desc: SHREDDING SERVICES		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
	Vendor Total:		22.00	0.00	22.00
041880	SEITCHIK, DARYL	DARYL SEITCHIK		11/23/2022	78324
11.16.2022	COMICS CLASS	0.00	$448.00	0.00	448.00
Desc: COMICS CLASS		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		448.00	0.00	448.00
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		11/23/2022	78346
20946	ZAMBONI KNIFE	0.00	$41.00	0.00	41.00
Desc: ZAMBONI KNIFE		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
20991	ZAMBONI KNIFE	0.00	$41.00	0.00	41.00
Desc: ZAMBONI KNIFE		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		82.00	0.00	82.00
042720	SIRCHIE	SIRCHIE FINGER PRINT LABS, INC		11/23/2022	78325

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.
0566040-IN	GLOVES		0.00	$429.15	0.00	429.15
Desc: GLOVES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
	Vendor Total:			429.15	0.00	429.15
053150	SWISH WHITE RIVER LTD				11/23/2022	78341
W530713	JANITORIAL SUPPLIES		0.00	$546.87	0.00	546.87
Desc: JANITORIAL SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: JANITORIAL SUPPLIES		Acct: 10-271-323-0000		DISP -MATERIAL & SUPPLIES		
W531478	JANITORIAL SUPPLIES		0.00	$324.90	0.00	324.90
Desc: JANITORIAL SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: JANITORIAL SUPPLIES		Acct: 10-271-323-0000		DISP -MATERIAL & SUPPLIES		
W531321	JANITORIAL SUPPLIES		0.00	$85.50	0.00	85.50
Desc: JANITORIAL SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: JANITORIAL SUPPLIES		Acct: 10-271-323-0000		DISP -MATERIAL & SUPPLIES		
W533330	CLEANING SUPPLIES		0.00	$50.10	0.00	50.10
Desc: CLEANING SUPPLIES		Acct: 10-530-323-0000		PR -MATERIAL & SUPPLIES		
W531477	JANITORIAL SUPPLIES		0.00	$96.75	0.00	96.75
Desc: JANITORIAL SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: JANITORIAL SUPPLIES		Acct: 10-271-323-0000		DISP -MATERIAL & SUPPLIES		
Desc: JANITORIAL SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
W532762	CLEANING SUPPLIES		0.00	$89.49	0.00	89.49
Desc: CLEANING SUPPLIES		Acct: 10-421-323-0000		SEN -MATERIAL & SUPPLIES		
	Vendor Total:			1,193.61	0.00	1,193.61
045484	TELEPHONE & NETWORK TECHNOLOGIES				11/23/2022	78327
842767	WALL MOUNT INSTALLATION		0.00	$1,544.00	0.00	1,544.00
Desc: WALL MOUNT INSTALLATION		Acct: 10-221-330-0000		HFD -OFFICE EQUIPMENT		
	Vendor Total:			1,544.00	0.00	1,544.00
045520	TEXAS CAPITAL BANK	TEXAS CAPITAL BANK			11/23/2022	78328
156666	LEASE - 2020 NISSAN LEAF DEC'22		0.00	$663.79	0.00	663.79
Desc: LEASE - 2020 NISSAN LEAF DEC'22		Acct: 10-161-331-0000		TH -DEPARTMENT EQUIPMENT		
	Vendor Total:			663.79	0.00	663.79
046549	TROJAN TECHNOLOGIES GROUP ULC	FIFTH THIRD BANK			11/23/2022	78329
200/3763	20 U.V. Bulbs		8,270.00	$8,270.00	0.00	8,270.00
Desc: 20 U.V. Bulbs		Acct: 60-961-320-0100		EQUIP OPERATION/MAINT-GENERAL		
SLS/10317830	LAMP DRIVER KIT		2,038.79	$2,038.79	0.00	2,038.79
Desc: Lamp Driver Kit		Acct: 65-963-320-0100		EQUIP OPERATION/MAINT-GENERAL		
	Vendor Total:			10,308.79	0.00	10,308.79
046725	TST HYDRAULICS, INC.				11/23/2022	78330
99430	LEAF BLOWER		0.00	$1,293.54	0.00	1,293.54
Desc: Leaf blower		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			1,293.54	0.00	1,293.54
046950	TWIN STATE SAND AND GRAVEL CO				11/23/2022	78331
106046	SCREENED LOAM		0.00	$848.17	0.00	848.17

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: SCREENED LOAM	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
106642	WINTER SAND / SUPER GRIT	0.00	$8,411.60	0.00	8,411.60
	Desc: WINTER SAND	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
	Desc: SUPER GRIT	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
	Vendor Total:		9,259.77	0.00	9,259.77
048185	VALLEY IMAGING & AWARDS			11/23/2022	78332
21060	500 BUSINESS CARDS	0.00	$75.00	0.00	75.00
	Desc: 500 BUSINESS CARDS	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
	Vendor Total:		75.00	0.00	75.00
048300	VALLEY NEWS	VALLEY NEWS		11/23/2022	78333
125911,371355	AD#371355 SB 11.17.22	0.00	$166.60	0.00	166.60
	Desc: AD#371355 SB 11.17.22	Acct: 10-111-312-0000	SB -ADVERTISING		
	Vendor Total:		166.60	0.00	166.60
048575	VERIZON WIRELESS			11/23/2022	78334
9919517297	CELL PHONES - OCT'22	192.29	$2,699.41	0.00	2,699.41
	Desc: CELL PHONES - OCT'22	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-325-324-0000	DPW -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 50-955-324-0000	TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 55-955-324-0000	TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 60-965-324-0000	TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 30-971-324-0000	TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 65-965-324-0000	TELEPHONE		
	Desc: CELL PHONES - OCT'22	Acct: 10-411-417-0017	HEA -EXTRAORDINARY EXP : COVID-		
	Desc: CELL PHONES - OCT'22	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
9919454411	VERIZON BROADBAND - OCT'22	0.00	$1,580.11	0.00	1,580.11
	Desc: VERIZON BROADBAND - OCT'22	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: VERIZON BROADBAND - OCT'22	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
	Desc: VERIZON BROADBAND - OCT'22 -WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND - OCT'22-NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Vendor Total:		4,279.52	0.00	4,279.52
049600	VERMONT DEPART OF MOTOR VEHICLES			11/23/2022	78336
11.21.2022	Replacement Title	0.00	$35.00	0.00	35.00
	Desc: Replacement Title	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
	Vendor Total:		35.00	0.00	35.00
049401	VERMONT DEPT OF HEALTH			11/23/2022	78335
1025	Certified Paper Order	0.00	$83.00	0.00	83.00
	Desc: Certified Paper Order	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		

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:		83.00	0.00	83.00
050600	VERMONT OFFENDER WORK PROGRAMS				11/23/2022	78337
PR12173	INFORMATION CARDS FOR OFFICERS		0.00	$70.87	0.00	70.87
Desc:	INFORMATION CARDS FOR OFFICERS	Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES		
		Vendor Total:		70.87	0.00	70.87
050965	VERMONT RURAL WATER ASSOCIATION				11/23/2022	78338
8515	REG FEE: SERVICE LINE INV OVERVIE		28.00	$28.00	0.00	28.00
Desc:	REG FEE: SERVICE LINE INV OVERVIEW	Acct:	50-954-315-0000	RECRUITMENT & TRAINING		
Desc:	REG FEE: SERVICE LINE INV OVERVIEW	Acct:	55-954-315-0000	RECRUITMENT & TRAINING		
050965	VERMONT RURAL WATER ASSOCIATION				11/23/2022	78339
11.01.2022	REG FEE: ACTIVATED SLUDGE COURS		28.00	$28.00	0.00	28.00
Desc:	REG FEE: ACTIVATED SLUDGE COURSE	Acct:	65-963-315-0000	RECRUITMENT & TRAINING		
		Vendor Total:		56.00	0.00	56.00
052650	WEST LEBANON FEED & SUPPLY				11/23/2022	78340
220000482852	SUPPLIES		0.00	$92.97	0.00	92.97
Desc:	SUPPLIES	Acct:	10-625-323-0000	PDZ -MATERIALS & SUPPLIES		
		Vendor Total:		92.97	0.00	92.97
053650	WILSON TIRE INC				11/23/2022	78342
522971	TIRES		0.00	$791.48	0.00	791.48
Desc:	TIRES - PD7	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
523069	MOUNT TIRES		0.00	$74.50	0.00	74.50
Desc:	MOUNT-TIRE PRESSURE - PD4	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
522932	TIRES		0.00	$921.43	0.00	921.43
Desc:	TIRES - PD11	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		1,787.41	0.00	1,787.41
054150	WISDOM & POWER LLC				11/23/2022	78343
JUL-SEP'22	SOLAR ARRAY JUL-SEP'22		5,895.33	$5,895.33	0.00	5,895.33
Desc:	SOLAR ARRAY JUL-SEP'22	Acct:	50-952-329-0000	ELECTRICITY		
OCT'22	SOLAR ARRAY - OCT'22		1,965.11	$1,965.11	0.00	1,965.11
Desc:	SOLAR ARRAY - OCT'22	Acct:	50-952-329-0000	ELECTRICITY		
		Vendor Total:		7,860.44	0.00	7,860.44
054160	WITMER PUBLIC SAFETY, INC				11/23/2022	78344
INV134147	BOOTS		0.00	$169.36	0.00	169.36
Desc:	BOOTS	Acct:	10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
INV132207	UNIFORMS		0.00	$284.67	0.00	284.67
Desc:	UNIFORMS	Acct:	10-221-320-0100	HFD -EQUIP OPERATION-COMMUNIC		
		Vendor Total:		454.03	0.00	454.03
054815	WORKSAFE TCI INC				11/23/2022	78345
29796	HWY SIGNS		0.00	$341.97	0.00	341.97
Desc:	HWY SIGNS	Acct:	10-315-323-0000	DPW -MATERIAL & SUPPLIES		

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:		341.97	0.00	341.97
502705	YOUNG, KYLIE	KYLIE YOUNG			11/23/2022	78357
114	Girls Ice Hockey Camp		0.00	$865.00	0.00	865.00
Desc:	Girls Ice Hockey Camp	Acct:	10-530-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		865.00	0.00	865.00

FUND 1 0 **Bank Total:** **326,439.93**

Holdback Total 331,509.93

Batch Totals: 0.00 103,626.18 0.00 435,136.11

_____ MICHAEL HOYT

_____ DANIEL FRASER

_____ KIM SOUZA

_____ LANNIE J. COLLINS

_____ MARY M. ERDEI

_____ ROCKET

_____ ALLY TUFENKJIAN

_____ TRACY YARLOTT-DAVIS

_____ GAIL OSTROUT

_____ JOSEPH MAJOR