



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, October 3, 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 are 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 (6:00)
- II. Pledge of Allegiance
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda
- VI. Selectboard
 1. Public Comment (6:05)
 2. Selectboard Comments and Announcements (6:20)
 3. Appointments: None
 4. Town Manager Significant Activity Report (6:30)
Significant Activity Reports
LINK: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/456>
 5. Board Reports, Motions & Ordinances
 - a. CRG RFP Presentation (6:40)
 - b. Strategy Matters RFP Presentation (7:10)
Break (7:40)
 - c. Preferred Site Request – Norwich Solar (7:45)
 - d. Parking Meters (8:30)
 - e. Finalize FYE 2025 Budget Guidance (8:40)
 - f. Summarize FYE 25 CIP Requests (8:55)
- VII. Commission Reports
- VIII. Consent Agenda
 - Approve Payroll Ending: 9/30/2023
 - Approve A/P Manifest of: 9/25/2023, 9/29/2023 and 10/5/2023
 - Approve Special Check Run: 9/25/2023
 - Approve Meeting Minutes of: 9/19/2023
Selectboard Meetings Already Approved: 10/17/2023 & 10/31/2023.
- IX. Executive Session: None
- X. 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.

Crime Research Group, Inc.
PO Box 1433
Montpelier, VT 05601



Voice: 802.230.4768
Email: info@crgvt.org
Website: www.crgvt.org

To: Gail Ostrout, Acting Town Manager
From: Monica Weeber, Executive Director, Crime Research Group, Inc. 
802-310-2576 / monicaw@crgvt.org
Re: Assessment on Community Safety Proposal
Date: August 3, 2023

The Crime Research Group is excited to submit our response to the Town of Hartford Request for Proposal Assessment on Community Safety.

CRG's response demonstrates our capacity, experience, and skills in fulfilling the detailed requirements and providing the desired outcomes as presented in the RFP. We outline our professional qualifications and provide examples of our capabilities through previous work with local, State, and Federal partners, as well as community stakeholders. We provide a detailed outline of the process to engage the community in meaningful dialogue about community safety. We also demonstrate a commitment to a bias-free approach in performing the work outlined in the proposal.

CRG is eager to bring our considerable experience with criminal and juvenile justice data, data analysis and research, and strategic planning to serve the needs and further the interests of the Town of Hartford.

We look forward to discussing our proposal with you.



ASSESSMENT ON COMMUNITY SAFETY

Prepared for: The Town of Hartford

Section I. About CRG - Statement of Qualifications

Crime Research Group, Inc. (CRG) has been operating as a private non-profit research and evaluation center since July 2014 providing services to Vermont state departments and non-governmental organizations. Since November 2014, CRG has also provided Statistical Analysis Center (SAC) services to Vermont through a contract with the Department of Public Safety. Prior to becoming CRG, CRG staff worked for the Vermont Center for Justice Research (VCJR). VCJR was the named SAC in Vermont, established in 1987 until 2014 when the parent company dissolved. The staff then incorporated as CRG. State SACs provide justice research and technical assistance to the legislature, judiciary, corrections, state and local law enforcement agencies, and justice partners. CRG's purpose is: 1) to collect and analyze justice information; 2) to produce general information and statistical reports on crime, criminal offenders, victims, and the administration of justice; 3) to provide and coordinate technical assistance to the legislature, state agencies and departments, state and local law enforcement agencies, the courts, victims' services, and corrections; and 4) to assist in the creation of an evidence-based criminal justice system. CRG supports policy and data-driven decision making through research, analysis, strategic planning, and program evaluation. As the provider of SAC services, CRG works with DPS and other criminal justice stakeholders to design research and evaluation projects important to Vermont.

CRG's collaborative partners in other state work include the Attorney General's Office, the Defender General's Office, the Department of State's Attorneys and Sheriffs, the Vermont Center for Crime Victims Services, the Network Against Domestic and Sexual Violence, the Department of Corrections, the Department of Children and Families, the Judiciary, and Lund Family Center, among others.

As part of the CRG's commitment to cost efficiency, the organization operates as a virtual office. Staff members work from home. Weekly conference calls facilitate communication between staff and foster a sense of connection to the organization. CRG uses secure cloud technology to share files and conduct collaborative work. CRG also regularly uses Zoom, GoToMeeting, or MS Teams web software for collaborative work, meetings, and training.

Staff

Monica Weeber M.P.A., Executive Director

Ms. Weeber joined CRG in January 2023. In this role, she develops research partnerships, manages projects, communicates with stakeholders, and writes and manages grants. She has over 20 years of experience in creating, implementing, and managing systems and projects to promote effective organizations. She is a skilled strategic planning facilitator, and certified Results Based Accountability Trainer. She manages the contracts for the Bureau of Justice Statistics grants, acts as liaison with the Justice Statistics and Analysis Association (the national association for statistical analysis centers). In addition to federal grants, Monica has managed contracts with state departments and local non-profits. She regularly provides legislative testimony on issues

important to the criminal justice field. Prior to joining CRG, Monica worked at the Vermont Department of Corrections for 10 years where she managed administrative units on policy development, research and data, and the offender management system. She planned, implemented, and obtained funding for a 5-year statewide recidivism reduction project. In this role, she convened a diverse stakeholder group comprised of state and local organizations to support the goals of the projects. She was also the DOC lead in the Justice Reinvestment II initiative acting as the liaison to the Council of State Governments and the Justice Reinvestment II working group. She planned and implemented the reforms within the DOC. Monica earned her B.A. in anthropology from Rutgers University and a Master of Public Administration from the University of Vermont.

Ms. Weeber will act as the project director and be responsible for all aspects of the proposed activities.

Robin Joy, J.D., Ph.D., Director of Research

Dr. Joy joined VCJR (the former SAC) in 2005 and started working for CRG in 2014. She is highly knowledgeable of the Vermont criminal justice system and the data that is collected by each agency. She is responsible for all aspects of research and evaluation for CRG including program evaluation, research design, developing new ways to merge and analyze administrative records data, as well as developing new data sets, and conducting analysis. Dr. Joy has conducted research and evaluations too numerous to list here but examples include: the Law Enforcement Data Access and Dissemination, an Audit of Criminal History Records, an evaluation of the Court Diversion Program, research on Race and Sentencing, and answers data requests from a variety of criminal justice stakeholders. Robin is also instrumental in providing technical assistance to a variety of organizations and groups including the Sentencing Commission, the Racial Disparities in the Criminal and Juvenile Justice System Advisory Panel, the National Criminal Justice Reform Project, and the relevant legislative committees. Robin earned a Juris Doctorate from the University of California at Berkeley and a Ph.D. from Northeastern University. She started her career as a public defender in California. She returned to Boston and handled Criminal Justice Act (CJA) appeals for the First Circuit, as well as state appellate work for the Committee for Public Counsel Services.

Dr. Joy will provide the data analysis and provide oversight of the survey development and administration.

Megan Novak, M.A. (ABD), Research Associate

Ms. Novak's expertise is in qualitative research methods. She has been with Crime Research Group since May 2020 during which time she has interviewed parents with substance use issues, mental health/substance use treatment providers and their supervisors, staff and supervisors of the Department for Children and Families, human trafficking case managers, Department of Corrections employees, and independent risk intervention service providers. She obtained a Master of Arts in Criminology and Criminal Justice from the University of South Carolina and is working on

completing her Doctorate in Philosophy in Criminal Justice at Indiana University. During her graduate career Megan has developed curriculum and taught as an Associate Instructor, both in-person and online, for Introduction to Criminal Justice, Criminological Theory, Law and Society, and Research Methods. Megan is currently working on projects aimed at capturing mental health/substance use treatment workforce changes/challenges post-covid, evaluating a training meant to expose law enforcement to restorative justice programs/services, and a qualitative study on the experiences of BIPOC individuals with courtroom actors.

Ms. Novak will conduct literature reviews on potential practices and strategies, design and administer surveys, and provide general support to the assessment process.

Christopher Louras, Research Associate

Mr. Louras joined CRG in June 2020. He comes with vast criminal justice experience in Vermont as a five-term mayor of Rutland City where he worked closely with the Police Department and Police Commission to provide transparency to the city's data collection process, including its impact on traffic stops and race, and likewise convened biweekly data-driven reviews of calls-for-service which were used to inform responses and policy through the lens of police reform. Chris also served on the Board of Directors for the Vermont League of Cities and Towns for nine years and as the chair of the Public Safety Public Policy Committee for seven years where he led reform efforts based on the recommendations of the White House Task Force on 21st Century Policing. He served in the Vermont House of Representatives during the 2005-2006 Session.

Mr. Louras will provide administrative and technical support to the project.

Firm Capabilities

Project Name: National Criminal Justice Reform Project, National Criminal Justice Association (NCJA)	
Primary Contact: Tammy Woodhams, Director of Programs and Grants Training	Contact Phone: 202-903-3316 Contact Email: twoodhams@ncja.org
Summary and Scope of the Project The State of Vermont was one of five states to be selected as a participant in the National Criminal Justice Reform Project (NCJRP). The focus of this work was to improve the state's pretrial justice system through state and local collaboration to increase public safety, improve access to substance use and mental health disorder treatment, strengthen data integration between law enforcement and public health, protect the constitutional and statutory rights of defendants, and protect the statutory rights of victims. CRG was awarded the contract to provide	

comprehensive local management, research, and technical assistance to the Statewide Advisory Committee convened to carry out the project.

More information and reports at [NCJRP | NCJA](#)

Project Name: Washington County Treatment Court Expansion and Enhancement Project

Primary Contact: Kim Owens, Statewide
Treatment Court Program Manager

Contact Phone:
Contact Email: kim.owens@vermont.gov

Summary and Scope of the Project

The Crime Research Group, Inc. (CRG) conducted a process evaluation to determine if the Washington County Treatment Court (WCTC) program was being implemented as intended and to determine if the goals and objectives of a SAMHSA grant are being achieved. CRG conducted qualitative, semi-structured interviews with WCTC team members, observed court proceedings and staff meetings, reviewed WCTC documentation and reports, and conducted a preliminary recidivism analysis.

The full report is available on the CRG website: [Washington County Treatment Court Process Evaluation and Recidivism Analysis](#)

Project Name: Department of Corrections, Risk Intervention Services Model Evaluation

Primary Contact: Kim Bushey, Program
Services Director

Contact Phone: 802-241-0009
Contact Email: kim.bushey@vermont.gov

Summary and Scope of the Project

CRG designed and completed a process and outcome evaluation of the redesigned risk intervention services model at the Department of Corrections. CRG documented the process and program activities including a description of how the new integrated program model was conceptualized, planned, and implemented. CRG's research design included document and record review, interviews and surveys with staff, assessing fidelity of implementation, and completing a preliminary outcome evaluation.

This project was not final at the time of this submission.

Section II. Scope of Services - Methodology

Project Overview

The primary objective of this study is to examine community safety in the context of the many ways people of all backgrounds experience a sense of security attributable to the delivery of specific public services in the Town of Harford.

Statement on Equity

CRG conducts its research and evaluation through the employment of unbiased and impartial methodology while recognizing the systemic racism throughout the criminal justice system. We are committed to designing projects that contribute to the understanding of policies and process that result in the disparate treatment of people of color and other marginalized groups. And, when possible, telling the data stories of those who were affected by the criminal justice system. According to the U.S. Census Bureau, the population in the town of Hartford is 91% white¹. To ensure all voices are heard CRG will actively seek to engage all Hartford residents, and specifically groups who have been historically marginalized, in the project. CRG has experience engaging diverse populations. It is currently leading a National Institute of Justice funded project to the study the experiences of defendants of color in criminal court in southern Vermont. We are partnering with the Windsor and Rutland Area NAACP's and the Vermont Partnership for Fairness and Diversity to assist us in reaching out to people who are eligible for the study and to prepare materials that are culturally appropriate. We anticipate using a similar approach in this project.

Project Approach and Methodology

Phase 1: Project Initiation

1.1 Kickoff and Planning Meetings

The CRG team will hold a kickoff meeting with the Hartford Town Project Team within 30 days of contract signing. The purpose of the meeting is to introduce key members of the team and review the project plan.

1.2 Data Review

CRG will work with the project team to identify and acquire the appropriate data to inform the community assessment. CRG will access existing data from the CityProtect website and may request additional data as necessary. Additionally, CRG will access NIBRS data which will provide additional information about victimization and crime. Data will cover the period from 2020 -2022.

¹ [U.S. Census Bureau QuickFacts: Hartford town, Windsor County, Vermont](#)

1.3 Schedule Key Stakeholder Interviews

CRG will begin to schedule interviews with key stakeholders. The purpose of the interviews is to gather baseline information about the status of public services in Hartford, identify topics to be explored in a survey, and determine the best mechanism for conducting outreach. Key stakeholders will be selected from the geographic villages that make up the Town.

1.4 Community Outreach

CRG will work with the project team to identify appropriate methods to inform the community about opportunities to participate in the assessment. CRG expects the Town to use its existing communication tools to share information with residents. These include posting information on the website, using existing distribution lists, posting to community forums, etc.

Phase 2: Data Collection

Data collection will take place using multiple methods.

2.1 Community Meetings

CRG will host 3 in-person and 1 - virtual community meetings (via Zoom). The in-person meetings will be held at easily accessible locations and during times when community members are available. CRG plans to hold the in-person meetings in the villages of Hartford, Queechee, and White River Junction. The virtual meeting will be for residents of any village who would like to participate. Community meetings will follow the Results Based Accountability™ (RBA) model. RBA is a data-driven decision-making process to help communities and organizations move from talking about problems to taking action to solving problems. It focuses on the conditions of well-being for communities that a group is working to improve. Data collected in Phase 1 will support the dialogue.

Each RBA session will cover the following set of questions:

1. What is our vision for a healthy and safe community?
2. How will we recognize it?
3. How do things look now? Who or what is not achieving the vision?
4. What will it take to get the results we want?
5. Who are partners with a role to play?
6. What strategies do we propose to do?

2.2 Community Surveys

CRG will develop and administer an on-line survey that captures the expectations and experiences with public service delivery, including actual and feared experiences with first responders, including mental health crisis services. CRG will also develop paper surveys, if needed, to ensure all communities members have an opportunity to respond. CRG will partner with key stakeholders and organizations in the community to build awareness and support for completing the survey.

2.3 Workforce Surveys

CRG will develop and administer an on-line survey to collect the thoughts, concerns, and obstacles to policing and experienced by the Hartford police officers and staff. CRG will also develop a survey to collect the thoughts, concerns, obstacles experienced by the Fire Department staff.

2.4 System Assessment

CRG will convene one meeting with representatives from the police and fire departments, social service agencies, and other community resource organizations to assess the current state of interactions between the organizations and identify any actions needed to increase collaborative efforts that support the community vision for a safe and healthy community.

Phase 3: Analysis and Reporting

3.1 Key Stakeholder Report

CRG will summarize key themes from the interviews and provide a report to the Project Team.

3.2 Data Analysis

CRG will examine the Hartford Police, NIBRS, and other data acquired for the project. CRG will produce an analysis consisting of tables of calls for service broken out by village or other geographies, clearance rates, crime trends, victimization, and offense characteristics. When possible, CRG will focus on race/ethnicity in the data analysis.

3.3 RBA Model Development

After the community meetings, CRG will analyze the themes and information gathered to develop a proposed RBA model for the Towns vision of a safe and health community.

3.4 Survey Analysis and Reporting

CRG will analyze the community and workforce survey data.

3.5 System Assessment

CRG will document the information gathered in the community assessment and any decisions or action plans developed.

Phase 4: Report Development

4.1 Draft Findings and Recommendations

CRG will draft reports based on the data collection and findings from Phase 3. The initial reports will be reviewed and formatted by CRG staff.

4.2 Hartford Review Period

Following delivery of the draft reports, the Project Team will have an opportunity to review the working draft. Once this has occurred, the CRG staff will hold a conference call with the Project Team to review and discuss the observations and recommendations. For the purposes of independence and professional integrity, the CRG retains the option to accept or reject commentary or recommendations from reviewers.

4.3 Report Finalization

CRG will complete edits from the review period.

Phase 5: Report Delivery and Presentation

5.1 Final Report Delivery

CRG will submit all final materials.

5.2. Report Presentation

CRG will present the report findings at an in-person meeting as determined by the Project Team.

Timetable

Phase 1	Project Initiation	Timeline*
	1.1 Kickoff and Planning Meeting	September - October 2023
	1.2 Data Review	September - October 2023
	1.3 Schedule Key Stakeholder Interviews	October 2023
	1.4 Community Outreach	October - November 2023
Phase 2	Data Collection	
	2.1 Conduct Key Stakeholder Interviews	November 2023
	2.2 Community Meetings	December 2023- March 2024
	2.3 Community Survey Administration	April 2024
	2.4 Workforce Survey Administration	April 2024
	2.5 System Assessment	May 2024
Phase 3	Data Analysis	
	3.1 Key Stakeholder Report	December 2023
	3.2 Data Analysis	November 2023- June 2024
	3.3 RBA Model Development	May - June 2024
	3.4 Survey Analysis	May - June 2024
	3.5 System Assessment Documentation	May - June 2024
Phase 4	Report Development	
	4.1 Draft Report and Internal CRG Review	July 2024
	4.2 Hartford Project Team Review Period	July 2024
	4.3 Report Finalization	August 2024
Phase 5	Final Report	
	5.1 Final Report Delivery	August 2024
	5.2 Final Report Presentation (TBD)	TBD

* Dates are example only and dependent on contract signing

Cost Proposal

The total cost for this proposal is \$75,000. The costs include travel and are otherwise all inclusive. There will be no additional costs for the quoted services. However, this proposal does not account for any direct costs that might arise because of this study or the cost to the Town of Hartford for time to participate. Any such expenses will be the responsibility of the Town of Hartford.

PLANNING PROPOSAL | August 2023

Town of Hartford



Prepared by

strategy matters

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A. Cover Letter

Municipal and public safety leaders across the nation are looking for ways to build trust, connect with community members, and change approaches to public safety to ensure community confidence and safety for all. To do this requires engaging members of local communities, elected officials, historically marginalized communities, and members of public safety departments, and supporting them in realizing a shared vision for a better, brighter, safer, and fairer future.

One of the most important components of a renewed vision of public safety involves focused attention on honest, respectful, and culturally responsive engagement between public safety departments and the communities they serve. This document describes Strategy Matters' proposed approach to support the Town of Hartford in conducting this type of community engagement.

Our approach to community and public safety consulting is distinctive and emerges from our diverse past experiences as community organizers, non-commissioned police personnel, and also as survivors of violent crime. We are uniquely well-versed in two very different worlds: public safety theory, strategy and practice on one hand, and grassroots community organizing, social justice, and anti-oppression work on the other hand. There are many organizations that are expert in one or the other of these worlds, but very few that are expert in both, and fewer still whose expertise comes from working in the field.

Members of our team, for example, supported Boston's *Operation Ceasefire*, have collaborated with Andean communities of Latin America to develop anti-colonial economic sustainability models, partnered with the police department of the Navajo Nation to pioneer a policing strategy deeply informed by Navajo fundamental law - a centuries-old model of restorative practices - and supported the City of Newton's resident Task Force in developing recommendations for reform of their police department that have since been adopted and implemented.

We hope that you will view our proposal as a starting point for further conversation. If you think our approach would be a good fit for your needs, we can work with you to refine the scope, timeline, or other features of our proposed process.

We are pleased to submit this proposal for your review, and hope to partner with you in ushering in an innovative, culturally responsive, and effective era of public safety for your communities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Liz O'Connor', written in a cursive style.

Liz O'Connor, *principal*

B. Statement of Qualifications

1. Contact Information

Strategy Matters
717 Washington Street
Dorchester, MA 02124
Josh Moulton, PhD, Director and Senior Consultant
phone: 617-826-6008 ext. 2
email: josh@strategymatters.org

2. Professional Qualifications

In this section of the proposal we list the members of the Strategy Matters consulting team that will participate in this project. We also include each team member's title, a brief bio, and the role they will play in this project.

Team member	Title and Qualifications	Project Role
Josh Moulton, PhD 	Director and Senior Consultant Josh has an eclectic background that spans the philosophy of science and grassroots international development. His experiences in these fields inform his approach to strategy development, team building, and facilitation. Josh also speaks on topics of human resilience, survivorship, and addiction and recovery. Josh was appointed to the board of directors for the Massachusetts Office for Victim Assistance by Governor Patrick in 2013 where he served two terms overseeing funding decisions on behalf of victims of crime. Before joining Strategy Matters, Josh was Founder and Director of Ayuda Directa USA, an international nonprofit that plans and executes healthcare, education, and infrastructure projects in rural South America. He holds a PhD in Philosophy of Science from the University of Massachusetts Amherst, and a BA in Philosophy from Reed College.	Project Co-lead
Liz O'Connor 	Principal With 25 years of multi-sector experience that crosses and connects issue areas, Liz works hands-on with clients while leading the Strategy Matters team. Liz is trained in many facilitation and change methodologies including Future Search, Open Space, Technologies of Facilitation, Facilitative Leadership, and Appreciative Inquiry. She is also skilled in convening teams and supporting their work navigating challenging conversations. She has a	Project Co-lead

track record of success in building consensus across difference and in supporting teams in the design of creative new approaches. Liz holds a BA in philosophy and politics from Mount Holyoke College, and an MA in Philosophy from the University of Washington.

Brittney Nichols**Director and Senior Consultant**

Brittney is a project team leader in supporting clients through change processes, specializing in those centered on building more diverse, inclusive and equitable organizations and strategies. Prior to joining Strategy Matters, Brittney worked with startups and small businesses to engage diverse communities, broker partnerships, and manage customer experience. She also served as a project manager at EdVestors, a school change philanthropy where she worked collaboratively with teachers, artists, and administrators. Brittney is a Board member for the Cambridge Material Aid & Advocacy program and has a BA in Business Management and English Communications from Emmanuel College.

Community Engagement and Facilitation**Parita Amin****Operations manager**

Parita joined Strategy Matters in 2019 as an administrative assistant before her role as a project manager and current role as Operations Manager. Her past experiences in the nonprofit sector focused on managing logistics, project progress, and communications. Parita has expertise in organizational operations, design, and project planning. Parita serves on the board of Uplift Humanity, a nonprofit based in NY, works as a Community Manager for a South Asian Diaspora digital magazine and is the Director of Operations for an MA-based Dance Academy.

Project manager

3. Firm's Capabilities

In this section of the proposal we include three projects that speak to our firm's capabilities regarding community engagement, group facilitation, process design, and development of recommendations. You will find descriptions of each project, along with references, and several examples of deliverables.

Navajo Nation Police Department

Project: The Navajo Nation is the largest land area retained by an indigenous tribe in the United States, comprising an area the size of West Virginia across the states of Arizona, Utah, and New Mexico. Then-Chief Philip Francisco contracted with Strategy Matters to facilitate an organizational assessment and strategic plan for the department. With a new leadership team, the Chief was looking to increase his Department's administrative accountability and identify methods of increasing the effectiveness of the organization.

Approach: Our process with the NPD stemmed from one primary question: How can we enhance what you do well and improve areas of weakness using a strategy that is guided and informed by the Diné Bi Beenahaz'aanii and the Diné Fundamental Law, and also incorporates innovative best practices in law enforcement? The project culminated in a comprehensive organizational assessment and a strategic plan focused on implementing culturally responsive problem-oriented policing strategies across Navajo Nation.

Results: Through continuous collaboration and communication with a core group of Department staff, alongside on-the-ground research and stakeholder engagement with the support of content experts on our team, we've established a high level of trust and rapport with NPD leadership. By the time of the projects' completion, we'd heard from *thousands* of the Nation's residents and workforce through focus groups, interviews, facilitated town hall meetings, site visits, and surveys.

Team: This project was co-led by Liz O'Connor and Josh Moulton, PhD. Brittney Nichols, supported the project as a facilitator and meeting designer, and Parita Amin-Palriwala served as project manager.

Reference: Deputy Chief Leonard Redhorse III
Navajo Police Department

phone: 928.871.6363

email: redhorse@navajo-nsn.gov

Work Sample: The NPD Organizational Assessment can be viewed [here](https://drive.google.com/file/d/1ISYTSnsD4DAdKulDCIn1ptztjSvPhuP-/view)
(<https://drive.google.com/file/d/1ISYTSnsD4DAdKulDCIn1ptztjSvPhuP-/view>)

Newton Police Reform Task Force

Project: As part of her efforts to ensure a vibrant, safe, and just future for the City of Newton, Mayor Ruthanne Fuller convened the Newton Police Reform Task Force in July 2020. Task Force members represented diverse racial, ethnic, and gender backgrounds and came from varying professions and lived experiences. The Task Force engaged Strategy Matters to support its work in recommending changes to policies and procedures and to support a culture that ensures that the Newton police department provides equal treatment to all people in the City, is conscious of the implicit bias that can foment negative interactions between police and people of color, and works towards eliminating the harm these biases can cause.

Approach: Many attempts at police reform have failed to deliver their intended results because they have either excluded vital and powerful stakeholders (like police unions and community activists) from the conversation, or have pursued a purely retrospective and punitive approach to police oversight. The Strategy Matters team and the Task Force sought to develop a more proactive and collaborative approach to police oversight that included the perspectives of a wide range of community and professional stakeholders. The process through which the recommendations were developed drew on research and experience with best practices in policing and mental health response, with particular focus on anti-racism and anti-bias efforts, and strategies to support culture change in policing. The process also placed a high priority on engaging with stakeholders in a variety of ways, including surveys for community members and police department personnel, as well as open Town Hall meetings, focus groups, and interviews. Over the course of the process residents, labor unions, elected officials, young people, communities of color, and others were able to come together to work across differences to redesign policing for a better, brighter, safer, and fairer future.

Results: The process has yielded a thorough, data-informed, set of recommendations with wide-ranging support. The collaborative nature of the process and the degree to which community and police personnel were engaged throughout has enabled the Mayor and municipal leaders to quickly implement much needed changes. While the long term effects of this work will unfold in coming years, some significant changes are already bearing fruit. The City has, for example, restructured response to “nuisance complaints,” has hired a values-aligned new chief of police, and taken preliminary steps to overhaul police response to mental health crises. This work

has been covered by The Boston Globe [online article on March 15, 2021](#) and [April 16, 2021](#); Boston College's [The Heights](#) on February 17, 2021; [Wicked Local](#) on April 16, 2021; and [The Patch](#) on April 13, 2021. See the full and final report [here](#).

Team: This project was co-led by Liz O'Connor and Josh Moulton, PhD.

Reference:

Malick Ghachem, Interim Chair
 Newton Police Reform Task Force
 Professor of History, MIT
 email: mghachem@mit.edu
 Read the reference letter from the Task Force co-chairs [here](#).

Work Sample: Recommendations for the Newton Police Reform Task Force can be viewed [here](#).

The Lincoln Trail Workforce Development Board

Project: The Lincoln Trail Workforce Development Board (The Board) is a 23-member board responsible for managing local workforce development projects for the eight counties of the Lincoln Trail area of Kentucky. The board, in partnership with the local elected officials, are responsible for being strategic analysts/innovators, investors, brokers, collaborators and conveners in the region and hosting conversations within the region to better align workforce resources and understand the complexities of the regional labor markets. The Board selected Strategy Matters to support their strategic planning in 2017, and has since extended the contract three-time, engaging our team as strategy support on the resulting collective impact project emerging from the plan through June 2022.

Approach: Following a three-month deep stakeholder engagement process (including site visits, tours, surveys, interviews, focus groups and research meetings) the consulting team convened all of the players in the complex ecosystem around workforce issues. Educators, employers, training providers, economic development officials, civic leaders, students and teachers all participated in a day-long systems analysis and strategy session to agree on the framing of the issues and challenges and to chart a course forward. The consulting team worked with the Board to position it as a backbone agency for a collective impact approach, using the strategic plan as the guiding document for the multi-sector partnership. The collective impact initiative (under the banner of a newly formed Workforce Crisis Task Force) focused on resolving the severe workforce shortages posing existential threats to many regional businesses, and worked across multiple sectors (manufacturing, healthcare, tourism/hospitality, logistics, and communications) to create new and expanded talent pipelines. One important aspect of the project was to shift regional data

collection from a focus on the unemployment rate to the labor force participation rate. Kentucky has a low labor force participation rate compared to other states, and Lincoln Trail had a rate lagging even compared to other counties/regions in Kentucky.

Results: Today, the partners are off and running as they implement their strategy, framed around mobilizing the community in resolving the workforce shortage crisis through a strategy focused on both continued and deeper employer engagement and worker encouragement. Of special note in terms of local impact, we have been pleased to see and support the following outcomes from the Task Force's work: a) the successful launch of a new focus on increasing supply and utilization of work-based learning opportunities, b) legislation filed by one Task Force member and State representative for benefits programs to extend long enough to offset the 'cliff effect' – a central barrier to raising labor force participation, c) an employer driven expungement program, enabling workers to clear criminal records interfering with employability, and most importantly, and consequently, d) a rising labor force participation rate in just two years, putting Lincoln Trail above the state average. We have also been pleased to note that the state has adjusted its own data collection to put more focus on labor force participation as they came to understand the importance of that metric in fully analyzing workforce shortages.

Team: This project was co-led by Liz O'Connor and Josh Moulton, PhD, with facilitation and implementation support from Brittney Nichols.

Reference:

Sherry Johnson, Associate Director
Lincoln Trail Area Development District
phone: 270-769-2393
email: sherry@ltadd.org
[State of The Workforce](#)

C. Methodology

About Strategy Matters

Strategy Matters is a Boston-based, certified woman-owned consulting group. Founded in 2000, we support our clients in creating change by developing creative solutions to complex problems. Our mission is to help those who do great work do it better. In other words, we work with people and organizations that make the world more just and sustainable.

We are a unique consulting firm in many respects, including the collaborative, equitable management style we embrace. Aspects of this are visible in some of our policies, including that the Principal cannot earn more than 3x the salary of the lowest paid employee, a profit sharing program with 40% of all profits paid out quarterly to employees with more than 1 year on the job, and our commitment to Open Books Management. Over 80% of our clients since 2016 have referred us to a colleague, hired us for a second (or third or fourth) project, or both.

Our approach to working with groups is tailored to meet each organization's specific needs, and is highly results oriented. We work in all settings including government agencies, philanthropies and nonprofits, and businesses. We share insights across industries and sectors; coupled with our facilitation expertise this enables us to be thought partners to our clients in both process and content. Representative past clients include

Public Safety

- Navajo Police Department
- City of Newton Police Reform Task Force

Diverse and Broad Stakeholder Engagement

- Reimagine Boston Main Streets
- Roslindale Village Main Streets

- Boston Police Department
- Boston Office of Police Accountability
- International Association of Chiefs of Police

- Rize Massachusetts
- Every Child Shines
- Dudley Street Neighborhood Association
- Union of Concerned Scientists

Philanthropy

- The Barr Foundation
- The Hyams Foundation
- The Stifler Family Foundation
- The Lenny Zakim Fund
- Southeast Community Foundation

Higher Education

- Harvard University
- Simmons University
- Northeastern University
- Bunker Hill Community College

Strategy Matters' Engagement Model and Philosophy

Our processes are highly collaborative. They focus on fostering relationships and having the right people in the right conversations at the right time. This makes thoughtful and inclusive decision-making possible. We lead a variety of organizational change efforts with our clients, including strategic planning, community engagement, strategy formulation, and leadership development. While our processes can vary in many ways, depending on client contexts, we have three "rules" that we always follow.

We must have clear, shared goals for the process. This ensures that our process design includes the right methods of engagement, facilitation techniques, conversations, and ultimate deliverables and organizational changes for and with our clients and the communities they represent and serve.

The more diverse participation and engagement in the process the better. The reason for this is twofold: engagement delivers buy-in for decision-making, and (more importantly) diversity in decision-making teams yields *better decisions*. Engagement from multiple points of view is essential to framing, asking, and answering the right questions.

There are always more than two options. Most organizations experience some balancing act between what appear to be competing interests. Rather than seeking to "balance" these interests, we embrace them as *essential tensions* and find ways to put them in a dynamic relationship with

each other. We press for robust and creative options and look for at least three possible pathways in order to avoid either/or decision processes.

Project Approach

In this section of the proposal we describe the steps we propose to undertake in order to satisfy the scope of work outlined in the Town of Hartford's request for proposals. We propose to implement a process that comprises 5 steps. Each step is described below and includes a proposed (approximate) timeline for completion and associated consulting hours required to perform the tasks described.

1. Establish a Process Management Team

Timeline: September

Consultant hours: 10

We recommend engaging a Process Management Team (PMT) to work with our consulting team to guide the process from start to finish. We will manage time demands carefully to minimize disruption for Town employees. The PMT should have between 3 and 5 members, and should have representatives from each of the departments and. Part of the work of the PMT will be to work with us on the bias-free review of every step of the process and in the development of the analysis.

We propose to have 3 meetings in total with the PMT. Each meeting will be used to confirm the launch of a major project phase, for example, the development and launch of a stakeholder engagement plan (described below). During our first meeting, we will work with the PMT to confirm the goals for the process. Typically when we do this, we set goals in three areas:

- **Experiential:** How do we want people to feel about their participation in this process? How can we use this process to demonstrate to our community of stakeholders our commitment to public participation and inclusivity?
- **Rational:** What do we want to come out of this process in terms of decisions and deliverables? What types and level of services does Hartford want to provide for

community safety? Are the Town's current resources being used efficiently, effectively, and equitably?

- **Transformational:** What could and should be different within the Town of Hartford as a result of the work we do together in this process? How can we ensure that the Town of Hartford provides culturally responsive, effective, and inclusive public safety services to its communities?

Working with the PMT to very explicitly articulate these goals for the process will help our consulting team ensure that we are moving forward through every step of the process in ways that affirm your commitments..

2. Develop an Engagement Plan

Timeline: September – October

Consultant hours: 15

The consulting team will work with members of the PMT to identify stakeholders whose perspectives they would like to consider. We will then collaborate with the PMT to develop appropriate engagement methods for each of the stakeholder groups identified.

In our experience, there are a variety of engagement methods that are effective for the general purpose of including stakeholder views in the development of recommendations or the identification of goals. They include surveys, Town Hall style meetings, listening sessions, focus groups, invitations for written comment, and interviews. We strive to calibrate our engagement efforts in ways that reduce barriers often experienced by groups that have faced historic and/or ongoing marginalization due to their first language, race, ethnicity, religion, gender identity, sexual orientation, disability status, socioeconomic background, citizenship status, or other identities and lived experiences. Many community members who have historically been excluded from public decision making processes don't have reliable internet, have challenging work schedules, inconsistent childcare, speak a language other than English, or have cultural practices that impact the ways they engage. In all of these cases, creative solutions need to be developed to invite these community members' perspectives.

In particular, when engaging stakeholders who have historically been excluded from public decision making it is vital to be willing to go directly to these communities and offer to develop engagement methods that will meet them where they are – literally. We recommend using the

principles of Equity in Public Engagement¹ developed by the Morris J. Wosk Centre for Dialogue to guide this part of the work. These principles include the following:

- Invite participation within an authentic and accountable engagement process
- Plan early and proactively
- Establish respectful relationships with Indigenous Peoples
- Engage the internal diversity of a community
- Work in reciprocal relationship with communities
- Tailor engagement plans to the context
- Commit to ongoing learning and improvement
- Advance systemic equity

Some examples of ways we have successfully overcome some of the barriers to stakeholder engagement in alignment with these principles include:

- Convening a bilingual community goal setting workshops with simultaneous translation (English/Spanish)
- Posting a consultant at the registration desk for a community center, to capture interview opportunities with youth who were not participating in surveys, events, and focus groups
- “Person-on-the-street” interviews with people using public transportation

As part of a community revitalization project, we developed and administered a survey to understand community perceptions concerning business prospects for neighborhoods in Boston. When examining the demographics of respondents we noticed that Black and Latino young men were seriously underrepresented in the survey. To ensure that the information we collected was truly representative of the whole community, members of our team spent time posted at a Community Center which engaged many young men, engaging with them upon entry to share information about our project, and making iPads with the survey available to anyone willing to participate. The results of this work were data sets that were a far better representation of the diverse community.

As part of a strategic planning process for the Navajo Nation, we developed a broad stakeholder engagement plan that included focus groups with community members. We were initially struck by the reluctance of community members to participate in conversation. We learned that it is a Diné custom to wait to be invited to speak and that the order in which people should be invited to speak is related to seniority and gender. As a matriarchal culture, women elders are considered to be the senior members in a group. We were quickly able to adapt our facilitation methods to the cultural context and achieved greatly enhanced participation.

¹ Simon Fraser University's Morris J. Wosk Centre for Dialogue. (2020). Beyond Inclusion: Equity in Public Engagement. ISBN: 978-1-77287-073-2.

As part of a process to engage victims and survivors of crime in Massachusetts, we developed a statewide stakeholder engagement process. Over the course of the process, we realized that there were many communities that we had not heard from. The main barriers to participation were related to culture and language access. To overcome these barriers, and invite these community members into the process, we engaged an advisory group to act as liaisons to these communities, and offered gift cards to help participants cover any expenses that might result from participation in a focus group session (like for childcare, time off, transportation, etc). Using these methods, the consulting team was able to host conversations with over 70 participants, in English, Spanish, Portuguese, Bengali, Hindi, Arabic, Cantonese, Mandarin, Korean, Khmer, and Vietnamese language sessions.

3. Launch Engagement

Timeline: October – December

Consultant hours: 60

We proposed to use the following tools to support engagement in alignment with the methods and principles discussed in the preceding section:

- **Develop and launch three surveys.** The surveys will have several focus areas: exploring tools to support future community engagement (where people get their information about the Town, what their major concerns are as resident, employees, or business owners in Hartford); substantive questions concerning current perceptions of public safety as well hopes and aspirations concerning the role public safety agencies may play in ensuring a safe and vibrant town community.
 - *Public Employees Survey:* we will develop a set of questions specific to members of the police department (and other public safety departments, as indicated). We will explore concerns, hopes for the future, and opportunities.
 - *Residents Survey:* this survey will anonymously collect community members' actual and feared experiences with first responders, including mental health crisis services. We will develop questions that explore both perceived positive and negative experiences.
 - *Service providers:* this survey will explore the experiences and concerns of others (business owners, faith leaders, those who provide services in the private and nonprofit sectors. Questions will be developed to explore the relationship between these groups and public safety departments.
- **Design and Facilitate Town Hall Meeting.** We will design a series of three meetings, with detailed agendas and facilitators instructions. (These agendas and facilitator guides could

be re-used by the Town in the future in annual *state-of-the-town* type meetings.) These meetings will include information sharing, information gathering, and structured, facilitated group discussion.

- **Visit existing meetings.** We will, as indicated, attend already scheduled meetings of relevant Town departments, community groups, or Town committees to understand current issues and concerns across Hartford communities.
- **Conduct interviews with key personnel,** including members of public safety departments and/or others as indicated.

All public meetings will be open, accessible, and affirmatively engage public participation in accordance with the Vermont Open Meeting Law. All meetings will be either completely virtual, or will accommodate virtual participation. In accordance with best practices in community engagement discussed in the previous section, meetings will be scheduled at various times convenient to working residents, and will be recorded and available for viewing at times convenient to interested Hartford residents. The consulting team will also confirm any needed legal considerations or obligations following the collection of anonymous reports or surveys that disclose legal, medical, or other protected or sensitive information in any other surveys.

4. Analysis and Preliminary Report

Timeline: January

Consultant hours: 20

Once the community engagement process has been successfully completed, we will analyze our findings and present them in the form of a preliminary report. We propose to use the preliminary report as a platform for deeper engagement and goal setting with members of the public safety departments and Town leadership. To do this we propose to facilitate two brief sessions (approximately 2 hours each).

- **Session 1 – Leadership:** present preliminary findings to Town of Hartford Town Manager, Fire Chief, and Police Chief and facilitate conversations regarding priority areas and potential public safety goals. We will also work to develop or reaffirm a vision for public safety in Hartford, and a set of values to guide future efforts. We will then use input from this leadership team to better organize our findings and bring forward identified priority areas.
- **Session 2 – Department personnel:** present preliminary findings along with priorities and goals identified during the leadership session to members of the public safety

departments. This should be open to all employees of the relevant departments and other relevant members of Town government. The focus of this session will be on collecting further insights and generating buy-in and investment in prospective outcomes of this process.

We will use the results of the engagement sessions with leadership and department personnel to develop a final report and recommendations.

5. Final Report and Recommendations

Timeline: February

Consultant hours: 10

We will develop a final report that includes:

- Vision and values statements to guide the future of public safety in Hartford
- A set of priorities identified by community members and members of the public safety departments
- Recommendations concerning strategy, tactics, and/or the organization of public safety departments in Hartford
- Recommendations concerning strategies for continuous engagement with community members going forward
- A communications plan to support the Town in sharing the results of this process with members of the public.

D. Cost Proposal

The process as outlined above requires (all costs in \$USD)

110 consulting hours for the above work + 10 hours for regular project check-in meetings with the PMT and/or Town of Hartford point of contact at our consulting team's blended hourly rate of \$250. **Total consulting: \$30,000**

Note: we typically add an administrative charge of 8% of the total consulting cost to cover administrative support for logistics, scheduling, contract monitoring, etc. To be responsive to the Town of Hartford's budget we will waive this fee.

Total Project Cost: \$30,000

This budget assumes that:

- Additional planning process expenses, e.g. Zoom subscription, survey instruments, online document sharing platforms will be covered by Strategy Matters.
- Additional plan publication expenses, e.g. graphic design, printing, advertising, etc. to be covered separately by the Town of Hartford.
- Meeting costs for an in-person planning retreat or meetings, if feasible, including space rental, meeting supplies, catering, etc., to be covered separately by the Town of Hartford.
- If incentives to community members who participate in stakeholder engagement efforts are to be provided, it shall be covered separately by the Town of Hartford.

Please note: we recognize that price is a significant factor in determining the best consultant team for this work, and to that end have prepared a process plan that aims to be both comprehensive and reasonably priced. If you believe our team is a good fit, but our budget exceeds yours, we are glad to discuss a modification to our project plan to lower costs.

Work Samples

**MBTA— The Massachusetts
Bay Transit Authority**

Strategic Plan

**The Massachusetts Office
of Victim Assistance**

Strategic Plan

MassPoetry

Strategic Plan

**The Newton Police
Reform Task Force
Recommendations**

Recommendations from a
community engagement
process for changes in a
municipal police department

GrubStreet

Strategic Plan

Helping Those Who
Do Great Work
Do It Better.



AGENDA MEMORANDUM

October 3rd, 2023

Town Selectboard Meeting Item:

Submitted by: Dana Clawson, Environmental Sustainability Coordinator

Subject: Hartford Selectboard reviewing Norwich Solar's proposed solar array on Braley Dr. and decide if the Selectboard deems that location to be a *preferred site* for a solar array.

Background: Norwich Solar is starting the process to install a 500 kW solar array at 96 Braley Dr., Lot #9-162, in White River Junction. Prior to applying to the Public Utilities Commission Norwich Solar is required to get letters of support from the Hartford Planning Commission, Selectboard, and Regional Planning Commission stating that those bodies have deemed the site as a preferred site. Please see the attached preferred siting guide for more information on this process.

The Hartford Planning Commission reviewed this project, voted in favor of deeming the site as preferred with a 5-1 vote, and signed a letter of support. The Planning Commission held 2 special meetings with Norwich Solar to discuss the site. There was some concern that the residents at the Sterling Springs housing complex would see the array, however during the second meeting the Planning Commission and residents of Sterling Springs reviewed a number of maps, including topographic maps, and agreed that this site would not be visible from Sterling Springs and it was highly unlikely the array would be visible from 91, other roads or other locations. For more information on these meetings see the Planning Commission minutes from June 8th and August 9th on the Planning Commission agenda center located on the Town website.

This packet contains materials that have been submitted by Norwich Solar, letters of support from residents, the Planning Commission, and the Energy Commission. I have also included the Issuing Preferred Siting Letters of Support for Net-Metered Renewable Energy Projects that the Vermont Law & Graduate School Energy Clinic created for Hartford.

This is not a permitting discussion. Once a developer has the required letters of support they can begin the permitting process with the Public Utilities Commission. This begins with a 30 day public comment period after an application is submitted and made public. This is then followed by an approximately 9 month or longer review by the Public Utilities Commission.

Discussion: Does the Hartford Selectboard want to designate 96 Braley Dr., Lot #9-162 in White River Junction a preferred site and allow Norwich Solar to move forward with this project.

Recommendation: The Hartford Selectboard decide if they are in favor of deeming the Braley Dr. a preferred site. If the Selectboard does vote in favor of designating the site as preferred the motion should be *to approve 96 Braley Dr. in White River Junction as a preferred site and authorize the Chair to sign a letter of support that will satisfy the Public Utilities Commission's requirements to start the permitting process.* A letter is part of this packet.

Section 248 TRORC Review Protocol – Preferred Site Letter of Support

Please provide a general site map at the town scale, and at the site scale, showing the entire parcel and lands/E911 structures within 100 meters. Provide other maps as requested. Maps should use public data when easily available.

ANR Atlas is found at <http://anrmaps.vermont.gov/websites/anra5/>

Biofinder is found at <http://anrmaps.vermont.gov/websites/BioFinder2016/>

FEMA Map Service Center <https://msc.fema.gov/portal>

TRORC will review requests for Preferred Site Letters of Support by completing the following table:

	Name of Project: Hartford Braley	
	Date: 05/09/2023 Size of solar project: 500 kW AC	
	Docket No: No document filed at PUC at this time	
	Developer: Norwich Solar	
	Owner: Hartford Braley Solar LLC	
	Is the solar facility site affecting....	Yes/No
1	Provide FIRM map showing FEMA Floodway, if present. ANR Atlas does not have all FEMA maps, so outside of Windsor County use FEMA Map Service Center.	No
	If yes and not on existing building, TRORC will NOT issue Preferred Site Letter of Support.	
	No applicable floodway within project area.	
2	Municipal letters of support from SB and PC, or in TP mapped preferred site?	
	If site does not have both, TRORC will NOT issue a Preferred Site Letter of Support.	
	N/A - draft for informational purposes	
3	Provide FIRM map showing FEMA Special Flood Hazard Area, if present.	No SFHA
	Describe. If yes, provide estimated lowest elevation of panels/inverters etc., floodproofing measures and BFE.	
4	ANR Atlas review – River Corridors	No River Corridor present
	Describe distance to top of bank. Is river in active movement/site likely to erode?	
5	ANR Atlas review – Wetlands	None present
	Describe: Has a wetland delineation been done?	
	Wetland delineation to be completed after preferred site designation received. If any Class II wetlands are identified, the array layout will be outside 50' wetland buffers, within which no disturbance would occur.	
6	ANR Atlas review – Prime Agricultural Soil	None present
	Describe: Is site in active agricultural use?	
	No	
7	BioFinder review – Provide map showing forest blocks and habitat connectors, if present	No habitat connectors or priority forest blocks
	Describe: While not a regulatory review criteria, the project area is not located in a forest block or habitat connector.	

8	Aesthetic/Historic Siting review	
	Provide photo(s) from nearest public road. Is proposed facility visible from public roads or adjacent owners? Are any dwellings within 100 meters? Describe lighting, traffic, fencing, noise, glare. Describe any ground disturbance and tree cutting.	
	See Attachment 1 for narrative response.	
9	Municipal concerns?	
	Describe any issues the town has raised.	
10	ANR Atlas review – Threatened and Endangered Species/significant natural community/deeryards/ critical habitat	No resources identified
	Describe species and provide map.	
	The ANR Atlas review does not identify any records of Threatened and Endangered Species/ significant natural community/deeryards/critical habitat.	
11	TRORC Regional Plan conformance?	
	Describe using Regional Plan and TRORC Energy Implementation Plan:	
	See Attachment 1 for narrative response.	

TRORC will provide a Preferred Site Letter of Support for a renewable energy project when requested by the Town or the developer for projects:

1. That have a level of specificity enough for us to make determinations using the above checklist AND
2. That TRORC has determined there is minimal impact to human and natural resources as illustrated on the checklist AND
3. That have written municipal support from the Selectboard and Planning Commission AND
4. That TRORC finds in conformance with the TRORC Regional Plan

For projects lacking enough detail to make findings, TRORC is not able to issue the Preferred Site Letter of Support.

TRORC will provide a letter of Preferred Site status after completing a review above, finding the project and site in conformance with the Regional Plan, and receiving copies of Preferred Site Letters of Support from the Town SB and PC. Language in the Preferred Site letter will include: “Having made our review, the TRORC wishes to support the Project location as a designated “Preferred Site” under Net Metering Rule Section 5.103 (7). The TRORC does not take a position certifying or approving the Project’s compliance with any other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for designating the site as a “Preferred Site” under Net Metering Rule Section 5.103 (7).



Attachment 1 – Section 248 TRORC Review Protocol Additional Narrative - Hartford Braley

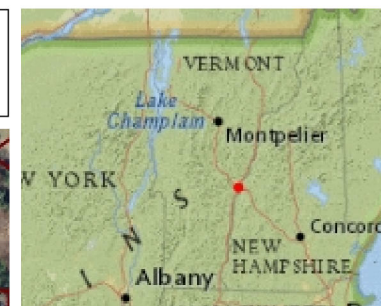
Question 8. Aesthetic/Historic Siting review

A viewshed for a one-mile radius surrounding the proposed solar array was conducted, considering existing topography and vegetation. Based on the results, it is anticipated that the solar array will generally be screened from offsite views due to topographic relief and existing vegetation.

Question 11. TRORC Regional Plan conformance?

Describe using Regional Plan and TRORC Energy Implementation Plan:

This location is consistent with the TRORC Energy Implementation Plan in its efforts to 90% renewable energy within its region and increasing electrification for heating and transportation. Based upon the TRORC Appendix C Energy Targets, Hartford's renewable generation target is 55,873- 68,289 MWh by 2050. In the Regional Energy Implementation Plan TRORC Goals, the first Strategy in meeting Goal A of 25% of remaining energy needs to be from renewables by 2025, 40% by 2035 and 90% by 2050 is Strategy A.1: Support the continued development of renewable energy generation that counts toward the goals of the CEP. The first Action identified therein is TRORC will encourage communities and residents to identify areas with the potential for renewable energy generation. As TRORC sets the goal to increase the amount of renewable energy generated in the TRORC region to 163 MW by 2050, Strategy B.1 states: Facilitate new generation projects through state incentives, better mapping, and clearer local and regional policies. The Plan indicates Solar is the most viable source of new renewable electric energy generation in the TRORC region due to the nature of our topography and land cover. Page 48 of the Plan indicates: Preferred locations come in two forms: state preferred areas that are defined as such in 30 V.S.A. § 8005a (Act 174), and specified locations identified by the town. A Joint Letter of Support is commonly used for towns to specify locations as preferred sites for net-metering projects.



LEGEND

Rare Threatened and Endange

- RTE Animal
- RTE Plant

- Deer Wintering Areas
- River Corridors (Aug 27, 2019)
 - .5 - 2 sqmi.
 - .25-.5 sqmi.
- Soils - Hydric
- Soils - Prime Agricultural

- Local
- Local (b)
- Not rated
- Prime
- Prime (b)
- Prime (f)
- Statewide
- Statewide (a)
- Statewide (b)
- Statewide (c)

Parcels (standardized)

Roads

- Interstate
- US Highway; 1
- State Highway
- Town Highway (Class 1)
- Town Highway (Class 2,3)
- Town Highway (Class 4)
- State Forest Trail

1: 8,923

April 22, 2023



NOTES

20230421 ANR's Natural Resources Atlas

453.0 0 226.00 453.0 Meters

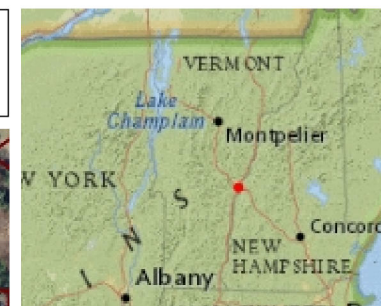
WGS_1984_Web_Mercator_Auxiliary_Sphere

© Vermont Agency of Natural Resources

1" = 744 Ft. 1cm = 89 Meters

THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.



LEGEND

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- Statewide (b)
- Statewide (c)

Parcels (standardized)

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- US Highway; 1
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1: 8,923

April 22, 2023



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Review Protocol: Considerations for Issuing a Letter of Support

Please provide a general site map at the town scale, and at the site scale showing the entire parcel and lands/ E911 structures within 100 meters. Provide other maps as requested. Maps should use public data when easily available.

ANR Atlas is found at: <https://anrmaps.vcrmont.gov/websites/anra5/>

Biofinder is found at: <https://anrmaps.vermont.gov/websites/BioFindcr/>

FEMA Map Service Center: <https://msc.fcma.gov/portal/home>

The developer will complete the following table. The Hartford Selectboard and Planning Commission will review the completed table to come to a determination about whether to issue a joint letter of support in compliance with the Public Utility Commission Rule 5.103 (7) Preferred Siting.

Name of Project: [Hartford Braley Solar project](#)

Date: [06/08/2023](#)

Size of the solar project: [500 kW AC](#)

Docket No: [N/A](#)

Developer: [Norwich Solar](#)

Owner: [Hartford Braley Solar LLC](#)

1. Is the solar facility site located in a preferred location or prime area? Hartford's hierarchy of sustainability for commercial-scale renewable energy siting located on pp,248-249 of the 2019 Hartford Town Plan has a list of preferred locations and prime areas.

The "Solar Energy Potential" map in the 2019 Hartford Town Plan provides a generalized overview of preferred/prime areas and areas with constraints. As such, it is difficult to identify the exact location of the proposed Project area on the map. The screenshot of the Solar Energy Potential map shown at Attachment 1 shows the general location of the Project parcel, illustrating that the project could be located within a prime area, and that there are no known constraints within the project area.

All project parcels will undergo a site-specific Natural Resource Inventory in compliance with the PUC environmental criteria and the Agency of Natural Resources. As well, the Agency of Agriculture, Farm and Markets has established specific guidance for ground-mount solar proposals that may impact NRCS prime agricultural soils.

2. Is the solar facility site located in an unsuitable area? Unsuitable areas include floodways shown on FEMA Flood Insurance Rate Maps, Class 1 Wetlands as indicated on Vermont State Inventory maps or identified through site analysis, and Wilderness Areas (including National Wilderness

Areas), They also include the Hartford Town Forest & Hurricane Forest Wildlife Refuge. Note, TRORC does not issue a preferred site letter of support if located in an unsuitable area.

- There is no applicable floodway within the Project area.
- Based on a review of the ANR Atlas, there are no wetlands within the Project area. A wetland delineation will be schedule after a preferred site designation is issued. If a Class II wetland is identified, the array will be designed to avoid the wetland and a 50' wetland buffer.
- The Project is not within the Hartford Town Forest/Hurricane Forest Wildlife Refuge or other designated wilderness area.

3. Is the solar facility site located in a constrained area? Table I located on pp.248-249 of the 2019 Hartford Town Plan has a list of potential constraints.

There are no known constraints within the Project area.

4. Is the solar facility site located on a FEMA Floodway? Provide FIRM map showing FEMA floodway and/or FEMA Special Flood Hazard Area if present. Note, TRORC does not issue a Preferred Site Letter of Support if located on a FEMA Floodway and not on an existing building.

The Project area is not located within a FEMA Floodway. See Attachment 2.

5. Is the solar facility site located in a forest block? Does the solar facility site involve clearing trees? Note, TRORC's policy is to deny a request for a letter of support if there is more than .2 acres cleared per 100 kW of name plate capacity and intrusion into forest should be limited to 300 feet or less. Provide BioFinder map showing forest blocks and habitat connectors, if present.

While not a regulated criterion, the project area is not located in a forest block as identified by the ANR BioFinder. There will be trees cut within the project area for the array and shade management. The parcel has already been disturbed as illustrated by the photographs where large openings and few mature trees are visible. See Attachment 3 for pictures of the Project area.

6. Is the solar facility site located on a river corridor? Describe distance to the top of the bank. Is the river in active movement/site likely to erode? Provide ANR Atlas map of the river corridors.

There is no river corridor on the parcel. See Attachment 2.

7. Is the solar facility site located on a wetland? If yes, has a wetland delineation been done? Provide ANR Atlas map of the wetlands in the area.

Based on a review of the ANR Atlas, there are no wetlands within the parcel. A wetland delineation will be schedule after a preferred site designation is issued. If a Class II wetland is identified, the array will be designed to avoid the wetland and a 50' wetland buffer.

8. Is the solar facility site a site in active agricultural use? Provide ANR Atlas map of prime agricultural soil in the area.

The parcel is not in active agricultural use. See Attachment 2.

9. How will the solar facility site impact wild life habitats? Are there any threatened and endangered species/habitats that could be impacted?

The ANR Atlas does not identify any records of Threatened and Endangered Species, significant natural communities or deeryards. See Attachment 2.

10. How will the solar facility site impact the aesthetics of the town? Will the solar facility site be a nuisance? Provide photo(s) from the nearest public road. Is the proposed facility visible from public roads or adjacent owners? Are any dwellings within 100 meters? Describe lighting, traffic, fencing, noise, glare. Describe any ground disturbance and tree cutting.

Due to topographic relief and remaining surrounding vegetation, views of the array will be limited, if any, from public traveled ways. The Project array will meet all PUC regulated setback requirements. Existing vegetation beyond the limits of clearing required for the Project is expected to provide screening. The PV panels will stand approximately 15 feet from the ground at their highest point. Based on the height of the panels and the existing surrounding vegetation, Project visibility from public roads and neighboring properties is expected to be minimal. Solar panels are designed to absorb solar energy and convert it to electricity. As such, solar panels are designed with anti-reflective materials to capture and retain as much of the solar spectrum as possible. Typical solar panels reflect only about 2% of incoming sunlight, which is less than bare soil and vegetation.¹ The Project will not have exterior lighting. The project's installation will involve only short-term, periodic traffic impacts due to deliveries of equipment during installation typical of a small construction project. During operations, the project will be accessed less than once per month unless additional maintenance is required. The Project's design may include an 8- foot-high, wildlife fence with a locked gate. In the event a fence is not required, energized equipment rated for outdoor use will be secured by locked enclosure covers and compliant with NEC code "Guarding of Live Parts." The Project will not cause undue noise. The Project will obtain coverage under the Agency of Natural Resources, Department of Environmental Conservation Stormwater Construction General Permit prior to commencement of installation. Disturbed areas will be seeded and mulched following equipment installation.

11. Does the solar facility site adhere to the goals and guiding principles of the Hartford Town Plan?

The solar facility advances Hartford's 90% renewable by 2040 goal. It also supports the ambitious goal of achieving net-zero greenhouse gas emissions by 2030 set forth in the Joint Resolution Declaring a Climate Emergency. Finally, the Project supports the guiding principles of affordability and sustainability by increasing the supply of renewable, carbon-free power to the distribution grid.

¹Massachusetts Department of Energy Resources, Massachusetts Department of Environmental Protection, and Massachusetts Clean Energy Center. 2015. Questions & Answers: Ground-Mounted Solar Photovoltaic Systems. Available at: <https://www.mass.gov/files/documents/2016/08/rn/solar-pv-guide.pdf>.

12. Does the solar facility site aid in Hartford's transition towards renewable energy and help mitigate the impacts of climate change?

Yes, based upon 2023 US EPA equivalency numbers, the approximately 900,000 kWh/year of electricity that is expected to be generated by the Project equates to 638 metric tons/year of avoided CO2 emissions. This supports the town's goal of generating 56-68 MWh/year of renewable electricity by 2040 and reaching net-zero GHG emissions by 2030.

13. Will the solar facility owner keep the Renewable Energy Credits (RECs) generated by this project?* The language in the Town Plan and the Hartford Climate Action Plan regarding renewable energy development recommend keeping RECs.

The Renewable Energy Credits generated by this project will be transferred to the interconnecting utility (Green Mountain Power) and retired. The RECs support the state's greenhouse gas reduction requirements established in the Vermont Global Warming Solutions Act of 2020.

14. Will the applicant encourage grazing, grassland bird habitat management, or planting of pollinator plant species inside the project area? (Not required, but a positive attribute).

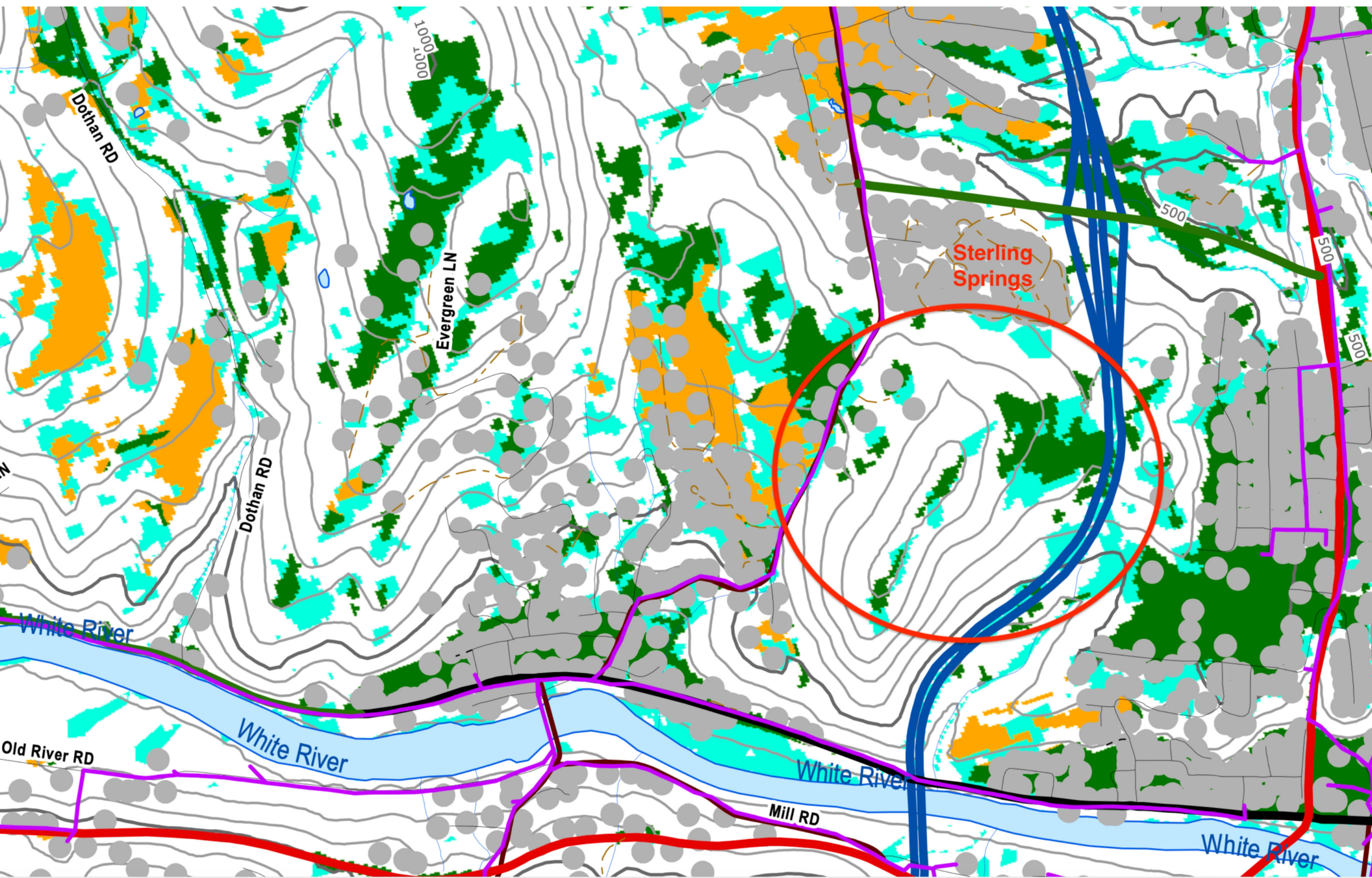
The Applicant will welcome opportunities to encourage sheep grazing or planting of pollinator plant species.

Norwich Solar has experience with agrivoltaics and has worked with farmers to graze sheep within the array, and has planted pollinator plant species within projects. Norwich Solar will support opportunities for agrivoltaics or pollinator plantings provided all conditions of the CPG can be met.

15. Will the plan the applicant submits to the PUC conform to the plans given to the Town?

The preliminary conceptual plan provided to the Town is based on the best, publicly available data. Based upon review of the ANR Atlas, the Project does not anticipate a substantial change to the preliminary conceptual plan at this time. Following a preferred site designation from the Town and TRORC, the Project will complete a site-specific natural resource inventory of state regulated environmental criteria. This site-specific assessment could identify elements that necessitate a modification from the preliminary conceptual plan. A final design will be included in the PUC application for a Certificate of Public Good. the Town will automatically have the opportunity to have party status in the review, participate and comment on the final design.

Attachment 1

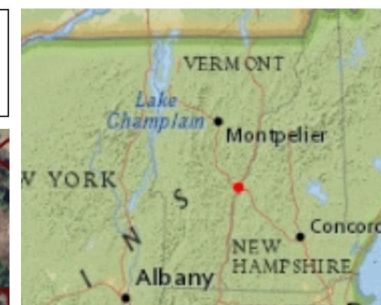




Hartford Braley Property

Vermont Agency of Natural Resources

vermont.gov



LEGEND

Rare Threatened and Endange

- RTE Animal
- RTE Plant

- Deer Wintering Areas
- River Corridors (Aug 27, 2019)
 - .5 - 2 sqmi.
 - .25-.5 sqmi.
- Soils - Hydric
- Soils - Prime Agricultural

- Local
- Local (b)
- Not rated
- Prime
- Prime (b)
- Prime (f)
- Statewide
- Statewide (a)
- Statewide (b)
- Statewide (c)

Parcels (standardized)

Roads

- Interstate
- US Highway; 1
- State Highway
- Town Highway (Class 1)
- Town Highway (Class 2,3)
- Town Highway (Class 4)
- State Forest Trail

1: 8,923

April 22, 2023



453.0 0 226.00 453.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Vermont Agency of Natural Resources

1" = 744 Ft. 1cm = 89 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

NOTES

20230421 ANR's Natural Resources Atlas

Location of on-site photos

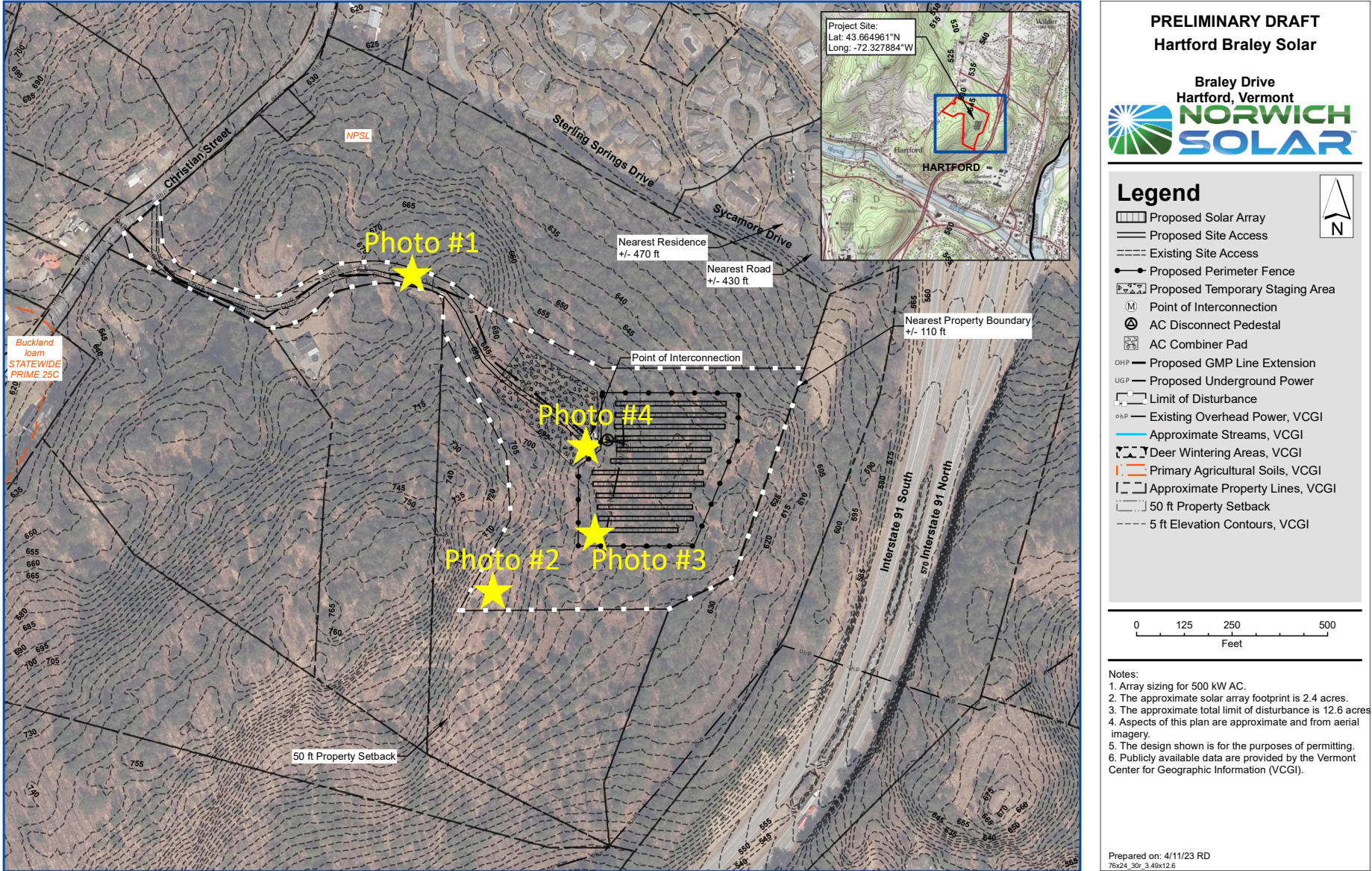


Photo #1 – Existing Access



Photo #2 – Looking northeast towards Project area



Photo #3 – Looking northeast/east towards Project area



Photo #4 – Looking east/southeast towards Project area



Letters of support submitted to the Office of Planning and Development and the Environmental Sustainability Coordinator.

Email received July 5th, 2023

Good morning,

My name is Carol Williams Suich and I live at 19 sycamore drive. I am writing to support community solar project planned for area bordering Sterling Springs, as I believe this is a more sustainable way to support our community based on scientific evidence.

I agree with a buffer on the north facing side(the hill down to Sterling springs as it supports active wildlife.

I have had a trail camera located on Sterling springs property with movement of many wildlife species, including bobcat, bear, many deer, coyote, gray and red fox, turkeys, raccoons, Barred owls and many bird species including mixed wood warblers. Ensuring safe passage for this wildlife is essential.

Diverse views are not often recognized in our HOA and this is an area we need to continue to develop as a community and region through education.

I believe there is enough scientific evidence to support this project at this location.

Carol

Email received July 20th, 2023

My name is Sally Bellew. I live in the Sterling Springs Community which abuts the Steve Davis property where a Hartford- Braley solar array is proposed.

I welcome this planned array as a step away from our dependence on fossil fuels.

4 years ago I "went solar" by buying 16 panels in a community solar array built by Norwich Solar Technologies. This plus an electric heat pump means my Green Mountain Power bills have been between \$20 and \$30 a month year round for heating, air conditioning, and all appliances. I am totally satisfied with my investments. I will be through the so-called "payback period" in another couple of years and after that it'll be smooth sailing with virtually free (and clean) energy for many years to come.

There are those who shun photovoltaic panels out of fear that decades from now no one will know how to recycle them. I do not share that concern. What I AM concerned about are wildfires, air pollution, coral bleaching, tornadoes, outdoor temperatures over 120° Fahrenheit, sea level rise, droughts, famine, mass migration, poor air quality, mass extinctions, harm to public health, from the continued burning of fossil fuels.

ROSI, a French firm, is already recycling PV and many other facilities are in competition to be the first to scale up to meet the demand in 20-25 years. Because the first to succeed will hold the patents. (At present, the average age of panels world wide is only 3-4 years old because it's only recently that solar has been adopted in a big way)

A concern was raised at the last meeting about the need to preserve land that already has town water and sewer for future housing. Very true, the Upper Valley is already in desperate need of more housing. So it's crucial to factor that in. And as I study the map it appears that if this array were to be

built, well over half of the parcel would still be available for future housing development. More housing plus more clean energy seems like a great combination to me.

A solar array of course would not use any water or sewer.

I spoke with Steve Davis roughly 4 years ago and at that time he said that he had purchased that land specifically to build homes (i think he said for low to moderate income) and a community solar array. That plan had been stymied by some new legislation out of Montpelier, but that is what I understood his original vision to be...to have both solar and housing on that property. Of course, his vision might have changed since 4 years ago.

To recap, it appears to me that both housing and a solar array could peacefully coexist on this parcel. Meeting 2 important goals at the same time.

To the Hartford Selectboard Members:

In re-locating to Sterlings Springs this summer, I made the move in large part to reduce my carbon footprint by buying a smaller house with heat pumps, a location with a wonderful sense of community and what will add up to thousands fewer miles of driving over the year.

The walkability and diversity of downtown White River is a huge draw - with so many creative and fascinating things to do, I can park my car and walk to everything rather than drive from one town to another and another for restaurants, stores, performing spaces, food coops (WRJ has two!!), green space, and places to meet new people. The "stay in one town" life certainly lessens my carbon footprint and I love the clear feeling I get that sustainability is very important in Hartford.

So it was with great interest and pleasure that I learned of discussions about siting community solar in White River Junction, and I am fully in favor of proceeding with the project - it's a great step in increasing the supply of renewable energy. Individually, we can install rooftop solar panels, but it won't bring the level of impact that the Norwich Solar installation will.

I know that affordable housing is a big need in the community and that the solar installation is on land that could potentially be used for housing - but 17 acres is a big parcel and I'm guessing there may be a way to do both. Is there a reason that we can't accommodate both important needs?

Thank you for putting this on the agenda, for doing the incredibly valuable hard work that you put in as Selectpersons, and thank you for all the things we don't know to thank you for in this complicated role!

Lizann Peyton
5 Skyline Way
White River Junction, VT
802-738-3544

Letter of Support

August 9th, 2023

Hartford Braley Solar LLC
15 Railroad Row
White River Junction, VT 05001



Re: Preferred Siting Designation under Rule 5.100 - Hartford Braley Solar

To Whom it May Concern,

Representatives of Hartford Braley Solar LLC have reached out to the Hartford Planning Commission and presented information on the proposed 500 kW-AC solar electricity generation project off Braley Dr on Parcel ID: 285-090-10541. Having completed our review we are hereby providing the Vermont Public Utilities Commission our recommendation to designate the location as a "Preferred Site" under Section 5.103 of your Rule 5.100.

Please note that we take no position on the project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the project under Section 5.103 and standardizing the review process. We also do not waive our right to participate in the PUC proceeding as we see fit based on further consideration of the project.

Sincerely,

Bruce Riddle

Vice-Chair, Hartford Planning Commission

Approved by Majority Vote [5-1-0] at 8/09/2023 Special Meeting

Letter of Support

May 11th, 2023

Hartford Braley Solar LLC
15 Railroad Row
White River Junction, VT 05001



Re: Preferred Siting Designation under Rule 5.100 – Hartford Braley Solar

To Whom it May Concern,

Representatives of Hartford Braley Solar LLC have reached out to the Hartford Energy Commission and shared information of the proposed 500kW-AC solar electricity generation project off Braley Dr on Parcel ID: 285-090-10541. Having completed a review aligned with a Preferred Siting Guideline compiled by VLGS Student Taylor Rush [JD '24], we are hereby providing the Planning Commission and Selectboard our recommendation to designate the location as a “Preferred Site” under Section 5.103 of your Rule 5.100.

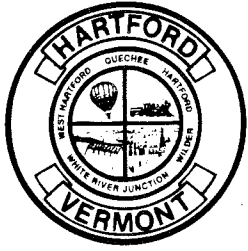
Please note that we take no position on the project’s compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the project under Section 5.103 and standardizing the review process. We also do not waive our right to participate in the PUC proceeding as we see fit based on further consideration of the project.

Sincerely,
Jesse Pollard

Jesse Pollard

Chair, Hartford Energy Commission

Approved by Majority Vote [4-2-0] at 5/11/2023 Special Meeting



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

Letter of Support

October 3rd, 2023

Hartford Braley Solar LLC
15 Railroad Row
White River Junction, VT 05001

Re: Preferred Siting Designation under Rule 5.100 - Hartford Braley Solar

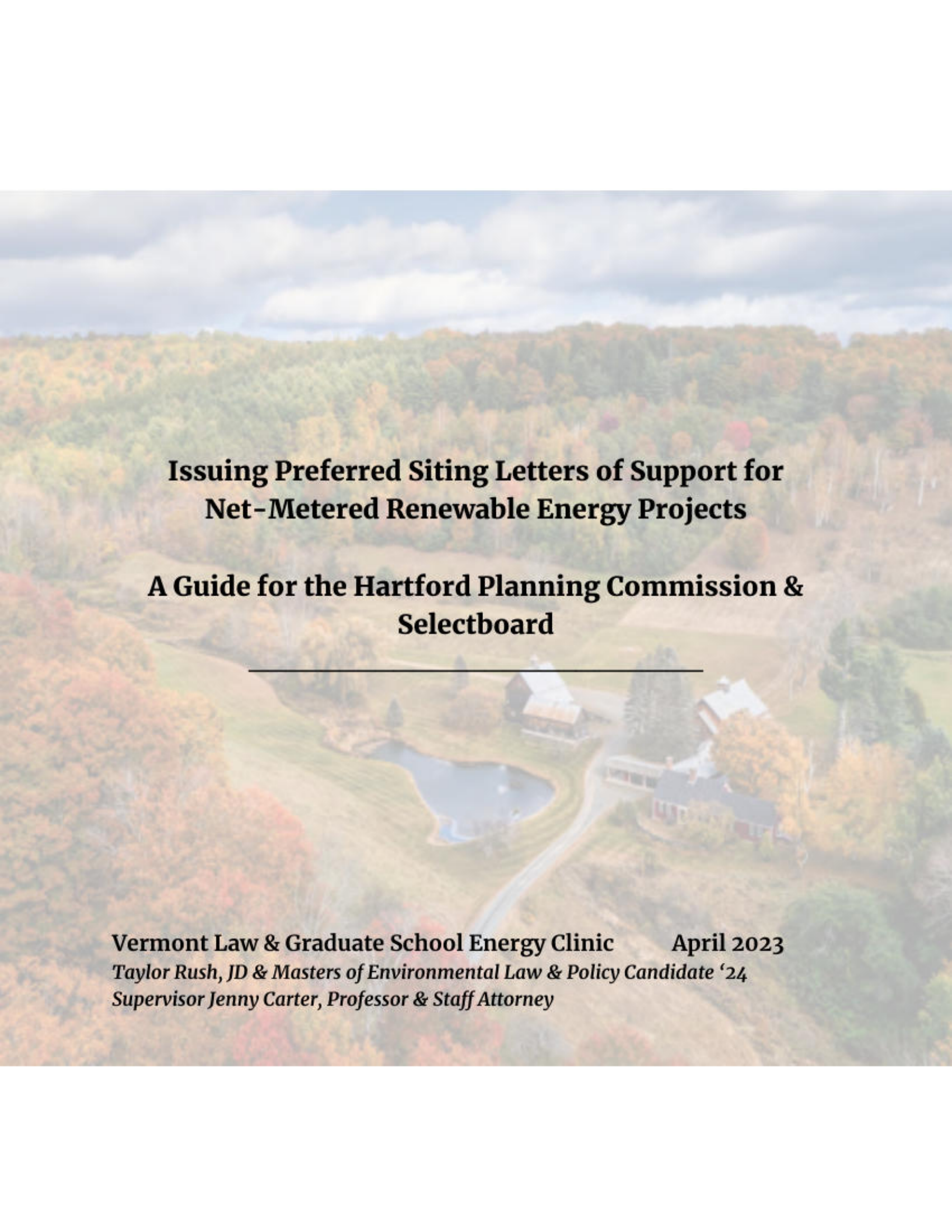
To Whom it May Concern,

Representatives of Hartford Braley Solar LLC have reached out to the Hartford Select Board and presented information on the proposed 500 kW-AC solar electricity generation project off Braley Dr on Parcel ID: 285-090-10541. Having completed our review we are hereby providing the Vermont Public Utilities Commission our recommendation to designate the location as a "Preferred Site" under Section 5.103 of your Rule 5.100.

Please note that we take no position on the project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the project under Section 5.103 and standardizing the review process. We also do not waive our right to participate in the PUC proceeding as we see fit based on further consideration of the project.

Sincerely,

Michael Hoyt
Chair, Hartford Selectboard

An aerial photograph of a rural landscape. In the foreground, there is a small pond with a curved shoreline. To the right of the pond is a large barn and a house. The background is a dense forest with trees showing autumn colors. The sky is cloudy.

Issuing Preferred Siting Letters of Support for Net-Metered Renewable Energy Projects

A Guide for the Hartford Planning Commission & Selectboard

Vermont Law & Graduate School Energy Clinic

April 2023

Taylor Rush, JD & Masters of Environmental Law & Policy Candidate '24

Supervisor Jenny Carter, Professor & Staff Attorney

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Summary

Net-metering for renewable energy projects is an important tool that enables Vermont and Vermonters to address climate change and gain energy independence. Net-metering provides relatively small projects (500 kilowatts or less) with a simpler permit process and generally more favorable rates than larger projects. It helps individuals and businesses install solar projects on their property and, if that isn't possible for them, to invest in community solar projects.

This guide is designed to assist Hartford's Planning Commission and Selectboard when renewable energy developers ask for a letter of support to submit to Vermont's Public Utilities Commission (PUC) as part of their PUC net-metering application. Typically, developers ask for this letter because they may need it for PUC approval, or they need it to receive a more favorable rate for the energy they produce, or both.

Through the Town Plan, Climate Action Plan, and Climate Emergency Declaration, Hartford has expressed a strong commitment to addressing climate change and support for renewable energy. In addition to that commitment, the documents also express considerations the town may want to consider when determining if it wants to give its' support to specific projects. This guide outlines those considerations plus additional considerations identified by Two Rivers Ottauquechee Regional Planning Commission, provides a form for developers to fill out related to those considerations, and includes a template for a letter of support.

Introduction

I. Why Preferred Siting is Important for Net-Metered Renewable Energy Projects

In 2017, the Public Utility Commission (PUC) adopted regulations regarding "preferred siting" for net-metered renewable energy projects. Projects that are between 150 kW-AC and 500 kW-AC must be located on a "preferred" site to qualify for a net-metered permit (aka, certificate of public good).¹ Projects that are 50 kW to 150 kW do not have to be on a preferred site, but they will get a better rate from Green Mountain Power if they are located on a preferred site. Notably, projects that are under 15 kW do not have to be categorized as preferred to get the better utility rates. To provide context, a 15 kW-AC project powers roughly two to three residences.

II. What is Preferred Siting

There are a number of different ways a project can qualify as "preferred". The PUC net-metering rules encourage projects located on rooftops, parking lots, brownfields, gravel pits, and

¹ https://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-2017_0.pdf

sites where 50 percent of the power is used onsite. But often the only way a specific project can get the preferred designation is to get a letter of support from the town's planning commission, the selectboard, and the regional commission (aka joint letter of support).

List of Relevant Documents & Statutes

To compile this guide, the following sources were consulted:

- [Section 248 of VSA Title 30](#) (governs Vermont's siting laws)
- [PUC Rule 5.100, Rule Pertaining to the Construction and Operation of Net-Metering Systems](#)
- [The latest PUC Biennial net-metering update](#)
- [Two-Rivers-Ottawaquechee Regional Commission \(TRORC\) guidelines for issuance of letters of support](#)
- [Hartford Town Plan](#)
- [Hartford Zoning Regulations](#)
- [Hartford Climate Action Plan](#)
- [Hartford Joint Resolution Declaring a Climate Emergency](#)

Rule 5.100

Under PUC Rule 5.100, the Public Utility Commission specifies that there are four categories of net-metering. Category I Net-Metering System is "a net-metering system that is not a hydroelectric facility and that has a capacity of 15 kW or less." Category II Net-Metering System consists of a net-metering system that is not a hydroelectric facility that has a capacity of more than 15 kW and less than or equal to 150 kW, and that is sited on a preferred site. Next, a Category III Net-Metering System is defined as "a net-metering system that is not a hydroelectric facility, that has a capacity of greater than 150 kW and less than or equal to 500 kW." Moreover, it "is sited on a preferred site." Lastly, a Category IV Net-Metering System is one "that is not a hydroelectric facility, that has a capacity of greater than 15 kW and less than or equal to 150 kW, and that is not located on a preferred site." These categories are essential, as they determine whether a solar project qualifies for preferred siting, and this can determine how much compensation a solar developer can receive for the power produced.

The most common way to obtain preferred siting is through a joint letter of support from the municipal legislative body and regional planning commission, as specified under PUC Rule 5.103(7).

Relevant Provisions of Town Plan & Climate Action Plan

PUC Rule 5.103(7) gives a definition for preferred sites. Subparagraph 7 allows a project to get a joint letter of support to meet the preferred siting criteria. Rule 5.103(7) does not, however, give direction to the town as to how to come to the determination of whether to issue a joint letter of support. Therefore, we reviewed the Climate Emergency Declaration, the Climate Action Plan, and the Hartford Town Plan to gain an understanding of the importance of renewable energy to Hartford and what reasonable limitations it might want to put on siting.

I. A Joint Resolution Declaring a Climate Emergency

The Climate Emergency Declaration expresses Hartford's citizens' strong commitment to addressing climate change. The Town states that it is committed to reducing greenhouse gas emissions, with a goal of achieving net-zero greenhouse gas emissions by 2030. The joint resolution declares to "make mitigation of global warming and adaptation to the effects thereof a defining focus for planning, funding, and action." The Selectboard is specifically called upon to 'balance the costs of action and inaction on the climate.' To meet the net-zero and fossil-fuel reduction goals, renewable energy must be implemented.

II. Climate Action Plan

Hartford has an interest in granting letters of support for net-metered projects because Hartford's citizens have determined that the changing climate is a crisis, and the town must take action. The transition towards renewable energy production and use will help mitigate the effects of climate change, and it is notably emphasized in Hartford's Climate Action Plan.² The Climate Action Plan puts forth numerous recommendations to address climate change including maximizing new installations for residential and commercial scale solar projects and developing job training programs focused on solar construction.

III. Hartford Town Plan

The Hartford Town Plan assesses the current status of the community and lays out a vision for the future. The guiding principles of the Hartford Town Plan are affordability, inclusion, sustainability, town assets, collaboration, and creativity.³ Regarding solar energy facilities, the Town Plan states, "over the last decade, there has been tremendous growth in solar energy in Vermont. This started with rooftop solar panels and in recent years has resulted in commercial solar arrays in Hartford and throughout the state. *Solar energy facilities should be carefully sited.*" (Emphasis added).⁴ By 2040, Hartford has set a goal of 90% energy production

² Hartford Climate Action Plan 2021, Section 2

³ Hartford Town Plan 2019, p. 2

⁴ *Id.* at pp. 220-221

from renewable sources.⁵ **The Hartford guidelines should utilize Hartford’s hierarchy of sustainability for net-meter-scale renewable energy siting, at pages 248-249.**⁶

Review Protocol Explanation

In order to support new local renewable energy and appropriate siting pursuant to the Climate Emergency Declaration, Climate Action Plan, and the Hartford Town Plan, below is a Hartford specific set of guidelines. To create these guidelines, we consulted the TRORC guidelines for issuance of letters of support, Town Plan, Zoning Regulations, and Hartford Climate Action Plan. The Hartford Review Protocol is similar in structure and content to TROC but supplemented with Hartford specific considerations. This will allow for a consistent process for reviewing net-metered projects.

The Hartford Review Protocol should be used as a rubric to guide discussion of whether to issue a Preferred Siting Letter of Support. We recommend that the Town require the applicant to provide the documents below, to the best of their ability, before making a determination. There are some criteria that you may decide to disqualify a project (such as those in a floodway, wildlife habitat, Class 1 wetland, etc.) from getting a letter of support, because TRORC will disqualify a project based on those criteria. Others you may choose to view in totality to determine whether to issue a Preferred Siting Letter of Support.

In cases that are not “clear cut” we recommend the selectboard and planning commission keep in mind the strong guiding principles and language to address climate change set forth in the Climate Emergency Declaration, Climate Action Plan, and Town Plan.

⁵ *Id.* at p. 239

⁶ *Id.* at pp. 248-249

Hartford Review Protocol: Considerations for Issuing a Letter of Support

Please provide a general site map at the town scale, and at the site scale showing the entire parcel and lands/ E911 structures within 100 meters. Provide other maps as requested. Maps should use public data when easily available.

ANR Atlas is found at: <https://anrmaps.vcrmont.gov/websites/anra5/>

Biofinder is found at: <https://anrmaps.vermont.gov/websites/BioFindcr/>

FEMA Map Service Center: <https://msc.fcma.gov/portal/home>

The developer will complete the following table. The Hartford Selectboard and Planning Commission will review the completed table to help come to a determination about whether to issue a joint letter of support.

Name of Project:

Date:

Size of the solar project:

Developer:

Owner:

1. Is the solar facility site located in a preferred location or prime area? Hartford's hierarchy of sustainability for commercial-scale renewable energy siting located on pp,248-249 of the 2019 Hartford Town Plan has a list of preferred locations and prime areas.
2. Is the solar facility site located in an unsuitable area? Unsuitable areas include floodways shown on FEMA Flood Insurance Rate Maps, Class 1 Wetlands as indicated on Vermont State Inventory maps or identified through site analysis, and Wilderness Areas (including National Wilderness Areas), They also include the Hartford Town Forest & Hurricane Forest Wildlife Refuge.
3. Is the solar facility site located in a constrained area? Table I located on pp.248-249 of the 2019 Hartford Town Plan has a list of potential constraints.
4. Is the solar facility site located on a FEMA Floodway? Provide FIRM map showing FEMA floodway and/or FEMA Special Flood Hazard Area if present.

5. Is the solar facility site located in a forest block? Does the solar facility site involve clearing trees? Provide BioFinder map showing forest blocks and habitat connectors, if present.
6. Is the solar facility site located on a river corridor? Describe distance to the top of the bank. Is the river in active movement/site likely to erode? Provide ANR Atlas map of the river corridors.
7. Is the solar facility site located on a wetland? If yes, has a wetland delineation been done? Provide ANR Atlas map of the wetlands in the area.
8. Is the solar facility site a site in active agricultural use? Provide ANR Atlas map of prime agricultural soil in the area.
9. How will the solar facility site impact wild life habitats? Are there any threatened and endangered species/habitats that could be impacted?
10. How will the solar facility site impact the aesthetics of the town? Will the solar facility site be a nuisance? Provide photo(s) from the nearest public road. Is the proposed facility visible from public roads or adjacent owners? Are any dwellings within 100 meters? Describe lighting, traffic, fencing, noise, glare.
11. How does the solar facility site adhere to the goals and guiding principles of the Hartford Town Plan?
12. How does the solar facility site aid in Hartford's transition towards renewable energy and help mitigate the impacts of climate change?
13. Will the solar facility owner keep the Renewable Energy Credits (RECs) generated by this project?
14. Will the applicant encourage grazing, grassland bird habitat management, or planting of pollinator plant species inside the project area?
15. Will the plan the applicant submits to the PUC conform to the plans given to the Town?

Letter of Support Template



Date

Project Name

Project Address

Re: Preferred Siting Designation under Rule 5.100 – [Project Name]

Dear [Name],

Representatives of [Project Name] have reached out to us and shared information of a proposed [description of project (i.e.: 500kW-AC solar electricity generation)] project on [location: address and coordinates)]. Having made our review, we are hereby providing [Planning Commission/Selectboard] designation of the locations as a “Preferred Site” under Section 5.103 of your Rule 5.100.

Please note that we take no position on the project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the project under Section 5.103. We also do not waive our right to participate in the PUC proceeding as we see fit based on further consideration of the project

Sincerely,

[Signed]



AGENDA MEMORANDUM
October 3, 2023
Town Selectboard Meeting Item: 5f

Subject: Capital Improvement Plan FYE 25

As presented at the September 19, 2023 meeting as well as 2 additions (Solid Waste & Bugbee Senior) for future consideration through the budget process

Background:

Annually each department requests funding to support their Capital Improvement Plans:

1. Parks & Rec
2. Police
3. Planning
4. Fire
5. Solid Waste Assessment (for reference only)
6. Bugbee Senior Center (for reference only)

Discussion:

The requests being presented are for:

- existing projects that the cost and/or funding has changed since original approval
- new projects
- previous projects that were declined

Review each request /plan, decide on priorities and timeline for execution along with funding sources by the close of the 10/3/23 meeting.

All current project updates in the existing capital plans will be provided during the department's budget presentation.

Proposed Motion:

Dependent on review of requests



AGENDA MEMORANDUM

September 19, 2023

Town Selectboard Meeting Item: 5e 1

Submitted by Scott Haulser; Director Parks & Recreation

**Subject: Parks and Recreation
Capital Improvement Plan FYE 25**

FY 2024 – FY 2025 CAPITAL IMPROVEMENT PROGRAM

Department: PARKS & RECREATION DEPARTMENT

Project Title: Lyman Point Park Playground and Improvements

Year(s) Funds Allocated: FY 25 Amount: \$325,000 Source:
Park Reserve \$100,000
Gen. Fund \$255,000

Total Project Cost: \$325,000

Existing structure and park is past its useful play value and necessitated by increased housing in the area. Additionally, the current playground and park is not accessible to all and several non-compliance issues.

Project Description: Our parks are a key component to each village and neighborhood and make up a big part of our quality of life. With White River Junction continuing to undergo housing development it is critical that Parks become part of the long-term plan related to this growth. Lyman Park is a primary example where housing development and its impact on current park infrastructure was not recognized. Lyman Park is and will continue to be impacted by this growth.

Parks and playgrounds provide safe, attractive, and accessible facilities for our residents to use and enjoy. The existing structure and park is past its useful play value, outdated, and has non-compliance issues. Project scope will require upgrades and enhancements to the area conforming to the Consumer Product Safety Standards (CPSC) for playgrounds. The park cannot be accessed safely by pedestrians that are parked or walking to the park for use of the playground, entertainment stage or to leisurely use the space. Having accessible access for users between Lyman East and West is necessary and will be provided by an stone dust accessible pathway circulating the park. Providing open access points from the parking area at Town Hall and covered picnic spaces and benches are a major focus of the project along with an inclusive playground.

The benefits of this space will: promote community, stand out as a unique play space, create cohesiveness among the neighborhood, boost creativity, allow for more children and families to use the playground and community space, provide a place for youth to build social skills, engage in physical activity, prevent isolation of families and children with disabilities, provide play elements that challenge youth at all levels, teach youth sensitivity about other's needs, ensures compliance with ADA Regulations, and provides a building block for friendships. With the new 42-unit housing development directly across the street, this park will be a primary greenspace for residents that live there. It is fundamentally important to enhance the play value of this space due to the increase in residential housing in this area of town, including downtown White River Junction. We anticipate a tremendous increase in leisurely and permitted usage. The new Lyman

Park will provide the amenities offering inclusive experiences supporting multigenerational use for our youth, adults, grandparents, and caregivers. An accessible pathway through Lyman Point East will take users to a viewing area overlooking the White and Connecticut River where covered picnic spaces will enhance opportunities for social gatherings and to enjoy nature's beauty.

Funding for this valued project is being requested from the General Fund for the CIP, Parks Reserve Fund for Playgrounds and potential 2023 Encumbrance.

Phase 1 Funding: Reserve funds totaling \$100,000. Complete design and engineering process for overall conceptual plan of project and the installation of new playground structure phase and safety fencing.

Phase 1 Funding: \$100,000

Phase II Funding: CIP funding of \$225,000 to complete designed project as outlined in the project description. Pedestrian access improvements to park and amenities, pathway connecting east and west Lyman Park, overlook patio, covered picnic areas, benches and fencing.

Phase II Funding: \$225,000

Priority Rating (1 through 3): 1

Basis for Priority Rating:

- a. New residential development in White River Junction will have increased by 175 housing units, equating to (not less than) 300 occupants that directly impact Lyman Park.
- b. Additional housing units on Sykes Avenue and downtown White River Junction are being discussed and if developed, will add several hundred community residents to the Town, adversely affecting public space need for recreation and leisure.
- c. Lyman Park has multiple inequities as a park facility. There are no adaptive play features, access throughout the park is inadequate and/or non-existent for everyone.
- d. Promotes an engaging community among the intergenerational population, providing a park improvement that is innovative, creative and will serve the needs of the older and special populations as well as those of all family members.
- e. Stands out as a unique play space in Hartford.
- f. Provides a place for youth to build social skills, engage in physical activity, boost creativity, and prevents isolation of families and children with disabilities.
- g. Offers a safe space when recreating, providing play elements that challenge youth at all levels, teaches youth sensitivity about others' needs.
- h. Ensure compliance with ADA Regulations.
- i. provides a building block for friendships.
- j. Create a central park area for the new residential development.
- k. Enhances the playability of structures in the parks system.
- l. Provides safe equipment for the public's use.
- m. Replaces unserviceable equipment due to age of structure.
- n. Conforms to Town Master Plan.



4

Bridge St

Hartford Town
Parks & Rec

Town Hall

New Fencing

NEW Playground

New Projected Playground



Dinner Hall

LISTEN Thrift &
Furniture Store, White...
Thrift store

Lyman Bri



New Benches



NEW Picnic Patio Area



New Benches



New stone path

White River



New Benches

Lyman Point Park



Overlook



Veteran's Park

[illegible]



AGENDA MEMORANDUM
September 19, 2023
Town Selectboard Meeting Item: 5e 2
Submitted by Chief of Police Greg Sheldon

Subject: Police Department
Communications Department

Capital Improvement Plan FYE 25

Hartford Police Department Capital Improvement Plan Fiscal Year 2025 – 2029

Hartford Police Station Modernization Project:

Executive Summary: The Hartford Police Department recognizes the need for a new, modernized, energy-efficient police station to serve the community better, reduce energy costs, and meet current operational requirements and future growth. These operational requirements include duties performed by the Patrol Division, Support Services Division, Communication Center, and a future Community Outreach Division to include a community room and a Communication Center. This will also provide the Hartford Fire Department with the current police station to meet their future growth and needs. This Capital Improvement Plan outlines the proposed construction of a new police station facility, with an estimated budget of \$6,000,000.

Bond recommended.

Basis for Priority Rating – 1

Project Description:

- **Project Name:** Hartford Police Station Modernization Project
- **Objective:** To construct a new, state-of-the-art, energy-efficient police station that enhances public safety and outreach, meets operational needs and future growth, improves the working conditions for our officers, and provides meeting space for community meetings and community coalition building.
- **Location:** To be determined

Project Phases:

1. **Planning Phase (FY 2025 - 2026):**
 - Conduct a needs assessment and feasibility study.
 - Estimated cost of assessment/study - \$60,000-\$70,000.
 - Engage a design and architecture firm to develop initial plans.
 - Secure necessary permits and approvals.
 - Begin community engagement and outreach.
2. **Design Phase (FY 2026 - 2027):**
 - Finalize architectural and engineering plans.
 - Develop detailed cost estimates.
 - Begin procurement processes for construction.
 - Continue community engagement.
3. **Construction Phase (FY 2027 - 2028):**
 - Award construction contracts through competitive bidding.
 - Commence construction activities.
 - Regularly update the community on progress.
 - Implement a project management plan.
4. **Occupancy Phase (FY 2028 - 2029):**
 - Inspect and ensure the facility meets safety and operational standards.
 - Transition police operations to the new facility.

- Host an official opening ceremony.
- Evaluate and adjust operational procedures as needed.

Budget:

- Estimated Total Project Cost: \$6,000,000.
- Funding Sources:
 - Municipal Bonds: \$6,000,000.
 - Possibly USDA Grants

Community Benefits:

- Enhanced public safety and security.
- Improved working conditions for police officers.
- Modernized facility for more efficient and effective law enforcement.
- Community engagement and meeting spaces within the station to build stronger relationships between citizens and Hartford police officers.
- Workspace for civilian Community Resource Specialists and Police Social Workers (PSW)

Timeline:

- The project is expected to span approximately 3-4 years, with construction being the most time-consuming phase.

Community Involvement:

- Regular community meetings and updates will be held to ensure transparency and gather input.

Conclusion: The construction of a new police station is a crucial investment in the safety and well-being of the Hartford community. This Capital Improvement Plan outlines the phased approach to ensure the successful completion of the project within the estimated \$6 million budget. The Hartford Police Department remains committed to serving the community and providing a safe, modern, welcoming/inclusive, and efficient facility for our officers and the public.

Communications Center Workstation Expansion Implementation:

Implementation: FY 2025-FY2027 Total Funding: \$155,500 Town General Fund

Reserve Fund

Increase the reserve amount by \$30,000 annually from the current reserve amount of \$20,000 annually to a total of \$50,000 annually. Reserve funds will add a fourth dispatch console at the end of three years.

Basis for Priority Rating 3

- Expand upon the current Communication Center to bolster capacity to ensure readiness for natural disasters and major events.
- To provide a dedicated dispatch workstation for an assigned dispatcher when the Emergency Command Center is activated, facilitating seamless response coordination.
- Maintain continuity by providing for public and officer safety with the additional workstation in case of technical issues or failures with existing workstations.
- To build capacity to contract with additional towns for emergency dispatch services.

Incident Response Trailer

Implementation: FY 2027-2028

Total Funding: \$100,000

Reserve Fund

Build reserves to purchase an incident command trailer in a five-year period. **\$20,000** is put into reserve funds each year. The department recognizes that this trailer would be multi-functional and could be used by other departments within the town.

Basis for Priority Rating 2

- Respond to Critical incidents, any scene where there is an extended police presence/investigation, town events: QBF, July 4th, Riverbank Church Halloween event, extreme weather events, respond as part of the drone program, respond to fire scenes as a command post, mobile outreach by our PSW's, respond to scenes in inclement weather (weather incident in Quechee last year) or scenes outside Quechee Gorge, fatal crash, scenes where power is needed in rural areas.
- Gives officers a space to work at these events and incidents.
- Storage of evidence bags, investigatory equipment, lighting, and other necessary equipment.
- This is a low-use frequency vehicle, and with appropriate policy, regular maintenance and inspection would last our agency for many years.



AGENDA MEMORANDUM

September 19, 2023

Town Selectboard Meeting Item: 5e 3

Submitted by Lori Hirshfield; Director of Planning & Development

Subject: Planning & Development

Capital Improvement Plan FYE 25

MEMORANDUM

September 13, 2023

To: Hartford Selectboard

CC: Gail Ostrout, Acting Town Manager

From: Lori Hirshfield, Director, Department of Planning and Development

Re: Update on Proposed Housing Development Program

On January 19, 2023 the Selectboard identified the potential use of \$150,000 of ARPA funds to respond to the urgent need to increase the availability of housing in Hartford, pending more detailed information on the program structure for review and approval at a future Selectboard meeting.

The proposed intent of the program at this stage is to provide resources to address the immediate and urgent need to increase housing in Hartford by incentivizing private sector development. The program is in the development phase with the target to roll out by the end of calendar year 2023. Although not the sole objective of a Housing Development Program, the current focus would be assistance to property owners in the development of Accessory Dwelling Units (ADUs) and conversion of existing homes into multiple units. Both of these can be a more streamlined, less expensive and faster way to increase the housing stock.

The first phase of developing the program came to fruition on May 6, 2023 with the roll out of the first annual “Home Creators Expo” designed and executed in partnership with Vital Communities, Two Rivers Ottauquechee Regional Commission and the Hartford Area Career Center Career Center. Over 130 people attended the Expo focused on the “To Dos on ADUs” (Accessory Dwelling Units) with an array of workshops and resource experts. The halls and classrooms at the Career Center were full for 7 hours as people went to workshops and engaged with an array of technical experts from town, regional, state, and private sectors on the ADU and small-scale multi-unit housing development process.

The Expo confirmed some key needs which a Hartford Housing Development Program could help meet by providing the following:

- technical assistance to property owners such as preliminary architectural and/or engineering; review of properties for options to add an ADU; and conversion of existing space into housing units; and
- loans and or/grants to leverage conventional bank financing (e.g., closing costs, down payments)

The goal of the Housing Development Program in this time would be to have 10-15 new dwelling units made possible through grants using the \$150,000 of ARPA funds, committed by the end of calendar year 2024, with expenditures meeting the November 2026 deadline.

More detail on the proposed structure of the program and timeline will be presented to the Selectboard on October 3, 2023.



AGENDA MEMORANDUM
September 19, 2023
Town Selectboard Meeting Item: 5e 4
Submitted by Fire Chief Scott Cooney

Subject: Fire Department

Capital Improvement Plan FYE 25

**FY 24-25 CAPITAL IMPROVEMENT PLANNING
FIRE DEPARTMENT**

Public Safety Parking/Training /Storage Building Currently NOT Funded

The Hartford Fire and Police Department are seeking the development of a piece of Town land to enhance the training and facilities.

The fire and police departments have identified the following goals in the development of this property:

Reserve Funding: 5-year funding plan \$390,000 annually or Bond. Total: \$1,950,00.00

(PROPOSED current RFP with Station 2 Renovation) Phase 1: \$500,000

Provide a storage equipment building for the storage of fire/police department special operations trailers and equipment:

- a. The fire department maintains five special emergency response trailers: water rescue, hazardous materials, building collapse/trench, rescue, all-terrain response and Red Cross emergency shelter and one bay for Police Dept. equipment. Currently, the storage of these trailers is spread out throughout the community depending on season. This causes a response delay while equipment is being retrieved from its storage location. A storage building behind the public safety building is needed to house equipment trailers. Storage space at the existing building is at capacity and forced to store items outside.

Basis for priority rating 2

- Improves efficiency
- Maintains current level of service
- Maintains current level of service as new development completed
- Protects equipment from weather and vandalism
- Extends life of equipment

Phase 2: \$450,000

Provide a secure vehicle and large evidence storage area and provide an additional parking area:

The current allowed level of parking at the facility exceeds what employees and the public require on-site.

For the secure storage of large, impounded evidence:

- a. No secure storage of large evidence or impounded vehicle/equipment currently exists. This limits the ability to maintain a consistent level of chain custody of any evidence maintained by law enforcement.

Phase 3: \$250,000

Provide a training building for both fire and police.

For the purpose of conducting firefighting, technical rescue, law enforcement and incident command training.

- a. Although training sites are available from the State to conduct firefighter and police training the considerable travel distance to those sites limits their affective use for Hartford public safety personnel. Additionally, the added cost of overtime related to sending staff out of town to train and the staff reduction of detailing employee out of the area places an increased burden on both agencies. The absence of a “drill tower” and “fire building” reduced the Towns ISO Public Protection Classification by a combined 16 credits in 2011.

Station 2 Renovation Currently not Funded (PROPOSED Current RFP)

Bond Recommended

Plan to develop the station 2 property on Willard Road to include living quarters for the purpose of staffing the station with firefighter/EMT/Paramedics to reduce response time.

Estimated cost **\$750,000**

Basis for priority rating 1

- Improves efficiency/decreases response time
- Improves meeting NFPA Standards
- Improves meeting ISO Standards
- Improves current level of service



AGENDA MEMORANDUM
October 3, 2023
Town Selectboard Meeting Item: 5f

Subject: Solid Waste Assessment



Hartford Department of Public Works

Requisition Documents

For

Transfer & Recycling Facility Assessment & Feasibility Study

2590 North Hartland Road
Hartford, Vermont

Pages	Description
1-4	Selectboard Agenda & Memo
5-7	Selectboard Minutes/Approval
8-9	Sanborn Head W-9
10-11	Sanborn Head C.O.I.
12-23	Sanborn Head Executed Agreement

Selectboard Agenda & Memo

(May 2, 2023)



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, May 2, 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 (6:00)**
- II. Pledge of Allegiance**
- III. Local Liquor Control Board: None**
- IV. Local Cannabis Control Board: None**
- V. Order of Agenda**
- VI. Selectboard**
 - 1. Public Comment (6:05)**
 - 2. Selectboard Comments and Announcements**
 - 3. Appointments:**

Openings - Process Discussion
 - 4. Town Manager and Significant Activity Report**
 - 5. Board Reports, Motions & Ordinances**
 - a. GovHR Compensation Study Presentation (6:30)
 - b. Arbor Day Proclamation (7:00)
 - c. Older Americans Month Proclamation (7:10)
 - d. Personnel Policy: Adoption of Amendment (7:15)
 - e. Town Hall Condenser Warranty (7:20)
 - f. EYE 2023 Ambulance Write Off (7:30)
 - g. Financial Plan TA 60 (7:45)
 - h. Re-Allocation of ARPA Funds (7:55)
 - i. Fairview Terrace Water Main Replacement Award of Contract and Approval of Engineers Amendment (8:05)
 - j. Quechee Main Street Box Culvert Award of Contract and Approval of Engineers Amendment (8:15)
 - k. Solid Waste Feasibility / Assessment Award of Contract (8:25)
 - l. South Main Street Noise Complaint (8:35)
 - m. Adopt 2023 Local Emergency Plan (8:40)
 - n. Community Safety Review RFP Discussion (8:45)

*1st meeting of 3, next discussion 5/16/23, finalize 5/30/23



AGENDA MEMORANDUM

May 2, 2023

Town Selectboard Meeting Item: 5k

Submitted by: Christopher Holzwarth, Public Works Project Manager

Subject: Staff Recommendation for the Renewal of Solid Waste Professionals Rankings and Approval of Facility Assessment and Feasibility Contract

Background: RFQ: The town previously conducted a Request for Qualifications for solid waste consulting, engineering, and environmental monitoring services.

The board approved the review committee's recommendation and accepted Sanborn Head as the most qualified firm to provide these services on November 30, 2021.

The rankings are valid through June 30th, 2023, and may be renewed by the board on a yearly basis for up to four years.

Sanborn Head previously engineered and permitted the solar project on the capped landfill which has provided them with a solid background of the facility's permits and general conditions.

Sanborn Head has since been instrumental in assisting with the renewal of the facility's certification, completing an initial and noninvasive evaluation of the methane system, and providing an environmental and quantitative review of the buried C&D onsite for the purpose of determining the proper disposal options and mitigation methods for proper closure of the C&D processing site.

Facility Assessment & Feasibility Study: During the meetings to determine the distribution of ARPA funds DPW was tasked by the selectboard with determining a budget for an assessment and feasibility study of the facility.

DPW determined that Sanborn Head was uniquely qualified to conduct this work as it is an extension of their existing services and began conversations with Sanborn Head to determine the scope of the work which incorporates finalizing a methane mitigation plan utilizing the invasive data required by the site assessment.

A preliminary budget was determined to be up to \$100,000 which was approved by the board to be allocated from ARPA funds.

Building upon the services provided by Sanborn Head to date, a proposal with an estimated cost of \$87,500 has been negotiated. This project does require invasive investigation including test pits and soil borings adding some unpredictability to it.

Discussion: **RFQ Renewal:** In advance of FY24 beginning July 1st, 2023, the RFQ rankings should be renewed to facilitate a seamless transition into the new year.

Facility Assessment & Feasibility Study: Selectboard approval of this expense of more than \$20,000 which integrates the services provided to date by Sanborn Head and represents an extension of their valued services is required.

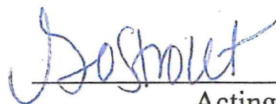
Approval of the board to waive section 3.6 of the purchasing policy for these negotiated services is also required as allowed by section 3.7 of said policy.

It should be noted that with all professional services requiring an invasive service, there could be some unforeseen or hidden expenses.

Impact: The project is anticipated to be completely funded by ARPA funds.

- Recommendation:**
1. That the board approve renewing the RFQ rankings for solid waste consulting, engineering, and environmental monitoring service providers with Sanborn Head recognized as the highest ranked firm.
 2. That the board waive section 3.6 of the purchasing policy for this project as allowed by section 3.7 of said policy.
 3. That the board authorize the Director of Public Works or Acting Town Manager to execute a contract with Sanborn Head to complete the facility assessment and feasibility study in the amount of \$87,500, and to execute any necessary change orders within the project budget of \$100,000.

Emergency or other expenses beyond the project budget shall follow the purchasing policy procedures.



Acting Town Manager

Selectboard Minutes/Approval
(May 2, 2023)



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, May 2, 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; Dan Fraser, Vice-Chair; Kim Souza, Clerk; Lannie Collins, Member; Rocket, Member; Lana Livingston; Gail Ostrout; Chris Holzwarth; Scott Hausler; Scott Cooney; Greg Sheldon; Mark Bradley; Heidi Duto; Gabrielle Lucke; Aaron Warner; Christina Cooper Warner; Patrick Adrian; Paula Nulty; Steven Pomije.

Present Via Zoom: Ally Tufenkjian, Member

Absent: Mary Erdei, Member

Zoom Participants: Marie Alvin; Mike Morris; Michele Boleski

JAM Link:

<https://www.youtube.com/watch?v=va21WXpaI7A&list=PLAdkf9ugxof7FGsvb7b8PHLFaNfKZbq-g&index=1>

- I. **Call to Order the Selectboard Meeting** by Selectboard Chair, Mike Hoyt at 6pm.
- II. **Pledge of Allegiance** was recited and led by Rocket.
- III. **Local Liquor Control Board:** None
- IV. **Local Cannabis Control Board:** None
- V. **Order of Agenda:** There were no changes to the order of agenda.
- VI. **Selectboard**

1. Public Comment

Steven Pomije from WRJ addressed the Board about his comments at the last Selectboard Meeting on April 18th. He asked at the last meeting and at this meeting if the Board, as the governing body of this Town, can address and remedy the situation at Big Fatty's BBQ, 186 So. Main Street concerning the amplified noise as noise nuisance. This is on the agenda this evening, item 5.I and will be discussed then. Mr. Pomije handed out to the board suggestions to remedy the situation.

Heidi Duto from WRJ spoke to the Board about emails she sent to the Board concerning the Planning Board Opening. She has not heard back from anyone and is still waiting for a response. She would like to know why no one has answered her email and what we are doing concerning that position. Mike Hoyt apologized that he didn't get back to her and that position will be addressed later in the agenda. She emphasized that communication and transparency and respect is needed.

Aaron Warner from WRJ and the Vermont Daily Chronicle asked the Board if DEI training is now being done in the Town. Kim Souza

construction of the project, and to execute any necessary change orders within the project budget of \$1,040,000. Emergency or other expenses beyond the project budget shall follow the purchasing policy procedures. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

k. Solid Waste Feasibility / Assessment Award of Contract

Discussion:

RFQ Renewal: In advance of FY24 beginning July 1st 2023, the RFQ rankings should be renewed to facilitate a seamless transition into the new year.

Facility Assessment & Feasibility Study: Selectboard approval of this expense of more than \$20,000 which integrates the services provided to date by Sanborn Head and represents an extension of their valued services is required. Approval of the board to waive section 3.6 of the purchasing policy for these negotiated services is also required as allowed by section 3.7 of said policy. It should be noted that with all professional services requiring an invasive service, there could be some unforeseen or hidden expenses.

Impact: The project is anticipated to be completely funded by ARPA funds

Motion:

Selectboard Member, Lannie Collins made the motion:

1. That the board approve renewing the RFQ rankings for solid waste consulting, engineering, and environmental monitoring service providers with Sanborn Head recognized as the highest ranked firm.
2. That the board waive section 3.6 of the purchasing policy for this project as allowed by section 3.7 of said policy.
3. That the board authorize the Director of Public Works or Acting Town Manager to execute a contract with Sanborn Head to complete the facility assessment and feasibility study in the amount of \$87,500, and to execute any necessary change orders within the project budget of \$100,000. Emergency or other expenses beyond the project budget shall follow the purchasing policy procedures. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

l. South Main Street Noise Complaint: presented by Police Chief Greg Sheldon. Information only. No action taken.

m. Adopt 2023 Local Emergency Plan

Background:

In accordance with 20 VSA 6 and the 2-13 Emergency Operations plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF).

Sanborn Header
Executed Agreement

Mr. Christopher Holzwarth
Public Works Project Manager
Town of Hartford, Vermont
173 Airport Road
White River Junction, VT 05001

April 10, 2023

Re: Proposal for Consulting & Engineering Services
Hartford Landfill and Transfer Station
Hartford, Vermont

Dear Chris:

Sanborn, Head & Associates, Inc. (Sanborn Head) is pleased to submit to the Town of Hartford (Town) our proposal to provide consulting and engineering services related to the Town of Hartford Landfill and Transfer Station (Site) in Hartford, Vermont. This proposal is based on our January 31, 2023 phone conversation with you and your February 24, 2023 email.

We understand that the Town began to look at mitigation measures to address the landfill gas migration from the adjacent landfill into the Site's main building and scale house in accordance with recommendations in our August 18, 2021 investigation summary report. You have informed us that the Town had an electrician evaluate the cost to seal up these conduits in accordance with our recommendations; however, the work involved was quite significant and costly. As a result, we understand the Town would like us to evaluate other mitigation measures including the condition of the existing methane gas collection piping system, and the feasibility of installing an active gas collection to intercept gas migration and to convey gas away from the buildings. In addition to the methane mitigation evaluation, the Town would like Sanborn Head to document deficiencies of on-Site structures and provide an opinion of cost to stabilize, repair, and upgrade these structures under various ownership scenarios or permanently close the Site.

OBJECTIVE AND SCOPE OF SERVICES

The scope of our proposed services is summarized in three tasks as follows:

Task 1 - Site Investigation

Sanborn Head will review Site records and coordinate with the Town for additional information and as-built records of the facility. Sanborn Head will perform a one (1) day Site visit to evaluate and document deficiencies with on-Site structures including the buildings, porch, scale house, and driveway.

Sanborn Head will also obtain subsurface information in the areas around the main building, access roads, parking lot, and existing transfer facility area to assess the depth and lateral extents of buried waste around the main building. This information will be used to evaluate

where landfill gas is likely migrating from and to design and locate the existing unused active gas collection and control system (GCCS) and associated trench. To evaluate subsurface conditions, we propose to retain a drilling subcontractor to perform three (3) days of subsurface explorations.

Sanborn Head will prepare a proposed subsurface exploration location plan for your consideration. We will pre-mark the boring locations by measuring off prominent Site features and then obtain DigSafe utility clearance as required by State of Vermont regulations at least 48 hours prior to commencing the exploration work. Because of the numerous underground utilities on Site, Sanborn Head will retain a subsurface utility locating company to locate and mark underground utilities, such as electrical conduit, gas pipe, culverts, etc. in the proposed exploration area. We will also coordinate the exploration program with the Waste Management and Prevention Division.

Based on our review of USGS maps compared with existing topography, test borings will likely be advanced by a track-mounted drill rig to depths of 20 to 30 feet below existing grade to estimate the depth of waste. We will advance as many borings as can be completed in three (3) 8-hour workdays (likely 12-15 test borings). During the test boring work, split-spoon soil sampling will be performed to obtain Standard Penetration Test (SPT) N-values. Split-spoon samples will be collected at the ground surface and typically at 5-foot intervals, thereafter. If solid waste is encountered, the test borings will be advanced until native soil is reached to assess the waste thickness.

The test borings will be observed and logged by a Sanborn Head representative. During the explorations, the borings will be screened for methane using a Flame Ionization Detector (FID). Upon completion, the materials from the test borings will be placed back in the exploration hole in a manner that matches the same strata from which they came from and compacted to the extent feasible. The borings where waste is encountered will be filled with bentonite to seal the borehole and topped off with like surface materials. We have assumed that waste tailings will be collected and disposed of by the Town in their on-Site refuse containers. The strata encountered will be recorded in a boring log at each location. We will share the preliminary findings with the Town and will incorporate them into an evaluation summary report (Report) discussed in Task 2 below.

Task 1.A - Optional Extended Investigation

An optional component to this task includes preparation and execution of an additional subsurface exploration plan to further evaluate the subsurface conditions impeding the methane GCCS. These additional explorations would utilize the Town's equipment, including a backhoe or excavator, to excavate test pits to expose the GCCS piping.

The test pits will be observed and logged by a Sanborn Head representative over the course of one (1) day. This effort could potentially uncover deficiencies with the methane venting system and allow for repair. Methane screening in test pits and explorations will be performed using an FID to monitor methane levels during excavation.

Task 2 - Evaluation Report

After evaluating the test boring and optional test pit data (if performed), we will prepare a Report that summarizes the subsurface exploration program and includes an assessment of the methane venting system and additional conditions that could be contributing to landfill gas migration into the building. This will include the feasibility of using the existing gas conveyance pipes and reestablishing the active gas collection and control system (GCCS), installing a replacement active GCCS, and other potential mitigation options based on our findings.

We will also provide a summary of our evaluation of the on-Site structures, including a list of items that will need to be fixed or improved at the Site and our opinion of the cost to repair or replace these items.

Task 3 - Feasibility Plan

A feasibility analysis will be performed to evaluate and provide an opinion of cost to permanently close the Site including stabilization of the existing structures and removal of the original office building. This plan will also include an opinion of cost to stabilize, repair, and upgrade the structures and paved areas, with removal of the original office building, for operation under the following scenarios:

1. Leasing the Site to a private contractor to operate the facility as a transfer station including construction and demolition (C&D) processing and running State Stewardship programs. All closure costs would be held if the Site is leased under this scenario.
2. Continuing to operate the Site as a transfer station without C&D processing and running State Stewardship programs. Closure costs for everything except the C&D processing area clean-up would be held if the Site is operated under this scenario.
3. Continuing to operate the Site under a reduced footprint by offering limited services and partnering with Greater Upper Valley Solid Waste Management District (GUVSWMD) to collect State Stewardship programs. Closure costs to be held would reflect the lowered business plan.
4. Further reducing the town's involvement by providing a space for vendors and only partnering with GUVSWMD to collect State Stewardship programs. Closure costs to be held would reflect the lowered business plan.
5. Identifying spaces likely available for reuse by others under previous scenarios and the likely improvements required to host such facilities including water supply, wastewater disposal, stormwater treatment, and fire protection.
6. Providing an opinion of cost to permanently close the facility including the removal of the original office building and stabilizing the Site.

BUDGET ESTIMATE AND BASIS OF BILLINGS

The budget estimates for Sanborn Head to complete the scope of services described above is **\$82,900 (\$87,500** including optional Task 1.A). The estimated cost for each Task is based on time and expenses as summarized in the table below.

Task	Description	Budget Estimate
1	Site Investigation	\$26,700
1.A	<i>Extended Investigation</i>	<i>\$4,600</i>
2	Evaluation Report	\$26,300
3	Feasibility Plan	\$29,900
	Total Estimated Cost	\$82,900
	Total Estimated Cost with optional Task 1.A	\$87,500

This budget estimate is based on our judgment at this time as to the level of effort required to meet the objectives of the project. We will not exceed the approved budget amount without your prior understanding and authorization. Authorized billings more than the approved budget amount will be based on the actual number of hours worked plus expenses in accordance with the attached Schedule of Fees.

SCHEDULE

Sanborn Head proposes to commence our services described above upon written approval of this proposal.

TERMS OF ENGAGEMENT

The terms of engagement are described in the attached statement of Terms and Conditions.

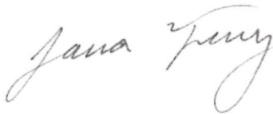
ACCEPTANCE

Please signify your acceptance of this proposal by signing in the appropriate spaces below and on the enclosed duplicate original proposal and returning a copy to Sanborn Head. This Contract for Services and the above-referenced Terms and Conditions shall constitute the entire agreement between the Town of Hartford and Sanborn Head. This executed Contract for Services must be received by Sanborn Head prior to our initiation of the work described above.

April 10, 2023
Hartford Proposal

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions, please do not hesitate to call us.

Very truly yours,
SANBORN, HEAD & ASSOCIATES, INC.



Laura Tracy
Senior Project Engineer



Brian J. Beaudoin, PE
Vice President

LET/BJB: let

Attachments Schedule of Fees
Terms and Conditions

This proposal for services and the attached Terms and Conditions are hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he or she has full authority to act for, in the name, and on behalf of the Town of Hartford.

By:  Title: Director DPW
for Town of Hartford
Bryan Carda Date: 5/3/2023
Typed/Printed Name

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SANBORN, HEAD & ASSOCIATES, INC.
2023 Schedule of Fees

Senior Vice President	\$266
Vice President	\$254
Project Director	\$240
Senior Project Manager	\$205
Project Manager	\$192
Senior Project Coordinator	\$170
Senior Project Engineer/Geologist	\$167
Project Engineer/Geologist	\$158
Project Coordinator	\$150
Engineer/Geologist	\$145
Supervising Technician	\$128
Senior Engineering Technician	\$116
Engineering Technician	\$109
Support Staff	\$87

Subcontractors, Materials, and Outside Services	List Price plus 10%
---	---------------------

Other Direct Expenses	Direct Cost plus 10%
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Hourly rates will be charged for time worked on the project and for the time required for travel between the office and the meeting or project site. Local travel will be at IRS allowed rates.

Overtime hours will be charged using the hourly rates listed above.

Hourly rates for expert witness testimony, including preparation time, and other special services such as corporate acquisition due diligence studies that generally require a dedicated commitment of senior staff, will be provided upon request.

Sanborn, Head & Associates, Inc. reserves the right to revise this Schedule of Fees annually.

P:\Opportunities\Town of Hartford, Hartford Landfill, Methane Migration, Hartford, VT\Proposal\2023\SWCSA Standard 2023.docx

SANBORN, HEAD & ASSOCIATES, INC.

TERMS AND CONDITIONS

1.0 AGREEMENT

The Agreement consists of the Proposal that is signed and dated by **Sanborn, Head & Associates, Inc.** acting through its officers and employees (Consultant) and the **Town of Hartford, Vermont** (173 Airport Road, White River Junction, VT 05001) (Client) and these Terms and Conditions which are appended and incorporated by reference (Agreement). It is the mutual intention of the parties that, to the maximum extent permitted by applicable law, Consultant's services under this Agreement shall not subject any individual employee, officer, director or shareholder of the Consultant to any personal liability or exposure for matters arising under, or with respect to, this Agreement or the underlying project. Accordingly, notwithstanding anything to the contrary contained herein, Client agrees that Client's sole and exclusive recourse for all purposes of this Agreement shall be against the corporate entity, Sanborn, Head & Associates, Inc., and no claims, demands, suits or other actions of any kind or nature shall be asserted against any of Consultant's employees, officers, directors or shareholders individually. Services performed under this Agreement will be for Client's exclusive use. Consultant's services address current conditions; any delayed use of the results of the services will require updating the services to reflect current conditions. Neither party may assign this Agreement or any rights, claims, or liabilities arising out of this Agreement to any other person or entity without the express written consent of the other party. Any such impermissible assignment shall be void and of no effect.

2.0 PAYMENT

Client agrees to pay Consultant for services rendered in accordance with the payment terms provided in the Agreement. Invoices will be submitted at the completion of services or on a two-week or four-week basis, at the discretion of Consultant. Payment is due upon receipt of invoice. Amounts unpaid thirty (30) days after the due date shall bear interest at the lesser rate of eighteen percent (18%) per annum from the date of invoice or the maximum interest rate allowed by law. Client shall pay all expenses incurred by Consultant associated with placing a lien or otherwise incurred in collecting any delinquent amount, including, without limitation, attorney and filing fees. Client shall pay all costs of Consultant in enforcing its rights hereunder, including, without limitation, attorneys' and filing fees and expenses.

3.0 INSURANCE

Consultant maintains Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Professional Liability Insurance. Consultant will furnish certificates of insurance upon request subsequent to execution of this Agreement.

4.0 LIMITATION OF LIABILITY

Client and Consultant agree to allocate certain risks so that, to the fullest extent permitted by law, Consultant's total aggregate liability to Client and anyone claiming by, through, or under the Client, is limited to the greater of \$50,000 or Consultant's fees actually paid with respect to this Agreement, for any and all of Client's injuries, damages, claims, losses, expenses, costs, or claim expenses (including reasonable attorney's and expert witness' fees) arising out of this Agreement from any cause or causes. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of express or implied warranty, contractual or common law indemnification, negligent misrepresentation, or other acts giving rise to liability based upon contract, tort, or statute. This provision takes precedence over any conflicting provisions of this Agreement.

5.0 MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES AND SUBROGATION

Neither party shall be liable to the other for any consequential damages arising out of or related to the services or this Agreement incurred by either due to the fault of the other, regardless of: the nature of this fault; or whether it was committed by Client or Consultant, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use, loss of profit, and loss of anticipated revenue and income.

The Client and Consultant, further and separately, waive all claims and rights against each other arising out of damages, costs, losses, or expenses of any kind to the extent that such damages, costs, losses, or expenses are compensated by the proceeds of any insurance policy.

6.0 RIGHT OF ENTRY AND NORMAL DISTURBANCE

Client agrees to furnish Consultant with right of entry upon the site so that Consultant and Consultant's subcontractors can perform the services identified in the Agreement. If the site is not owned by Client, Client warrants that permission has been granted to make site reconnaissance, surveys, borings and other explorations pursuant to the scope of services in the Agreement.

Client acknowledges that equipment used in performing the services will, to some degree, affect, alter or damage the site surfaces, buildings, structures, vegetation, facilities and subsurface installations and accepts such risks. Consultant will take reasonable precautions to limit such damage, but has not included in the fee the cost for restoration of damage that may result from Consultant's operations, unless specifically stated in the Agreement.

7.0 UNDERGROUND STRUCTURES

Client shall identify for Consultant locations of buried utilities and other underground structures in the area of subsurface exploration. Consultant will take reasonable precautions to avoid damage to the buried utilities or other underground structures noted. If locations are not known or cannot be confirmed by Client, there will be some degree of risk to Client associated with conducting the exploration. Client agrees to accept the risks of damage and expense associated with repair or restoration of any buried utilities or underground structures resulting from the exploration work. Client also agrees to waive all claims against and defend, hold harmless and indemnify Consultant for any damages to buried utilities and underground structures, notwithstanding Section 5.0 above, this includes all consequential damages, arising from inaccurate or insufficient information provided by Client to Consultant regarding locations of buried utilities or other underground structures.

8.0 OWNERSHIP OF DOCUMENTS

All reports, design drawings, field data and notes, calculations, estimates and other documents prepared by Consultant are instruments of professional service and shall be and remain Consultant's property. Client agrees that Consultant's services are on behalf of and for the exclusive use of Client and that all reports or other documents furnished to Client or its agents shall be utilized solely for this Agreement. If Client seeks to reuse anything prepared by Consultant, or if others seek to use such documents, it will be at Client's, and such other user's, sole risk without liability to Consultant. In case of such unauthorized re-use, Client will waive all claims against and defend, indemnify and hold Consultant harmless from all claims, losses, liabilities and damages arising therefrom. Consultant will retain pertinent records relating to the services performed for a period of five (5) years following submission of our report or other documents.

9.0 CONSTRUCTION-OBSERVATION SERVICES

If construction-observation services are included as part of Consultant's scope of services in the Agreement, Consultant will provide personnel to observe the portions of the construction specified in the Agreement to ascertain that the work is being performed, in general, in accordance with the plans and specifications. Client is responsible for requesting services, and notifying Consultant so Consultant can perform these services.

Consultant cannot provide its opinion about the suitability of any work performed unless measurements and observations of that part of the construction are made by Consultant's personnel. Consultant's services do not make Consultant a guarantor of the contractor's work, and the contractor will continue to be responsible for the accuracy and adequacy of all construction activities performed by the contractor. The contractor will remain solely and completely responsible for enforcement by it and its subcontractors for safety requirements for all site working conditions, and safety requirements, day and night, for both persons and property. These include all OSHA, NIOSH, USEPA and any other applicable regulations imposed by the government or by contract. Consultant's observation and monitoring services do not include review of the sufficiency of the contractor's health and safety measures at or near the site.

Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions or programs, in connection with the project, nor for any contractor's failure to construct the work in accordance with the applicable plans and specifications.

Should Consultant not be retained to provide construction-observation during the implementation of Consultant's plans, specifications, and confirmation-dependent recommendations, or should Client unduly restrict Consultant's assignment of observation personnel, Client shall, to the extent permitted by law, waive any claim against Consultant, and indemnify, defend, and hold Consultant harmless from any claim or liability for injury or loss arising from field problems allegedly caused or aggravated by findings, conclusions, recommendations, plans, or specifications developed by Consultant.

10.0 UNANTICIPATED HAZARDOUS MATERIALS

- A. Hazardous Materials are contaminants regulated by a public authority, typically because they are known or suspected to jeopardize human health and safety, through exposure of some kind, e.g., contact, inhalation, ingestion, absorption, or radiation. Such materials are listed in various federal, state, and local statutes and regulations.
- B. If a Hazardous Material or condition is discovered by Consultant that had not been disclosed to Consultant prior to preparation of the Proposal, then, upon notification, Client and Consultant shall seek to determine an equitable adjustment (if any is possible) to be made to this Agreement. If the parties are unable to agree, this Agreement may be terminated with respect to the project in accordance with the termination provisions set forth herein.
- C. In the event that Hazardous Materials at the project site are discovered to be nonconforming to conditions expressly contemplated in writing for the scope of the Consultant's services, the Proposal will be modified in a manner to be agreed upon by Consultant and the Client, or, if modification acceptable to Consultant is not executed by Client, Consultant shall not be obligated to perform the services set forth in the Proposal with respect to such nonconforming materials. Hazardous Materials shall be considered nonconforming for the purposes of this Agreement if one or combinations of the following situations occur:
 - i. if the Hazardous Materials are not anticipated to exist at the site;
 - ii. if the Hazardous Materials are present in quantities not disclosed in, or anticipated by Consultant from, available information;
 - iii. if the Hazardous Materials have characteristics or properties not disclosed in, or anticipated by Consultant from, such information;
 - iv. if such undisclosed or unanticipated constituents, characteristics, properties, or quantities increase the risk of hazard to human health or the environment involved in the performance of the services under this Agreement.

The Client agrees to notify Consultant immediately if it becomes aware of any Hazardous Materials at the project site which are nonconforming.

- D. The Client shall pay Consultant on a time and materials basis for its efforts to aid the Client dealing with nonconforming materials which are outside the scope of services set forth in the Proposal.

11.0 INDEMNIFICATION FOR HAZARDOUS MATERIALS

Client agrees that Consultant has not contributed to the presence of hazardous wastes, oils, asbestos or other Hazardous Materials that may exist or be discovered in the future at the site and that Consultant does not assume any liability for the known or unknown presence of such materials.

In acknowledgment of the imbalance between Consultant's and Client's relative benefits and risks in connection with the project and the services, Client shall to the fullest extent permitted by law defend, indemnify, and hold harmless Consultant, its subconsultants, subcontractors, agents, and employees from and against any and all claims, damages, losses and expenses, including court costs and attorney's fees that result from the presence, failure to detect or from the actual, alleged, or threatened release, discharge, dispersal or escape of any solid, liquid, gaseous or thermal irritant, asbestos in any form, or contaminants including smoke, vapor, soot, fumes, acids, alkalies, chemicals, waste oils or other Hazardous Materials, including nonconforming Hazardous Materials. Client shall be liable for claims, damages, losses, and expenses including defense costs and attorney's fees, unless such claims, damages, losses and expenses are caused by Consultant's sole negligence.

12.0 DISPOSAL OF SAMPLES AND HAZARDOUS MATERIALS

Soil, water, rock and/or other samples obtained from the project site are the property of Client. Consultant may, at its own discretion, discard the samples thirty (30) days after completion of its initial report. Should any samples be found to be contaminated by Hazardous Materials, it is Client's responsibility to arrange and pay for lawful disposal. If Client provides written instructions to retain such samples beyond the thirty (30) days, Consultant will arrange to store them. Client agrees to pay for storage and transport at Consultant's standard rate.

Consultant will not undertake any responsibility or liability for transport or disposal of hazardous or toxic substances either in samples obtained from the site, or in material generated during other site activities such as testing or remediation. Consultant will not, under any circumstances, sign manifests for such substances. Client agrees that Consultant is not a handler, generator, operator, treater, storer, transporter or disposer of toxic or hazardous substances found or identified at the site. Any manifests required for transport, treatment, storage and disposal of such substances will be signed by others in their own name.

13.0 STANDARD OF CARE

Consultant shall, in performing its services, exercise the same degree of skill and care ordinarily exercised under similar circumstances and conditions by practicing professionals undertaking similar services in the same locality at the same time. Subsequent standards will not be applied in judging Consultant's services. Client agrees that the services provided will be rendered without any warranty or guarantee, whether expressed or implied. Consultant will not be liable for the interpretation by others of data or information Consultant develops.

14.0 SUSPENSION OF WORK

Client may, at any time, by ten (10) days written notice, suspend further work by Consultant. Client shall remain fully liable for and shall promptly pay Consultant the full amount for services rendered to the effective date of suspension of services plus suspension charges. Suspension charges include the cost of putting documents and analyses in order, personnel and equipment rescheduling and assignment adjustments, and all other costs and charges directly attributable to suspension.

If payment of invoices by Client is not maintained on a thirty (30) day current basis, Consultant may, by providing a ten (10) day written notice to Client, suspend further work until payments are restored to a current basis. In the event that Consultant retains counsel to enforce overdue payments, the Client shall reimburse Consultant for all reasonable attorney's fees and court costs related to the enforcement of overdue payments. Client waives all claims against and shall indemnify and save Consultant harmless from any claim or liability resulting from suspension of the work due to non current payments.

15.0 DISPUTE RESOLUTION AND STATUTE OF LIMITATIONS

Client and Consultant shall endeavor to negotiate all claims, disputes, and other matters in controversy between Consultant and Client arising out of or in any way related to this Agreement in good faith for a period of 30 days from the date of notice, prior to exercising their rights at law. If the parties fail to resolve the dispute within 30 days, all claims, disputes, and other matters will be submitted to non-binding mediation before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to the services provided under this Agreement and that dispute requires litigation, then: **(a)** Client assents to personal jurisdiction in the State of Vermont; and **(b)** The claim will be brought and tried in judicial jurisdiction of the court of Windsor County and Client waives the right to remove the action to any other county or judicial jurisdiction.

Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.

16.0 PUBLIC RESPONSIBILITY

Client acknowledges that Client or the site owner, as the case may be, is now and shall remain in control of the site for all purposes at all times. Except as required by law, Consultant does not undertake to report to any federal, state, county, or local public agencies having jurisdiction over the subject matter any conditions existing at the site from time to time that may present a potential danger to public health, safety, and the environment. Client agrees to notify each appropriate federal, state, county, and local public agency, as they may require, of the existence of any condition at the site that may present a potential danger to public health, safety, or the environment.

Notwithstanding the provisions of the foregoing, Consultant will, to the best of its knowledge, information, and belief, comply with subpoenas, judicial orders or government directives, and federal, state, county, and local laws, regulations and ordinances, and applicable codes regarding the reporting to the appropriate agencies of the findings with respect to potential dangers to public health, safety and the environment. Consultant shall have no liability or responsibility to Client or to any other person or entity for reports or disclosures made in accordance with such statutory or other lawful requirements. Client shall defend, indemnify, and hold Consultant harmless from and against any and all claims, demands, liabilities, and expense, including reasonable attorney's fees incurred by Consultant and arising directly or indirectly out of Consultant's reporting of such information under a bona fide belief or upon advice of counsel that such reporting or disclosure is required by law, except to the extent of Consultant's sole negligence.

17.0 FORCE MAJEURE

Neither party to this Agreement will be liable to the other party for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of government authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

18.0 SEVERABILITY AND SURVIVAL

Any element of this Agreement later held to violate a law shall be deemed void, and all remaining provisions shall continue in force. However, Client and Consultant will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision. All terms and conditions of this Agreement allocating liability between Client and Consultant shall survive the completion of the services hereunder and the termination of this Agreement.

19.0 ASSIGNMENT

This Agreement, made up of Consultant's Proposal and these Terms and Conditions, cannot be modified orally, or by any course of conduct, and shall control over any inconsistent or contrary provisions in any proposal, contract form, purchase order or other document issued by Client. These Terms and Conditions shall survive the completion, or termination, of our services for this project. Consultant shall not delegate any duties, nor assign any rights or claims under this Agreement nor subcontract any part of the services authorized, without prior written consent of Client. Likewise, any assignment of Client's rights or claims under this Agreement requires Consultant's written consent, which consent shall not be unreasonably withheld, conditioned, or delayed.

20.0 GOVERNING LAW

This Agreement is to be governed and enforced in accordance with the laws of the State of Vermont.



AGENDA MEMORANDUM
October 3, 2023
Town Selectboard Meeting Item: 5f

Subject: Bugbee Senior Assessment

AIA® Document B102® – 2017

Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services

AGREEMENT made as of the Sixteenth day of May in the year Two Thousand Twenty Three

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Town of Hartford
171 Bridge Street
White River Junction, VT 05001

and the Architect:
(Name, legal status, address and other information)

Studio Nexus Architects + Planners, LLC
46 South Main Street
P.O. Box 275
White River Junction, VT 05001

for the following (hereinafter referred to as "the Project"):
(Insert information related to types of services, location, facilities, or other descriptive information as appropriate.)

Feasibility Study for Bugbee Senior Center
White River Junction, VT

The feasibility report will provide a comprehensive guide for long term capital planning of the

facility's building and grounds. The goal is to have a plan that prioritizes:

(1) Accessibility, preferably full compliance with ADA standards across the building and grounds.

(2) Modernizing mechanical systems and decommissioning old equipment

(3) Reconfiguring the building to better reflect today's uses.

Specific requirements are as outlined in the Request For Proposal, Exhibit A.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

1	ARCHITECT'S RESPONSIBILITIES
2	OWNER'S RESPONSIBILITIES
3	COPYRIGHTS AND LICENSES
4	CLAIMS AND DISPUTES
5	TERMINATION OR SUSPENSION
6	COMPENSATION
7	MISCELLANEOUS PROVISIONS
8	SPECIAL TERMS AND CONDITIONS
9	SCOPE OF THE AGREEMENT

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The Architect shall provide the following professional services:

(Describe the scope of the Architect's services or identify an exhibit or scope of services document setting forth the Architect's services and incorporated into this document in Section 9.2.)

As described in Exhibit B, "Proposal for Architectural Services"

§ 1.1.1 The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 1.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 1.3 The Architect identifies the following representative authorized to act on behalf of the Architect with respect to the Project.

(List name, address, and other contact information.)

Douglas Sonsalla or James Wasser, Principals

dougs@studionexusarch.com or jimw@studionexusarch.com

802-275-5110

§ 1.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 1.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 6.2.3.

Init.

§ 1.5.1 Commercial General Liability with policy limits of not less than one million (\$1,000,000) for each occurrence and one million (\$1,000,000) in the aggregate for bodily injury and property damage.

§ 1.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 1.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 1.5.1 and 1.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 1.5.4 Workers' Compensation at statutory limits.

§ 1.5.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 1.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and one million (\$ 1,000,000) in the aggregate.

§ 1.5.7 **Additional Insured Obligations.** If requested by the Owner, to the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 1.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 1.5.

ARTICLE 2 OWNER'S RESPONSIBILITIES

§ 2.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 2.2 The Owner identifies the following representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

(List name, address, and other contact information.)

Gail Ostrout, Hartford Town Manager
gostrout@hartford-vt.org
802-295-3002

§ 2.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of

the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 2.4 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 2.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 2.6 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 3 COPYRIGHTS AND LICENSES

§ 3.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 3.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 3.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for the purposes of evaluating, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 5 and Article 6. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 5.4, the license granted in this Section 3.3 shall terminate.

§ 3.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 3.3.1. The terms of this Section 3.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 5.4.

§ 3.4 Except for the licenses granted in this Article 3, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 3.5 Except as otherwise stated in Section 3.3, the provisions of this Article 3 shall survive the termination of this Agreement.

ARTICLE 4 CLAIMS AND DISPUTES

§ 4.1 General

§ 4.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 4.1.1.

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§ 4.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 4.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 5.7.

§ 4.2 Mediation

§ 4.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 4.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 4.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 4.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 4.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☒ [X] Arbitration pursuant to Section 4.3 of this Agreement

☐ [] Litigation in a court of competent jurisdiction

☐ [] Other *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 4.3 Arbitration

§ 4.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 4.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 4.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.4 Consolidation or Joinder

§ 4.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 4.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 4.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 4.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 4.4 The provisions of this Article 4 shall survive the termination of this Agreement.

ARTICLE 5 TERMINATION OR SUSPENSION

§ 5.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 5.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 5.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 5.6 If the Owner terminates this Agreement for its convenience pursuant to Section 5.5, or the Architect terminates this Agreement pursuant to Section 5.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 5.7 In addition to any amounts paid under Section 5.6, if the Owner terminates this Agreement for its convenience pursuant to Section 5.5, or the Architect terminates this Agreement pursuant to Section 5.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

\$0.00

.2 Licensing Fee, if the Owner intends to continue using the Architect's Instruments of Service:

\$0.00

§ 5.8 Except as otherwise expressly provided herein, this Agreement shall terminate
(Check the appropriate box.)

☒ One year from the date of commencement of the Architect's services

☐ One year from the date of Substantial Completion

☐ Other

(Insert another termination date or refer to a termination provision in an attached document or scope of service.)

If the Owner and Architect do not select a termination date, this Agreement shall terminate one year from the date of commencement of the Architect's services.

§ 5.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 3 and Section 5.7.

ARTICLE 6 COMPENSATION

§ 6.1 The Owner shall compensate the Architect as set forth below for services described in Section 1.1, or in the attached exhibit or scope document incorporated into this Agreement in Section 9.2.

(Insert amount of, or basis for, compensation or indicate the exhibit or scope document in which compensation is provided for.)

As described in the "Proposal for Architectural Services", Exhibit B

§ 6.2 Compensation for Reimbursable Expenses

§ 6.2.1 Reimbursable Expenses are in addition to compensation set forth in Section 6.1 and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling and delivery;
- .6

(Paragraphs deleted)

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If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;

.7 All taxes levied on professional services and on reimbursable expenses;

(Paragraph deleted)

.8 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and

.9 Other similar Project-related expenditures.

§ 6.2.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 6.2.3 **Architect's Insurance.** If the types and limits of coverage required in Section 1.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 1.5, and for which the Owner shall reimburse the Architect.)

§ 6.3 Payments to the Architect

§ 6.3.1 Initial Payments

§ 6.3.1.1 An initial payment of zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 6.3.2 Progress Payments

§ 6.3.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

one and one-half % per month

§ 6.3.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 6.3.2.3 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 4.3.

§ 7.2 Except as separately defined herein, terms in this Agreement shall have the same meaning as those in AIA Document A201™-2017, General Conditions of the Contract for Construction.

§ 7.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 7.4 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building

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Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 7.4.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 7.5 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 7.6 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 7.7 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 7.8 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 7.8 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 5.4.

§ 7.9 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 7.9.1. This Section 7.9 shall survive the termination of this Agreement.

§ 7.9.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 7.9.

§ 7.10 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 8 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 9 SCOPE OF THE AGREEMENT

§ 9.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 9.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B102™–2017, Standard Form Agreement Between Owner and Architect
(Paragraphs deleted)

.2 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204–2017 incorporated into this Agreement.)

☒ Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A, Request for Proposals for A Feasibility Study for Bugbee Senior Center
Exhibit B, Bugbee Senior Center Proposal for Architectural Services

.3 Other documents:

(List other documents, including the Architect's scope of services document, hereby incorporated into the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Gail Ostrout, Hartford Town Manager
(Printed name and title)



ARCHITECT (Signature)

James Wasser, Managing Principal,
VT Lic# 2837
(Printed name, title, and license number, if required)

Additions and Deletions Report for

AIA® Document B102® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 09:46:53 ET on 05/11/2023.

PAGE 1

AGREEMENT made as of the Sixteenth day of May in the year Two Thousand Twenty Three

...

Town of Hartford
171 Bridge Street
White River Junction, VT 05001

...

Studio Nexus Architects + Planners, LLC
46 South Main Street
P.O. Box 275
White River Junction, VT 05001

...

(Insert information related to types of services, location, facilities, or other descriptive information as appropriate.)

Feasibility Study for Bugbee Senior Center
White River Junction, VT

The feasibility report will provide a comprehensive guide for long term capital planning of the facility's building and grounds. The goal is to have a plan that prioritizes:

- (1) Accessibility, preferably full compliance with ADA standards across the building and grounds.
- (2) Modernizing mechanical systems and decommissioning old equipment
- (3) Reconfiguring the building to better reflect today's uses.

Specific requirements are as outlined in the Request For Proposal, Exhibit A.

PAGE 2

As described in Exhibit B, "Proposal for Architectural Services"

...

Douglas Sonsalla or James Wasser, Principals
dougs@studionexusarch.com or jimw@studionexusarch.com
802-275-5110

PAGE 3

§ 1.5.1 Commercial General Liability with policy limits of not less than (~~\$one million~~ (\$1,000,000)) for each occurrence and (~~\$one million~~ (\$1,000,000)) in the aggregate for bodily injury and property damage.

§ 1.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 1.5.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 1.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and one million (\$ 1,000,000) in the aggregate.

...

Gail Ostrout, Hartford Town Manager
gostrout@hartford-vt.org
802-295-3002
PAGE 5

☒ Arbitration pursuant to Section 4.3 of this Agreement
PAGE 7

\$0.00

...

\$0.00

...

☒ One year from the date of commencement of the Architect's services

...

As described in the "Proposal for Architectural Services", Exhibit B

...

- ~~.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;~~
- ~~.7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;~~
- ~~.8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;~~
- ~~.9 .7 All taxes levied on professional services and on reimbursable expenses;~~
- ~~.10 Site office expenses;~~
- ~~.11 .8 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and~~
- ~~.12 .9 Other similar Project-related expenditures.~~

§ 6.2.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

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§ 6.3.1.1 An initial payment of zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

...

§ 6.3.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

one and one-half % per month

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~~.2~~ AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203 2013 incorporated into this Agreement.)

~~.3~~

.2 Exhibits:

...

☒ Other Exhibits incorporated into this Agreement:

...

Exhibit A, Request for Proposals for A Feasibility Study for Bugbee Senior Center
Exhibit B, Bugbee Senior Center Proposal for Architectural Services

~~.4~~ .3 Other documents:

...

...


Gail Ostrout, Hartford Town Manager
Acting


James Wasser, Managing Principal,
VT Lic# 2837

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 09:46:53 ET on 05/11/2023 under Order No. 2114432561 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B102™ – 2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



TOWN OF HARTFORD SELECTBOARD MINUTES

September 19, 2023

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; Scott Cooney; Greg Sheldon; Nancy Trottier; Heidi Duto; Will Adler; Stephanie Waterman; Scott Hausler

Present on Zoom: Dan Fraser, Vice-Chair

Note: Rocket left the meeting at 7:45PM

JAM Link: <https://reflect-catv.cablecast.tv/CablecastPublicSite/show/38824?site=2>

- I. Call to Order the Selectboard Meeting at 6:01pm by Chair, Mike Hoyt.
- II. Pledge of Allegiance was recited and led by Gail Ostrout.
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board
Selectboard Chair, Mike Hoyt recessed the Selectboard Meeting and opened the Local Cannabis Control Board.

- a. **Selectboard Member, Mary Erdei made the motion to Approve Easy Green Genetix LLC for a Local Cannabis License for a Tier 1 Indoor Cultivation Facility located in White River Junction, VT. Selectboard Member, Rocket seconded the motion. All were in favor and the motion passed.**

Selectboard Chair, Mike Hoyt closed the Local Cannabis Board and reopened the Selectboard Meeting at 6:10PM.

- V. Order of Agenda: there were no changes to the order of agenda.

VI. Selectboard

1. Public Comment

Marcy Bartlett from Wilder asked why Public Works had not requested funds for Capital Improvement projects. Public Works is currently working on starting and finishing approved projects and have no requests for new ones.

Marie Alvin from WRJ asked about the status of installing a fence at the end of the Park & Ride to close in the parking lot. DPW has looked at it and growing vegetation will need to be removed before going ahead on the fence. Marie also is concerned that two people have left the homelessness committee. Ally Tufenkjian, the liaison to that committee, explained that time commitments were involved. Volunteers on committees are a challenge to keep in general.

Marie Alvin also had heard that people were being sent to the Hotel on route 14 and that it may be closing. The Selectboard had heard no news on this.

2. Selectboard Comments and Announcements

Lannie Collins is concerned about the Quechee Pocket Park's parking. Simon Pearce has marked some of the spaces for them. Clarification on this is needed.

Rocket congratulated the two fire officers that were promoted and welcomed the new assistant fire marshal.

Mike Hoyt thanked Ian Duffy from the fire Department for the attention and care that he gave to Mike's mother that need to be transported to the Hospital. We have great guys doing this job.

3. Appointments:

- a. Selectboard Member, Rocket made the motion to appoint Nancy Trottier to the Committee on Housing and Homelessness for a two-year term beginning September 19, 2023 and ending September 18, 2025. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

4. Town Manager Significant Activity Report

Significant Activity Reports: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/455>

5. Board Reports, Motions & Ordinances

- a. Think Again RFP Presentation Only
- b. Kulik RFP Presentation Only
- c. Hartford Speed Study Report Presentation Only
- d. ARPA Reallocation Request
 - Municipal Fire Alarm Monitoring RFD Award

Selectboard Member, Ally Tufenkjian made the motion to authorize the Acting Town Manager to award the purchase of a municipal fire alarm system to Security Information Systems, Inc. and reallocate \$61,161.32 funded by reallocated ARPA funds. Annual revenue from the fire engine refurbishment to the municipal fire alarm system replacement. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

e. Capital Improvements (CIP) requests for FYE 2025

- 1. Parks & Rec: presentation only
- 2. Police: presentation only
- 3. Planning: presentation only
- 4. Fire – presentation only
- 5. Construction Management RFP Award for Renovations at Fire Station #2 and New Storage Building at Station #1.

Selectboard Member, Mary Erdei made the motion to authorize the Acting Town Manager to award the Construction Management RFD for Station 2 Renovations and a Public Safety Storage building to Estes & Gallup, LLC. Selectboard

Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

f. Budget Guidance FYE 2025: Discussion only.

g. Encumbrances

Selectboard Member, Lannie Collins made the motion that the Selectboard approve the 2023 Encumbrance Request for items, services, projects, and products previously approved in operating budgets. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

h. Mascoma Line of Credit

Selectboard Member, Lannie Collins made the motion that The Town of Hartford VT Selectboard hereby gives Town Treasurer Joseph Major authority to execute all loan documents related to obtaining a Line of Credit Loan in the amount of \$3.0 Million for a term of 10/1/2023-9/30/2024, to that effect on behalf of the Town of Hartford VT. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Mary Erdei, Parks & Rec: There are 2 vacant positions for Hartford Parks and Recreation. The Hurricane Hill Trail Run occurred on August 26th with the 10K race doing 2 loops of 5K due to wet conditions on the usual course, but this proved easier to manage. Very good turnout. WABA has begun startup procedures. The Department is working with the Upper Valley Hawks Special Olympics to construct a semi-permanent Bocce Court in one of the parks. The small dirt bike track for very young bikers at Ratcliff had a ribbon-cutting ceremony on 9/13/23.

A trial, locked needle box drop will be placed at a park's location to be determined soon. All needles, diabetic or otherwise that find their way to the park will be monitored by the Health Officer. This was a recommendation of the Parks and Recreation Department in concert with the Health Officer. The state commissions the Health Officer and the town employs them.

Kim Souza, Planning Commission: Town Plan Housing Chapter Update – Staff finalized draft chapter and reviewed with the Planning Commission/Town Plan Steering Committee Meeting on September 12th. Staff started making the agreed upon changes in preparation for a community meeting in October.

VIII. Consent Agenda: **Selectboard Clerk, Kim Souza made the motion to approve the Consent Agenda. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.**

Approve Payrolls Ending: 9/2/2023 and 9/16/2023

Approve Meeting Minutes of: 9/5/2023

Approve A/P Manifest of: 9/7/2023, 9/15/2023 and 9/2/2023

Note: Selectboard Meetings Already Approved: 10/3/2023; 10/17/2023; and 10/31/2023.

IX. Executive Session:

1. **Selectboard Member, Ally Tufenkjian made the motion: I move to find that premature general public knowledge of pending civil litigation to which the public body is a party will clearly place the Town at a substantial disadvantage by disclosing its communications.**

Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

2. Selectboard Member, Mary Erdei made the motion that we enter executive session to discuss pending civil litigation under the provisions of 1VSA313(a)(1)(E), and to discuss the employment of public officers pursuant to 1VSA 313(a)(3). Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

Ally Tufenkjian moved to exit executive session at 9:34PM.
2nd by Mary Erdei. 6 in favor. Passed unanimously. (Rocket absent)

Kim Souza moved that the Selectboard adopt the Service Out of Grade proposal from Gail Ostrout and Paula Nulty and that we authorize the Chair to sign the document. 2nd by Mary Erdei. 5 in favor. 1 opposed (Collins). The motion passed. (Rocket absent)

- X. Adjourn the Selectboard Meeting: Selectboard Member, Mary Erdei made the motion that the Selectboard Meeting adjourn at 9:36PM. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

Kim Souza, Clerk
September 19, 2023 Meeting

Report Date: 9/25/23
4:44PM

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Check Date: 9/25/2023 - 9/25/2023

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0121	AMERICAN RECOVERY FUNDS					
024332	ISAACS EXCAVATING AND CONSTRUCTION			9/25/2023	1019	
	2023-1 FAIRVIEW	PROJ#2 FAIRVIEW TERRACE WATER MAIN	0.00	\$248,028.30	0.00	248,028.30
	Desc:	PROJ#2 FAIRVIEW TERRACE WATER MAIN	Acct: 25-985-121-0113	ARPA - Fund 50- Gates St/Fairview Ter		
		Vendor Total:		248,028.30	0.00	248,028.30
25-0121				Bank Total:		248,028.30
		Holdback Total				248,028.30
	Batch Totals:	0.00	0.00		0.00	248,028.30

MICHAEL HOYT

DANIEL FRASER

KIM SOUZA

LANNIE J. COLLINS

MARY M. ERDEI

ROCKET

ALLY TUFENKJIAN

GAIL OSTROUT

JOSEPH MAJOR

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10:35AM

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Check Date: 9/29/2023 - 9/29/2023

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
13-0200	TIF TAX REVENUE				
500691	U.S. BANK	U.S. BANK		9/29/2023	1024
VMBBHAR102	2024-1 BOND PAYMENTS	0.00	\$481,633.62	0.00	481,633.62
Desc: TIF 2014-3		Acct: 13-912-542-0101	Bond Prinicipal - TIF 2014-3		
Desc: TIF 2014-3		Acct: 13-912-542-0100	Bond Interest - TIF 2014-3		
Desc: TIF 2017-3		Acct: 13-912-542-0351	Bond Principal - TIF 2017-3		
Desc: TIF 2017-3		Acct: 13-912-542-0350	Bond Interest - TIF 2017-3		
Desc: TIF 2020-2		Acct: 13-912-542-0371	Bond Principal - TIF 2020 - 3		
Desc: TIF 2020-2		Acct: 13-912-542-0370	Bond Interest - TIF 2020 - 3		
Desc: TIF 2021		Acct: 13-912-542-0381	Bond Principal - TIF 2021-1		
Desc: TIF 2021		Acct: 13-912-542-0380	Bond Interest - TIF 2021-1		
Desc: TIF 2022-1 (728A)		Acct: 13-912-542-0383	Bond Principal - TIF 2022 - 1 (728A)		
Desc: TIF 2022-1 (728A)		Acct: 13-912-542-0382	Bond Interest - TIF 2022 - 1 (728A)		
Desc: TIF 2022-1 (728B)		Acct: 13-912-542-0385	Bond Principal - TIF 2022 - 1 (728B)		
Desc: TIF 2022-1 (728B)		Acct: 13-912-542-0385	Bond Principal - TIF 2022 - 1 (728B)		
Vendor Total:			481,633.62	0.00	481,633.62
13-0200	GENERAL FUND - MASCOMA		Bank Total:		481,633.62
FUND 1 0	GENERAL FUND - MASCOMA				
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS		9/29/2023	81292
6084318774219	PARTS	0.00	\$122.53	0.00	122.53
Desc: ENGINE 4 - PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084319206249	RETURNED PARTS	0.00	\$-94.23	0.00	-94.23
Desc: RETURNED PARTS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084320006616	RETURNED PARTS	0.00	\$-137.96	0.00	-137.96
Desc: RETURNED PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084320564594	PARTS	0.00	\$32.00	0.00	32.00
Desc: CAR 2 CAR 4 - PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084319406414	PARTS	0.00	\$149.94	0.00	149.94
Desc: AMB 19 - PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084320606816	PARTS	0.00	\$21.18	0.00	21.18
Desc: CAR 2 - PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084320706908	FILTERS	0.00	\$71.87	0.00	71.87
Desc: FILTERS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084319164095	PARTS	0.00	\$276.88	0.00	276.88
Desc: AMB 19 - PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084319406415	PARTS	0.00	\$137.96	0.00	137.96
Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084322107550	FILTERS	0.00	\$59.92	0.00	59.92
Desc: FILTERS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084323475984	PARTS	0.00	\$270.08	0.00	270.08
Desc: AMB 16 - PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084319406418	RETURNED PARTS	0.00	\$-24.99	0.00	-24.99
Desc: RETURNED PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084325466272	Replacement wipers for cruisers	0.00	\$174.00	0.00	174.00
Desc: Replacement wipers for cruisers		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			1,059.18	0.00	1,059.18

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Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
001150	AIR CLEANING SYSTEMS INC				9/29/2023	81293
19165	PARTS FOR PLYMOVENT SYSTEM		0.00	\$718.00	0.00	718.00
Desc:	PARTS FOR PLYMOVENT SYSTEM		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
19156	PLYMOVENT MAINTENANCE		0.00	\$1,880.00	0.00	1,880.00
Desc:	PLYMOVENT MAINTENANCE		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				2,598.00	0.00	2,598.00
001170	AIRGAS, INC.		AIRGAS USA, LLC		9/29/2023	81294
9141428765	MED O2		0.00	\$59.52	0.00	59.52
Desc:	MED O2		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
9142011717	MED O2		0.00	\$44.64	0.00	44.64
Desc:	MED O2		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:				104.16	0.00	104.16
001365	A PLUS ATHLETIC PRODUCTS, INC				9/29/2023	81295
1663	BLEACHER ANNUAL INSPECTION		0.00	\$2,000.00	0.00	2,000.00
Desc:	Maxfield bleacher annual inspection		Acct: 10-528-318-0000	PR -CONTRACTED SERVICES		
Desc:	WABA annual bleacher Inspection		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				2,000.00	0.00	2,000.00
002300	AMERICAN WATER WORKS ASSOC				9/29/2023	81296
SO111315	MEMBERSHIP FEE		75.00	\$75.00	0.00	75.00
Desc:	MEMBERSHIP FEE		Acct: 50-955-313-0000	MEMBERSHIP DUES		
Desc:	MEMBERSHIP FEE		Acct: 55-955-313-0000	MEMBERSHIP DUES		
Vendor Total:				75.00	0.00	75.00
004850	BEN'S UNIFORMS INC.				9/29/2023	81297
111036	UNIFORMS		0.00	\$140.06	0.00	140.06
Desc:	Rain hat covers		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				140.06	0.00	140.06
006100	BMO FINANCIAL GROUP				9/29/2023	81298
Cooney 08/28-31/23	Cooney, Scott - FD		0.00	\$277.94	0.00	277.94
Desc:	Amazon - Keyboard		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
Desc:	Amazon - Iphone Case		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Desc:	Amazon - Charge Guard		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Desc:	Amazon - AMB 16 Mirrors		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Hannux 08/28-31/23	Hannux, Shawn - FD		0.00	\$8.47	0.00	8.47
Desc:	Dishwasher Detergent		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
Hausler 08/28-31/23	Hausler, Scott - REC		1,193.94	\$2,459.34	0.00	2,459.34
Desc:	Supplies for Hurricane Hill Run		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES		
Desc:	Ami Graphics-Flags for winter Seaso		Acct: 25-985-511-0001	P & R Restricted - Covered Bridge		
Desc:	Delta-NRPA Conference		Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
Desc:	Voss Signs-Signs Quechee Park		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Jay 08/28-31/23	McDonough, Jay - REC		0.00	\$299.96	0.00	299.96
Desc:	Amazon - Gym Mats & Soccer Uniforms		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES		
Sheldon 08/28-31/23	Sheldon, Gregory - PD		0.00	\$182.21	0.00	182.21
Desc:	NY Tolls - Travel for Speed Cart		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		

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Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Spur-Name Tapes	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
		Desc: Valley Imaging-Service Award	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
	Walsh 08/28-31/23	Walsh, Dillon - IT	0.00	\$65.36	0.00	65.36
		Desc: Amazon-Flashdrives/Keyboard	Acct: 10-181-331-0000	IT -DEPARTMENT EQUIPMENT		
		Vendor Total:		3,293.28	0.00	3,293.28
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC		9/29/2023	81299
	85084944	MED SUPPLIES	0.00	\$833.25	0.00	833.25
		Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
		Vendor Total:		833.25	0.00	833.25
006905	BP HARTFORD LLC				9/29/2023	81300
	67	SOLAR ARRAY SEP'23	876.81	\$1,252.58	0.00	1,252.58
		Desc: September 2023 solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY		
		Desc: Septmber 2023 solar electricity	Acct: 60-961-329-0000	ELECTRICITY		
		Vendor Total:		1,252.58	0.00	1,252.58
006995	R.C. BRAYSHAW & COMPANY, INC		R.C. BRAYSHAW & COMPANY, INC		9/29/2023	81301
	L114203	SIGNS-MAIN STR PARKING LOT	128.00	\$128.00	0.00	128.00
		Desc: SIGNS-MAIN STR PARKING LOT	Acct: 13-921-316-8070	WRJ PARKING LOT- ADMIN & ENGINE		
		Vendor Total:		128.00	0.00	128.00
007745	BURGESS LOSS PREVENTION ASSOCIATE				9/29/2023	81302
	2997	Pre-employment background communica	0.00	\$1,705.00	0.00	1,705.00
		Desc: Pre-employment background communica	Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		
		Vendor Total:		1,705.00	0.00	1,705.00
008024	BUSHWAY, DANIEL		DANIEL BUSHWAY		9/29/2023	81303
	09.25.2023	FLAG FOOTBALL 3-6 GRADE	0.00	\$50.00	0.00	50.00
		Desc: FLAG FOOTBALL 3-6 GRADE	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		50.00	0.00	50.00
009470	CHAMPLIN ASSOCIATES INC				9/29/2023	81304
	4047	Parts for South End Pump Station	643.36	\$643.36	0.00	643.36
		Desc: Parts for South End Pump Station	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
		Vendor Total:		643.36	0.00	643.36
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M		9/29/2023	81305
	4167578568	SHOP TWL	37.49	\$37.49	0.00	37.49
		Desc: SHOP TWL	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
		Vendor Total:		37.49	0.00	37.49
010832	COMCAST				9/29/2023	81306
	0042221OCT'23	INTERNET - LIB	0.00	\$55.60	0.00	55.60
		Desc: INTERNET - LIB	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
		Vendor Total:		55.60	0.00	55.60

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Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name					
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
011200	CED-TWIN STATE-WHITE RIVER JCT		CED-TWIN STATE-WHITE RIVER JCT		9/29/2023	81307
9431-1023927	PARTS		0.00	\$46.77	0.00	46.77
Desc: STATION 2 PARTS		Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:				46.77	0.00	46.77
012865	DARKTRACE HOLDINGS LIMITED		DARKTRACE HOLDINGS LIMITED		9/29/2023	81308
103268	FY 24 - YEARLY SUBSCRIPRION		0.00	\$44,386.00	0.00	44,386.00
Desc: FY 24 - YEARLY SUBSCRIPRION		Acct: 10-181-318-0000		IT -CONTRACTED SERVICES		
Vendor Total:				44,386.00	0.00	44,386.00
013045	DAVIS, MONICA S.		MONICA S. DAVIS		9/29/2023	81309
09.17.2023	ADULT SOFTBALL LEAGUE		0.00	\$575.00	0.00	575.00
Desc: ADULT SOFTBALL LEAGUE		Acct: 10-515-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:				575.00	0.00	575.00
013200	DEAN, DAVID		DAVID DEAN		9/29/2023	81310
SEP'23	Ret reimb Sept 23		0.00	\$411.83	0.00	411.83
Desc: Ret reimb Sept 23		Acct: 10-521-418-0100		PR -RETIREE HEALTH INSURANCE		
Vendor Total:				411.83	0.00	411.83
013653	DENNISON LUBRICANTS INC				9/29/2023	81311
3693899	OIL		0.00	\$1,538.80	0.00	1,538.80
Desc: OIL		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				1,538.80	0.00	1,538.80
014423	DUBOIS & KING, INC				9/29/2023	81312
125267M1,923207	HTFD S MAIN ST MUNI PARKING LOT		12,334.74	\$12,334.74	0.00	12,334.74
Desc: HTFD S MAIN ST MUNI PARKING LOT		Acct: 13-921-316-8070		WRJ PARKING LOT- ADMIN & ENGINE		
Vendor Total:				12,334.74	0.00	12,334.74
015500	ENDYNE, INC				9/29/2023	81313
462158	TESTING		18.00	\$18.00	0.00	18.00
Desc: TESTING		Acct: 50-954-318-0000		CONTRACTED SERVICES		
462159	TESTING		72.00	\$72.00	0.00	72.00
Desc: TESTING		Acct: 50-954-318-0000		CONTRACTED SERVICES		
462160	TESTING		18.00	\$18.00	0.00	18.00
Desc: TESTING		Acct: 55-954-318-0000		CONTRACTED SERVICES		
463125	TESTING		0.00	\$20.00	0.00	20.00
Desc: TESTING		Acct: 10-528-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:				128.00	0.00	128.00
015815	EVANS MOTOR FUELS		EVANS GROUP INC.		9/29/2023	81314
7756863	FUEL		0.00	\$1,941.27	0.00	1,941.27
Desc: HFD - fuel		Acct: 10-221-319-0000		HFD -EQUIPMENT OPERATION-GAS		
Desc: HPD - Fuel		Acct: 10-211-319-0000		HPD -EQUIPMENT OPERATION-GAS		
Desc: FUEL - DPW		Acct: 10-321-319-0000		DPW -EQUIPMENT OPERATION-GAS		
7775512	FUEL		0.00	\$1,317.37	0.00	1,317.37

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc: HPD fuel	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
	Desc: HFD fuel	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS			
	Vendor Total:		3,258.64	0.00	3,258.64	
017110	FISHER AUTO PARTS, INC			9/29/2023	81315	
301-161247	PARTS	0.00	\$8.36	0.00	8.36	
	Desc: PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-161721	PARTS	0.00	\$22.38	0.00	22.38	
	Desc: PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-163006	PARTS	0.00	\$55.32	0.00	55.32	
	Desc: PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-163464	PARTS	92.51	\$92.51	0.00	92.51	
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-164243	PARTS	0.00	\$6.99	0.00	6.99	
	Desc: Tire repair kit	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		185.56	0.00	185.56	
017301	FOGG'S LUMBER AND HARDWARE			9/29/2023	81316	
216861/6	ANT SPRAY	0.00	\$8.59	0.00	8.59	
	Desc: ANT SPRAY	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
218736/6	SCREWS	0.00	\$7.99	0.00	7.99	
	Desc: SCREWS	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
	Vendor Total:		16.58	0.00	16.58	
019392	GRANDSTAND APPAREL	GRANDSTAND APPAREL		9/29/2023	81317	
6155	Fall Athletic Shirts	0.00	\$2,541.00	0.00	2,541.00	
	Desc: Fall Athletic Shirts	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Vendor Total:		2,541.00	0.00	2,541.00	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		9/29/2023	81318	
67399084366SEP'23	120 LESLE DR PAV B	0.00	\$228.56	0.00	228.56	
	Desc: 120 LESLE DR PAV B	Acct: 10-528-329-0000	PR -ELECTRICITY			
68053200009SEP'23	ROUTE 14 W HARTFORD	0.00	\$300.83	0.00	300.83	
	Desc: ROUTE 14 W HARTFORD	Acct: 10-524-329-0000	PR -ELECTRICITY			
92124869873AUG'23	43 HIGHLAND AVE - POOL	0.00	\$2,007.64	0.00	2,007.64	
	Desc: 43 HIGHLAND AVE - POOL	Acct: 10-512-329-0000	PR -ELECTRICITY			
92124869873SEP'23	43 HIGHLAND AVE - POOL	0.00	\$1,456.60	0.00	1,456.60	
	Desc: 43 HIGHLAND AVE - POOL	Acct: 10-512-329-0000	PR -ELECTRICITY			
13414587553SEP'23	120 LESLE DR PAV A	0.00	\$189.29	0.00	189.29	
	Desc: 120 LESLE DR PAV A	Acct: 10-528-329-0000	PR -ELECTRICITY			
13833000006SEP'23	LYMAN POINT PARK	0.00	\$28.69	0.00	28.69	
	Desc: LYMAN POINT PARK	Acct: 10-521-329-0000	PR -ELECTRICITY			
21257439196SEP'23	1774 HILLSIDE RD TOWER	0.00	\$121.98	0.00	121.98	
	Desc: 1774 HILLSIDE RD TOWER	Acct: 10-211-329-0000	HPD -ELECTRICITY			
38035000009SEP'23	OLCOTT COMMERCE PARK	205.25	\$205.25	0.00	205.25	
	Desc: OLCOTT COMMERCE PARK	Acct: 60-964-329-0000	ELECTRICITY			
39135140109SEP'23	120 LESLE DR PAV C	0.00	\$55.76	0.00	55.76	
	Desc: 120 LESLE DR PAV C	Acct: 10-528-329-0000	PR -ELECTRICITY			

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Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name	Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	39424000006SEP'23	PUBLIC SAFETY BLDG	0.00	\$327.25	0.00	327.25
	Desc:	PUBLIC SAFETY BLDG	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Desc:	PUBLIC SAFETY BLDG	Acct: 10-211-329-0000	HPD -ELECTRICITY		
	Desc:	PUBLIC SAFETY BLDG	Acct: 10-271-329-0000	DISP -ELECTRICITY		
	48933200007SEP'23	VILLAGE GREEN BALLOON FEST	0.00	\$23.00	0.00	23.00
	Desc:	VILLAGE GREEN BALLOON FEST	Acct: 10-521-329-0000	PR -ELECTRICITY		
	67003200002SEP'23	WILLARD RD - STN 2	0.00	\$279.48	0.00	279.48
	Desc:	WILLARD RD - STN 2	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Vendor Total:			5,224.33	0.00	5,224.33
020701	HANOVER, TOWN OF	TOWN OF HANOVER		9/29/2023		81319
	01659	ELAN FEES JUNE'23	0.00	\$688.61	0.00	688.61
	Desc:	ELAN FEES JUNE'23	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	01732	ELAN FEES JULY'23	0.00	\$562.61	0.00	562.61
	Desc:	ELAN FEES JULY'23	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:			1,251.22	0.00	1,251.22
021783	HAVERSTOCK, JOHN S	JOHN S HAVERSTOCK		9/29/2023		81320
	2024-2	Relocation allowance upon start dat	0.00	\$2,500.00	0.00	2,500.00
	Desc:	Relocation allowance upon start dat	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING		
	Vendor Total:			2,500.00	0.00	2,500.00
022440	HERNANDEZ, CHRISTIAN	CHRISTIAN HERNANDEZ		9/29/2023		81321
	09.11.2023	REIMBURSEMENT	0.00	\$89.99	0.00	89.99
	Desc:	Tactical backpack - uniform allowan	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			89.99	0.00	89.99
022600	HICKOK & BOARDMAN			9/29/2023		81322
	29011	HEALTH INS ADVISORY JUL-SEP 2023	471.00	\$4,005.00	0.00	4,005.00
	Desc:	Insurnce Advisory	Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 30-971-220-0000	Health Insurance		
	Desc:	Insurnce Advisory	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc:	Insurnce Advisory	Acct: 60-961-220-0000	HEALTH INSURANCE		

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Insurnce Advisory	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Insurnce Advisory	Acct: 60-965-220-0000	HEALTH INSURANCE		
		Desc: Insurnce Advisory	Acct: 65-963-220-0000	HEALTH INSURANCE		
		Desc: Insurnce Advisory	Acct: 65-965-220-0000	HEALTH INSURANCE		
		Vendor Total:		4,005.00	0.00	4,005.00
022703	HILL, MARY	MARY HILL		9/29/2023		81323
	OCT'23	REIMBURSEMENT	0.00	\$343.48	0.00	343.48
		Desc: Ret reimb Oct 23	Acct: 10-151-418-0100	TC -Retirees		
		Vendor Total:		343.48	0.00	343.48
023122	HORIZON BUSINESS GROUP, LLC			9/29/2023		81324
	2210393	MED SUPPLIES	0.00	\$165.85	0.00	165.85
		Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
		Vendor Total:		165.85	0.00	165.85
023422	IDEMIA IDENTITY & SECURITY USA LLC			9/29/2023		81325
	159723	LIVESCAN MAINT&SUPPORT FY23	0.00	\$2,997.00	0.00	2,997.00
		Desc: LIVESCAN MAINT&SUPPORT FY23	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
	159724	LIVESCAN MAINT&SUPPORT FY24	0.00	\$3,147.00	0.00	3,147.00
		Desc: LIVESCAN MAINT&SUPPORT FY24	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
		Vendor Total:		6,144.00	0.00	6,144.00
023473	INGRAM LIBRARY SERVICES LLC			9/29/2023		81326
	76879060	BOOKS	0.00	\$37.91	0.00	37.91
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	77870451	BOOKS	0.00	\$17.12	0.00	17.12
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	77957643	BOOKS	0.00	\$33.99	0.00	33.99
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	77957644	BOOKS	0.00	\$34.44	0.00	34.44
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	77957645	BOOKS	0.00	\$29.01	0.00	29.01
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	78072968	BOOKS	0.00	\$26.85	0.00	26.85
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	78072969	BOOKS	0.00	\$10.59	0.00	10.59
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	78072970	BOOKS	0.00	\$15.79	0.00	15.79
		Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
		Vendor Total:		205.70	0.00	205.70
024555	JASMIN AUTO SALES INC			9/29/2023		81327
	40686	TRUCK REPAIRS	0.00	\$3,990.33	0.00	3,990.33
		Desc: Ins. Repair Work on Truck	Acct: 10-521-418-0503	PR -Insurance Related Expense - REIMI		
		Desc: Truck Repairs balance	Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
		Vendor Total:		3,990.33	0.00	3,990.33

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
024800	JOE'S EQUIPMENT SERVICE		9/29/2023		81328
3-101622	WEED WACKER COVER	7.52	\$7.52	0.00	7.52
Desc:	WEED WACKER COVER	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			7.52	0.00	7.52
026165	KS STATEBANK		9/29/2023		81329
2023 REALice	Paymnt#3 REALice Unit & Heat Pump	0.00	\$8,462.09	0.00	8,462.09
Desc:	Paymnt#3 REALice Unit & Heat Pump	Acct: 10-912-542-0011	TM -Lease P- Real Ice #3358092		
Desc:	Paymnt#3 REALice Unit & Heat Pump	Acct: 10-912-542-0020	TM -Lease I- Real Ice #3358092		
Vendor Total:			8,462.09	0.00	8,462.09
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	9/29/2023		81330
4935943,14531	PROPANE 114.4G@\$1.416 BUGBEE	0.00	\$164.29	0.00	164.29
Desc:	PROPANE 114.4G@\$1.416 BUGBEE	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
4935943,37803	SERVICE HEATING STN 2	0.00	\$162.95	0.00	162.95
Desc:	SERVICE HEATING STN 2	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Vendor Total:			327.24	0.00	327.24
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS	9/29/2023		81331
OCT'23	Ret reimb Oct 23	0.00	\$746.78	0.00	746.78
Desc:	Ret reimb Oct 23	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			746.78	0.00	746.78
027850	LEWIS, WILLIAM J	WILLIAM LEWIS ELECTRICAL LLC	9/29/2023		81332
23/87	ELECTRICAL WORK	0.00	\$874.00	0.00	874.00
Desc:	ELECTRICAL STATION 2	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:			874.00	0.00	874.00
028848	MADISON NATIONAL LIFE INSURANCE CO,		9/29/2023		81333
OCT'23	LIFE INS - OCT'23	297.53	\$2,436.92	0.00	2,436.92
Desc:	Life and AD&D Insurance	Acct: 10-121-240-0000	TM -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-151-240-0000	TC -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-181-240-0000	IT -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-211-240-0000	HPD -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-221-240-0000	HFD -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-271-240-0000	DISP -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-311-240-0000	DPW -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-325-240-0000	DPW -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-511-240-0000	PR -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-514-240-0000	PR -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-521-240-0000	PR -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-621-240-0000	PDZ -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 10-622-240-0000	PDZ -LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 30-975-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 50-954-240-0000	LIFE INSURANCE		
Desc:	Life and AD&D Insurance	Acct: 50-955-240-0000	LIFE INSURANCE		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Life and AD&D Insurance	Acct: 55-955-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 60-961-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 60-965-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 65-963-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 65-965-240-0000	LIFE INSURANCE		
Vendor Total:			2,436.92	0.00	2,436.92
029745	MARY HITCHCOCK MEMORIAL HOSPITAL	MARY HITCHCOCK MEMORIAL HOSPITAL	9/29/2023		81334
0823-09	MED SUPPLIES	0.00	\$464.96	0.00	464.96
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			464.96	0.00	464.96
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK	9/29/2023		81335
700005551, 090923	PRE-EMPLOYMENT EXAMS	130.00	\$372.00	0.00	372.00
	Desc: PRE-EMPLOYMENT EXAMS	Acct: 65-963-315-0000	RECRUITMENT & TRAINING		
	Desc: PRE-EMPLOYMENT EXAMS	Acct: 10-527-318-0000	PR -CONTRACTED SERVICES		
	Desc: PRE-EMPLOYMENT EXAMS	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
700000530,09.09.2023	MEDICAL EXAMS	0.00	\$709.00	0.00	709.00
	Desc: MEDICAL EXAMS	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			1,081.00	0.00	1,081.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	9/29/2023		81336
240965577	2 CT PAPER	0.00	\$121.98	0.00	121.98
	Desc: 2 CT PAPER	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
241235776	BINDERS	0.00	\$30.32	0.00	30.32
	Desc: BINDERS	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
241368870	TONER - CANNON	0.00	\$122.99	0.00	122.99
	Desc: TONER - CANNON	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
241376035	OFFICE SUPPLIES	0.00	\$35.37	0.00	35.37
	Desc: OFFICE SUPPLIES	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
241405742	OFFICE SUPPLIES	0.00	\$60.99	0.00	60.99
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
241446684	OFFICE SUPPLIES	0.00	\$19.25	0.00	19.25
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
241452338	OFFICE SUPPLIES	0.00	\$10.90	0.00	10.90
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
Vendor Total:			401.80	0.00	401.80
029915	MAZIARZ, PETER D	PETER D MAZIARZ	9/29/2023		81337
SEP'23	GYM MEMBERSHIP REIMBURSEMENT	0.00	\$60.00	0.00	60.00
	Desc: GYM MEMBERSHIP REIMBURSEMENT	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
	Desc: GYM MEMBERSHIP REIMBURSEMENT	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			60.00	0.00	60.00
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	9/29/2023		81338
11418	LEGAL	0.00	\$580.00	0.00	580.00
	Desc: Wood Property Inv # 11418, Aug 2023	Acct: 10-621-318-0000	PDZ -CONTRACTED SERVICES		
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	9/29/2023		81339

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
11417	MOU for temporary parking during co	100.00	\$100.00	0.00	100.00
Desc: MOU for temporary parking during co	Acct: 13-921-316-8070		WRJ PARKING LOT- ADMIN & ENGINE		
Vendor Total:			680.00	0.00	680.00
031438	MONAGHAN SAFAR PLLC		9/29/2023		81340
21400	LEGAL FD - EMP	0.00	\$2,445.00	0.00	2,445.00
Desc: LEGAL FD - EMP	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
21109	LEGAL FD - EMP	0.00	\$495.00	0.00	495.00
Desc: LEGAL FD - EMP	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
22053	LEGAL FD - UNION NEG	0.00	\$2,390.40	0.00	2,390.40
Desc: LEGAL FD - UNION NEG	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
22414	LEGAL FD - EMP	0.00	\$1,035.00	0.00	1,035.00
Desc: LEGAL FD - EMP	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
Vendor Total:			6,365.40	0.00	6,365.40
031660	MORE WASTE SOLUTIONS LLC	MORE WASTE SOLUTIONS LLC	9/29/2023		81341
60920	TRASH PICK UP - JUL-SEP'23	0.00	\$75.00	0.00	75.00
Desc: TRASH PICK UP - JUL-SEP'23	Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			75.00	0.00	75.00
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC	9/29/2023		81342
IN1927568	UNIFORMS	0.00	\$367.00	0.00	367.00
Desc: UNIFORMS	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN1926216	HYDROTEST	0.00	\$280.00	0.00	280.00
Desc: HYDROTESTING	Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
Vendor Total:			647.00	0.00	647.00
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC	9/29/2023		81343
OCT'23 RETIREES	RETIREES HEALTH INS	3,167.57	\$10,357.04	0.00	10,357.04
Desc: Retirees Insurance	Acct: 10-121-418-0100		TM -RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 10-174-418-0100		ASE -RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 50-954-418-0100		RETIREE HEALTH INSURANCE		
Desc: Retirees Insurance	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC	9/29/2023		81344
OCT'23	HEALTH INS	21,218.26	\$137,127.60	0.00	137,127.60
Desc: Health Insurance	Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
Desc: Health Insurance	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Health Insurance	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-311-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-521-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance		
	Desc: Health Insurance	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Insurance	Acct: 65-965-220-0000	HEALTH INSURANCE		
	Vendor Total:		147,484.64	0.00	147,484.64
034800	NORTHEAST DELTA DENTAL			9/29/2023	81345
OCT'23	DENTAL INSURANCE OCT'23	1,207.47	\$8,865.20	0.00	8,865.20
	Desc: Dental	Acct: 10-121-230-0000	TM -DENTAL		
	Desc: Dental	Acct: 10-151-230-0000	TC -DENTAL		
	Desc: Dental	Acct: 10-171-230-0000	FIN -DENTAL		
	Desc: Dental	Acct: 10-174-230-0000	ASE -DENTAL		
	Desc: Dental	Acct: 10-175-230-0000	DEL -DENTAL		
	Desc: Dental	Acct: 10-181-230-0000	IT -DENTAL		
	Desc: Dental	Acct: 10-211-230-0000	HPD -DENTAL		
	Desc: Dental	Acct: 10-221-230-0000	HFD -DENTAL		
	Desc: Dental	Acct: 10-271-230-0000	DISP -DENTAL		
	Desc: Dental	Acct: 10-311-230-0000	DPW -DENTAL		
	Desc: Dental	Acct: 10-325-230-0000	DPW -DENTAL		
	Desc: Dental	Acct: 10-511-230-0000	PR -DENTAL		
	Desc: Dental	Acct: 10-514-230-0000	PR -DENTAL		
	Desc: Dental	Acct: 10-521-230-0000	PR -DENTAL		
	Desc: Dental	Acct: 10-621-230-0000	PDZ -DENTAL		
	Desc: Dental	Acct: 10-622-230-0000	PDZ -DENTAL		
	Desc: Dental	Acct: 30-975-230-0000	DENTAL		
	Desc: Dental	Acct: 50-954-230-0000	DENTAL		
	Desc: Dental	Acct: 50-955-230-0000	DENTAL		
	Desc: Dental	Acct: 55-955-230-0000	DENTAL		
	Desc: Dental	Acct: 60-961-230-0000	DENTAL		
	Desc: Dental	Acct: 60-965-230-0000	DENTAL		
	Desc: Dental	Acct: 65-963-230-0000	DENTAL		
	Desc: Dental	Acct: 65-965-230-0000	DENTAL		
	Vendor Total:		8,865.20	0.00	8,865.20
034925	NORTHEAST RESOURCE RECOVERY ASSC			9/29/2023	81346
134755	GLASS	327.60	\$327.60	0.00	327.60

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	Desc: GLASS	Acct: 30-971-318-0000	CONTRACTED SERVICES			
	Vendor Total:		327.60	0.00	327.60	
035050	NORTHERN NURSERIES INC			9/29/2023	81347	
161024	TOP SOIL	0.00	\$64.00	0.00	64.00	
	Desc: TOP SOIL	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
164282	TOP SOIL	0.00	\$128.00	0.00	128.00	
	Desc: TOP SOIL	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES			
	Vendor Total:		192.00	0.00	192.00	
035360	NOTT'S EXCAVATING INC			9/29/2023	81348	
125267,1	S MAIN ST MUNI PARKING LOT 09.20.23	162,428.67	\$162,428.67	0.00	162,428.67	
	Desc: S MAIN ST MUNI PARKING LOT 09.20.23	Acct: 13-921-316-8072	WRJ Parking Lot - Construction Phase2			
	Vendor Total:		162,428.67	0.00	162,428.67	
036695	PARRO'S GUN SHOP & POLICE			9/29/2023	81349	
76511	VEST	0.00	\$1,368.00	0.00	1,368.00	
	Desc: MacDonald vest	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
76510	VEST	0.00	\$1,428.00	0.00	1,428.00	
	Desc: Sanatagate vest	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Vendor Total:		2,796.00	0.00	2,796.00	
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE		9/29/2023	81350	
12933,88221	INSPECTIONS	0.00	\$6.78	0.00	6.78	
	Desc: INSPECTION	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		6.78	0.00	6.78	
036742	PAUL FRANK + COLLINS P.C.			9/29/2023	81351	
206307	Training-Respect in the Workplace	0.00	\$3,000.00	0.00	3,000.00	
	Desc: Training-Respect in the Workplace	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING			
	Vendor Total:		3,000.00	0.00	3,000.00	
037475	PINE STATE ELEVATOR CO			9/29/2023	81352	
30800333	ELEVATOR MAINTENANCE	0.00	\$261.29	0.00	261.29	
	Desc: HPD - Elevator maintenance	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
	Desc: HFD - elevator maintenance	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING			
	Vendor Total:		261.29	0.00	261.29	
039510	RC CLEANING LLC	RC CLEANING LLC		9/29/2023	81353	
153	Dispatch carpet cleaning	0.00	\$150.00	0.00	150.00	
	Desc: Dispatch carpet cleaning	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
152	Summer Camp Ventures Cleaning Servi	0.00	\$2,000.00	0.00	2,000.00	
	Desc: Summer Camp Ventures Cleaning Servi	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		2,150.00	0.00	2,150.00	
039710	REED TRUCK SERVICES INC	SG REED TRUCK SERVICES INC,		9/29/2023	81354	
23017	H-106 Electronic Control	0.00	\$535.90	0.00	535.90	

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	Desc: H-106 Electronic Control	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			535.90	0.00	535.90
041450	SABIL & SONS, INC	SABIL & SONS, INC	9/29/2023		81355
45130	GASKET	0.00	\$9.64	0.00	9.64
	Desc: GASKET	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			9.64	0.00	9.64
042460	SHIPLEY, WESLEY	WESLEY SHIPLEY	9/29/2023		81356
09.06.2023	REIMBURSEMENT	0.00	\$365.85	0.00	365.85
	Desc: Boots/Pants	Acct: 10-325-326-0000	DPW -UNIFORMS		
Vendor Total:			365.85	0.00	365.85
043084	SNELLING, ELIJAH	ELIJAH SNELLING	9/29/2023		81357
2024	REIMBURSEMENT	0.00	\$550.00	0.00	550.00
	Desc: GYM MEMBERSHIP	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:			550.00	0.00	550.00
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.	9/29/2023		81358
INV3013073	Grader Maintenance	0.00	\$343.33	0.00	343.33
	Desc: Grader Maintenance	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
INV3013274	Excavator Maintenance	0.00	\$248.41	0.00	248.41
	Desc: Excavator Maintenance	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
INV3000179	Excavator Maintenance	0.00	\$539.79	0.00	539.79
	Desc: Excavator Maintenance	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
INV3017582	Grader Maintenance	0.00	\$955.55	0.00	955.55
	Desc: Grader Maintenance	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,087.08	0.00	2,087.08
043426	FIRSTLIGHT FIBER	FIRSTLIGHT FIBER	9/29/2023		81359
15176860	TELEPHONES	1,013.24	\$5,220.29	0.00	5,220.29
	Desc: Telephones	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc: Telephones	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: Telephones	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc: Telephones	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: Telephones	Acct: 10-151-324-0000	TC -TELEPHONE		
	Desc: Telephones	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc: Telephones	Acct: 10-174-324-0000	ASE -TELEPHONE		
	Desc: Telephones	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc: Telephones	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc: Telephones	Acct: 10-622-324-0000	PDZ -TELEPHONE		
	Desc: Telephones	Acct: 10-530-324-0000	PR -Telephone		
	Desc: Telephones	Acct: 50-952-324-0000	TELEPHONE		
	Desc: Telephones	Acct: 60-961-324-0000	TELEPHONE		
	Desc: Telephones	Acct: 30-971-324-0000	TELEPHONE		
	Desc: Telephones	Acct: 65-963-324-0000	TELEPHONE		
	Desc: Telephones	Acct: 60-962-324-0000	TELEPHONE		
	Desc: Telephones	Acct: 10-321-324-0000	DPW -TELEPHONE		
	Desc: Telephones	Acct: 10-325-324-0000	DPW -TELEPHONE		

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		Vendor Total:		5,220.29	0.00	5,220.29
044220	STERICYCLE, INC				9/29/2023	81360
	8004777847	MED DISPOSAL	0.00	\$30.32	0.00	30.32
	Desc:	MED DISPOSAL	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
		Vendor Total:		30.32	0.00	30.32
045452	TECHNIMOUNT SYSTEM LLC		TECHNIMOUNT SYSTEM LLC		9/29/2023	81361
	INV-001544	PARTS	0.00	\$1,660.00	0.00	1,660.00
	Desc:	AMB PARTS	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
		Vendor Total:		1,660.00	0.00	1,660.00
045484	TELEPHONE & NETWORK TECHNOLOGIES				9/29/2023	81362
	844486	SERVICE CALL	0.00	\$152.00	0.00	152.00
	Desc:	SERVICE CALL	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
		Vendor Total:		152.00	0.00	152.00
045558	THEETGE JR., DAVID		DAVID THEETGE JR.		9/29/2023	81363
	09.17.2023	ADULT SOFTBALL LEAGUE	0.00	\$400.00	0.00	400.00
	Desc:	ADULT SOFTBALL LEAGUE	Acct: 10-515-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		400.00	0.00	400.00
046200	TOWNLINE EQUIPMENT SALES INC				9/29/2023	81364
	IA02784	PARTS	175.98	\$175.98	0.00	175.98
	Desc:	PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		175.98	0.00	175.98
047100	UI INSURANCE SERVICES INC				9/29/2023	81365
	10631	INSURANCE	0.00	\$1,459.00	0.00	1,459.00
	Desc:	INSURNACE	Acct: 10-221-418-0000	HFD -PROPERTY & LIABILITY INSURA		
		Vendor Total:		1,459.00	0.00	1,459.00
047180	UNITED HEALTHCARE INSURANCE CO		UNITED HEALTHCARE INSURANCE CO		9/29/2023	81366
	06.24.2023	REFUND	0.00	\$362.81	0.00	362.81
	Desc:	REFUND AMB INVOICE	Acct: 10-221-325-0000	HFD -REFUNDS		
		Vendor Total:		362.81	0.00	362.81
048185	VALLEY IMAGING & AWARDS				9/29/2023	81367
	21108	1000 BUSINESS CARDS	0.00	\$150.00	0.00	150.00
	Desc:	1000 BUSINESS CARDS	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
		Vendor Total:		150.00	0.00	150.00
048300	VALLEY NEWS		VALLEY NEWS		9/29/2023	81368
	125977,427770	ZONING BOARD OF ADJUSTMENT 10.11.23	0.00	\$180.00	0.00	180.00
	Desc:	ZONING BOARD OF ADJUSTMENT 10.11.23	Acct: 10-621-312-0000	PDZ -ADVERTISING		
	125911,428596	SB AGENDA 10.03.2023	0.00	\$189.00	0.00	189.00
	Desc:	SB AGENDA 10.03.2023	Acct: 10-111-312-0000	SB -ADVERTISING		

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125977,427801	PLANNING COMMISSION 10.16.23	0.00	\$196.20	0.00	196.20
Desc: PLANNING COMMISSION 10.16.23	Acct: 10-622-312-0000	PDZ -ADVERTISING			
Vendor Total:			565.20	0.00	565.20
048617	VERMONT ELEVATOR INSPECTION		9/29/2023		81369
37496	ANNUAL INSPECTIONS	0.00	\$200.00	0.00	200.00
Desc: INSPECTION	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING			
Desc: INSPECTION	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING			
Vendor Total:			200.00	0.00	200.00
049800	VERMONT DEPARTMENT OF TAXES	VERMONT DEPARTMENT OF TAXES	9/29/2023		81370
L0747473664	FRANCHISE TAX PENALTY&INT Q2 2023	100.03	\$100.03	0.00	100.03
Desc: FRANCHISE TAX PENALTY&INT Q2 2023	Acct: 30-974-316-0000	GRANTS/APPROP/ST.TAXES			
Vendor Total:			100.03	0.00	100.03
050090	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS	9/29/2023		81371
690	TRAINING	0.00	\$20.00	0.00	20.00
Desc: TRAINING	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
118	TRAINING - OMLMAC2023	0.00	\$10.00	0.00	10.00
Desc: TRAINING - OMLMAC2023	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING			
Vendor Total:			30.00	0.00	30.00
050250	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS	9/29/2023		81372
P0285090523 E11	2022 FORD AMB VIN:NDA22913	0.00	\$238.00	0.00	238.00
Desc: 2022 FORD AMB VIN:NDA22913	Acct: 10-221-418-0000	HFD -PROPERTY & LIABILITY INSURA			
Vendor Total:			238.00	0.00	238.00
050455	VERMONT LIFE SAFETY LLC		9/29/2023		81373
48592	SERVICE CALL - RADIO BOX	0.00	\$226.00	0.00	226.00
Desc: SERVICE CALL - RADIO BOX	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES			
Vendor Total:			226.00	0.00	226.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN	9/29/2023		81374
OCT'23	VISION INS OCT'23	0.00	\$1,927.24	0.00	1,927.24
Desc: VISION INS OCT'23	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI			
Vendor Total:			1,927.24	0.00	1,927.24
053150	SWISH WHITE RIVER LTD		9/29/2023		81375
W582474	CLEANING SUPPLIES	0.00	\$181.14	0.00	181.14
Desc: CLEANING SUPPLIES	Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES			
W584414	CLEANING SUPPLIES	0.00	\$38.47	0.00	38.47
Desc: CLEANING SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
Vendor Total:			219.61	0.00	219.61
053650	WILSON TIRE INC		9/29/2023		81376
532135	TIRES	0.00	\$733.00	0.00	733.00
Desc: Tires for PD10	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES			

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Vendor Total:				733.00	0.00	733.00
054179	WITTY, NICHOLAS	NICHOLAS WITTY		9/29/2023	81377	
09.21.2023	REIMBURSEMENT		140.30	\$140.30	0.00	140.30
Desc:	Mileage Reimbursement to/from Certi	Acct:	30-971-311-0000	TRAVEL & MEETINGS		
Desc:	Certification Class Registration	Acct:	30-971-311-0000	TRAVEL & MEETINGS		
Vendor Total:				140.30	0.00	140.30
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR		9/29/2023	81378	
AUG'23 MED	REIMBURSEMENT		0.00	\$164.90	0.00	164.90
Desc:	Ret reimburse August 23	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
JUL'23 MED	REIMBURSEMENT		0.00	\$164.90	0.00	164.90
Desc:	Ret reimb #2 July 23 Med	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:				329.80	0.00	329.80
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC		9/29/2023	81379	
IN570338	FOLDING MACHINE SITE VISIT SEP'23		7.00	\$7.00	0.00	7.00
Desc:	FOLDING MACHINE SITE VISIT SEP'23	Acct:	50-955-330-0000	OFFICE EQUIPMENT		
Desc:	FOLDING MACHINE SITE VISIT SEP'23	Acct:	55-955-330-0000	OFFICE EQUIPMENT		
Desc:	FOLDING MACHINE SITE VISIT SEP'23	Acct:	60-965-330-0000	OFFICE EQUIPMENT		
Desc:	FOLDING MACHINE SITE VISIT SEP'23	Acct:	65-965-330-0000	OFFICE EQUIPMENT		
IN569208	METER COPIER - SEP'23 - DIS		0.00	\$116.77	0.00	116.77
Desc:	METER COPIER - SEP'23 - DIS	Acct:	10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
IN570339	METER-COPIER-SEP'23 - DPW		54.64	\$68.32	0.00	68.32
Desc:	METER-COPIER-SEP'23 - DPW	Acct:	10-325-330-0000	DPW -OFFICE EQUIPMENT		
Desc:	METER-COPIER-SEP'23 - DPW	Acct:	50-955-330-0000	OFFICE EQUIPMENT		
Desc:	METER-COPIER-SEP'23 - DPW	Acct:	55-955-330-0000	OFFICE EQUIPMENT		
Desc:	METER-COPIER-SEP'23 - DPW	Acct:	60-965-330-0000	OFFICE EQUIPMENT		
Desc:	METER-COPIER-SEP'23 - DPW	Acct:	65-965-330-0000	OFFICE EQUIPMENT		
Vendor Total:				192.09	0.00	192.09
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES		9/29/2023	81380	
81047199	LEASE COPIER - SEP'23 - STN2		0.00	\$53.95	0.00	53.95
Desc:	LEASE COPIER - SEP'23 - STN2	Acct:	10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
80962197	LEASE KOICERA - OCT'23		254.32	\$741.35	0.00	741.35
Desc:	LEASE FOLDING MACHINE - OCT23	Acct:	50-955-330-0000	OFFICE EQUIPMENT		
Desc:	LEASE FOLDING MACHINE - OCT23	Acct:	55-955-330-0000	OFFICE EQUIPMENT		
Desc:	LEASE FOLDING MACHINE - OCT23	Acct:	60-965-330-0000	OFFICE EQUIPMENT		
Desc:	LEASE FOLDING MACHINE - OCT23	Acct:	65-965-330-0000	OFFICE EQUIPMENT		
Desc:	LEASE COPIER - OCT'23 - DIS	Acct:	10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Desc:	LEASE COPIER - OCT'23 - TC	Acct:	10-151-318-0000	TC -CONTRACTED SERVICES		
Desc:	LEASE COPIER - OCT'23 - DPW	Acct:	10-325-330-0000	DPW -OFFICE EQUIPMENT		
Desc:	LEASE FOLDING MACHINE - OCT23	Acct:	10-171-318-0000	FIN -CONTRACTED SERVICES		
Vendor Total:				795.30	0.00	795.30
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC		9/29/2023	81381	
107068	SOLAR ARRAY AUG'23		4,241.75	\$18,050.00	0.00	18,050.00
Desc:	August 2023 solar electricity	Acct:	10-530-329-0000	PR -ELECTRICITY		
Desc:	August 2023 solar electricity	Acct:	10-161-329-0000	TH -ELECTRICITY		

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		Desc: August 2023 solar electricity	Acct: 10-221-329-0000	HFD -ELECTRICITY		
		Desc: August 2023 solar electricity	Acct: 10-211-329-0000	HPD -ELECTRICITY		
		Desc: August 2023 solar electricity	Acct: 10-271-329-0000	DISP -ELECTRICITY		
		Desc: August 2023 solar electricity	Acct: 55-953-329-0000	ELECTRICITY		
		Desc: August 2023 solar electricity	Acct: 60-962-329-0000	ELECTRICITY		
		Desc: August 2023 solar electricity	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
		Desc: August 2023 solar electricity	Acct: 30-971-329-0000	ELECTRICITY		
		Desc: August 2023 solar electricity	Acct: 65-964-329-0000	ELECTRICITY		
		Vendor Total:		18,050.00	0.00	18,050.00
500056	MASCOMA SAVINGS BANK		MASCOMA SAVINGS BANK	9/29/2023		81382
	2024 - WRJ REVITALIZ	FYE 24 APPROVED RESERVE TRANSFERS-	0.00	\$5,000.00	0.00	5,000.00
		Desc: FYE 24 APPROVED RESERVE TRANSFERS-	Acct: 10-921-544-0627	RES -TRANSFER - WRJ REVITALIZATI		
	2024 - PD	FYE 24 APPROVED RESERVE TRANSFERS-	0.00	\$20,000.00	0.00	20,000.00
		Desc: FYE 22 APPROVED RESERVE TRANSFERS-	Acct: 10-921-211-0100	RES -Capital - Police		
	2024 - DISPATCH	FYE 24 APPROVED RESERVE TRANSFERS-	0.00	\$20,000.00	0.00	20,000.00
		Desc: FYE 24 APPROVED RESERVE TRANSFERS-	Acct: 10-921-271-0100	RES -CAPITAL - Dispatch needs		
		Vendor Total:		45,000.00	0.00	45,000.00
500387	EXECUSUITE, LLC			9/29/2023		81383
	2024	TAX APPEAL - FY2024 TAXES & INT	0.00	\$37,724.63	0.00	37,724.63
		Desc: FYE 2024 Taxes	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
		Desc: FYE 2024 Taxes - interest earned	Acct: 10-813-325-0000	FIN -REFUNDS-TAXES/OVERPAYMEN		
500387	EXECUSUITE, LLC			9/29/2023		81384
	28710	RENT	0.00	\$400.00	0.00	400.00
		Desc: RENT	Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKING		
500387	EXECUSUITE, LLC			9/29/2023		81383
	2023	TAX APPEAL - FY2023 TAXES & INT	0.00	\$76,040.80	0.00	76,040.80
		Desc: FYE 2023 Taxes	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
		Desc: FYE 2023 Taxes - interest earned	Acct: 10-813-325-0000	FIN -REFUNDS-TAXES/OVERPAYMEN		
		Vendor Total:		114,165.43	0.00	114,165.43
500691	U.S. BANK		U.S. BANK	9/29/2023		81385
	VMBBHAR102 2024-1	BOND PAYMENTS	0.00	\$923,460.63	0.00	923,460.63
		Desc: Quechee Bridge	Acct: 10-912-542-0300	TM -BOND INTEREST-QUECHEE BRIC		
		Desc: Quechee Bridge	Acct: 10-912-542-0301	TM -BOND PRINCIPAL-QUECHEE BRII		
		Desc: Quechee Bridge	Acct: 10-912-542-0300	TM -BOND INTEREST-QUECHEE BRIC		
		Desc: WABA	Acct: 10-912-542-0901	TM -BOND PRINCIPAL-BARWOOD AR		
		Desc: WABA	Acct: 10-912-542-0900	TM -BOND INTEREST-BARWOOD ARE		
		Desc: WABA	Acct: 10-912-542-0900	TM -BOND INTEREST-BARWOOD ARE		
		Desc: WH LIB	Acct: 10-912-542-0401	TM -BOND PRINCIPAL-MAX/WH LIBRA		
		Desc: WH LIB	Acct: 10-912-542-0400	TM -BOND INTEREST-MAX/WH LIBRA		
		Desc: MAXFIELD	Acct: 10-912-542-0401	TM -BOND PRINCIPAL-MAX/WH LIBRA		
		Desc: MAXFIELD	Acct: 10-912-542-0400	TM -BOND INTEREST-MAX/WH LIBRA		
		Desc: MUNICIPAL BLDG	Acct: 10-912-542-0501	TM -BOND PRINCIPAL-MUNICIPAL BU		
		Desc: MUNICIPAL BLDG	Acct: 10-912-542-0500	TM -BOND INTEREST-MUNICIPAL BUI		
		Desc: POOL	Acct: 10-912-542-0102	TM -Bond - Pool 2021 Principal		
		Desc: POOL	Acct: 10-912-542-0101	TM -Bond - Pool 2021 Interest		
		Desc: 2013-1 POOL	Acct: 10-912-542-0401	TM -BOND PRINCIPAL-MAX/WH LIBRA		

Report Date: 9/29/23
10:35AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 9/29/2023 - 9/29/2023

Page: 18
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc: 2013-1 POOL	Acct: 10-912-542-0400	TM -BOND INTEREST-MAX/WH LIBRA			
	Vendor Total:		923,460.63	0.00	923,460.63	
500894	SECURSHRED	SECURSHRED		9/29/2023	81386	
435842	SREDDING		0.00	\$22.00	0.00	22.00
	Desc: SREDDING	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES			
435832	SHREDDING SERVICES		0.00	\$22.00	0.00	22.00
	Desc: SHREDDING SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
	Vendor Total:		44.00	0.00	44.00	
FUND 1 0			Bank Total:		1,573,035.17	
	Holdback Total				2,054,668.79	
Batch Totals:		0.00	211,037.98	0.00	2,265,706.77	

MICHAEL HOYT

DANIEL FRASER

KIM SOUZA

LANNIE J. COLLINS

MARY M. ERDEI

ROCKET

ALLY TUFENKJIAN

GAIL OSTROUT

JOSEPH MAJOR

