



TOWN OF HARTFORD SELECTBOARD AGENDA

Monday, March 6, 2023, 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](https://www.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

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Local Liquor Control Board

New: 1. Consider the Approval of Northern Stage Company, 76 Gates Street, White River Junction, VT 05001 (1st Class)

Renewals:

1. Consider the Renewal of Simon Pearce Restaurant, Doing Business As: Parker House Bar/Bistro, 1792 Main Street, Quechee, VT 05059 (1st and 3rd Class)
2. Consider the Renewal of Simon Pearce Restaurant, 1760 Quechee Main Street, Quechee, VT 05059 (1st and 3rd Class)
3. Consider the Renewal of Simon Pearce Glass, 1780 Quechee Main Street, Quechee, VT 05059. (2nd Class)
4. Consider the Renewal of Simon Pearce, 1792 Main Street, Quechee, VT 05059. (Outside Consumption)
5. Consider the Renewal of Revco LLC, Doing Business As: Revolution, 26 North Main Street, White River Junction, VT 05001 (2nd Class)
6. Consider the Renewal of Wolf Tree Hospitality LLC, 40 Currier Street, White River Junction, VT 05001 (1st, 3rd and Outside Consumption)
7. Consider the Renewal of Evans Group of Vermont Inc. Doing Business As: Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001 (2nd Class, Tobacco License and Tobacco Substitute Endorsement)
8. Consider the Renewal of Midway Oil Corporation, 906 Hartford Avenue, Hartford, VT 05743 (2nd Class, Tobacco License and Tobacco Substitute Endorsement)

IV. Local Cannabis Control Board: None

V. Order of Agenda

VI. Selectboard

1. **Public Comment**
2. **Selectboard Comments and Announcements**

3. Applications for Appointment to the Town Manager Search Committee

Selectboard 1 to be appointed

- Kim Souza

Town Staff 1 to be appointed

- Scott Hausler, Director of Parks & Recreation
- Connie Kelley, Deputy Chief

Citizens 7 to be appointed

- 1) David Briggs, 12 Hillcrest Terrace, WRJ
- 2) Claudette Brochu, 132 S. Main St., WRJ
- 3) Dennis Brown, 253 Lower Hyde Park, WRJ
- 4) Susan Buckholz, 973 Old Town Farm Road, WRJ
- 5) Sara Campbell, 141 Chellis St., WRJ
- 6) David Davis, 11 Stacey Lane, WRJ
- 7) Matthew Donahue, 2325 Old River Road, WRJ
- 8) Tim Fariel, 144 Worcester Ave, WRJ
- 9) AnnJane (AJ) Kemon, 1584 Dothan Rd., WRJ
- 10) Frank Klymn, 246 Brookside Dr., Wilder
- 11) Jennifer Kravitz, 985 Dothan Road, WRJ
- 12) Gabrielle Lucke, 554 Campbell St., WRJ
- 13) Joe Major, 145 Ozzy Lane, WRJ
- 14) Sandra (Sandy) Mariotti, 528 Fairview Terrace, WRJ
- 15) Cathy Melocik, 1897 Hartford Ave, Wilder
- 16) Gayle Ottmann, 114 Larch Lane, WRJ
- 17) Jason Smoller, 310 Fairview Terrace, WRJ

4. Selection of Vendor to conduct Town Manager Search

VII. Consent Agenda

Approve Payroll Ending: 3/4/2023

Approve Meeting Minutes of: 2/21/2023

Approve A/P Manifest of: 3/3/2023 and 3/6/2023

Approved Selectboard Meetings: 3/9/2023 (organizational) and 3/21/2023.

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 the appointment or employment or evaluation of a public officer or employee.

IX. Adjourn the Selectboard Meeting

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than 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

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

2022 LIQUOR LICENSE
ADDITIONAL INFORMATION**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1/16/23 Applicant: Northern Stage Company
 Doing Business As: Northern Stage
 Mailing
 Address: 716 Gates St., White River Jct, VT 05001

Telephone Number(s): 802-296-7000

Other Contact Name: (if applicable) _____

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

Carol Dunne Hackett 

Please list any violations any licensee, director, owner, stockholder has been charged with. If no violations, please answer "None".

None

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

None

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

Carol Dunne Hackett Carol Dunne Hackett 1/16/23
 Licensee's Signature Printed Name Date

Licensee's Signature_____
Printed Name_____
Date

Application
DLL - Application - 14694

APPLICATION DETAILS**RELATED INFORMATION**

DLL - Application Id
DLL - Application - 14694

Phone number:

Renewal Application

Applicant Action Comments
12/19/22 Resent application to the applicant for additional
paperwork. Sherry

License/Permit Location Description

Town Fee
115

Physical Location Name
Barrette Center for the Arts *d ba NorthStage*
Physical Location Street 1
76 Gates Street
Physical Location Street 2/Unit/Suite

Created By
 [Ryan Klink \(/DLLLicenseManagment/s/profile/005t00000008o10bAAA\)](/DLLLicenseManagment/s/profile/005t00000008o10bAAA)
10/27/2022 1:05 PM

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford
Historical Id
1RST
Application Type
License
Application For
First Class Restaurant/Bar License
Town User Approval/Rejection Comments
Eligibility of Tobacco Fee waiver

Physical Location City/Town
Hartford
Physical Location State
Vermont
Physical Location Zip
05001

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West
From: Deputy Chief Connie Kelley *CK*
CC:
Date: January 31, 2023
Re: Liquor Licenses

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

Northern Stage Co
76 Gates St

Carol Dunne Hackett



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Brian Sekinger

FOR COMPLETING

**1st Class Server Training Program 2022
(Final Exam)**

COMPLETION DATE
September 14, 2022

SCORE
100%

Inspection Summary

Hartford Fire Department

Inspection 8327



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM

Scheduled 01/23/2023 15:00 Scheduled Peltier
Inspected On 01/23/2023 15:00
Finished At 01/23/2023 17:00 Inspection Length 2.00
Next Inspection

Occupant

Occupant Name Northern Stage Theater
Building Name Assembly Occupancy - Theater
Contact Name Jason Smoller
Address 74 GATES ST
City, State and Zip White River Junction, VT 05001-
Phone 802-291-9009

Owner

Owner / Company Northern Stage Company
Contact Name Jason Smoller
Address 76 Gates Street
City, State and Zip White River Junction, VT 05001-
Phone 802-291-9009

Comments

Liquor License Fire Inspection:

Initial Inspection: 01/23/2023
Final Inspection: 02/16/2023
Occupancy Type: Assembly Occupancy - Theater
Occupancy Status: GRANTED

Initial Inspection Notes:

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeltier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location
Closed	13.5.3 - Elevators, Escalators, and Conveyors	Elevator

Date: 2/20/2023

Page: 1

Elevators, escalators, and conveyors shall comply with the provisions of Section 9.4		
	Comments: - Elevator firefighter emergency operations control panel noted as being non-operational. Required Action: - Elevator shall be compliant to the fire fighters' emergency operations requirements of ASME A17.1/CSA B44, Safety Code for Elevators and Escalators. Control panel shall be repaired and tested by a qualified professional.	
Closed	11.1.5.6 - Extension Cords Extension cords shall not be used as a substitute for permanent wiring. Comments: - Extension cords noted in permanent use and not properly installed. Required Action: Flexible cords and cables shall not be used as follows: (1) As a substitute for the fixed wiring of a structure (2) Where run through holes in walls, ceilings, or floors (3) Where run through doorways or windows, under carpets, and so forth (4) Where attached to building surfaces Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.	Building
Closed	14.5.4.1 - Self-Closing Devices A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 14.5.4.2, unless otherwise permitted by 14.5.4.3. [101:7.2.1.8.1]. Comments: Doors noted as being left in open position or blocked/wedged in open position: - Egress corridor doors - Fire doors Required Action: - All doors with closing hardware shall be kept closed and properly latch.	Building
Closed	12.7.5.1 - Firestop Systems and Devices Required. Penetrations for cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar items to accommodate electrical, mechanical, plumbing, and communications systems that pass through a wall, floor, or floor/ceiling assembly constructed as a fire barrier shall be protected by a firestop system or device. The firestop system or device shall be tested in accordance with ASTM E 814, Standard Test Method for Fire Tests of Through Penetration Fire Stops, or ANSI/UL 1479, Standard for Fire Tests of Through-Penetration Firestops, at a minimum positive pressure differential of 0.01 in. water column (2.5 N/m²) between the exposed and the unexposed surface of the test assembly. [101:8.3.5.1] Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas: - Corridors - Storage Rooms - Accessory Rooms/Areas Required Action: - Openings around cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar penetrations into or through fire-resistant-rated walls, partitions, floors, or ceilings shall be firestopped using approved methods to maintain the fire resistance rating.	Building
Closed	13.3.2.2 - Cooking Equipment Cooking equipment shall be protected in accordance with 9.2.3, unless the cooking equipment is one of the following types: (1) Outdoor equipment (2) Portable equipment not flue-connected (3) Equipment used only for food warming	Kitchenette

Comments: - Cooking equipment noted in kitchenette not protected. Range cooktop noted as being in service - Management advised only for warming use.

Required Action: - Cooking Equipment shall be used only for food warming. Signage shall be posted within the immediate vicinity of cooking appliance stating
COOKING APPLIANCE SHALL BE USED ONLY FOR WARMING.

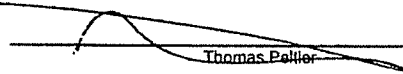
Closed	10.18.5.1 - Equipment Room Storage Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms.	Electrical Room
	Comments: - Electrical Room noted with high hazard storage (Flammable liquids/cleaning supplies) and ordinary combustibles (paper products).	
	Required Action: - Electrical Room shall be kept clear of ALL STORAGE AT ALL TIMES. Storage shall be removed immediately from the electrical room.	
Closed	11.1.8 - Covers (Electrical) All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.	Lobby
	Comments: - Open junction box noted in lobby area (ceiling) without proper cover plate.	
	Required Action: - Electrical outlets/switches/junction box(s) shall have proper cover plates installed.	
Closed	14.12.1.2 - Illumination of Means of Egress Illumination of means of egress shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use, unless otherwise provided in 14.12.1.2.2. [101:7.8.1.2]	Theater
	Comments: - Emergency lighting not noted in main theater area to cover code requirements.	
	Required Action: - Egress illumination shall be evaluated in the theater space for proper coverage of egress. Emergency lighting shall be installed if applicable. Emergency lighting shall be in proper working order and properly maintained at all times.	

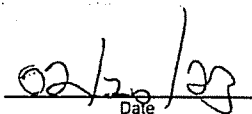
Tickler History

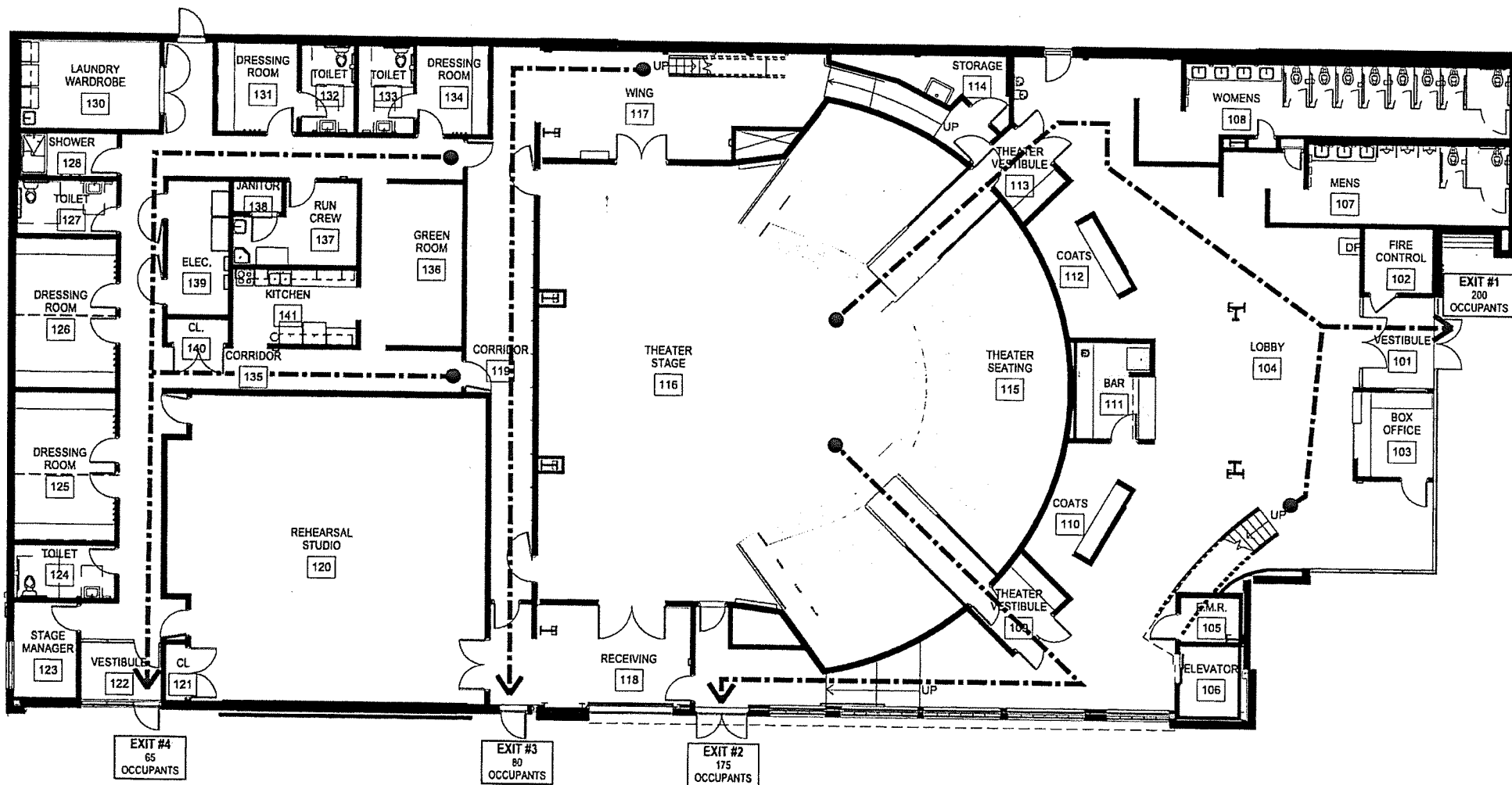
Date Type Inspector Narrative

Signatures

Inspector


Thomas Peltier


Date



EGRESS PATH DIAGRAM

NORTHERN STAGE

11/23/2016

Lana Livingston

From: Sherry West
Sent: Thursday, February 23, 2023 12:11 PM
To: Lana Livingston
Subject: 2023 Renewals: Simon Pearce Restaurants, Glass & Outside Consumption
Attachments: Simon Pearce Restaurant 1st, 2nd; 3rd, OSC.pdf; Simon Pearce Restaurant dba Parker Bar & Bistro).pdf; Simon Pearce Outside Consumption to TM.pdf; Simon Pearce Glass to TM.pdf

Attached are the applications for Renewal for Simon Pearce. Please add to an upcoming

1. Simon Pearce Restaurant: 1st Class, 3rd Class
2. Simon Pearce Pontil Holdings, LLC d/b/a Parker Bar & Bistro: 1st Class, 3rd Class
3. Simon Pearce Glass: 2nd Class
4. Simon Pearce: Outside Consumption

Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West

From: Acting Chief Connie Kelley *CKK*

CC:

Date: January 12, 2023

Re: Liquor Licenses

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

**Simon Pearce Restaurant
Main Street**

**Simon Pearce
Patricia Pearce
Mark Loehr
Wendy McDevitt
Stephen McDonnell**

Inspection Summary

Hartford Fire Department

Inspection 8306



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM

Scheduled 01/19/2023 13:00
Inspected On 01/19/2023 13:00
Finished At 01/19/2023 15:00
Next Inspection
Scheduled Peltier
Inspection Length 2.00

Occupant

Occupant Name Simon Pearce Restaurant
Building Name Assembly Occupancy - Restaurant
Contact Name Mike Finley
Address 1760 QUECHEE MAIN ST
City, State and Zip Quechee, VT 05059-
Phone 802-295-1470

Owner

Owner / Company PEARCE-MCDONNELL PATRICIA ANN
Contact Name SIMON PEARCE QUECHEE MAIN STREET MILL LLC
Address 109 PARK RD
City, State and Zip WINDSOR, VT 05089-
Phone 802-295-1470

Comments

Liquor License Fire Inspection:

Initial Inspection: 01/19/2023
Final Inspection: 02/08/23
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: GRANTED

Initial Inspection Notes:

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeltier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location
Closed	12.4.1 - Fire Doors and Other Opening Protectives	2nd Floor

Date: 2/20/2023

Page: 1

The installation and maintenance of assemblies and devices used to protect openings in walls, floors, and ceilings against the spread of fire and smoke within, into, or out of buildings shall comply with Section 12.4 and NFPA 80, Standard for Fire Doors and Other Opening Protectives. [80:1.1]

Comments: - Door to employee locker room noted without latching hardware.
Required Action: - All doors with closing hardware shall be kept closed and properly latch.

Closed	14.5.4.1 - Self-Closing Devices A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 14.5.4.2, unless otherwise permitted by 14.5.4.3. [101:7.2.1.8.1].	2nd Floor
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Comments: - Doors in egress corridor and with self-closing devices noted as being propped in the open position.
Required Action: - All doors with closing hardware shall be kept closed and properly latch.

Closed	9.9 - Portable Fire Extinguishers Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.	Building
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Comments: - Multiple fire extinguishers noted as not properly mounted and not readily accessible.
Required Action: - Building shall have fire extinguishers installed properly and readily accessible. The bottom of the extinguisher needs to be at least 4in off the ground and the top not more than 5ft from the ground.

Closed	12.3.3.1 - Maintenance of Fire-Resistive Construction. Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed.	Kitchen
--------	--	---------

Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas:
- Wall between kitchen/glassblowing
Required Action: - Vertical/Horizontal openings and or penetrations through fire-resistant rated walls, partitions, floors or ceilings shall be fire stopped or repaired with fire resistive materials using approved methods to maintain the fire-resistance rating.

Closed	11.1.8 - Covers (Electrical) All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.	Restaurant
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Comments: Electrical outlets/switches/junction box(s) noted without proper cover plates:
- Loading Dock
- Restaurant
Required Action: - Electrical outlets/switches/junction box(s) shall have proper cover plates installed.

Closed	10.18.3.2 - Sprinkler Head Clearances The clearance between the deflector and the top of storage shall be 18 in. (457 mm) or greater. [13:8.6.6.1]	Kitchen
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Comments: - Storage noted within the vicinity of sprinkler heads in the lower level kitchen area.
Required Action: - Storage shall be removed to meet proper sprinkler clearance.

Closed

14.14.5.2.1 - Illumination of Exit Signs

Dining Area

Every sign required to be illuminated by 14.14.6.3, 14.14.7, and 14.14.8.1 shall be continuously illuminated as required under the provisions of Section 14.12, unless otherwise provided in 14.14.5.2.2. [101:7.10.5.2.1]

Comments: - Exit signs noted as not having proper emergency lighting power.

Required Action: - Exit signs shall be illuminated by emergency lighting facilities in case of interruption of normal lighting.

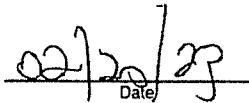
Tickler History

Date Type Inspector Narrative

Signatures

Inspector


Thomas Penler


Date

Application
DLL - Application - 16773

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id
DLL - Application - 16773

Business/Entity Name
Simon Pearce (US) Inc. /DLLLicenseManagment/s/detail
/a4vt0000000DIYfAAK)

Phone number:

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee
115

Physical Location Name
Simon Pearce Restaurant *dba Parker House*
Physical Location Street 1
1792 Main Street
Physical Location Street 2/Unit/Suite

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford

Historical Id
1RST

Application Type
License

Application For
First Class Restaurant/Bar License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town
Quechee

Physical Location State
Vermont

Physical Location Zip
05059

Application
DLL - Application - 16766

APPLICATION DETAILS**RELATED INFORMATION**

DLL - Application Id
DLL - Application - 16766

Business/Entity Name
Simon Pearce (US) Inc. (/DLLLicenseManagment/s/detail/a4vt0000000DIYfAAK)

Phone number:

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee
0

Physical Location Name
Simon Pearce Restaurant

Physical Location Street 1
1792 Main Street

Physical Location Street 2/Unit/Suite

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford

Historical Id
3RST

Application Type
License

Application For
Third Class Restaurant/Bar License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town
Quechee

Physical Location State
Vermont

Physical Location Zip
05059

*aka Parker House
Bar: Restaurant*

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West

From: Acting Chief Connie Kelley *CK*

CC:

Date: January 12, 2023

Re: Liquor Licenses

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

Simon Pearce Restaurant(Parker House Bistro & Bar)
1792 Main Street

Simon Pearce
Patricia Pearce
Mark Loehr
Wendy McDevitt
Stephen McDonnell

Inspection Summary

Hartford Fire Department

Inspection 8312



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM
Scheduled 01/19/2023 15:00
Inspected On 01/19/2023 15:00
Finished At 01/19/2023 16:00
Next Inspection
Scheduled Peltier
Inspection Length 1.00

Occupant

Occupant Name Simon Pearce Restaurant - Parker House
Building Name Assembly Occupancy
Contact Name Mike Finley
Address 1792 QUECHEE MAIN ST
City, State and Zip Quechee, VT 05059-
Phone 802-230-2429

Owner

Owner / Company SIMON PEARCE PONTIL HOLDINGS LLC
Contact Name Mike Finley
Address 109 PARK RD
City, State and Zip WINDSOR, VT 05089-
Phone 802-230-2429

Comments

Liquor License Fire Inspection:

Initial Inspection: 02/08/2023
Final Inspection: (Pending Violations)
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: GRANTED

Initial Inspection Notes:

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeltier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location
Closed	12.3.3.1 - Maintenance of Fire-Resistive Construction.	Basement

Date: 02/21/2023

Page: 1

Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed.

Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas:

- Basement Storage Areas
- Mechanical Room

Required Action: - Vertical/Horizontal openings and or penetrations through fire-resistant rated walls, partitions, floors or ceilings shall be fire stopped or repaired with fire resistive materials using approved methods to maintain the fire-resistance rating.

Closed	210.8 - GFCI Outlets All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel. ie (Bathroom, Garage, Outdoors, Crawl spaces, Unfinished basements, Kitchen, Sinks, Boathouses, Bathrooms, Laundry Areas) Comments: GFCI outlets NOT noted in these areas: - Laundry Areas Required Action: All 125-volt, single-phase, 15- and 20- ampere receptacles installed in the locations specified above shall have ground-fault circuit interrupter protection. Replace outlets with GFCI outlets in all noted applicable areas.	Building
Closed	13.1.7 - Fire Protection Systems All fire protection systems and devices shall be maintained in a reliable operating condition and shall be replaced or repaired where defective or recalled. Comments: - Limited domestic sprinkler system in mechanical room noted as not being operational (valve shut-off). Required Action: The property owner shall be responsible for the proper testing and maintenance of the equipment and systems. Limited sprinkler system shall be restored and in proper working order IMMEDIATELY.	Mechanical Room
Closed	12.7.5.1 - Firestop Systems and Devices Required. Penetrations for cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar items to accommodate electrical, mechanical, plumbing, and communications systems that pass through a wall, floor, or floor/ceiling assembly constructed as a fire barrier shall be protected by a firestop system or device. The firestop system or device shall be tested in accordance with ASTM E 814, Standard Test Method for Fire Tests of Through Penetration Fire Stops, or ANSI/UL 1479, Standard for Fire Tests of Through-Penetration Firestops, at a minimum positive pressure differential of 0.01 in. water column (2.5 N/m²) between the exposed and the unexposed surface of the test assembly. [101:8.3.5.1] Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas: - Basement - Mechanical Rooms Required Action: - Openings around cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar penetrations into or through fire-resistant-rated walls, partitions, floors, or ceilings shall be firestopped using approved methods to maintain the fire resistance rating.	Basement

Tickler History

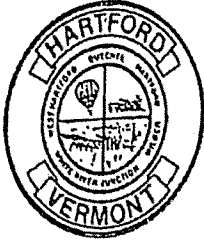
Date Type Inspector Narrative

Signatures

Inspector

Thomas Pellier

Date



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 1/3/2023 Applicant: SIMON PEARCE (US) Inc.

Doing Business As: _____

Mailing Address: _____

109 Park Road Windsor VT 05089

Telephone Number(s): 802 230 1921 E-mail JEN. TIETZ@SIMONPEARCE.COM

Other Contact Name: (if applicable) JENNIFER TIETZ

Please list below ALL licensees, directors, owners, stockholders name & dates of birth: SEE ATTACHED "DIRECTORS OF THE CORPORATION"

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

NONE

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

NONE

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

John K Benson III

John K Benson III

1/10/2023

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date

Directors of the Corporation (Simon Pearce)

Name	DOB
Simon Pearce	[REDACTED]
Patricia McDonnell Pearce	[REDACTED]
Mark Loehr	[REDACTED]
Wendy McDevitt	[REDACTED]
Stephen McDonnell	[REDACTED]

Application
DLL - Application - 15946

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id
DLL - Application - 15946

Business/Entity Name
[Simon Pearce \(US\) Inc. \(/DLLLicenseManagment/s/detail/a4vt0000000DIYfAAK\)](#)

Phone number:

Renewal Application

Applicant Action Comments
1/9/2023 Per our conversation, am returning this to you for additional information.
Thank you. Sherry

License/Permit Location Description

Town Fee
115

Physical Location Name
Simon Pearce Restaurant

Physical Location Street 1
1760 Quechee Main Street

Physical Location Street 2/Unit/Suite

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford

Historical Id
1RST

Application Type
License

Application For
First Class Restaurant/Bar License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town
Quechee

Physical Location State
Vermont

Physical Location Zip
05059

Application
DLL - Application - 16760

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id
DLL - Application - 16760
Phone number:

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee
0

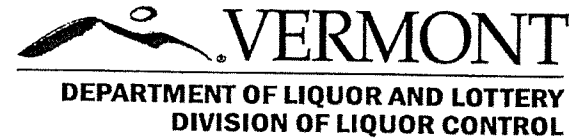
Physical Location Name
Simon Pearce Restaurant
Physical Location Street 1
1760 Quechee Main Street
Physical Location Street 2/Unit/Suite

Created By
 [Jennifer Tietz \(/DLLLicenseManagment/s/profile/0058z000000rkxuAAA\)](#)
, 1/10/2023 12:18 PM

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford
Historical Id
3RST
Application Type
License
Application For
Third Class Restaurant/Bar License
Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town
Quechee
Physical Location State
Vermont
Physical Location Zip
05059



DLC IN-HOUSE TRAINER CERTIFICATE

LYDIA STAROSTA

HAS BEEN CERTIFIED AS A DLC IN-HOUSE TRAINER ON OCTOBER 1, 2020
FOR THE FOLLOWING COURSE:

2nd Class Seller Training

BUSINESS INFORMATION

BUSINESS NAME: Simon Pearce

BUSINESS ADDRESS: 1760 Main Street, Quechee, VT

DLC INFORMATION

DLC TRAINING DATE: March 22, 2022

TRAIN THE TRAINER EXPIRATION DATE: March 22, 2024

☒ ONLINE

☐ IN PERSON

TRAINER'S SIGNATURE: _____

A handwritten signature in black ink, appearing to read "Eric A. Volk".

OFFICIAL TRAIN THE TRAINER CERTIFICATION FROM THE DEPARTMENT OF LIQUOR AND LOTTERY, DIVISION OF LIQUOR CONTROL'S OFFICE OF EDUCATION.
THIS TRAINING IS ONLY VALID AT THE BUSINESS LISTED ABOVE FOR THE IN-HOUSE TRAININGS THAT THIS INSTRUCTOR HAS CURRENTLY VALID DLC
CERTIFICATIONS IN. THIS CERTIFICATION EXPIRES WHEN THE INSTRUCTOR'S DLC CERTIFICATION DOES.

Application
DLL - Application - 15972

APPLICATION DETAILS**RELATED INFORMATION**

DLL - Application Id

DLL - Application - 15972

Business/Entity Name

Simon Pearce (US) Inc. (/DLLLicenseManagment/s/detail
/a4vt0000000DIYfAAK)

Phone number:

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee

70

Physical Location Name

Simon Pearce Glass

Physical Location Street 1

1760 Quechee Main St.

Quechee, VT 05059

Physical Location Street 2/Unit/Suite

The Mill

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Hartford

Historical Id

SECN

Application Type

License

Application For

Second Class License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town

Quechee

Physical Location State

Vermont

Physical Location Zip

05059

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West
From: Acting Chief Connie Kelley *CKK*
CC:
Date: January 12, 2023
Re: Liquor Licenses

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

Simon Pearce Glass
Main St
"The Mill"

Simon Pearce
Patricia Pearce
Mark Loehr
Wendy McDevitt
Stephen McDonnel



Application
DLL - Application - 16914

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id

DLL - Application - 16914

Business/Entity Name

[Simon Pearce \(US\) Inc. \(/DLLLicenseManagment/s/detail/a4vt0000000DIYfAAK\)](#)

Foundational License

Renewal Application

Applicant Action Comments

Town Fee

0

DLL-DLC-LPE Town Payment Received

Start date of event

Physical Location Street 1

1792 Main Street

Physical Location Street 2/Unit/Suite

Physical Location City/Town

Quechee

Physical Location State

Vermont

Physical Location Zip

05059

Outside Side Consumption Start time

Outside Side Consumption Days Requested

Describe the type of event/ OCP Area

The Parker House Lawn

Physical Size: Front to Back from Quechee Main Street- 74 ft

Width from Left to Right: 42 ft

Grounds Description:

External Status

Application sent to municipality

Historical Id

OUTC

Application Type

Permit

Application For

Outside Consumption Permit

License/Permit Location Description

End date of event

Outside Side Consumption End time

Outside Side Consumption Hours Requested

Business Location

Physical Location Name

Simon Pearce Restaurant

Town Clerk/ Municipal Jurisdiction

Hartford

Approximate Number of Persons Expected:

-Primarily grass and loose pack dirt that we will be erecting a 20x40 ft frame tent that will cover 35% of the space

-There are two main egresses. One on the Simon Pearce side that is 4' wide and made of stone. The other is on the parking lot side that is a wooden staircase leading down to the parking lot.

-(2) porta potties will be on site

-Fencing will be placed around the perimeter of the lawn where alcohol will be served.

-Host stand to be situated on site to observe patrons at all times.

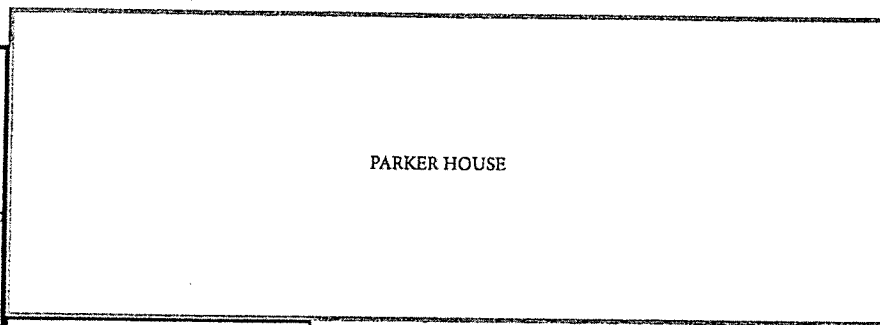
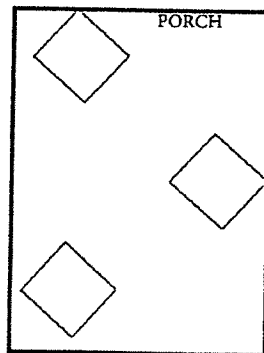
Front Porch of The Parker House

Description:

-The additional area that we are asking to serve our alcoholic beverages is the front porch of The Parker House. It is a rectangular space that is approx. 800 sq ft, enclosed by a porch railing.

-There is one main egress that exits to the lawn of The Parker House. Guests will have access to the porta potties.

PORTA POTTY

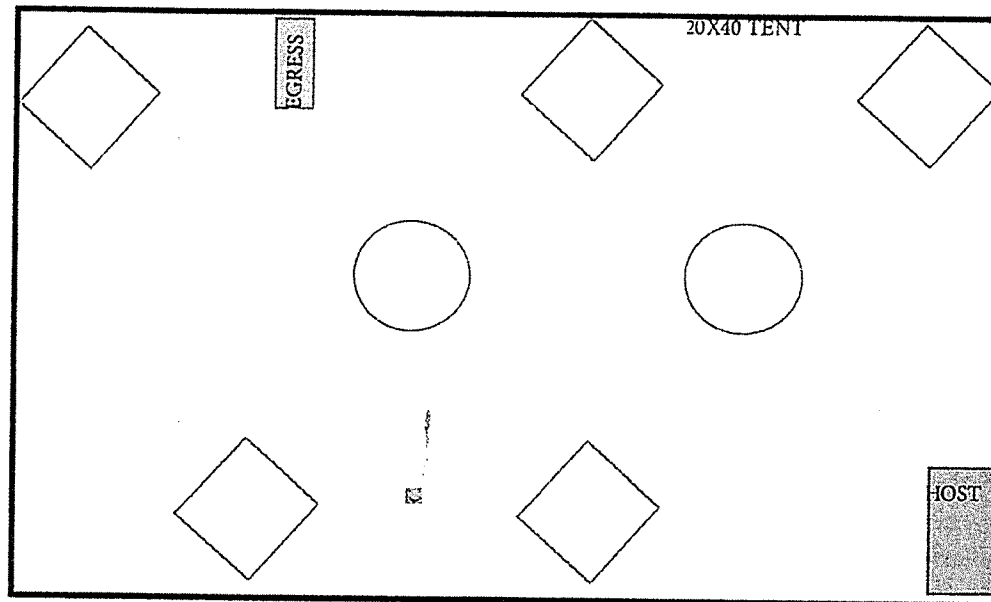
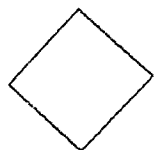
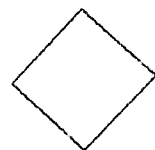


STAIRS

STAIRS



CONSTRUCTION TYPE FENCE



EGRESS

HOST

CONSTRUCTION TYPE FENCE

STAIRS

SIMON PEARCE - OUTSIDE CONSUMPTION area - Parker House Bar Pietro.

Lana Livingston

From: Sherry West
Sent: Thursday, February 23, 2023 11:07 AM
To: Lana Livingston
Subject: 2023 Renewal: Revco, LLC d/b/a Revollution
Attachments: Revco dba Revolution to TM.pdf

Attached is the renewal application for Revco, LLC d/b/a Revolution: 2nd Class

Please add to an upcoming agenda.

Thank you.

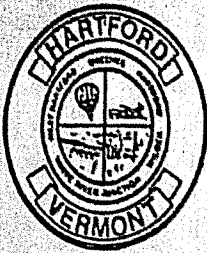
Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.



TOWN OF HARTFORD

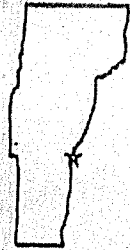
MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 01.28.23 Applicant: Revco, LLC

Doing Business As: Revolution

Mailing Address:

PO Box 663, White River Junction, VT 05001

Telephone Number(s): 802.295.6487 E-mail info@shoptherev.com

Other Contact Name: (if applicable) Kim Souza

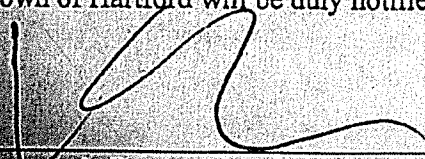
Please list below ALL licensees, directors, owners, stockholders name & dates of birth:

Kim Souza [REDACTED], Ann Johnston [REDACTED], Simran Johnston [REDACTED]

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

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

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



Licensee's Signature

Kim Souza

Printed Name

01.28.23

Date



Licensee's Signature

Ann E Johnston

Printed Name

01.28.23

Date



Licensee's Signature

Simran Johnston 01.28.23

Application
DLL - Application - 17515

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id
DLL - Application - 17515

Phone number:

Renewal Application

Applicant Action Comments
Please upload documents - VM
License/Permit Location Description

Town Fee
70

Physical Location Name
Revolution
Physical Location Street 1
26 North Main Street
Physical Location Street 2/Unit/Suite

Created By
 [Kim Souza \(/DLLLicenseManagment/s/profile/005t0000008oAFQAA2\)](#)
1/28/2023 12:23 PM

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford
Historical Id
SECN
Application Type
License
Application For
Second Class License
Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town
White River Junction
Physical Location State
Vermont
Physical Location Zip
05001



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Kim Souza

FOR COMPLETING

**2nd Class Seller Training Program 2023
(Final Exam)**

COMPLETION DATE

January 27, 2023

SCORE

95%

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West

From: Deputy Chief Connie Kelley *CK*

CC:

Date: January 31, 2023

Re: Liquor Licenses

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

Revolution
26 North Main ST

Kim Souza

Inspection Summary

Hartford Fire Department

Inspection 8504



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM

Scheduled 02/02/2023 13:00

Scheduled Peltier

Inspected On 02/02/2023 13:00

Finished At 02/02/2023 14:00

Inspection Length 1.00

Next Inspection

Occupant

Occupant Name Revolution
Building Name Mercantile Occupancy
Contact Name Kim Souza
Address 26 N MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-295-6487

Owner

Owner / Company GATES-BRIGGS BUILDING TRUST OF 2019
Contact Name BRIGGS DAVID, TRUSTEE
Address P.O. BOX 85
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone 802-295-6487

Comments

Liquor License Fire Inspection:

Initial Inspection: 02/02/2023

Final Inspection: 02/20/2023

Occupancy Type: Mercantile Occupancy

Occupancy Status: GRANTED

Initial Inspection Notes:

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeltier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location
Closed	11.1.5.6 - Extension Cords	Basement

Date: 2/20/2023

Page: 1

Extension cords shall not be used as a substitute for permanent wiring.

Comments: - Extension cord noted in permanent use in basement area.

Required Action: Flexible cords and cables shall not be used as follows:

- (1) As a substitute for the fixed wiring of a structure
- (2) Where run through holes in walls, ceilings, or floors
- (3) Where run through doorways or windows, under carpets, and so forth
- (4) Where attached to building surfaces

Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.

Tickler History

Date	Type	Inspector	Narrative
------	------	-----------	-----------

Signatures

Inspector

Thomas Penler

Date

02/20/22

Lana Livingston

From: Sherry West
Sent: Thursday, February 23, 2023 10:36 AM
To: Lana Livingston
Subject: 2023 Renewal: Wolf Tree Hospitality
Attachments: Wolf Tree Hospitality to TM.pdf

Attached is the Renewal for Wolf Tree Hospitality d/b/a Wolf Tree: 1st Class, 3rd Class; Outside Consumption. Please add to an upcoming agenda.

Thank you & have a good day.

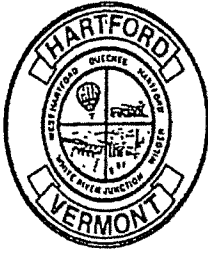
Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 2/13/23 Applicant: Wolf Tree Hospitality LLC
Doing Business As: Wolf Tree
Mailing Address:
102 Turnpike Rd N, Fairlee, VT 05045
Telephone Number(s): 802.685.1330 E-mail Max@wolftreevt.com
Other Contact Name: (if applicable) _____

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

Max Overstrom-Coleman. [REDACTED]

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

None

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

None

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

Licensee's Signature

Max Overstrom-Coleman
Printed Name

2/13/23
Date

Licensee's Signature

Printed Name

Date



Home (/DLLLicenseManagment/s/)

Application	Approve	Reject	Applicant Action Required	Town Payment Received	Download
DLL - Applic					

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id	External Status
DLL - Application - 18879	Application sent to municipality
Business Entity Name	Town Clerk/ Municipal Jurisdiction
Wolf Tree Hospitality, LLC	Hartford
Phone number:	Historical Id
	1RST
Applicant Email	Application Type ⓘ
	License
Renewal Application	Application For
	First Class Restaurant/Bar License
Applicant Action Comments	Town User Approval/Rejection Comments
License/Permit Location Description	Eligibility of Tobacco Fee waiver
Town Fee	
115	
Business Entity Phone	

Location Details

Physical Location Name ⓘ	Physical Location City/Town
Wolf Tree	White River Junction
Physical Location Street 1	Physical Location State
40 Currier Street	Vermont
Physical Location Street 2/Unit/Suite	Physical Location Zip
	05001

Created By

Max Overstrom-Coleman (/DLLLicenseManagment/s/profile/005t00000008nkTCAAY)

, 2/13/2023 2:56 PM



[Home \(/DLLLicenseManagment/s/\)](#)

Application
DLL - Applic

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

✓ Application Information

DLL - Application Id

DLL - Application - 18880

Business Entity Name

Wolf Tree Hospitality, LLC

Phone number:

Applicant Email

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee

0

Business Entity Phone

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Hartford

Historical Id

3RST

Application Type ¹

License

Application For

Third Class Restaurant/Bar License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

✓ Location Details

Physical Location Name ¹

Wolf Tree

Physical Location Street 1

40 Currier Street

Physical Location Street 2/Unit/Suite

Physical Location City/Town

White River Junction

Physical Location State

Vermont

Physical Location Zip

05001

Created By



[Max Overstrom-Coleman \(/DLLLicenseManagment/s/profile/005t0000008nkTCAAY\)](#)

, 2/13/2023 2:58 PM

Application

DLL - Application - 13620

APPLICATION DETAILS	RELATED INFORMATION
Primary Phone No	Primary Contact Person
DLL - Application Id	Internal Status
DLL - Application - 13620	Application sent to municipality
Business Entity Name	External Status
Wolf Tree Hospitality, LLC	Application sent to municipality
Business Entity Phone	Historical Id
	OUTC
Foundational License	Application Type
LP-021346 (DLLLicenseManagment/s/detail/a5At0000000CpzzEAC)	Permit
Renewal Application	Application Category
	OCP
Town User Approval/Rejection Comments	Application For
	Outside Consumption Permit
Contact Engagement	Applicant Email
	Applicant Name:
	Applicant Action Comments
	License/Permit Location Description
Start date of event	End date of event
Physical Location Street 1	Physical Location Name
40 Currier Street	Wolf Tree
Physical Location Street 2/Unit/Suite	Physical Location State
	Vermont
Town Clerk/ Municipal Jurisdiction	Outside Side Consumption End time
Hartford	
Physical Location City/Town	Outside Side Consumption Hours Requested
White River Junction	
Landlord Name	Business Location
Outside Side Consumption Start time	Approximate Number of Persons Expected:

Physical Location Zip

05001

Last Modified By

[Katie Fleury \(/DLLLicenseManagment/s/profile/005t000000Af8v8AAB\)](#)

, 2/14/2023 9:56 AM

Location

[LN-022014 \(/DLLLicenseManagment/s/detail/a0At0000002ZO4wEAG\)](#)

Outside Side Consumption Days Requested

Describe the type of event/ OCP Area

On the porch immediately along side the building as previously permitted.

Days or specific bingo date(s)



Hartford Police Department



Memo

To: Lisa O'Neil, Sherry West
From: Chief of Police Greg Sheldon
CC:
Date: February 14, 2023
Re: Liquor Licenses

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

Wolf Tree
40 Currier St

Maxwell Overstrom-Coleman

Inspection Summary

Hartford Fire Department

Inspection 8481



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM
Scheduled 02/15/2023 00:00 Scheduled
Inspected On 02/14/2023 15:00
Finished At 02/14/2023 15:45 Inspection Length 0.75
Next Inspection 02/21/2023

Occupant

Occupant Name Wolf Tree Hospitality LLC
Building Name
Contact Name Max Overstrum-Coleman
Address 40 CURRIER ST
City, State and Zip White River Junction, VT 05001-
Phone 802-685-1320

Owner

Owner / Company Marcia Landon (802-295-2062)
Contact Name
Address
City, State and Zip
Phone

Comments

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 603-359-6418 or by email at abeebe@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location
Closed	12.4.1 - Fire Doors and Other Opening Protectives The installation and maintenance of assemblies and devices used to protect openings in walls, floors, and ceilings against the spread of fire and smoke within, into, or out of buildings shall comply with Section 12.4 and NFPA 80, Standard for Fire Doors and Other Opening Protectives. [80:1.1] Comments: Two doors are noted in the stairway and were noted to be open. Required Action: To prevent the risk of fire spread, one of the doors is required to have a closer and remain closed when not in use. If the stairway itself is closed without penetrations, it is allowable for the top door to have the closer. Otherwise, it shall be the bottom door.	Basement

Closing hinges can be used in place of a traditional closer.

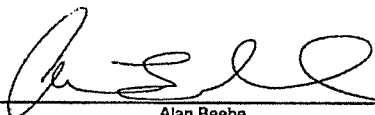
Closed	110.26 - Spaces About Electrical Equipment Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of such equipment. Comments: - Electrical panels must have a minimum of 36 inches of clearance in front of the panel - A minimum clearance width of 30-inches or the width of the equipment, whichever is greater. - The clearance space must allow the electrical panel door to open at a 90-degree angle. Required Action: Remove items around electrical panel and either post a sign for the required clearance or mark the floor for the clearance.	Basement
Closed	10.18.4 - Means of Egress (Storage) Combustible material shall not be stored in exits. Comments: Combustible storage noted to b under the stair case Required Action: Remove all combustible materials from under the egress stairs.	Stairs
Closed	4.4.5 - Vertical Openings Every vertical opening between the floors of a building shall be suitably enclosed or protected, as necessary, to provide the following: (1) Reasonable safety to occupants while using the means of egress by preventing spread of fire, smoke, or fumes through vertical openings from floor to floor to allow occupants to complete their use of the means of egress (2) Limitation of damage to the buildings and its contents Comments: Horizontal opening noted from basement to adjoining salon basement Required Action: Use fire foam and/or fire caulk to seal any openings to help prevent spread of fire, smoke, gases from one part of the building to another.	Basement
Closed	10.18.7 - Fueled Equipment Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment, and portable cooking equipment, shall not be stored, operated, or repaired within a building except under one of the following conditions: (1) The building or room has been constructed for such use in accordance with the building code. (2) The use is allowed by other provisions of this Code. Comments: Small charcoal grill noted to be stored under the deck Required Action: Grills cannot be used/stored on or under a deck. Grill must be at least 10' from any structure.	Deck

Tickler History

Date	Type	Inspector	Narrative
02/15/2023	Emailed Notice	Beebe, Alan	emailed report to Max

Signatures

Inspector


Alan Beebe

2/21/23
Date

Lana Livingston

From: Sherry West
Sent: Monday, February 27, 2023 3:08 PM
To: Lana Livingston
Subject: Add to Agenda
Attachments: Evans Group to TM.pdf

Liquor License Renewal for Evans Group.

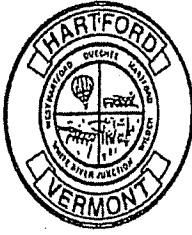
Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/mailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 2/2/23 Applicant: Evans Group of Vermont Inc

Doing Business As: Evans Expressmart

Mailing Address: P.O. Box 246 Lebanon NH 03766

Telephone Number(s): 603-448-3400 E-mail: BethWhite@Evansgroupinc.com

Other Contact Name: (if applicable) _____

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

Derek Evans [REDACTED]

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

None

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

4/1/19 Copy attached

7/30/22 Copy attached

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

Licensee's Signature

DEREK EVANS

Printed Name

2/2/23

Date

Licensee's Signature

Printed Name

Date

Application
DLL - Application - 18090

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id	External Status
DLL - Application - 18090	Application sent to municipality
Business Entity Name	Town Clerk/ Municipal Jurisdiction
Evans Group of Vermont, Inc.	Hartford
Phone number:	Historical Id
	SECN
Applicant Email	Application Type
	License
Renewal Application	Application For
	Second Class License
Applicant Action Comments	Town User Approval/Rejection Comments
License/Permit Location Description	Eligibility of Tobacco Fee waiver
Town Fee	
70	
Business Entity Phone	
Physical Location Name	Physical Location City/Town
Evans Expressmart	White River Junction
Physical Location Street 1	Physical Location State
Route 5 & Airport Road	Vermont
Physical Location Street 2/Unit/Suite	Physical Location Zip
	05001
Created By	
 Beth White (/DLLLicenseManagment/s/profile/005t0000008no8cAAA)	
, 2/3/2023 3:41 PM	

Application
DLL - Application - 18091

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id
DLL - Application - 18091
Business Entity Name
Evans Group of Vermont, Inc.
Phone number:

Applicant Email

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee
0

Business Entity Phone

Physical Location Name
Evans Expressmart
Physical Location Street 1
Route 5 & Airport Road
Physical Location Street 2/Unit/Suite

Created By
 [Beth White \(/DLLLicenseManagment/s/profile/005t00000008no8cAAA\)](#)
, 2/3/2023 3:49 PM

External Status
Application sent to municipality
Town Clerk/ Municipal Jurisdiction
Hartford
Historical Id
TOBC
Application Type
License
Application For
Tobacco License
Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver
Yes

Physical Location City/Town
White River Junction
Physical Location State
Vermont
Physical Location Zip
05001

Application
DLL - Application - 18714

APPLICATION DETAILS**RELATED INFORMATION**

Primary Phone No

Primary Contact Person

DLL - Application Id

Internal Status

DLL - Application - 18714

Application sent to municipality

Business Entity Name

External Status

Evans Group of Vermont, Inc.

Application sent to municipality

Business Entity Phone

Historical Id

TSEP

Foundational License

Application Type

LP-012552 (/DLLLicenseManagment/s/detail/a5At0000000Cni9EAC)

Permit

Renewal Application

Application Category

Tobacco

Town User Approval/Rejection Comments

Application For

Tobacco Substitute Endorsement

Contact Engagement

Applicant Email

Applicant Name:

Applicant Action Comments

License/Permit Location Description

Start date of event

End date of event

Physical Location Street 1

Physical Location Name

Route 5 & Airport Road

Evans Expressmart

Physical Location Street 2/Unit/Suite

Physical Location State

Vermont

Town Clerk/ Municipal Jurisdiction

Outside Side Consumption End time

Hartford

Physical Location City/Town

Outside Side Consumption Hours Requested

White River Junction

Landlord Name

Business Location

Outside Side Consumption Start time

Approximate Number of Persons Expected:



State of Vermont Department of Liquor and Lottery

Wendy Knight, Commissioner

August 15, 2022

#984-002
Evans Group of Vermont, Inc.
Evans Expressmart
Route 5 & Airport Road
White River Jct., VT 05001

Dear Licensee:

The Division of Liquor Control is concerned about the extent of tobacco products use by minors and in our efforts to prevent tobacco use by underage persons, we recently conducted a compliance check to help determine the extent that licensees are selling tobacco products to underage customers. On 7/30/2022 at 9:44 a.m., a tobacco product (Cigarillos) sale was made to a 18-year-old person at your licensed premises. Our records indicate this is the first violation detected during a tobacco compliance test. Following the penalty schedule as outline in Title 7, V.S.A. § 1007 (2), the penalty for this violation is a Letter of Warning.

1st Offense - Letter of Warning

This letter is to inform you of the unlawful sale and of the importance of obeying the law and keeping tobacco products out of the hands of minors by routinely checking proper identification. Title 7, V.S.A. § 1003 (a) of the Liquor Control Laws and Regulations clearly states that it is unlawful to sell tobacco products to anyone under the age of twenty-one.

Therefore, you are hereby given this as a Letter of Warning that will remain on file with the Division of Liquor Control. If you disagree with any of the statements or information contained in the Investigators report, which resulted in this administrative penalty, please submit the reasons for disagreement in writing to the Division of Liquor Control for review and decision, no later than ten days after receipt of this letter.

Please sign the enclosed Waiver of Hearing form and forward it to the Department of Liquor and Lottery within 10 days of receiving this notice.

If you have any questions, please call us at our office at 802-828-2339.

Sincerely,

Skyler Genest
Director of Compliance & Enforcement
cc: Inv. Mcleod
cc: White River Jct. Clerk

Board of Liquor and Lottery:

Martin Manahan, Chair; Megan Cicio, Edward Flanagan, Sam Guy, Thom Lauzon – Members

Division of Liquor Control
1311 US Route 302, Suite 100
Barre, VT 05641
[phone] 802-828-2345
[fax] 802-828-1031

Division of Lottery
1311 US Route 302, Suite 100
Barre, VT 05641
[phone] 802-479-5686
[fax] 802-479-4294



Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West
From: Chief of Police Greg Sheldon 
CC:
Date: February 13, 2023
Re: Liquor Licenses

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

Evans Expressmart
Route 5 & Airport Rd

Derek Evans

Inspection Summary

Hartford Fire Department

Inspection 8515



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM

Scheduled 02/15/2023 12:00
Inspected On 02/21/2023 11:00
Finished At 02/21/2023 11:30

Scheduled

Inspection Length 0.50

Next Inspection

Occupant

Occupant Name Evans Expressmart
Building Name
Contact Name Ryan Higgins
Address 1038 N MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-295-7463

Owner

Owner / Company EVANS GROUP INC
Contact Name
Address 603-448-3400
City, State and Zip
Phone

Comments

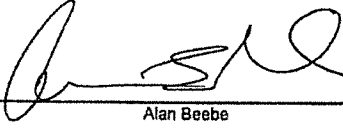
Violation Summary

Status	Violation	Location
Closed	10.11.1 - Premises Identification New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Comments: New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Address identification noted as not visible from road. Required Action: Building shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Address number SHALL NOT be less than 4" in size.	

Tickler History

Date	Type	Inspector	Narrative
Signatures			

Inspector

 2/27/23

Alan Beebe

Date

Lana Livingston

From: Sherry West
Sent: Tuesday, February 28, 2023 8:30 AM
To: Lana Livingston
Subject: 2023 Midway Oil Corp Renewal
Attachments: Midway Oil Corporation to TM.pdf

Lana,
Please add to upcoming agenda.

Midway Oil Corporation: 2nd Class; Tobacco; Tobacco Endorsement

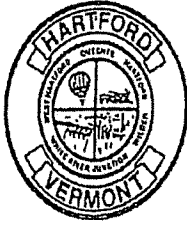
Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

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*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

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TOWN OF HARTFORD

MUNICIPAL OFFICES

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website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 11/13/23 Applicant: Midway Oil Corporation
Doing Business As: Midway Oil Corporation
Mailing Address:
212 North Main St Rutland VT 05701
Telephone Number(s): 802-795-5534 E-mail: accounting@midway.biz
Other Contact Name: (if applicable) Lisa Pagnette

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

Laura Merone-Walsh - [REDACTED]
Francis M. Trombetta - [REDACTED]

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

None

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

None

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

[Signature]
Licensee's Signature

Francis M. Trombetta
Printed Name

11/13/23
Date

Licensee's Signature

Printed Name

Date

Application
DLL - Application - 16885

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id	External Status
DLL - Application - 16885	Application sent to municipality
Business Entity Name	Town Clerk/ Municipal Jurisdiction
Midway Oil Corporation	Hartford
Phone number:	Historical Id
	SECN
Applicant Email	Application Type
	License
Renewal Application	Application For
	Second Class License
Applicant Action Comments	Town User Approval/Rejection Comments
License/Permit Location Description	Eligibility of Tobacco Fee waiver
Town Fee	
70	
Business Entity Phone	
Physical Location Name	Physical Location City/Town
Midway Oil Corporation	Hartford
Physical Location Street 1	Physical Location State
906 Hartford Avenue	Vermont
Physical Location Street 2/Unit/Suite	Physical Location Zip
	05743
Created By	
 Midway Oil Corporation (/DLLLicenseManagment/s/profile/0058z000000t7k2AAA)	
, 1/13/2023 11:55 AM	

Application
DLL - Application - 16889

APPLICATION DETAILS**RELATED INFORMATION**

DLL - Application Id

DLL - Application - 16889

Business/Entity Name

Midway Oil Corporation (/DLLLicenseManagment/s/detail/a4vt0000000DIU1AAK)

Phone number:

Renewal Application

Applicant Action Comments

License/Permit Location Description

Town Fee

0

Physical Location Name

Midway Oil Corporation

Physical Location Street 1

906 Hartford Avenue

Physical Location Street 2/Unit/Suite

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Hartford

Historical Id

TOBC

Application Type

License

Application For

Tobacco License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Yes

Physical Location City/Town

Hartford

Physical Location State

Vermont

Physical Location Zip

05743

Application
DLL - Application - 18416

APPLICATION DETAILS**RELATED INFORMATION**

Primary Phone No

Primary Contact Person

DLL - Application Id

Internal Status

DLL - Application - 18416

Application sent to municipality

Business Entity Name

External Status

Midway Oil Corporation

Application sent to municipality

Business Entity Phone

Historical Id

TSEP

Foundational License

Application Type

[LP-012505 \(/DLLLicenseManagment/s/detail/a5At0000000CnhOEAS\)](#)

Permit

Renewal Application

Application Category

Tobacco

Town User Approval/Rejection Comments

Application For

Tobacco Substitute Endorsement

Contact Engagement

Applicant Email

[accounting@midwayoil.biz \(mailto:accounting@midwayoil.biz\)](mailto:accounting@midwayoil.biz)

Applicant Name:

Applicant Action Comments

License/Permit Location Description

Start date of event

End date of event

Physical Location Street 1

Physical Location Name

906 Hartford Avenue

Midway Oil Corporation

Physical Location Street 2/Unit/Suite

Physical Location State

Vermont

Town Clerk/ Municipal Jurisdiction

Outside Side Consumption End time

Hartford

Physical Location City/Town

Outside Side Consumption Hours Requested

Hartford

Landlord Name

Business Location

Outside Side Consumption Start time

Approximate Number of Persons Expected:

Hartford Police Department

Memo



To: Lisa O'Neil, Sherry West

From: Acting Chief Connie Kelley *CKK*

CC:

Date: January 19, 2023

Re: Liquor Licenses

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

Midway Oil Corp
906 Hartford Ave

Laura Walsh
Francis Trombetta

Inspection Summary

Hartford Fire Department

Inspection 8255



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM4
Shift DFM

Scheduled 01/24/2023 00:00
Inspected On 01/24/2023 10:30
Finished At 01/24/2023 11:15
Next Inspection 02/27/2023
Scheduled
Inspection Length 0.75

Occupant

Occupant Name Wilder Mobil
Building Name
Contact Name Francis Trombette
Address 906 HARTFORD AVE
City, State and Zip White River Junction, VT 05001-
Phone 802-795-5534

Owner

Owner / Company Midway Oil Corp
Contact Name Heidi (Manager) moc975@midwayoil.biz
Address 217 No. Main Street
City, State and Zip Rutland, VT 05701-
Phone 802-795-5534

Comments

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 603-359-6418 or by email at abeebe@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review

Violation Summary

Status	Violation	Location
Closed	4.4.3.1 - Unobstructed Egress In every occupied building or structure, means of egress from all parts of the building shall be maintained free and unobstructed. Comments: Marked exit from the side is partially blocked with a freezer being stored in the room. Required Action: Remove items to ensure that the width of the doorway(s) are clear of any obstructions	Exit Area
Closed	210.8 - GFCI Outlets All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel. ie (Bathroom,Garage,Outdoors,Crawl spaces,Unfinished	Work Area

basements, Kitchen, Sinks, Boathouses, Bathrooms, Laundry Areas)

Comments: GFCI outlets NOT noted in these areas:

- Sinks
- Outdoors (do not work and one is missing a cover)

Required Action: GFCI is required near the slop sink

Replace/repair outside GFCI and add cover to the one that is missing a cover.

Closed

4.5 - Flexible Cords and Cables

Flexible cords and cables shall not be used as follows:

- (1) As a substitute for the fixed wiring of a structure
- (2) Where run through holes in walls, ceilings, or floors
- (3) Where run through doorways or windows, under carpets, and so forth
- (4) Where attached to building surfaces

Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.

1st Floor

Comments: Extension cord noted to the Coke machine

Required Action: Remove extension cord and add approved outlets if needed

Closed

1:11.5.1.7.1 - Periodic Inspection of Heating Appliances

All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected at least once during any 2 year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation.

Comments: - Fuel fired heating appliance noted and operational.
Heating source and hot water heater

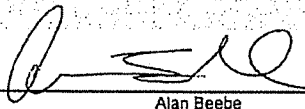
Required Action: - Provide supporting documentation of appliance inspection and compliance.

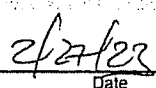
Tickler History

Date	Type	Inspector	Narrative
01/25/2023	Emailed Notice	Beebe, Alan	emailed report to accounting@midway.biz

Signatures

Inspector


Alan Beebe


Date

Town Manager Search Committee

Town of Hartford, VT

The appointed Town Manager Search Committee ("Committee") shall be responsible for assisting and advising the Selectboard in the search for a new Town Manager.

The ultimate hiring decision will be made solely by the Selectboard. The deadline for applications to serve on the committee is February 27, 2023. Applications will be considered and appointments made by the Hartford Selectboard on Monday, March 6, 2023.

MEMBERSHIP

The Committee shall consist of 9 members appointed by the Selectboard, including one member of the Selectboard and one employee of the Town of Hartford. The members of the Committee shall be residents of Hartford, except for the Town of Hartford employee who may be a non-resident. The town of Hartford employee and the Selectboard member will both serve as non-voting members. The Committee shall designate a Chair and Vice Chair by vote of the members.

DUTIES

The duties of the Committee shall include:

- (a) Reviewing a draft Town Manager position description and making changes if necessary;
- (b) Identifying critical issues that the Town Manager is likely to encounter over the next five years and considering these issues as it assesses candidate qualifications;
- (c) Advertising the job posting for the Town Manager giving consideration to multiple advertising resources;
- (d) Providing regular updates on progress to the Selectboard
- (e) Identifying and implementing ways to receive feedback from the Hartford community
- (f) Reviewing candidate resumes and other application materials;

- (g) Conducting interviews of candidates;
- (h) Preparing a final list of candidates and submitting a written report of its final recommendations to the Selectboard;
- (i) The committee shall adhere to the town's purchasing policy for all proposed expenditures.

TERM

The Town Manager Search Committee shall be dissolved once the Town of Hartford has entered into an employment agreement with a candidate.

STATUTORY REQUIREMENTS

The Committee shall operate in accordance Vermont law 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.

*Approved by Selectboard 02.07.2023 pending acceptance by the Director of HR.

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Kim Souza

Address: PO Box 663, White River Junction, VT 05001

Telephone: (Home) [REDACTED] (Work) 802.295.6487 (Other) _____

Email Address: kimsouzavt@gmail.com

How long have you been a Hartford resident? 16 Years

Are you a registered voter? Yes

II. EDUCATION:

High School: Mascoma High School Year Graduated: 1987

College 1: Hesser College Degree Earned: AS

Course of Study: Business Year: 1989

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Revolution	2002-Present	Co-Owner	Management
Winged Victory	1990-2002	Sr VP	Management

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 can be available for 1 evening or afternoon meeting per week. Weds & Thurs afternoons are most flexible for me.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to serve as the non-voting Selectboard member of the search committee. As a sitting member since 2018, I have gained a distinct understanding of which qualities of a candidate for town manager are most desirable.

- c. What are your past experiences in Municipal, State or Federal Government? _____

I currently serve as a member of the Hartford Selectboard and liaison to committees including HCoreI, HBRLF, Planning Commission & Design Review Committee. I also served on the advisory group for the Hartford Police Chief search.

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

Cover Home Repair, Board of Directors.

Upper Valley Response Team, Steering Committee

- 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? _____

Determining Hartford's next town manager is the next critical step to recovery from several years of instability due to issues stemming from the global pandemic, the labor shortage and various voids and transitions in leadership.

- f. What might some solutions be? Attracting a capable, dedicated, enthusiastic manager who can continue to cultivate a cohesive, appreciated and effective 'Team Hartford' as well as manage a dynamic range of projects while acting as the public facing representative for the town.

- g. Other hobbies/interests: Sewing, Reading, Thrifting

V. REFERENCES: (Please list three)

Name: State Senator, Rebecca White

Telephone: [REDACTED]

Name: Matt Bucy

Telephone: [REDACTED]

Name: David Briggs

Telephone: [REDACTED]

Kim Souza

APPLICANTS SIGNATURE

02.09.2023

DATE

ADVISORY BOARD/COMMISSION APPLICATION

I. APPLICANT DATA:

Are you a registered voter? Yes

Course of Study: _____ Year: _____

03/10/2020

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?

Typically, outside of work related responsibilities, I would be available most nights and weekends and would be sure to serve the committee throughout the process.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? As a resident of the community and employee, I feel I can contribute to the selection process based on my experience working within municipal government for nearly 30 years. Through my working experience, I have worked with many Town and City Managers and feel my insight and ability to assess the qualities, competence, skills of a great leader will assist the committee in the selection process.

- c. What are your past experiences in Municipal, State or Federal Government? 30 years in municipal recreation and parks, working directly with all levels of a municipal city and town operation.

- d. What civic or social organizations have belonged to and what positions did you hold? To name just a few, I am currently a member of the White River Junction Rotary Club. In addition, I have been a sitting board member and held roles as President of the New England Park Association, New Hampshire Recreation & Parks Association and most recently a member of the Vermont Recreation & Park Association serving as Vice President, President and Past President.

- 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? For the Town Manager Search Committee, I believe it is extremely important to have a sitting member of the committee that has municipal experience in serving the Town of Hartford and will be a resource for the committee throughout the process. Not only do I understand how the Town of Hartford functions and operates, I also live in the community.

- f. What might some solutions be? Selecting myself, a current employee of the town or someone who may have more experience than I working in the Town as well as experience working for various municipal agencies

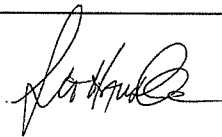
- g. Other hobbies/interests: Outdoor recreation such as hiking, biking, kayaking, fishing are some of my interests.

V. REFERENCES: (Please list three)

Name: Jeff Coburn Telephone: [REDACTED]

Name: Emily Zanleoni Telephone: [REDACTED]

Name: Jessica Brodie Telephone: [REDACTED]



2.9.23

APPLICANTS SIGNATURE

DATE



February 14, 2023

Dear Selectboard,

Scott Hausler, Hartford's Director of Parks and Recreation, has applied for an appointment to the Town Manager Search Committee. We enthusiastically support Scott as the Staff Member to serve on the Committee, and urge the Selectboard to do the same.

Scott has been with the Town of Hartford for nearly 10 years. In his role as Director, he is a supportive and respected peer, managing an incredibly successful and accredited Department of 6 full-time staff, 3 regular part-time staff, and dozens of seasonal staff. He secures grants, manages a revenue and expense budget, and has overseen multiple large-scale projects for the betterment of Hartford. He has taken on facility management at Town Hall, and serves as an indispensable member of the Safety Committee. He has multiple resident volunteer committees under his direction, and interacts with the public regularly, promoting health and wellness. The work he does with his Department is a credit to Hartford, locally, regionally, and nationally.

Scott regularly interacts with the Selectboard and Department Directors, and works closely with Public Safety and Public Works. His advice on staff, project, and financial management is sought after by his peers. He is calm, fair, forward thinking, and has the diversity of all Town interests at heart. He is extremely well equipped to share with the Committee the needs of a well-run Town operation, and to seek that out in applicants.

Scott is a resident of Hartford, which adds to his significant qualifications.

If you have any questions, we are more than happy to discuss Scott's appointment with you.

Sincerely,

Gail Ostrout
Acting Town Manager, Finance Director

Paula Nulty
Acting Assistant Town Manager, Human Resources Director

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or re-appointment to: Town Manager search committee

I. APPLICANT DATA:

Name: Constance Kelley

Address: PO Box 214, East Corinth VT 05040

Telephone: (Home) (Work) 802 295 9425 (Other)

Email Address: ckellev@hartford-vt.org

How long have you been a Hartford resident? n/a

Are you a registered voter? yes

II. EDUCATION:

High School: Oxbow High School Year Graduated: 1991

College 1: Champlain College Degree Earned: Associate Degree
Course of Study: Liberal Studies Year: 1993

College 2: Trinity College of Vermont Degree Earned: Bachelor's Degree
Course of Study: Psychology, Sociology, Criminal Justice Year: January 1996

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Hartford Police Department</u>	<u>March 1999 to present</u>	<u>Deputy Chief</u>	<u>Police Functions</u>

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? As many as necessary.
As a patrol officer I worked a rotating schedule for over 23 years. The past 9 months have been the first administrative schedule that I have worked.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have served the Town of Hartford for the past 24 years and have an immense respect for the citizens and community as a whole. This respect also extends to the employees of the different departments and the work that they do. I have been in charge of hiring at the police department for the past 8 years and wrote the current hiring policy. Consistency and equity is a vital piece to the process.
- c. What are your past experiences in Municipal, State or Federal Government? I am a current employee of the Town of Hartford and have been for the past 24 years.
- d. What civic or social organizations have belonged to and what positions did you hold? I have not belonged to any. The nature of our work schedule makes it very difficult to participate.
- 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 to start reviewing our ordinances. Our community continues to grow and face new challenges. Some of ordinances also do not have a visible impact but create more administrative issues that need to be addressed.
- f. What might some solutions be? Assign ordinances to be reviewed by the department that is most impacted by the ordinance and draft improvements.
- g. Other hobbies/interests: Attending sporting events that our daughter participates in. Cooking and baking. Creative art projects. Home improvement projects. We love being outdoors. Experiential teaching - teaching our daughter life lesson through experience and travel.

V. REFERENCES: (Please list three)

Name: Trevor Whipple (VLCT) Telephone: [REDACTED]

Name: Edward Twohig (TPS Polygraph) Telephone: [REDACTED]

Name: Phillip Kasten Telephone: [REDACTED]

CR Kelley
APPLICANTS SIGNATURE

2/13/23
DATE

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager
Search Committee

I. APPLICANT DATA:

Name: Joe Mayor
Address: 145 OZZY LN
White River Junction, VT 05001
Telephone: (Home) [REDACTED] (Work) 802-296-2850 (Other) _____
Email Address: jmayor@Hartford-Vt.org
How long have you been a Hartford resident? 4 1/2 years
Are you a registered voter? Yes

II. EDUCATION:

High School: Bishop Turner H.S. Year Graduated: 1983
College 1: Howard University Degree Earned: BA
Course of Study: Broadcast Journalism / Political Sci. Year: 1987
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Upper Valley Aquatic Ctr	'18 - pres	Executive Director	Lead the center
Sport Fit Health Club	'16 - '18	General Manager	Oversee center
Merrill H. Clubs	'14 - '16	General Manager	Oversee center
World Gym	'04 - '14	Area Director	In charge of staff
WKBW - TV	'00 - '04	Sports Caster	TV reporter

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? Yes, would be available
Evenings.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have served on several local
Boards to hire staff
- c. What are your past experiences in Municipal, State or Federal Government? Self of Board
Town Treasurer, Board member of VLCT
- d. What civic or social organizations have belonged to and what positions did you hold? Rotary (President, Elect); Chamber of Commerce
- 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? Common off outreach,
visability with committees
- f. What might some solutions be? Town Halls with citizens
- g. Other hobbies/interests: Tennis, Golf

V. REFERENCES: (Please list three)

Name: Mike Hoyt Telephone: _____

Name: DENNIS BROWN Telephone: [REDACTED]

Name: KIM SOOZA Telephone: [REDACTED]

[Signature]
APPLICANT'S SIGNATURE

2/20/23
DATE

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

PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Town Manager Search

I. APPLICANT DATA:

Name: DAVID BRIGGS
Address: 12 Hillcrest Terrace
White River Jct, VT 05001
Telephone: (Home) [REDACTED] (Work) _____ (Other) _____
Email Address: davidhotelcoolidge@gmail.com
How long have you been a Hartford resident? Since 1946
Are you a registered voter? yes

II. EDUCATION:

High School: Hartford High - WRTJ Year Graduated: 1964
College 1: Norwich University Degree Earned: BSC E
Course of Study: Civil Engineering Year: 1968
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>NHLD Inc Hotel Coolidge</u>	<u>1985-Present</u>	<u>Gen Partner</u>	<u>Gen Mgr</u>
<u>Woodmark</u>	<u>1980-1984</u>	<u>Director of Development</u>	<u>Proj Mgr</u>
<u>TKDA</u>	<u>1977-1980</u>	<u>Staff Engineer</u>	<u>Municipal Engr</u>
<u>David C. Briggs PE</u>	<u>1973-1977</u>	<u>Consulting</u>	<u>Design/Permitting</u>
<u>Greenlee Lake</u>	<u>1972-1973</u>	<u>Staff Engineer</u>	<u>Act 250/Design</u>
<u>US Army Corps of Eng</u>	<u>1969-1972</u>	<u>Staff Engineer</u>	<u>Hydrology</u>
<u>Metcalf & Eddy</u>	<u>1968-1969</u>	<u>Staff Engineer</u>	<u>Specifications</u>

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? 4-6 / any time is
plausible / evenings are OK

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

My focus is on filling the position with a person
who is capable, compatible and committed with
an emphasis on being directly in touch w/ citizens.

- c. What are your past experiences in Municipal, State or Federal Government?

Fed - US Army Corps of Engineers - St. Paul District
State - VT DOT with regard to technician work on 199-91
Local - various downtown revitalization committees

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

Hartford Development Corp President
W.R. Rotary Past President
Hartford Bicentennial Chair

- 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?

more citizen involvement via ad hoc support

- f. What might some solutions be?

developing official lists of current projects,
planned projects and easy summaries of finances

- g. Other hobbies/interests:

skiing hiking running music

V. REFERENCES: (Please list three)

Name: Nancy Russell Telephone: [REDACTED]

Name: Ken Parker Telephone: [REDACTED]

Name: Bob Potter Telephone: [REDACTED]

[Signature]
APPLICANTS SIGNATURE

2/18/23
DATE

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 any time in eve-I am retired
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have had past experience in interviewing and hiring staff. Most recently, I was a selectboard member in a neighboring town where we did not renew a contract with a TM, hired another and faced serious backlash from the public resulting in the TM/Town severing the contract.
- c. What are your past experiences in Municipal, State or Federal Government? Four years as a selectboard member in a neighboring town
- d. What civic or social organizations have belonged to and what positions did you hold? None except for financial support to many
- 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? Hiring a competent and qualified TM. This committee needs to find a way to engage the residents and staff in this process.
- f. What might some solutions be? Forums/surveys with residents describing the qualities they see as critical BUT also some honest conversations with staff/residents on what went wrong the last 2 times.
- g. Other hobbies/interests: Avid reader and supporter of libraries, 20th century history, environmental issues,

V. REFERENCES: (Please list three)

Name: <u>Sara Graves</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Mary Layton</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Dan Fraser</u>	Telephone: <u>[REDACTED]</u>

Claudette Brochu

APPLICANTS SIGNATURE

DATE

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or ☒ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Dennis L. Brown
Address: 253 Lower Hyde Park
W R J
Telephone: (Home) [REDACTED] (Work) — (Other) [REDACTED]
Email Address: dlbm35vt@gmail.com
How long have you been a Hartford resident? 62 years (Life)
Are you a registered voter? Yes

II. EDUCATION:

High School: HHS Year Graduated: 79
College 1: CCU Degree Earned: AS
Course of Study: Liberal Studies Year: 95
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties (PT)
<u>Advance Auto</u>	<u>7/21 - Present</u>	<u>Driver</u>	<u>Deliver Cars/trucks parts</u>
<u>Simpson Companies</u>	<u>5/20 - 7/21</u>	<u>Property Maintenance</u>	<u>(PT)</u>
<u>Dartmouth College</u>	<u>02 - 20 (Retired)</u>	<u>Dispatch/ Patrol Officer, FOIM, Information Access Asst</u>	<u>Baker Library</u>

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? Most evenings I'm available
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'd like help with this search. I would like to use my past experience as a zoning board member, Planning Commission member, Charter Commission member, Historic Preservation member, Select Board Member to help with this process.
- c. What are your past experiences in Municipal, State or Federal Government? See above ↑
- d. What civic or social organizations have belonged to and what positions did you hold? See above ↑
- 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'm hoping to be part of this process to help us find a great town manager!
- f. What might some solutions be? I hope this committee can evaluate, scrutinize, and get to know all we can about prospective candidates. I'm thinking that a ideal candidate will interview well and have the proper credentials.
- g. Other hobbies/interests: Military Vehicles, Hiking, snowmobiling, Veteran's Groups - I'm the commander of American Legion Post 84. in WNTJ, civic duties

V. REFERENCES: (Please list three)

Name: <u>Ken Parker</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Sue Backholz</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Richard Gnassi</u>	Telephone: <u>[REDACTED]</u>

Dennis L. Brown 2/12/23
APPLICANTS SIGNATURE DATE

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Susan M. Buckholz
Address: 973 Old Town Farm Rd.
White River Junction, VT 05001
Telephone: (Home) 802-295-1111 (Work) 802-295-1111 (Other)
Email Address: suebuckholz@gmail.com
How long have you been a Hartford resident? 24 years 6 months
Are you a registered voter? yes

II. EDUCATION:

High School: Sacred Heart Academy ^{Hartford} CT Year Graduated: Left in 1973
accelerated college admission
College 1: YALE College Degree Earned: B.A.
Course of Study: History Year: 1977
College 2: See C.V., attached Degree Earned:
Course of Study: Year:

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Buckholz Law P.C.</u>	<u>2004 to present</u>	<u>President</u>	<u>Everything</u>
<u>Campbell, Saunders & Buckholz</u>	<u>2000-2004</u>	<u>Partner</u>	<u>Law Practice</u>
<u>Law Office of Sm Buckholz</u>	<u>1995-98 + 1999-2000</u>	<u>Atty</u>	<u>Law Practice</u>
<u>VT Defender General</u>	<u>1998-1999</u>	<u>Atty</u>	<u>Prisoners Right</u>
<u>Brooks, McNelly, Whithurgh</u>	<u>Nov '90 - June 1995</u>	<u>Law Clerk</u>	<u>Paralegal & Law Study</u>
<u>Platto & Vitt</u>			

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings?

4 nights/month
Variable availability but most nights w/
advance notice / Evening is best

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

Concern about the stability & viability of our town government. We've had a new spring down in a top many posit. org here & we must find a stable candidate who can put things to right.

- c. What are your past experiences in Municipal, State or Federal Government?

Chair B.C.A. ending 2022 / Town School Moderator VT Leg- 2017-18 /

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

See attached C.V.

- 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?

Cemeteries have been left to the citizenry w/o much assistance from the town decades past when they should have become municipal responsibility. Roads are in danger disrepair w/o a visible plan to

- f. What might some solutions be?

Restore civics education to Curricula of all schools. Provide workshop opportunities for those out of school & deprived of that education.

- g. Other hobbies/interests:

My grandchildren; travel w/ + w/o them in turn; cooking; I really, who has time for hobbies?

V. REFERENCES: (Please list three)

Name: Joseph Major

Telephone:

Name: Maureen A. Martin

Telephone:

Name: Ann Magrone

Telephone:

APPLICANTS SIGNATURE

DATE

5/14/2023

SUSAN M. BUCKHOLZ, ESQ.

HOME ADDRESS:

973 Old Town Farm Road
White River Junction, Vermont 05001


suebuckholz@gmail.com

OFFICE ADDRESS:

P.O. Box 1421
Quechee, Vermont 05059
(802) 296-2209
sue@buckholzlaw.com

EDUCATION:

- May 1977 B.A. in History from Yale College, New Haven, Connecticut
- May 1978 First Year Completion, Boston University School of Law, Boston,
Massachusetts

PROFESSIONAL LICENSES:

- June 1995 Admitted to practice before the Bar of the Vermont Supreme Court
- May 1996 Admitted to practice before the Bar of the U.S. District Court for the
District of Vermont

PROFESSIONAL EXPERIENCE:

- 01/15/10 Acting Magistrate, Orange Family Court, Chelsea, Vermont
to 07/31/10
- April 2005 Acting Judge, Vermont Family Court. Appointment as needed in Family
to May 2013 Division of the Vermont Superior Court to hear matters pending before
that division.
- 06/01/04 President, Law Offices of Susan M. Buckholz P.C., located in Quechee,
to present Vermont and White River Junction, Vermont. Practice focused in the areas of
family law, mediation, estate planning and probate.
- 02/01/01 Partner, Campbell, Buckholz & Saunders LLP, Quechee, Vermont Practice
to 06/01/04 focused in the areas of family law, civil litigation and probate
- 01/01/00 to Partner, Buckholz & Nelson LLP, located in White River Junction,
1/31/01 Vermont. Practice focused in areas of family law, civil litigation and
probate
- 06/01/98 to Staff Attorney, Prisoners' Rights Office, Vermont Defender General's
08/15/99 Office, Montpelier, Vermont. Provision of legal services to Vermont
inmates in connection with post-conviction relief, habeas corpus,
administrative appeals of Department of Corrections actions

SUSAN M. BUCKHOLZ, Esq.

- 07/01/95 to 06/01/98 Private practice, Law Offices of Susan M. Buckholz, White River Junction, Vermont. Practice focused in the areas of family law, employment law, probate and civil litigation
- 11/18/90 to 11/15/95 Law Clerk/Paralegal, Teachout, Brooks Moore & McNally (and successor firms) in Norwich, Vermont. Work focused primarily in civil litigation and probate departments while completing the four-year clerkship for qualification for admission to the Bar of the Vermont Supreme Court

TEACHING POSITIONS

- 2008 to 2009 Participant, Juvenile Justice Institute for Faculty Excellence, sponsored by the Vermont Court Improvement Project and Vermont Judiciary
- Spring 2006 Adjunct Professor in Family Law, Vermont Law School, South Royalton, Vermont
- 01/15/00 to 06/30/00 Faculty, Paralegal Program, Woodbury College, Montpelier, Vermont. Half-time position in paralegal program as teacher and advisor.
- 1996 to 5/2016 Adjunct Instructor, Community College of Vermont, White River Junction, Vermont. As needed basis in legal studies.
- 1995 to 2008 Adjunct Instructor, Woodbury College, Montpelier, Vermont, as-needed basis in paralegal program.

PUBLICATIONS

“Collaborative Divorce”, *Vermont Bar Journal* Spring 2004.

Legal Consultant and Contributor, “Parents as Guardians Ad Litem In Delinquency Cases: *What to Expect from the Court, What the Court Expects from You*”, published by the Court Administrator’s Office of the State of Vermont, 2007.

Co-Writer and Contributor, “Vermont Juvenile Law And Practice Manual”, Vermont Office of the Defender General, June 2010.

PROFESSIONAL and COMMUNITY SERVICE:

- Oct. 2018 to present Board Member, Salvations Farm, member of Fundraising Committee
- Dec. 2019 to Present Board Member, Rural Vermont, Montpelier, Vermont.
- Dec. 2018 to 2021 Board Member, Dismas of Vermont, member of Governance Committee.

SUSAN M. BUCKHOLZ, Esq.

Jan. 2017 to Jan. 2019	Vermont State Representative for Windsor 4-1 District.
Feb. 2014 Oct. 2019	Council Member, Hartford Dismas House Board. Former secretary of Board and chair of the Outreach Committee
June 2012 to 12/2015	Member, Family Division Oversight Committee of the Vermont Supreme Court/Judiciary
May 2012 to Mar. 2013	Board Member, Emerge Family Advocates, White River Junction, Vermont
December 2011	Certificate of Appreciation from the Vermont Guardian Ad Litem Program
July 2011 to July 2013	Governance Board President, Northern New England District of the Unitarian Universalist Association, Concord, New Hampshire
June 2009 to June 2011	Board Chair, Vermont Parents Representation Center, Inc., a nonprofit public law and policy organization promoting a collaborative approach to parent representation in juvenile court proceedings.
Sept. 2008 to Mar. 2013	Member, Justice for Children Task Force of the Vermont Supreme Court, representing parent's attorney perspective
August 2008	Certificate of Appreciation from the Vermont Guardian Ad Litem Program
June 2008 to June 2011	Governance Board Secretary, Northern New England District of the Unitarian Universalist Association.
2008	Vermont Supreme Court and Family Court Oversight Committee Recognition Award for dedication and service to the Vermont Family Court
July 2007 to Oct. 2009	Board Member, Valley Court Diversion Programs, White River Junction, Vermont; Secretary from 2007 through 2009.
June 2007 to Sept. 2016	Board Member, Next Steps/Stepping Stones, Lebanon, New Hampshire; Secretary from 2008 to 2010; Treasurer from 2010 to present, President 2016.
June 2005 to May 2008	Board Member, Lebanon Opera House, Lebanon, New Hampshire. Board Secretary 2006 to May 2008.
Sept. 2003 to June 2009	Board Member, Children's Literacy Foundation, Waterbury, Vermont. Board President 2005 to June 2009.
Sept. 2003	Outstanding <i>Pro Bono</i> Service Award, Vermont Bar Association. For <i>pro bono</i> service to children and families in Windsor County.

SUSAN M. BUCKHOLZ, Esq.

March 2002 Town and School Moderator, Town of Hartford, Vermont.
to March 2007

June 2001 to Board Member, Upper Valley Food Coop, White River Junction, Vermont.
Oct. 2003

June 2001 to Board Member and President, First Universalist Society of Hartland,
June 2002 Vermont.

May 1996 to Board Member, Women's Information Services, Lebanon, New
May 2002 Hampshire, Board President 2000 to 2002.

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Sara Campbell

Address: 141 Chellis St. WRJ, VT 05001

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

Email Address: [REDACTED]

How long have you been a Hartford resident? 11 years

Are you a registered voter? yes

II. EDUCATION:

High School: West Carteret HS Year Graduated: 1993

College 1: UNC-Chapel Hill Degree Earned: BA

Course of Study: Stage Management/Dramatic Art Year: 1997

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Alice Peck Day Memorial Hospital	Present	Project Manager	Project Management
Dartmouth College	2014-2019	Asst. Director	Institutional Events
Tuck School of Business	2011-2014	Program Coordinator	Coordinated Executive Education

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 most evenings and could meet when needed.

I'm currently on a committee that meets bi-monthly the 1st and 3rd Wednesdays

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Having working on a committee for the last six years I have experience working with the town manager and selectboard and schoolboard.

- c. What are your past experiences in Municipal, State or Federal Government? I'm on HCOEI and have served for six years. I am Chair this year.

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

I am serving in HCOEI in the Town of Hartford, I served a few years in the WRS PTA, I'm a current participant in the Leadership Upper Valley Program held by Vital Communities

- 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'd love us to find a great fit for Town

Manager. One of my biggest concerns is that we have been a town in transition for most of the 10+ years I've lived here. I would like to find a great leader and communicator who is willing to work with departments and boards and committees to move Hartford forward.

- f. What might some solutions be? Hiring a TM who has a background not just in municipal governance but in organizational transformation. We need a strong leader who both understands where Hartford is now and has a vision to get us on a more level path into the future.

- g. Other hobbies/interests: Gardening, Knitting

V. REFERENCES: (Please list three)

Name: Kim Souza

Telephone: 6[REDACTED]

Name: Joe Major

Telephone: [REDACTED]

Name: Gabrielle Lucke

Telephone: 8[REDACTED]

Sara Campbell

Digitally signed by Sara Campbell
Date: 2023.02.14 16:05:06 -05'00'

APPLICANTS SIGNATURE

DATE

dropped off p+r on 2/27

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager

I. APPLICANT DATA:

Name: David A. Davis
Address: 11 Stacey Lane
White River Jct VT 05001
Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]
Email Address: davisd401@yahoo.com
How long have you been a Hartford resident? 31 years
Are you a registered voter? yes

II. EDUCATION:

High School: Windsor High School Year Graduated: 1982
College 1: St. Leo College Degree Earned: NO
Course of Study: Criminology Year: _____
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Bloods Catering+ Party Rentals</u>	<u>OCT 2021-current</u>	<u>General Manager</u>	<u>Over see daily operations</u>
<u>Rexel USA</u>	<u>DEC 2014 - OCT 2021</u>	<u>Branch Manager</u>	<u>Manage electrical branch</u>
<u>Bloods Catering+ Party Rental</u>	<u>SEP 2007 - DEC 2014</u>	<u>Rental Manager</u>	<u>over see rental depart- ment</u>
<u>PCCW Inc</u>	<u>FEB 2001 SEPT 2007</u>	<u>owner</u>	<u>built high performance engines</u>

Bloods - 1147 Hartford Ave WRS VT
Rexel - 810 Sykes Mountain Ave WRS VT
PCCW - 5023 Mill Rd Windsor VT

03/10/2020

IV. PROFESSIONAL EXPERIENCE:

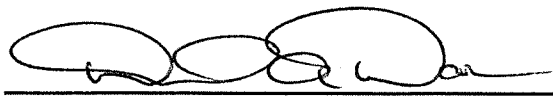
- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? yes
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to increase my involvement in town activities, I have training in hiring staff members from my current and previous employers. I believe I have the ability to objectively evaluate people and gain insight into their personal beliefs and agendas
- c. What are your past experiences in Municipal, State or Federal Government? none
- d. What civic or social organizations have belonged to and what positions did you hold?
Currently Chairman of the New Hampshire Motor Speedway Victory Lane Committee,
- 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?
A sense of transparency and genuine concern for the citizens of Hartford.
- f. What might some solutions be? Being more visible, Spending time in the community listening to the people and work to gain a true understand of what the community wants and needs.
- g. Other hobbies/interests: Coaching basketball

V. REFERENCES: (Please list three)

Name: Brendan Blood Telephone: [REDACTED]

Name: Don Gilman Telephone: [REDACTED]

Name: Gary Gervais Telephone: [REDACTED]



APPLICANTS SIGNATURE

2/27/23
DATE



MATTHEW C. DONAHUE LAW OFFICES

www.DonahueLawOffices.com

MATTHEW C. DONAHUE
ADMITTED IN NH, VT & MA

37 BANK STREET
LEBANON, NEW HAMPSHIRE 03766

TEL. 603-448-3224
FAX 603-448-4845
matt@donahuelawoffices.com

February 23, 2023

Town of Hartford
171 Bridge Street
White River Jct., VT 05001

RE: Town Manager Search Committee 2023

To Whom It May Concern:

Enclosed please find my application for consideration as a member of the Town Manager Search Committee 2023.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

Matthew C. Donahue

enclosure

Application for appointment to the "Town Manager Search Committee 2023"

APPLICANT DATA:

Matthew C. Donahue
2325 Old River Road
White River Junction, VT 05001
[REDACTED]
w. 603-448-3224
matt@donahuelawoffices.com
Length of residency: 5 years
Are you a registered voter? Yes

EDUCATION

St Johns Preparatory School, Danvers, MA	1977
Colby College, Waterville, ME - Government	BA 1981
Suffolk University Law School, Boston, MA - Law	JD 1985
Vermont Law School, South Royalton, VT - Environmental Law	MSEL 1995

WORK HISTORY

2020 to present:	Matthew C. Donahue Law Offices, PLLC 37 Bank Street, Lebanon, New Hampshire 03766 estate planning, probate & trust attorney; business counsel
2001-2020:	Eno Martin Donahue LLP 491 Dutton Street, Suite 206, Lowell, MA Managing Partner of 5 attorney firm -- business and employment litigation, environmental, probate and trust administration
1988-2001	Donahue & Donahue Attorneys P.C. 21 George Street, Lowell MA Associate Attorney - Litigation focus: business and employment law; criminal, environmental, insurance defense
1986-1987	Middlesex County District Attorney's Office 40 Thorndike Street, Cambridge, MA Assistant District Attorney

PROFESSIONAL EXPERIENCE

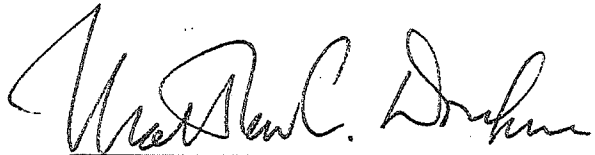
- a. 2-4 nights per month; best night would be a Thursday and I would be available evenings.
- b. While a new resident to Hartford, I have been a second home owner in Quechee since 1996. As you can see from my application I was pretty involved in my hometown, and it is generally in my nature to get involved. My background as a lawyer in dealing with employment issues is relevant to the work of the Committee. I also have a general understanding of municipal law on land use issues, zoning, and economic development strategies.
- c. I was elected to the Lowell City Council for two two-year terms in the early 1990's. Lowell's Charter used a city manager form of local government. As a City Councilor I was involved in the selection of a city manager and created and implemented an annual review process for the city manager which had not been in place ever before.
- d. I have served on many non-profit boards but most recently the Lowell Parks and Conservation Trust, an urban land trust in Lowell. I have served as President of the organization and was responsible for hiring several executive directors over the years. I founded the organization in 1990 and still serve on that board. I am also on the Board of Trustees of Lowell Catholic High and Middle School also in Lowell, MA. I am active in the White River Partnership and a member of the Quechee Club's Diversity Equity and Inclusion Council.
- e. All municipalities need good people in paid and unpaid positions and that starts with the Town Manager. The Town Manager needs to be able to balance the human resources, financial resources, and politics of their position. It is a difficult job on a good day. They need to oversee, manage, and deliver fundamental municipal services: education, police, fire, public works, and planning to name a few. They need to recruit and keep good personnel to fulfill that mission. Beyond that they need to address and set future aspirational goals for the community -- things the town can reach for that may seem just about impossible to attain. Finally, they need to create a climate to grow the local tax base through innovative economic development strategies.
- f. Solutions to any problems require the building of consensus and that would require the Manager working with the Board of Selectmen to lead initiatives and persuade people in the community to rally to the cause. Generally, a good working relationship between the Board and the Manager is critical to solving any challenges facing the Town.

g. Hobbies: Biking, Hiking, Skiing, Golfing, Swimming, Songwriter guitar and keyboard player

REFERENCES:

1. Rebecca White [REDACTED]
2. Steven Davis [REDACTED]
3. Lynn Luczkowski [REDACTED]

Applicant:


Matthew C. Donahue

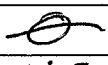
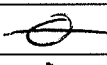
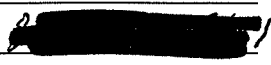
Date: 2/22/23

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: TOWN MANAGER SEARCH

I. APPLICANT DATA:

Name: TIM FARIEL
Address: 144 WORCESTER AVENUE
Telephone: (Home)  (Work)  (Other) 
Email Address: tfariel@gmail.com
How long have you been a Hartford resident? 20 YEARS
Are you a registered voter? YES

II. EDUCATION:

High School: WINDSOR HIGH Year Graduated: 1981
College 1: OLD DOMINION UNIVERSITY Degree Earned: BA - GEOGRAPHY
Course of Study: URBAN GEOGRAPHY Year: 1985
College 2: UMASS AMHERST Degree Earned: TEACHER CERT.
Course of Study: EDUCATION Year: 1989

III. WORK HISTORY:

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

03 - CURRENT	ARIS SOLUTIONS		FACILITIES MGR
10+ YRS	INDEPENDENT CONTRACTOR		REAL ESTATE, CONSTRUCTION
3+ YRS	LISTEN COMMUNITY SERVICES		OPERATIONS MGR.
5+ YRS	WOODARD ASSOCIATES		PROPERTY MGMT / SALES

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?

M - TH 3 PM - 9 PM

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

I see this as a critical position and have experience in the process of identifying leadership WAS INVOLVED IN PROCESS FOR SUPERINTENDENT SEARCH

- c. What are your past experiences in Municipal, State or Federal Government?

Served on many boards Chamber of Commerce, Planning Commission, School Board (HARTLAND)

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

School Board - 1 year as chair
BOARD OF HARTFORD CHAMBER
Upper Valley Housing Coalition

- 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?

NEED KEY LEADERSHIP TO GUIDE AND INSPIRE EACH DEPARTMENT TO DELIVER EXCEPTIONAL SERVICE.

- f. What might some solutions be?

ROUTINE EVALUATIONS, HIGH EXPECTATIONS
TRAINING, COMPETITIVE COMPENSATION PACKAGES

- g. Other hobbies/interests: RUNNING, SKIING, HIKING, TRAVEL
HOME PROJECTS

V. REFERENCES: (Please list three)

Name: DONG HEAVISIDES

Telephone: [REDACTED]

Name: CHRIS SNEDDON

Telephone: [REDACTED]

Name: GEORGE LUCKE

Telephone: [REDACTED]

APPLICANTS SIGNATURE

DATE

2-14-2023

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager
Search Committee

I. APPLICANT DATA:

Name: Ann Jane Kemon (AS)
Address: 1584 Dothan Rd
WRT, VT 05001
Telephone: (Home) [REDACTED] (Work) — (Other) —
Email Address: ajkemon@comcast.net
How long have you been a Hartford resident? 42 years
Are you a registered voter? Yes

II. EDUCATION:

High School: Lexington High Lexington Year Graduated: 1973
College 1: Northeastern Univ/Forsyth ^{MA} Degree Earned: AMOC
Course of Study: Dental Hygiene Year: 1975
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Archer Dental</u>	<u>5-21-present</u>	<u>Dental Hygienist</u>	<u>Patient care</u>
<u>Red Lion Dental Clinic</u>	<u>2015-2020</u>	<u>Clinic Mgr/Hyg</u>	<u>Patient care/manager</u>
<u>Elaine Neal, DMD</u>	<u>2000-2015</u>	<u>D Hygienist</u>	<u>Patient care</u>
<u>Robert Alvarenga DDS</u>	<u>1997-2000</u>	<u>D Hygienist</u>	<u>Patient care</u>

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? I am mostly retired and would be available for evening meetings.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'd like to contribute to the Town with my time to find a Town Manager that is a good "fit" for the town. I am extremely organized, can be a good "listener" and have the ability to see both sides of an issue.
- c. What are your past experiences in Municipal, State or Federal Government? I served on the Recreation Commission in the '90s. I currently serve on Treasure Island Advisory Committee in Thetford where we own property.
- d. What civic or social organizations have belonged to and what positions did you hold? Friends of Wilder Library (member), Good Beginnings - Volunteer Search Committee - Principal of H.M.S. (member), Wilder PTA - fundraising chair, Dothan Brook PTA - President
- 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'd like to see more collaboration between the Town Manager and the Dept heads. Also to have a new manager that can relate to residents of all socioeconomic
- f. What might some solutions be? listening sessions with residents and Dept heads. Have clear benchmarks that need to be met.
- g. Other hobbies/interests: Tennis/pickle ball, walking, rug hooking, swimming/boating/kayaking

V. REFERENCES: (Please list three)

Name: <u>Susan Loskutoff</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Barry McCabe</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Elizabeth Mac Askill</u>	Telephone: <u>[REDACTED]</u>

Amy Jane Kemon
APPLICANT'S SIGNATURE

2/17/23
DATE

TOWN OF HARTFORD

171 BRIDGE STREET

White River Jct., VT 05001

802-295-9353 (Tel.)

802-295-6382 (Fax)

PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Town Mgr SEARCH

Application for ☒ appointment(s) or ☐ re-appointment to:

I. APPLICANT DATA:

FRANK KLYNN

Name: Address: 246 Brookside Dr Wilder VT

Telephone: (Home) ☒ (Work) ☐ (Other) ☐

Email Address:

Bliff20.comcast.net

How long have you been a Hartford resident? 40 yrs

Are you a registered voter? yes

II. EDUCATION:

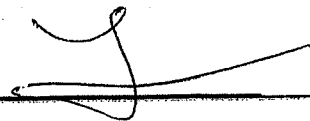
See Attached

☐

Thank you for your consideration

APPLICANTS SIGNATURE

DATE

 2-23-23

Advisory board

2/23/23

I

Education

Levittown memorial high school Levittown New York state regents diploma 1967

Academic scholar

St Francis college Brooklyn New York degree earned BS 1971

Employment history

Service federal credit Union 1989/2015 retirement area mgr full responsibility for staff profit loss business development and community relations and growth as well as business giving in area
Previous Hanover bank and trust vt, American brush company director shipping and receiving
Principal clothes store birth of the blues

A

I would be able to attend evening meetings if appointed except for Monday and Fridays previous commitments

B/c

I wish to serve as I have a long history of serving the town in different capacities ie planning board hbrlf presently and for approximately 25 years selectboard, the disposition of the old schools committee for over 25 years my children Hartford school system lived here for close to 40 years have experience in serving on previous town manager commission

D Windsor county court diversion program treasurer board member and interviewer and results programmer

Chamber of commerce board member, Salvation Army treasurer, upper valley development center board treasurer volunteer, David's house original volunteer 1988 board member treasurer investment chair community fund raising chair, chair finance committee, executive committee

E continued cooperation among committees commissions board chairs and increased perception by the community

F schedule of meetings of board chairs to meet and recognize each of their respective challenges, board meetings in community locations, plan to develop a pathway to reach out to the young people of the community as they are the future

G

Target shooting gardening boating travel

Ryan Scelza. Chair hbrlf

Don Dutton executive director David's house [REDACTED]

Crystal Pearson wrj vt

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager Search Comm

I. APPLICANT DATA:

Name: Jennifer Kravitz
Address: 985 Dotman Road
White River Jct, VT 05001
Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) Cell [REDACTED]
Email Address: jenkravitz@gmail.com
How long have you been a Hartford resident? 31 yrs
Are you a registered voter? yes

II. EDUCATION:

High School: Southern Lehigh HS Year Graduated: 1977
College 1: Temple University Degree Earned: BS
Course of Study: physical therapy Year: 1981
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Hanover Terrace Healthcare</u>	<u>2/2021 ongoing</u>	<u>per diem</u>	<u>physical therapy</u>
<u>VNH of VT & NH</u>	<u>4/2017 - 2021</u>	<u>home care</u>	<u>physical therapy</u>
<u>Hartford School District</u>	<u>2005 - 2015</u>	<u>school</u>	<u>physical therapist</u>
<u>- various other PT jobs over 40 years</u>			

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? I am mostly retired - no set job schedule. I am available evenings and could do several per month
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have the time now to be more involved in the community and care about my town and neighbors. My skills are evaluating, listening and problem solving
- c. What are your past experiences in Municipal, State or Federal Government? Voting
- d. What civic or social organizations have belonged to and what positions did you hold? I led the social outreach ministry at my church for years, providing food and financial assistance in the community
- 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, homelessness and, man, does my road need re-paving...
- f. What might some solutions be? Subsidized housing. Not a simple issue
- g. Other hobbies/interests: music, hiking, biking

V. REFERENCES: (Please list three)

Name: <u>Mary Bouchard</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Carol White</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Suzy Henderson</u>	Telephone: <u>[REDACTED]</u>

Jennifer Kravitz
APPLICANT'S SIGNATURE

2/10/23
DATE

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Gabrielle Lucke _____

Address: 554 Campbell St WRJ, VT 05001 (Hartford Village) _____

Telephone: (Home) 802-295-8333 (Work) _____ (Other) 802-295-8333 Email _____ Address: _____
gabrielle.lucke@hypertherm.com lucke4vt@gmail.com

How long have you been a Hartford resident? approximately 20 years (2000-2002; 2006-present)

Are you a registered voter? Yes

II. EDUCATION:

High School: Lakeland Regional

College 1: St Mary's College

Year Graduated: 1978

Course of Study: Social Science

Degree Earned: BS Year: 1984

College 2: Shippensburg University

College 3 University of MD College Park

Degree Earned: MS; UMCP ABD

Course of Study: (SU) Clinical Counseling:

Year: 1987; UMCP 1994

(UMCP) Health Education

WORK HISTORY:

Please list Employer name
& address (most recent first)

Dates of
Employment

Position held

Job duties

Please see the attached resume for details.

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PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meets 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?

4-6 nights a month and the best days are Monday - Thursday

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

Hiring a Town Manager is serious strategic work for our community. As a longtime resident, previous Representative in the VT General Assembly and School Board member and board member on non-profits in our community I know and can represent the interests of our community well. I am also a HR professional and having recently served on the Charter Commission Committee did the revisions related to the Town manager position.

- c. What are your past experiences in Municipal, State or Federal Government?

JP, BCA, served on several town committees, school board and represented Hartford in Montpelier. While in Montpelier my first term I served on the General, Housing & Military Affairs committee and in my second term Ways & Means. I also served on the VT ACLU Board and now on the Dismis of VT Board

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

I am currently on the Dismis of Vermont Statewide Board serving on the Governance Committee, I have also been on the Harford Dismis House board, Second Growth board and other town committees

- 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?

Hiring a new Town Manager, one who will lead, organize, and facilitate a quality working environment for Town employees and work toward our residents and community to function well together in a way that we can all thrive.

f. What might some solutions be?

A diligent search to find a candidate who can not only deliver high quality day to day operation but also one who both challenges and supports our select board through collaborative partnership based on both today's Harford and tomorrows.

g. Other hobbies/interests: Visiting family, knitting, travel, cheering on Hurricane athletes

V. REFERENCES: (Please list three)

Name: Barbara & Scott Farnsworth Telephone: 603-401-XXXXXX

Name: Jennifer Rataj Telephone: XXXXXX

Name: David Briggs Telephone: XXXXXX

Gabrielle Lucke

APPLICANTS SIGNATURE

Feb. 10, 2023

DATE

Gabrielle M. Lucke, M.S.

554 Campbell St.
White River Jct., VT 05001

(800) 386-2688
glucke@gmail.com

SUMMARY

An engaging leader and coach, skilled at enlisting and activating team members and resources to align with organizational goals. Known for an interactive teaching style that encourages participation while facilitating learning. High energy, confident professional with an infectious enthusiasm.

PROFESSIONAL EXPERIENCE

Program Manager, Organizational Development & Effectiveness Learning & Development, Hypertherm Inc., Hanover, NH	July 2019 to Present
Co-Founder and Partner Compacity Partners, LLC, White River Junction, VT	June 2019 to April 2022
Senior Consultant, Training & Development Office of Human Resources, Dartmouth College, Hanover, NH	January 2014 to July 2019, Emeritus
Director, Diversity Training & Educational Programs Office of Institutional Diversity & Equity, Dartmouth College, Hanover, NH	July 2009 to December 2013
GML Consulting Columbia, MD and White River Junction, VT	September 2002 to 2010
Associate Director for Collis Center and Student Activities Collis Center and Student Activities Office, Dartmouth College, Hanover, NH	July 2007 to April 2009
Acting Associate Director of Residential Education Office of Residential Life, Dartmouth College, Hanover, NH	August 2006 to June 2007
Coordinator of Campus Alcohol Programs University Health Center, University of Maryland, College Park, MD	August 2005 to April 2006
Adjunct Faculty, Howard Community College Division of Health Sciences, Columbia, MD	September 2004 to April 2006
Director of Health Resources Dartmouth College Health Service, Dartmouth College, Hanover, NH	January 1995 to March 2002

LEADERSHIP AND COMMUNITY SERVICE

- Dismas of Vermont State Board, Governance Committee (2022 to Present)
- ACLU of Vermont, Board of Directors (2018 to 2022)
- Hartford Dismas House, Advisory Council (2018 to 2022)
- Second Growth Board of Directors, Wilder, VT (2012 to 2020)
- LeaderShape Inc., Lead Facilitator based in Champlain Urbana, IL (1996 to 2020)

- Vermont General Assembly, House of Representatives, Windsor 4-2 (2015 to 2018)
- Hartford School District Board of Education, Hartford, VT (2008 to 2012)
- Dartmouth Center on Addiction, Recovery & Education, Founding Member Hanover, NH (1990-2008)
- University of Maryland University College Legal Studies Advisory Board, College Park, MD (2004-2006)
- St. Mary's College of Maryland Alumni Council Member, St. Mary's City, MD (1990-1994; 2004-2009)
- Director on Boards of multiple preschool and child development organizations (2000-2004; 2006-2008)

AWARDS AND RECOGNITION

- Hypertherm Associates Community Hero Spring 2022
- Dartmouth College Annual MLK Social Justice Award: 2015 Holly Fell Sateia Award
- Champion for Youth Award, Student Leadership Training Program (SLTP) 2013, 2014 & 2015
- Public Resolution by the Citizens of the Town of Hartford for Dedicated Civic Concern and Service, 2012
- Citation Proclamation & Documented Vote of Appreciation by the Citizens Hartford, VT, 2010
- Dartmouth College Student Employer of the Year, 2009
- University of Maryland Outstanding Resident Director of the Year, 1993

EDUCATION

- Diversity Management Certificate, 2013, Cornell University Industrial Labor Relations School, New York
- Early Childhood Educator Certificate, 2004. Howard County Community College, Maryland
- Completed doctoral level course work in Health Education, ABD 1995, University of Maryland
- Master of Science, Counseling, 1987, Shippensburg University of Pennsylvania
- Bachelor of Arts in Social Sciences, 1984, St. Mary's College of Maryland

FACILITATOR CERTIFICATION

- Certified Strengths Coach, Gallup Inc.
- Emotional & Social Competency Inventory 360 Administration and Coach, Korn Ferry Hay Group
- Intercultural Development Inventory Qualified Administrator, IDI LLC
- Dartmouth By-Stander Intervention Facilitator, certified by Green Dot Inc.
- NACUA Title IX Coordinator Training

PUBLICATIONS

- Contributing author in: Shankman, M. and Allen, S. (2009). *Emotionally Intelligent Leadership for Students: Facilitation & Activity Guide*. A Jossey-Bass Publication.
- Contributing author in: Shankman, M. and Allen, S. (2009). *Emotionally Intelligent Leadership for Students: Workbook*. A Jossey-Bass Publication.
- Sawyer, R.G., Desmond, S.M. and Lucke, G.M. (1992). *Sexual Communication and the College Student: Implications for Date Rape*. Health Values, Vol. 17 No. 4 July/August 1993.

REGIONAL CONFERENCE PRESENTATIONS

- "Impact of Assumptions & Bias in the Workplace" SHRM 2022 Regional Conference, Burlington VT
- "Stay...Just A Little Bit Longer: The Stay Interview as a Retention Tool"
SHRM 2019 and CUPA 2017 New England Regional Conferences, Burlington, VT
- "Diversity Master Series & Workforce Initiative Panel" SHRM 2012 Regional Conference, Burlington VT

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager
Selection Committee

I. APPLICANT DATA:

Name: Sandra Mariotti (Sandy)

Address: 528 Fairview Terrace, WRS, VT

Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]

Email Address: Mariottis22@live.franklinpierce.edu

How long have you been a Hartford resident? 28 years

Are you a registered voter? yes

II. EDUCATION:

High School: Windsor High Year Graduated: 1986

College 1: CCV Degree Earned: Liberal arts / Science

Course of Study: Liberal arts Year: 2014

also: DN School of Surgical Technology Year: 2009

College 2: Vermont Technical College Degree Earned: RN

Course of Study: Nursing Year: 2017

College 3: Franklin Pierce University Year: present

III. WORK HISTORY: course Nursing

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
1. <u>Dartmouth Health</u>	<u>2020 - Present</u>	<u>RN Case Manager</u>	<u>DIC planning</u>
2. <u>Dartmouth Health</u>	<u>2016 - 2020</u>	<u>Clinical Nurse</u>	<u>Pt care Med. spec.</u>
3. <u>Dartmouth Health</u>	<u>2010 - 2016</u>	<u>CST IV / 2 Nth OR Surgical Tech</u>	
4. <u>VA Medical Ctr</u>	<u>1987 - 2016</u>	<u>Varied</u>	<u>Started in kitchen up to Admin Asst & Nth Ctr PTSD</u>

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? I would be available 1 time per week after 6pm. If necessary more days if planned in advance any day of the week M-F but would prefer M-Th.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

I was the chair on the last Town Manager selection Committee. I enjoyed the process and while saddened to see it did not work out, I would enjoy participating in the process again.

- c. What are your past experiences in Municipal, State or Federal Government?

I served as selectboard member (clerk for 2 yrs) for far years. As above was chair of last Town Manager Selection Committee.

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

Girl Scouts of America Counselor VT, NCHA team parent for Hartford Hockey

- 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?

Substance Use disorder (especially Opioid); homelessness, Creating social services to assist w/ existing gaps in medical/social needs in community

- f. What might some solutions be?

Substance Use: Host drug free social events expand communication campaigns + engage youth in our community, expand prevention programs. Homelessness: It is nice to see a committee has been formed! Coordinate a service system to support long term housing stability. Chronic homelessness - match to exist prog

- g. Other hobbies/interests:

Spending time with my family especially my 4 grandchildren, Walt Disney world for, spending time at camp. Being a Nurse Case Manager RN at Dartmouth Health as a profession

V. REFERENCES: (Please list three)

Name: Helen Graves, RN PH

Telephone: [REDACTED]

Name: McKenzie Durhan, SW PH

Telephone: [REDACTED]

Name: Norman Mariotti, Spouse

Telephone: [REDACTED]

Sandra Mariotti
APPLICANT'S SIGNATURE

01/15/23
DATE

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or re-appointment to: _____
town manager search committee

I. APPLICANT DATA:

Name: Cathy Melocik

Address: PO Box 717, Wilder, VT 05088

Telephone: (Home) (802) 295-8103 (Work) _____ (Other) _____

Email Address: c79ad@yahoo.com

How long have you been a Hartford resident? 23+ years

Are you a registered voter? Yes

II. EDUCATION:

High School: Mount St Joseph Academy, Rutland, VT Year Graduated: 1983

College 1: John Hopkins University Degree Earned: BA

Course of Study: Humanities Year: 1987

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Tuck School of Business at Dartmouth 100 Tuck Hall, Hanover, NH 03755-9000	12/1/99-Present	Senior Manager, Publications	Duties = project mgmt, editing, writing

Lippincott Williams & Wilkins 351 W Camden St, Baltimore, MD 21201	1995-99	Journal Production Editor	Duties = medical-journal copyediting/production
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Previous work includes large public-library professional staff, admin/HR for nonprofit orgs for people with physical and mental disabilities, curator of historic-house museums

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? 4-8 nights/month; generally available M-F;
yes, available for evening meetings (preferred)
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Because I would like to contribute to attracting qualified candidates for a well-defined, clearly articulated town-manager position—and hiring the most effective person who, hopefully, will serve as a longer-term manager who grows with Hartford. I have a deep background in communications, project management, and human resources and experience with development issues.
- c. What are your past experiences in Municipal, State or Federal Government?
Longtime participant in various municipal meetings and communications, including selectboard meetings, town meetings, Planning Commission and Zoning Board of Adjustment meetings, and meetings regarding historic preservation...and more
- d. What civic or social organizations have ^(you)belonged to and what positions did you hold?
Given work and home constraints, I have participated in many, many town/community/neighborhood issues on an independent basis, as many in elected/appointed positions in the town know; this way I have been able to contribute and address varying concerns with varied boards/commissions.
- 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?
Besides existing areas being addressed, Hartford needs a significant, holistic plan to improve communications from the various town entities, whether admin, elected, appointed, or volunteer. This includes coordinated and increased, proactive outreach to citizens, and transparency, particularly given town turmoil in recent years.
- f. What might some solutions be?
Clearly defining the town manager's duties and expectations; clearly defining the role/s of the selectboard and its individual members in working with the town manager; developing a strategic plan for communications and financial goals
- g. Other hobbies/interests: History and historic architecture, particularly locally; gardening; editorial work; music performance; antiques; reading

V. REFERENCES: (Please list three)

Name: <u>Susanne Abetti</u>	Telephone: <u>Pls contact me for number</u>
Name: <u>Rebecca Waters</u>	Telephone: <u>Pls contact me for number</u>
Name: <u>Marcy Bartlett</u>	Telephone: <u>Pls contact me for number</u>



APPLICANTS SIGNATURE

2/27/23

DATE

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
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ADVISORY BOARD/COMMISSION APPLICATION

Application for appointment(s) or re-appointment to:
Town Manager Search Committee

I. APPLICANT DATA:

Name: Gayle Ottmann

Address: 114 Larch Lane, White River Junction, Vermont
(PO Box 748, Quechee, Vermont)

Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]

Email Address: gottman2308@comcast.net

How long have you been a Hartford resident? 47 years

Are you a registered voter? yes

II. EDUCATION:

High School: Lancaster, NH Academy Year Graduated: 4

College 1: Boston University Degree Earned: transferred out
Course of Study: journalism Year: 1953-1954

College 2: Hesser Business College Degree Earned: Associates
Course of Study: Executive Secretary Year: 1955

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Northmac, Inc.</u>	<u>2014-present</u>	<u>Sales Manager</u>	<u>all related to</u> <u>(group, Tours, corporate</u> <u>sale:</u>
<u>Holiday Inn</u>	<u>2012-2014</u>	<u>Sales Manager</u>	<u>same</u>
<u>Town of Windsor</u>	<u>2010-2012</u>	<u>Downtown Manager</u>	<u>development</u>
<u>Quechee/Hartford Area</u> <u>Chamber of Commerce</u>	<u>1991-2009</u>	<u>Executive Director</u>	<u>related duties</u>

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? I am not available on Monday nights. Otherwise, I can attend evening meetings as requested.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

The Town Manager of any community needs to be the leader who can bring that community forward. He/she must have a clear understanding of its needs and wants for the future. As a participant and observer of Hartford's needs/wants, I would like

- c. What are your past experiences in Municipal, State or Federal Government?

I served 12 years as Selectman (3 as chair); 5 years on Zoning Board; 15 years on Board of Civil Authority (still serve); 15 years as a Justice of Peace; Vermont Arts Council (6 years Board member)

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

Hartford Community Coalition (6 yrs Board member); White River Rotary Club (20 year member; Past President; Board Member; Placerre Community Church (Council Chair)

- 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?

Town areas of need: infrastructure (roads, water/sewer lines); renovation and new housing using past practices that worked well; recognition of Town Plan revisions; review of Zoning/Planning criteria for Town expansion

- f. What might some solutions be?

As mentioned above regarding Zoning/Planning regulation review for growth purposes; finish the old Legion lot for parking; research into water/sewer costs for RT. 14, RT. 4 construction; expand public transportation; town purchasing

- g. Other hobbies/interests:

gardening, cooking, reading, writing - anything related to people

V. REFERENCES: (Please list three)

Name: Bonnie Fields Telephone: [REDACTED]

Name: Nancy Russell Telephone: [REDACTED]

Name: David Briggs Telephone: [REDACTED]

Gayle O'Donnell
APPLICANT'S SIGNATURE

2/27/2023
DATE

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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or _____ re-appointment to: _____
Town Manager Search Committee

I. APPLICANT DATA:

Name: Jason Smoller _____

Address: 310 Fairview Terrace _____

White River Junction, VT 05001

Telephone: (Home) 817-600-0000 (Work) 802-296-7000 x126 (Other) _____

Email Address: jsmoller@northernstage.org

How long have you been a Hartford resident? Since January 2023

Are you a registered voter? Yes

II. EDUCATION:

High School: Little Rock Central HS Year Graduated: 2005

College 1: Brown University Degree Earned: A.B.

Course of Study: Music/French Year: 2009

College 2: Manhattan School of Music Degree Earned: M.Music

Course of Study: Orchestral Performance, Oboe Year: 2011

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Northern Stage, 76 Gates St, WRJ, VT 05001	1/9/23 – present	Managing Director	Oversee all activities
Irish Repertory Theatre, 132 West 22 nd St, NY, NY 10011	7/15/19-12/20/22	Dir. Development & Mktg	Manage \$2m in revenue
The New York Pops, 39 Broadway, NY, NY 10036	11/2014-6/2019	Assoc. Dir. External Affairs	Fundraising, public relations
The Morgan Library & Museum, 275 Madison Ave, NY	8/2013-11/14	Dev. Associate	Fundraising
Dartmouth College Fund, Centerra Pkwy, Lebanon, NH	1/13-8/13	Dev. Asst	Fundraising

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? 3-5 nights per month are possible.

I could serve 3-5 nights per month, with best availability on Mondays through Wednesdays.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I am eager to become an integral part of the WRJ/Hartford community as I take on the leadership of Northern Stage. I worked at Northern Stage for a few months in 2012 and recognize how important the arts are to the Upper Valley and the town of Hartford. I have spent ten years working as a nonprofit administrator and have been on dozens of hiring committees and managed many recruitments and searches.

c. What are your past experiences in Municipal, State or Federal Government? I have served as a volunteer panelist for the New York City Department of Cultural Affairs, involved in reviewing proposals for funding. I have fostered relationships with civil servants and have a deep respect for people who dedicate their lives to furthering municipalities.

d. What civic or social organizations have belonged to and what positions did you hold? I was deeply involved in the volunteer non-profit Greenwich Village Orchestra in NYC, where I took on multiple responsibilities and became the Executive Director. I built community relationships and raised money for the orchestra, and I created partnerships across the city.

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 believe there is work to be done to bring the communities of the villages of Hartford together, and to create cohesion among them. There is great potential for the growth of the urban area of WRJ, and there is opportunity for us to make Hartford a hub of activity in the Upper Valley by investing in public facilities such as parking and other necessary downtown amenities.

f. What might some solutions be? The town could invest in the construction of a parking facility similar to what can be found in Hanover, which would allow for greater density downtown and would alleviate some of the parking issues that occur when Northern Stage has a show and all the restaurants in town are full. It is an exciting moment for Hartford that new restaurants and bars are popping up, and the town must rise to meet the leadership of the business community.

g. Other hobbies/interests: I am an orchestral classical musician in my spare time, and I am the proud parent of a 2 year old who will hopefully be enrolled in the Hartford public schools next year!

V. REFERENCES: (Please list three)

Name: Carol Dunne (Artistic Director, NS)

Telephone: [REDACTED]

Name: Joe Major (UVAC)

Telephone: [REDACTED]

Name: Emilia Smart-Denson (Irish Rep, NYC)

Telephone: [REDACTED]



APPLICANT'S SIGNATURE

2/22/23

DATE



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, February 21, 2023, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Rocket, Member; Ally Tufenkjian, Member; Lana Livingston; Gail Ostrout; Adams Carroll; Marcy Bartlett; Janelle Sahutski; Miriam Wood; Cathy Melocik; Heidi Duto; Susanne Abetti; John Hall; Greg Sheldon;

Present by Zoom: Dan Fraser, Vice-Chair

JAM Link:

<https://catv.cablecast.tv/CablecastPublicSite/show/32858?channel=1>

- I. Call to Order the Selectboard Meeting** by Chair, Mike Hoyt at 6:00PM
- II. Pledge of Allegiance** was recited and led by Chief Greg Sheldon.
- III. Local Liquor Control Board.**
Selectboard Chair, Mike Hoyt recessed the Selectboard meeting and opened the Local Liquor Control Board at 6:02 PM.

Renewals:

Selectboard member, Mary Erdei made the motion to approve the renewals of 1st and 3rd Class licenses for Crazy Chris's Elixir Corp. Doing Business As: Elixir, 188 Main Street, White River Junction, VT 05001 and Blood's Catering & Party Rentals, 1147 Hartford Ave., White River Junction, VT 05001. Selectboard Member, Ally Tufenkjian seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Lannie Collins made the motion to approve the renewal of a 1st Class liquor license for Phnom Penh Sandwich Station, 7 North Main Street, White River Junction, VT 05001. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Ally Tufenkjian made the motion to approve the renewals of 2nd Class Liquor License for Cynthia A. Walker, Doing Business As: Quechee General Store, 4473 Woodstock Road, Quechee, VT 05059 and Class for Scavenger Gallery, 41 South Main St. White River Junction, VT 05001. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Lannie Collins made the motion to approve the renewal of 1st, 2nd, 3rd, Class & Tobacco & Tobacco Endorsement for Summit Stores, LLC, 18 & 42 Sykes Mtn. Avenue, White River Junction, VT 05001. Selectboard Member, Ally Tufenkjian seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Ally Tufenkjian made the motion to approve the renewal of a 2nd Class, Tobacco & Tobacco Endorsement for Summit Stores, LLC 2479 Woodstock Road, Quechee, VT 05060. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

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

IV. Local Cannabis Control Board: None

V. Order of Agenda – no changes

VI. Selectboard

1. Public Comment

March Bartlett from Wilder was grateful for all Frank Klymn has done for the town. She welcomed the new Chief of Police Greg Sheldon and she spoke in favor of lowering the speed limit in Wilder Village.

Cathy Melocik from Wilder spoke in favor of lowering the speed limit in Wilder with also enforcement when available.

Susan Abetti read a letter in support of the Robin Adair Logan who was not reappointed to the Planning Commission at the last Selectboard meeting.

2. Selectboard Comments and Announcements

Kim Souza has recommendations for Selectboard training that she will put forth after the elections.

Dan Fraser spoke to VT State Law allowing for Selectboard members being able to join the meeting via zoom.

Rocket welcomed the new police chief.

Lannie Collins had reached out to MRI about assisting in the search for the Town Manager. They do not have the capacity right now to take on Hartford. He also asked if anyone had been to the Town Forest lately. He is concerned about the state it is currently in. He would like to hear from the Conservation Commission if there is more work to be done there or is it going to be left as is.

3. Appointments

Reappointments:

1. Selectboard Clerk, Kim Souza made the motion to reappoint Frank Klymn to the Hartford Business Revolving Loan Fund (HBRLF) for a

3 year term beginning February 21, 2023 and ending February 20, 2026. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

4. Town Manager Report and Significant Activity Report

<https://cms5.revize.com/revize/hartfordvt/Sig%20Acts%20total%20for%202.21.2023.pdf>

5. Board Reports, Motions & Ordinances

a. Auditor Engagement Letter

Selectboard Member, Mary Erdei made the motion that The Selectboard authorizes Michael Hoyt, Selectboard Chair and Gail Ostrout, Finance Director to sign the FYE 2023 Financial Audit Service Engagement letter with Mudgett, Jennett & Krogh-Wisner. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

b. HCoreI Charge and Quarterly Update

Selectboard Clerk, Kim Souza made the motion to approve the HCoreI Charge as presented. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor and 2 (Rocket/Collins) were not in favor. The motion passed.

c. Wilder Village Speed Limit SB Info

Selectboard Member, Ally Tufenkjian made the motion to Direct the Town Manager to pursue state reduction of the speed limit on Hartford Avenue, north of Bugbee Street to 25 MPH as identified by the Hartford Police Department. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

d. Advance Transit Board Member Discussion

Adams Carrol, director of Advance Transit presented an overview of the Advance Transit Board and the current, Town of Hartford, open position that the Selectboard can appoint to the Board.

VII. Commission Reports

Ally Tufenkjian

Housing and Homelessness Committee:

-The committee had its organizational meeting last week and appointed John Haffner Chair, Patrick Danaher as Vice Chair, and Alex Belensz as Secretary.

-A big thank you to Lori Hirshfield, the committee's staff liaison for helping to coordinate schedules and get the first meeting organized.

-The group reviewed the committee charge and had a great discussion about areas of interest and is excited to get started in its work.

-There are two committee spots open; please apply if interested.

Kim Souza

The Town Plan Steering Committee met on Feb 13. There was substantial discussion about community outreach and engagement relating to gathering input for the Town Plan housing chapter.

Staff went over the project schedule, the opportunity to partner with JAM (Junction Arts & Media), logo/branding for the project, and Community Meeting format & questions for breakout groups.

The first of four community event is planned for Tuesday, February 28th at 6:30 p.m. (a Zoom Discussion of Where Hartford is Today & Where We Want to Be in the Future. For more information, contact Town Planner Matt Osborn at mosborn@hartford-vt.org or 802 478-1118. Subsequent Community Engagement Meetings will be in-person.

- VIII. Consent Agenda: Selectboard Member, Lannie Collins made the motion to approve the 2/7/2022 Minutes, Selectboard Clerk, Kim Souza seconded the motion. 6 were in favor and 1 (Tufenkjian) abstained. The motion passed.**

Selectboard Member, Lannie Collins made the motion to approve the Consent agenda of: Payroll Ending: 2/18/2023; A/P Manifest of: 2/17/2023 and 2/21/2023. Selectboard Mary Erdie seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 2/18/2023

Approve Meeting Minutes of: 2/7/2023

Approve A/P Manifest of: 2/17/2023 and 2/21/2023

Approved Selectboard Meetings: 2/28/2023 (training), 3/6/2023, 3/9/2023 (organizational) and 3/21/2023.

- IX. Executive Session: Selectboard Member, Ally Tufenkjian made the motion That in accordance with Vermont's Open Meeting Law 1 V.S.A. § 313, the Selectboard enter into Executive Session: To discuss the appointment or employment or evaluation of a public officer or employee. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed. (8:30PM)**

NOTE: Dan Fraser was not present at this post Executive Session.

Selectboard Member, Mary Erdei made the motion to close the Executive Session at 9:11PM. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor (6), the motion passed.

- X. Adjourn the Selectboard Meeting**

Selectboard Member, Lannie Collins made the motion to close the Selectboard Meeting at 9:12PM. Selectboard Member, Ally Tufenkjian seconded the motion. All (6) were in favor and the motion passed.

Kim Souza, Clerk
2/21/2023