



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, December 12, 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
- 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 (6:15)
 3. Appointments (6:20)
 - a. Consider the appointment of Maggie Burnett to the Committee on Housing & Homelessness for a two-year term beginning December 12, 2023 and ending December 11, 2025.
 4. Town Manager's Report (6:25)
Significant Activity Reports Link
 5. Board Reports, Motions & Ordinances
 - a. Justice Assistance Grant Opportunity (6:35)
 - b. Police K-9 Fundraising Proposal (6:40)
 - c. Review Revaluation Proposals (7:00)
 - d. Downtown Program Vibrancy Grant (7:30)
 - e. State's Flood Impact Buyout Program (7:45)
 - f. Charter Revision Discussion (7:55)

VII. Commission Reports

VIII. Consent Agenda

Approve Payroll Ending: 12/9/2023

Approve A/P Manifest of: 12/8/2023 and 12/14/2023

Approve Meeting Minutes of: 11/28/2023 and 12/5/2023

NOTE: Approved Selectboard Meetings: 12/19/2023 & 12/26/2023

(also 12/14 & 12/21 if needed for Budget)

Executive Session: Review attorney-client communications and status of this legal matter.

Motion 1: I move to find that there is a legal matter involving the Town and premature general public knowledge would clearly place the Town and/or persons at a substantial disadvantage.

Motion 2: I move that we go into executive session to discuss pending civil litigation and attorney-client communications made for the purpose of providing professional legal services, as set forth in V.S.A. Sec. 313(a)(1)(E) and (F).

IX. Adjourn the Selectboard Meeting

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

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

Selectboard@hartford-vt.org.

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: _____
Committee on Housing + Homelessness

I. APPLICANT DATA:

Name: Maqie Burnett
Address: ~~1750 S. Main St.~~
WRL, VT 05001
Telephone: (H ~~802-295-XXXX~~ 5 (Work) _____ (Other) _____
Email Address: ~~maqie.burnett@housingsolutions.org~~
How long have you been a Hartford resident? 10 years
Are you a registered voter? yes

II. EDUCATION:

High School: Longmeadow High School Year Graduated: 1980
College 1: Mount Holyoke College Degree Earned: BA
Course of Study: Art + Religion Year: 1984
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>AVA Gallery + Art Center</u>	<u>2014-2018</u>	<u>Office Manager</u>	<u>Education Mgr.</u>
<u>Dartmouth College</u>	<u>2013-2014</u>	<u>Asst. to ED</u>	<u>Hopkins Center</u>
<u>Opera North</u>	<u>2012-2013</u>	<u>Development / Grant Writer</u>	

I have been self-employed since 2019

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? 1-2 nights a month
evening meetings fine, Thursdays best but I can make
any work except first Mondays

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I believe everyone deserves a safe place to live and
I want to help direct resources toward that goal. I do not
have specific training but am a good worker and team
player.

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

- d. What civic or social organizations have belonged to and what positions did you hold?
Granite State Organizing Project - member, Jewish Community Club
fundraising + board member, Granby, CT Arts Association and
Education Foundation - founding member each

- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I think Hartford
is active in addressing housing but there is always more
to do to find more housing for those in need. How great
if Hartford could lead the way

- f. What might some solutions be? Educating more residents to the
needs, combating the NIMBY issue, working with
zoning and developers to make access easier.

- g. Other hobbies/interests: Art, reading, walking, swimming

V. REFERENCES: (Please list three)

Name: Eileen Lambert Telephone: (203) 231-9332

Name: Jessie Eisendrath Telephone: (401) 525-0334

Name: Mandy Lape-Freeberg Telephone: (603) 748-1431

Margaret Bennett
APPLICANT'S SIGNATURE

12/1/23
DATE

Town Manager's Report

December 12, 2023

Orientation

Since my last report, I have met with the Norwich Town Manager, met with Mark Bradley, staff and Seniors at the Bugbee Senior Center and met the CEO of Mascoma Bank.

Budget Deliberations

The Select Board will conduct another budget wrap up session here on Thursday, December 14. Another budget session is currently scheduled to take place on Tuesday, December 19, ideally to finalize the budget. Thursday, December 21 is also available, if needed, but let's hope that that date will not be needed.

John Haverstock

From: Thomas Howell
Sent: Thursday, November 30, 2023 11:20 AM
To: John Haverstock
Subject: Re: Grants

That works for me and I will be there for the canine program fundraising proposal that same day.

I am happy to come down and help with the portal, I will double check with the grant manager but it lists "**top government executive** (e.g., mayor, board chairman, or equivalent)" to accept the award. There should be nothing else needed from you after we accept this award.

Thomas Howell
Lieutenant - Patrol Division
Hartford Police Department
812 VA Cutoff Road WRJ VT 05001
Phone: (802)295-9425, ext. 325

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, November 28, 2023 8:23 AM
To: Thomas Howell <thowell@hartford-vt.org>
Subject: RE: Grants

Hello, Lieutenant.

Thanks for your email.

Paragraph 3 of the certification requires review by the Town's Select Board. I can get this on their Agenda for December 12, if that works for you.

I will need assistance to log onto JustGrants. Can anybody else perform this activity on the Town's behalf? I HATE portals!

Thanks.

John Haverstock
Town Manager, Hartford, VT
802/295-9353 x216

From: Thomas Howell <thowell@hartford-vt.org>
Sent: Monday, November 27, 2023 5:19 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Grants

Good Evening, John.

I hope you had a good Thanksgiving.

I wanted to touch base on a coupe grant related items we are in need of. The attached form is the "Certifications and Assurances by the Chief Executive of the Applicant Government" form which is required by the JAG Grant each year. We have not filled one out for this most current JAG grant we were awarded. In 2022, the former TM signed the 2022 certification. This is required for us to submit so the funds can be made available for draw down.

We still need to get you logged into JustGrants (if you have not done so) so we can accept the Law Enforcement Mental Health Wellness Act grant as a co-acceptor.

Thank you,

Thomas Howell
Lieutenant - Patrol Division
Hartford Police Department
812 VA Cutoff Road WRJ VT 05001
Phone: (802)295-9425, ext. 325

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

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2023 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (*e.g.*, city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

John Haverstock

From: Gregory Sheldon
Sent: Tuesday, November 28, 2023 9:24 AM
To: John Haverstock
Subject: Re: Canine Presentation

Thank you sir. If we could be out on the 12th meeting agenda that would be great. Presenting will be Investigator Clifford, Lt Howell and myself. They will be the main presenters as they are the experts in the K9 program, I am not.

Greg

Gregory Sheldon
Chief of Police
Hartford Police Department
Hartford, Vermont

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, November 22, 2023 2:48:38 PM
To: Gregory Sheldon <gsheldon@hartford-vt.org>
Cc: Thomas Howell <thowell@hartford-vt.org>
Subject: Canine Presentation

Chief,

Let me know when you would like to come before the Select Board to discuss your canine fund-raising proposal. The next available date would be December 12.

Of course, you will want to be sure what you are fund-raising for and how much you realistically hope to raise.

Thanks.

John Haverstock
Town Manager, Hartford, VT
802/295-9353 x216

John Haverstock

From: Gregory Sheldon
Sent: Thursday, November 2, 2023 3:31 PM
To: John Haverstock
Cc: Gail Ostrout
Subject: Re: Canine Fund-Raising

Thanks John.

Overall, we would like to fundraise for the total amount to include the vehicle and equipment costs. Originally it was just to purchase the dog but after some discussion, we felt it best to fundraise for the overall costs.

A stand-alone session with the Select Board would be great so as not to muddy the waters with my budget proposal.

I will also bring Lt Howell and current K9 Officer Eric Clifford to assist me.

I will make the changes as suggested.

Thank you
Greg

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Thursday, November 2, 2023 3:12 PM
To: Gregory Sheldon <gsheldon@hartford-vt.org>
Cc: Gail Ostrout <gostrout@hartford-vt.org>
Subject: Canine Fund-Raising

Hi Chief.

I have reviewed your information packet. I have highlighted and attached input from our friends at VLCT. It looks like we will need to run this proposal by the Select Board for its approval. Please also note the several suggestions in the VLCT email about information to be given to donors, etc.

In addition, it is unclear what the overall cost associated with the proposal is. Are you hoping to raise \$5,000, with another \$5,000 coming from the School system, basically just to cover the purchase of a new K9 (estimated at \$8,500)? Between the K9, training (free), equipment costs and dedicated cruiser, it looks like the total cost of setting up a new K9 team would be quite high.

Would you like a stand-alone session with the Select Board at a regular meeting, or should this be presented along with your budget proposal?

John Haverstock
Town Manager, Hartford, VT
802/295-9353 x216

TM Copy

Hartford Police Department

Memo



To: Chief Sheldon / Deputy Chief Kelley

From: Lt. Howell

CC:

Date: 09/21/2023

Re: K9 Program

Chief Sheldon / Deputy Chief Kelley,

Investigator/K9 Officer Clifford and I are seeking to add a new K9 team to the patrol staff which will serve as a dual purpose trained K9. Currently, K9 Dozer is a single purpose K9 who is trained in drug detection only and has over 8 years of service with the average service life of a law enforcement K9 being 8-10 years. The new dual purpose K9 team would be trained in patrol and drug detection, or explosives/gun shot residue. A patrol certified K9 team is a force multiplier for our agency as the K9 is a tool to use during high-risk encounters, building searches, warrant service, tracking etc. where the K9 could be deployed to find people and to avoid putting officers in the same position. A patrol certified K9 will provide enhanced safety to our officers and the public and will give our officers another option/tool to use to reach safe conclusion to an incident.

We have a need in our area for a new K9 Team. To date, the Vermont State Police is down 8 K9 teams across Vermont and there are no K9 Teams in the southern part of Vermont. Due to staffing with VSP, we will continue to see them be less available to assist. Lebanon, NH PD currently is down to two K9 teams where they traditionally have three or four teams.

This is a great time for us to try and fund this program from a staffing perspective as we will be up to three officers per shift, potentially with a shift of four in the near future. This will lessen the burden on the patrol staff.

Officer Selection:

The K9 Officer assignment would be selected by posting the position to internal sworn police members. Interested officers will be required to write a letter of interest to be submitted to the Patrol Lieutenant as well as a letter of support/endorsement for this assignment from their direct supervisor. All candidates must also have a minimum of two years of law enforcement experience from the date of hire. Military service will be considered to supplement time served as a police officer. Once letters of interest and endorsements from supervisors are received, an interview will be conducted with applicants by a panel comprised of current K9 officers, command staff

members and Vermont State Police K9 Program Supervisor. A Officer will then be selected for assignment to the K9 program.

K9 Selection:

At the recommendation of the Vermont State Police K9 Program Supervisor, Sgt. Rich Slusser, ideally we will select a dog from Shallow Creek Kennel's in Pennsylvania. Sgt. Slusser has been selecting dogs from this kennel for assignment to Troopers and has found these dogs are superior for the following reasons. The dogs are a better quality dog, they have better clarity of mind and are better thinkers. Sgt. Slusser noted that due to this the dogs are less likely to conduct a bad bite. Sgt. Slusser also advised that the dogs from Shallow Creek are "bite and hold" dogs, meaning they will not shred flesh like dogs from other kennels/blood lines. Sgt. Slusser noted the shredding of flesh during a bite by K9's of other kennels/blood lines is caused by the dogs being scared. Sgt. Slusser advised that many agencies still get donated dogs but has found that these dogs are Sgt. Slusser will assist us with selecting a dog as he is the subject matter expert in the State. **Estimated Cost: \$8,500.**

Training:

Sgt. Slusser currently runs all K9 training for the Vermont State Police and is certified under/trains through NESPAC. Sgt. Slusser will give us one slot in his upcoming February 2024 patrol class which is primarily conducted at the Windsor Jail. Traditionally we have used the K9 Program at the Vermont Police Academy, but they currently do not have a lead instructor. Sgt. Slusser's program through NESPAC is current and the standards are utilized by all New England States. There is no cost for us to attend this training other than possibly buying a bite sleeve to be used and given to VSP for use during recurring training.

All recurrent training/remedial training after completion of schools would be conducted by Sgt. Slusser by NESPAC standards.

Patrol School (16 weeks)

Drug School (10 weeks) – slated for sometime in 2024

Equipment/Costs:

General Equipment such as leads, collars, harnesses are estimated to cost: \$1,500

Food Estimate(year): \$1200

Veterinary Bill (year): \$600

K9 Care/overtime (year): \$7,200

K9 Uniform allowance: Additional uniform allowance (\$1,200 total) to offset cost of wear and tear.

Cruiser:

This is the largest upfront cost for this program. The K9 Officer will have an assigned take home cruiser. The below are options to choose from.

1. Reassign K9 Dozer's/Clifford's cruiser to the new K9 Team and plan for a new K9 Cruiser in FY25 or FY26. Due to Investigator's current duty status, he can utilize PD 3 as it will be rotated out as a spare.
2. A combination of fundraising efforts/salary savings/encumbrances to source a K9 Cruiser immediately. Estimated cost: \$75,000.
3. Request funds from town general fund.

It is estimated that this will cost approximately \$10,000 to start this K9 team with annual costs for food, K9 care and vet bills/vet annual visits being \$9,000.

To date the Hartford School district are willing to give us funds to purchase the K9 but we do not know what that amount will be.

From: Gail Ostrout <gostrout@hartford-vt.org>
Sent: Tuesday, September 26, 2023 6:45 AM
To: Gregory Sheldon <gsheldon@hartford-vt.org>; Paula Nulty <pnulty@hartford-vt.org>
Subject: Re: Solicitation

Greg

Please connect with Paula on this request.

Thanks!

Gail Ostrout
Acting Town Manager
Finance Director
802-295-3002

From: Gregory Sheldon <gsheldon@hartford-vt.org>
Sent: Monday, September 25, 2023 2:36:13 PM
To: Gail Ostrout <gostrout@hartford-vt.org>
Subject: Solicitation

Good afternoon Gail,

We are looking at replacing our canine unit. Dozer is getting older and will be retiring soon.

To start with a new canine, we are looking at about \$10,000. The school system has offered to donate \$5,000 to a new K9 program so we are looking to raise another \$5,000.

Can we solicit donations to reach the \$5,000 we need? In Rutland, we could solicit donations but had to have the Chief of Police's approval. I want to make sure we follow the rules here in Hartford. I do not see anything specific in the purchasing policy or general personnel policies other than section 318 - General Rules of Conduct subsection O. I do not feel this section applies so I am looking for any input you may have.

Thanks

Greg

Acting Assistant Town Manager
Director of Human Resources
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(802)478-1101

From: Paula Nulty
Sent: Thursday, September 28, 2023 2:43 PM
To: Gregory Sheldon <gsheldon@hartford-vt.org>
Subject: RE: Solicitation

Hi Greg,

Thanks for reaching out. I am going to follow up with VLCT and Parks and Rec, because while I have worked with donations, they are not ones that have been solicited.

Do you have a procedure you were thinking to follow, perhaps one based on other PDs' solicitation for K9? That would be helpful to have.

Thanks,

Paula

Paula M. Nulty
Acting Assistant Town Manager
Director of Human Resources
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(802)478-1101

From: Gregory Sheldon <gsheldon@hartford-vt.org>
Sent: Thursday, September 28, 2023 11:14 AM
To: Paula Nulty <pnulty@hartford-vt.org>
Subject: Fw: Solicitation

Good morning Paula,

We are looking at replacing our canine unit. Dozer is getting older and will be retiring soon.

To start with a new canine, we are looking at about \$10,000. The school system has offered to donate \$5,000 to a new K9 program, so we are looking to raise another \$5,000. This does not include the cost of a new police cruiser outfitted for K9 use.

Can we solicit donations on behalf of HPD and the new canine program? In Rutland, we could solicit donations but had to have the Chief of Police's approval. I want to make sure we follow the rules here in Hartford. I do not see anything specific in the purchasing policy or general personnel policies other than section 318 - General Rules of Conduct subsection O. I do not feel this section applies so I am looking for any input you may have.

Thanks
Greg

RE: Solicitation

Scott Hausler <shausler@hartford-vt.org>

Thu 9/28/2023 3:52 PM

To: Paula Nulty <pnulty@hartford-vt.org>

We have an advertising program that funds come in and go directly for the program.

We also have various restricted accounts that funds are given for a specific purpose and can only be spent for that purpose. Example would be the Brian Hanson Scholarship Fund, 494 Train.

I would believe that if Greg set up a K-9 Program where people can fund various aspects of it. Then funds given for that program and cause would go into a restricted account and can only be used for the very purpose, such as food, vet bills and any k-9 supplies.

I don't believe there is any reason why he couldn't do this. People give money for various reasons outside of payment of taxes.

Greg would need to develop some marketing material to identify need and support of the K-9 Program. What funds would be used for if given, how to contribute and that sort of thing. Gail would then set up a revenue account and expense account for it.



Scott Hausler, CPRP
Director of Parks & Recreation
Hartford Parks & Recreation
171 Bridge Street
White River Junction, VT 05001
P - (802) 295-5036 C-(802) 299-8757
F - (802) 295-6382

www.hartford-vt.org



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From: Paula Nulty <pnulty@hartford-vt.org>
Sent: Thursday, September 28, 2023 2:44 PM
To: Scott Hausler <shausler@hartford-vt.org>
Subject: FW: Solicitation

Hello,

Do you have anything to offer on this as far as solicitations go? It's fine because apples and oranges, a bit, and I will reach out to VLCT in any case.

Thanks,

Paula

Paula M. Nulty

Find us on 

Please visit <https://www.vlct.org/municipal-assistance-center> for MAC resources on various municipal topics.

This transmission may contain privileged and confidential information. It is intended only for the use of the person(s) to whom it is addressed above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is prohibited. If you are not the intended recipient, please contact the sender by reply email or telephone and destroy all copies of the original message. Thank you.

From: Paula Nulty <pnulty@hartford-vt.org>
Sent: Thursday, September 28, 2023 2:52 PM
To: VLCT <info@vlct.org>
Cc: Paula Nulty <pnulty@hartford-vt.org>
Subject: Police Dept soliciting funding

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Good afternoon,

We are looking at replacing our canine unit for our Police Dept.

We are looking to raise \$5,000. Can we solicit donations on behalf of HPD and the new canine program?

I am unsure if this is a matter of law or optics, and am reviewing our internal policies as well, but wanted to check on soliciting funds for what will in effect be law enforcement.

Thank you,

Paula

Paula M. Nulty
Acting Assistant Town Manager
Director of Human Resources
Town Of Hartford
171 Bridge Street
White River Junction, VT 05001
(802)478-1101

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

RE: Police Dept soliciting fundingSusan Senning <ssenning@vlct.org>

Fri 9/29/2023 11:05 AM

To: Paula Nulty <pnulty@hartford-vt.org>

[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Paula,

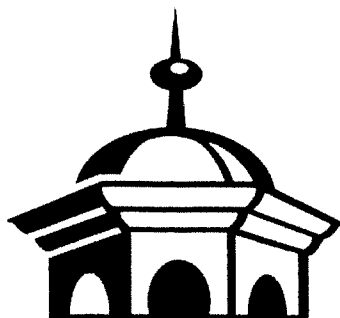
Absent a charter provision or other town policy prohibiting this, a town raising funds through donation for this purpose is fine if the legislative body (selectboard) authorizes it. The money would, of course, have to be maintained by the treasurer and go through town account(s). While it is legal to fundraise, all money that is raised cannot be disbursed unless approved by a town official authorized to sign orders and unless a check is signed by the treasurer. Fundraising money is not taxpayer money raised through the budget – it is town money, raised by town departments on behalf of the town to provide town services. Because it is town money, it must be accounted for in the town report and subject to all the accounting and auditing requirements of other town funds. Also note that, under state law, “[t]he selectboard may apply for grants and may accept and expend grants or gifts above those that are approved in the town budget. The selectboard shall include, in its annual report, a description of all grants or gifts accepted during the year and associated expenditures.” 17 V.S.A. § 2664.

I strongly recommend the board have clear terms for the donations and contingency plans if the purchase doesn’t happen for whatever reason. Since they are restricted funds for that particular purpose, I recommend reimbursing the donors with their donations, in full, if the purchase is not finalized. The selectboard may want to consider adopting a policy to determine how donated funds will be managed (returned, changed from restricted donation to general donation for any purpose in writing by donors, etc.) if the canine purchase falls through.

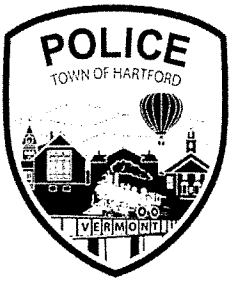
In addition, I recommend informing people in any donation policy the town creates that municipalities are tax exempt entities under Section 115(1) of the Internal Revenue Code (IRC) and charitable deductions can be taken under section 170 of the IRC by any person who makes a contribution or gift exclusively for public purposes to any state political subdivision so long as they do so in the same tax year in which the donation was made. 26 U.S.C. § 170(c)(1). There is no requirement to provide documentation of this gift or to provide the donor with the town's Federal I.D. number. However, it is probably a good idea to provide a receipt with the town's name on it, its tax-exempt status [Section 115(1)], the amount and purpose of the donation, the date it was made, and whether anything of value was received in return and capturing the provision of such a receipt in the Town's policy. It would be helpful to instruct potential donors that donations should be made out in the name of the Town and not to any individual officer or employee.

I hope this helps. Good luck.

Sincerely,
Susan

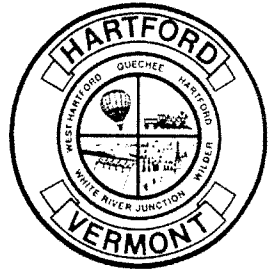


Susan Senning, Esq./MELP
Staff Attorney II, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
(802) 262-1914
ssenning@vlct.org
Pronouns: she/her/hers
VLCT.ORG



~~*SAMPLE*~~

TOWN OF HARTFORD
POLICE DEPARTMENT
&
Emergency Communications Center
Chief Gregory Sheldon



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

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Donor's Name]
[Donor's Address]
[City, State, ZIP Code]

Dear [Donor's Name],

Subject: Receipt and Thank You for Your Generous Donation to Our Police K9 Program

I hope this letter finds you in good health and high spirits. On behalf of [Your Police Department's Name], I am writing to express our heartfelt gratitude for your generous donation to our Police K9 Program. Your support plays a crucial role in helping us maintain and enhance our law enforcement efforts, ensuring the safety and security of our community.

We are deeply appreciative of your commitment to making our community a safer place. Your donation will directly contribute to the care, training, and equipment necessary for our K9 officers. With your support, we can continue to provide essential services, respond promptly to emergencies, and maintain a strong police presence in our area.

Please find enclosed a receipt for your donation. This receipt serves as confirmation of your contribution, which is tax-deductible to the extent allowed by law. Our tax identification number (EIN) is [Your EIN Number]. Please retain this receipt for your records, as it can be used for tax purposes.

Once again, thank you for your generosity and dedication to our community. Your belief in our mission fuels our determination to serve and protect. If you have any questions or would like to learn more about the impact of your donation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

We value your support immensely and look forward to keeping you updated on the progress of our Police K9 Program. Together, we are making a positive difference in the lives of the people we serve.

Warmest regards,

[Your Full Name]

[Your Title]

[Your Police Department's Name]

[Email Address]

[Phone Number]

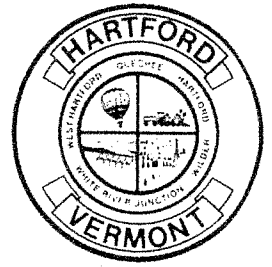
[Police Department's Address]

[City, State, ZIP Code]

* SAMPLE *



TOWN OF HARTFORD
POLICE DEPARTMENT
&
Emergency Communications Center
Chief Gregory Sheldon



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

DATE:
FROM:
ADDRESS:

Dear XXXXXXXX

Police Officers are often tasked with going where others often refuse. However, did you know there are certain "Officers" who willfully go where other Officers often fear? These "Officers" get paid in nothing but affection and chew toys; they are our 4-legged heroes of the K9 unit.

Our department currently has K9-Dozer, who is a single purpose K9, specializing in drug detection, with 8+ years of service. With the increase of police staffing issues throughout our region, adding a patrol K9 to our department will not only bring a new "tool" to our police department, but it will also provide enhanced safety and options for our police officers and community.

Having a K9 unit has been a great benefit to our crime fighting and prevention efforts, resulting in multiple felony arrests and drug seizures within our town and region. The addition of a patrol K9 will only increase the safety and service we strive to provide to our community members and area partners.

Catching bad guys is just one part of the job. Our K9 unit also makes a big impact within our community and serves as a public relations ambassador, helping police and community connect and build trust.

The only obstacle standing in our way at this time is finding the funding to purchase a police K9 and that is the reason for this letter. If you are able, please consider a contribution towards the purchase of Hartford's next patrol K9.

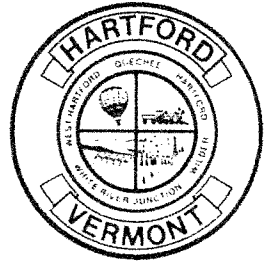
Respectfully submitted,

XXXXXXXXXX

SAMPLE



TOWN OF HARTFORD
POLICE DEPARTMENT
&
Emergency Communications Center
Chief Gregory Sheldon



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

To: XXXXXXXX
From: XXXXXXXXXX
Ref: Hartford Police K9

Dear XXXXXXX,

I wanted to provide you with some of the financial details that we had discussed previously about the Hartford Police Department Patrol K9 startup.

The Hartford Police Department is seeking to add a new K9 team to the patrol staff which will serve as a dual purpose trained K9. Currently, K9 Dozer is a single purpose K9 who is trained in drug detection only and has over 8 years of service with the average service life of a law enforcement K9 being 8-10 years. The new dual purpose K9 team would be trained in patrol and drug detection, or explosives/gunshot residue. A patrol certified K9 team is a force multiplier for our agency as the K9 is a tool to use during high-risk encounters, building searches, warrant service, tracking etc. where the K9 could be deployed to find people and to avoid putting officers in the same position. A patrol certified K9 will provide enhanced safety to our officers and the public and will give our officers another option/tool to use to reach safe conclusion to an incident.

We have a need in our area for a new K9 Team. To date, the Vermont State Police are down 8 K9 teams across Vermont and there are no K9 Teams in the southern part of Vermont. Due to staffing with VSP, we will continue to see them be less available to assist. Lebanon, NH PD currently is down to two K9 teams where they traditionally have three or four teams. Our Patrol K9 can be utilized by local/regional police departments to support and secure communities and local businesses.

This is a great time for us to try and fund this program from a staffing perspective as we will be up to three officers per shift, potentially with a shift of four in the near future. This will lessen the burden on the patrol staff.

Officer Selection:

The K9 Officer assignment would be selected by posting the position to internal sworn police members. Interested officers will be required to write a letter of interest to be submitted to the Patrol Lieutenant as well as a letter of support/endorsement for this assignment from their direct supervisor. All candidates must also have a minimum of two years of law enforcement experience from the date of hire. Military service will be considered to supplement time served

as a police officer. Once letters of interest and endorsements from supervisors are received, an interview will be conducted with applicants by a panel comprised of current K9 officers, command staff members and Vermont State Police K9 Program Supervisor. An Officer will then be selected for assignment to the K9 program.

K9 Selection:

At the recommendation of the Vermont State Police K9 Program Supervisor, we will select a dog from Shallow Creek Kennel's in Pennsylvania. The Vermont State Police has been selecting dogs from this kennel for assignment to Troopers and has found these dogs are superior for the following reasons. The dogs are a better-quality dog, they have better clarity of mind and are better thinkers. The Vermont State Police Program Supervisor noted that due to this the dogs are less likely to conduct a bad bite and also that the dogs from Shallow Creek are "bite and hold" dogs, meaning they will not shred flesh like dogs from other kennels/blood lines. The Vermont State Police noted the shredding of flesh during a bite by K9's of other kennels/blood lines is caused by the dogs being scared. The Vermont State Police advised that many agencies still get donated dogs but has found that these dogs are not as effective and efficient. The Vermont State Police K9 Program Supervisor will assist us with selecting a dog as he is the subject matter expert in the State. **Estimated Cost: \$8,500 - \$10,000.**

Training:

The Vermont State Police K9 Program Supervisor currently runs all K9 training for the Vermont State Police and is certified by NESPAC and trains through them. We were given one slot in his upcoming February 2024 patrol class which is primarily conducted at the Windsor Jail.

Traditionally we have used the K9 Program at the Vermont Police Academy, but they currently do not have a lead instructor. The Vermont State Police K9 Program though NESPAC is current and the standards are utilized by all New England States. There is no cost for us to attend this training.

All recurrent training/remedial training after completion of schools would be conducted by Sgt. Slusser by NESPAC standards.

Patrol School (16 weeks)

Drug School or Explosives School (10 weeks) – slated for sometime in 2024

Equipment/Costs:

General Equipment such as leads, collars, harnesses are estimated to cost: \$1,500

Food Estimate(year): \$1200

Veterinary Bill (year): \$600

K9 Care/overtime (year): \$7,200

K9 Uniform allowance: Additional uniform allowance (\$1,200 total) to offset cost of wear and tear.

Cruiser:

This is the largest upfront cost for this program. The K9 Officer will have an assigned take home cruiser dedicated to the K9. Our options to up

1. Reassign K9 Dozer's/Clifford's cruiser to the new K9 Team and plan for a new K9 Cruiser in FY25 or FY26. K9 Dozer/Clifford's cruiser is a 2014 Ford Interceptor which slated to be rotated out of service.
2. Source a K9 Cruiser immediately by fundraising efforts and seeking other funding opportunities. Estimated cost: \$75,000.

It is estimated that this will cost approximately \$10,000 to start this K9 team with annual costs for food, K9 care and vet bills/vet annual visits being \$9,000.

To date the Hartford School district is willing to give us \$5000 in funds to purchase the K9.

We appreciate your support and please don't hesitate to contact me if you need any further information or documentation.

Respectfully,

XXXXXXXXXXXX

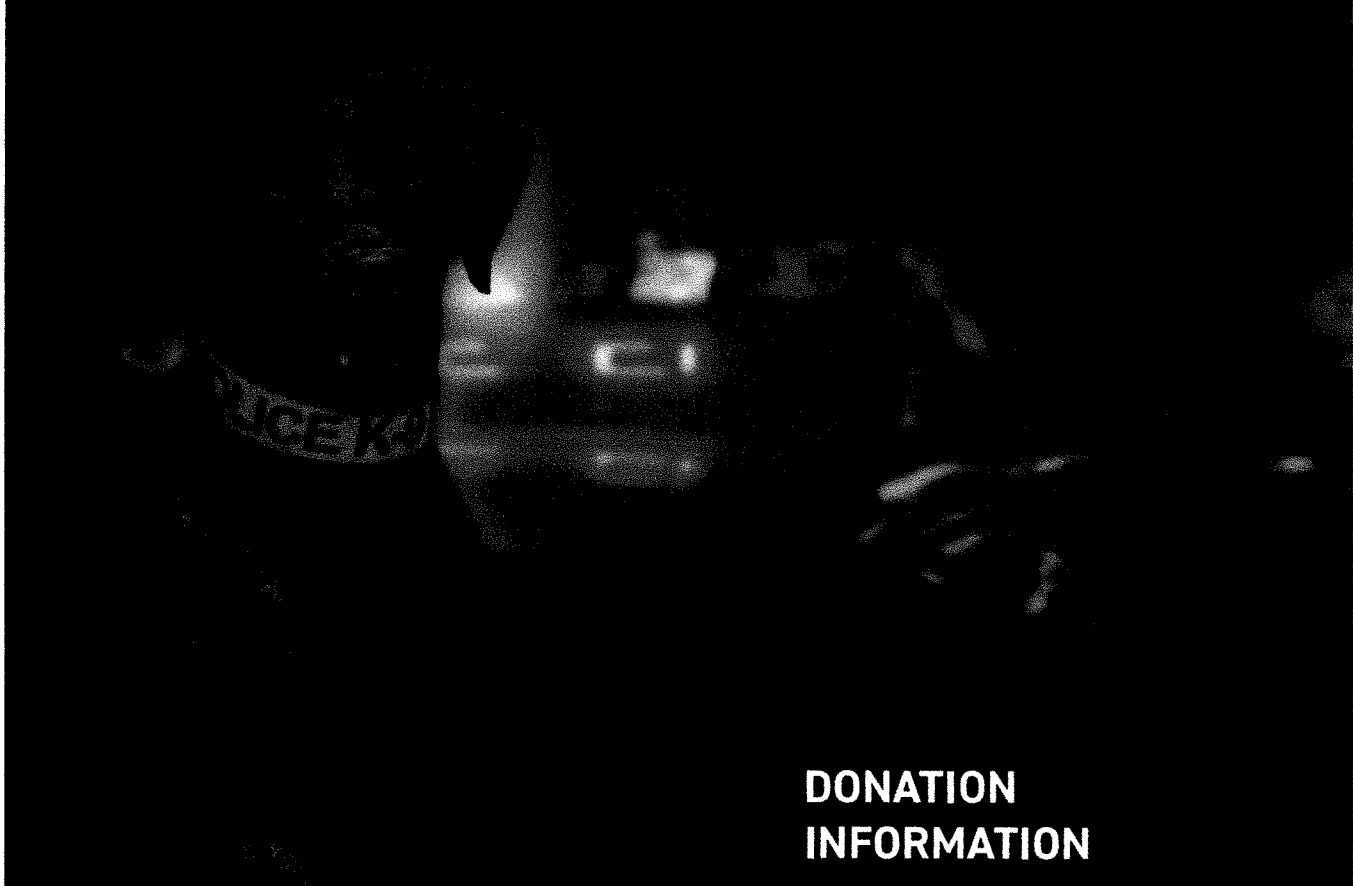
EMAIL:

CELL:



K9 FUNDRAISER

HARTFORD POLICE DEPARTMENT



HPD IS SEEKING THE COMMUNITY'S HELP TO EXPAND THE K9 PROGRAM.

Currently, K9 Dozer is certified to locate narcotics. The next K9 will be patrol certified and able to locate lost or missing people, assist in apprehending dangerous/armed subjects, clear buildings, and other structures. The Patrol K9 will help our officers and neighboring agencies do their jobs safer and more effectively.

We thank you for your consideration!

DONATION INFORMATION

Funds donated will go to support the following:

- Purchase of Police K9
- Cost of Handler Training
- Veterinary Care
- Purchase of a Police K9 Cruiser
- K9 Food
- Equipping K9 and Handler

Donations can be mailed or delivered to:

HARTFORD POLICE DEPARTMENT
812 VA CUTOFF ROAD
WHITE RIVER JUNCTION, VT 05001

Or Contact:

Lt. Howell 802 295 9425
thowell@hartford-vt.org

John Haverstock

From: Richard Vincent
Sent: Wednesday, December 6, 2023 12:33 PM
To: John Haverstock; Melinda Brooks
Subject: Selectboard Memo For 2025 Reappraisal Vendor Selction
Attachments: 2023_12_12 Selectboard Reappraisal Memo & Comparison.pdf

John & Melinda,

Please find attached my memo/recommendation for a vendor to conduct the 2025 reappraisal for the Town.

I am recommending Tyler Technologies as the choice for the job.

Thank you,

Rick Vincent

Rick Vincent
Assessor
Town of Hartford, Vt.
171 Bridge St
White River Jct, Vt. 05001
(802) 295-3077



AGENDA MEMORANDUM

December 12, 2023

Town Selectboard Meeting Item: Town-Wide Re-Appraisal

Submitted by: Rick Vincent, Assessor

Subject: **Selection of Vendor For Town of Hartford 2025 Re-appraisal**

Background: The Assessor's office advertised a Request For Proposals (RFP) for services to conduct a town-wide re-appraisal of real estate in the year 2025. The Town received two proposals in a timely fashion. A third proposal was received after the October 30th deadline and was not considered.

Discussion: On October 2, 2023, the Assessor's office advertised an RFP for a 2025 town-wide re-appraisal. The deadline for submission of proposals was 4:00 pm on October 30, 2023. Two proposals were received in a timely fashion. The companies submitting the proposals were Vision Government Solutions and Tyler Technologies. Both companies are well established and have been serving many clients for decades. Vision was established in 1975, while Tyler began serving the appraisal market in 1938.

Initially, there was a wide discrepancy between the two proposed costs, due to a difference in proposed services. The proposed costs were as follows:

Vision Government Solutions -	\$228,000
Tyler Technologies -	\$590,000

The primary difference between the two proposals was the method of data verification for sold properties and all unsold properties in town. Vision proposed a digital imagery data verification review of unsold properties (labelled as a Hybrid system), while Tyler proposed a full physical inspection of all properties in town. This is very labor-intensive and is the most expensive single segment of the re-appraisal process.

As part of the process, all sold properties must be inspected for data accuracy, as this is the basis for establishing values throughout town.

Vision's proposal included an inspection of 300 parcels. Any other properties beyond 300 would be billed at \$45 per residential parcel and \$60 per commercial parcel. I have estimated the total number of sales to be approximately 600 to 650 parcels that would need to be verified. This would result in an additional expense of an estimated \$15,000 to \$18,000, increasing the Vision proposal to an estimated **\$243,000 to \$245,000**.

In order to compare similar proposals, I requested Tyler Technologies to submit a proposal similar to Vision's 'Hybrid' proposal. Tyler responded with a supplemental proposal of **\$269,000**. This would include inspections of 600 parcels, which is in line with my estimated 600 to 650 sales to be reviewed for the re-appraisal project. Tyler's per parcel cost to inspect properties beyond the 600 included in the proposal cost would be \$25 for residential parcels and \$30 per commercial parcel. This additional cost is estimated to be approximately \$1,300, for a total cost of **\$270,300**.

Tyler will also be conducting a pre-review, which is a driveby inspection of all parcels at the beginning of the re-appraisal project. This is included in the proposed cost.

Note: There has been discussion in the Assessing industry regarding the use of aerial imagery for data verification. Today's aerial imagery provides high-resolution color photographs that are far superior to the grainy black and white photos of the past. Staffing issues for revaluation contractors have made it difficult to physically inspect every parcel in a timely manner. Additionally, few property owners are home during the day now, so most inspections are limited to exterior inspections only. Arranging for interior inspections creates inconveniences for the property owner, resulting in a low number of interior inspections, overall.

Other municipalities have used aerial imagery during their re-appraisal projects to verify parcel data. This is well received by many property owners because it is less intrusive than a physical inspection of their property.

Further Comparison Between Proposals:

There are several other differences between the three proposals (Vision's proposals, Tyler's original proposal and supplemental proposal). I have attached a Comparison sheet of the three proposals for your convenience. The Comparison sheet lists the differences between the proposals. These differences are smaller in scale and may have less impact on the total cost of the re-appraisal.

Summary of Strengths: Both companies are well established and are reputable organizations. The Town would be well-served by either company. Listed below are what I view as strengths by each company as related to each proposal:

Familiarity With Town:	Vision completed the 2017 re-appraisal for the Town. John Valente, Northeast Regional Manager for Tyler, Provided the Town with successful litigation and negotiating services in 2019 and 2020 while with another company.
Staffing:	Both companies have experienced personnel. Both companies are familiar with local real estate trends. Tyler's personnel are locally based in Vermont.
CAMA Software:	The Town utilizes Vision's CAMA software. Vision would be most familiar with the software, but Tyler has substantial experience working with the Vision CAMA software.
Imagery Service:	Vision will provide Eagleview 3-inch resolution imagery for three years. Town pays for imagery after three years. Tyler will provide Nearmap 2-inch resolution imagery for three years. Town pays for imagery after three years. Currently, Nearmap is less expensive than Eagleview. Additionally, 2-inch resolution is better than 3-inch.
Final Reviews:	Vision – Combination of desktop review and driveby review. Tyler – Desktop Review.
Additional Software:	Tyler will utilize additional software to run a sales comparison approach for each parcel, independent of the CAMA software, to support and validate the CAMA generated property values.
BCA/Grievances:	Vision provides 5 days of support. Additional days are \$1,500 per diem. All BCA/Grievances are included in Tyler proposal.
Litigation Support:	Vision – 2 days – additional days at \$1,500/diem Tyler – 5 days – additional days at \$1,600/diem
Pretrials, Trails, etc:	Vision - \$1,500 per day Tyler - \$2,000 per day

Bonding: Both companies will provide a performance bond.

Disclosure: Rick Vincent, Hartford Assessor, was employed by Cole Layer Trumble Company (Now Tyler Technologies) from 1999 to 2002 as a Commercial Appraiser and Project Supervisor. However, Rick has not worked with any of the current Tyler Staff.

Rick Vincent worked part-time for Vision in 2022 upon his retirement from employment with Nashua, New Hampshire. Rick assisted with a revaluation project in Hudson, New Hampshire. Additionally, Vision was conducting a revaluation in Nashua while Rick was Chief Assessor in 2021 and 2022.

Recommendation:

Both companies are reputable and come with good recommendations. Both proposals have certain advantages. One large unknown cost for a re-appraisal is the back-end costs, which would be the number of tax appeals. The total cost related to defense of values for tax appeals can be minimal or can be a large sum. There are several layers to the appeal process, ranging from local grievances to State-level appeals.

Vision provides 5 days of BCA/grievance support. Tyler includes support for all BCA/grievances in its proposal.

Vision provides 2 days of support for litigation, formal case review and strategy. Tyler provides 5 days of support.

Vision's per diem cost for appeal costs outside the provided days is \$1,500. Tyler's per diem cost is \$2,000.

Tyler provides far more support for BCA/grievances. The BCA/grievance process can be costly, as the local grievances can be numerous and time consuming after a re-appraisal.

Tyler also provides 3 additional days of support for formal case review of appeals.

Conclusion: Tyler's initial proposed cost of \$269,000 is \$41,000 higher than Vision's proposed cost of \$228,000. However, adjusting the costs to inspect 600-650 sold properties closes the price gap to approximately \$26,000. As mentioned above, Tyler also provides more support at the appeal stage of the revaluation. Those costs are unknown at this time but can quickly consume a good portion, if not all, of the \$26,000 difference. Tyler will also be providing the pre-review driveby inspections and the independent sales comparison approach through separate software.

While both proposals are exceptional, Tyler provides more services and has the potential for considerable cost savings at the appeal stage of the project.

My recommendation is to select Tyler Technologies, using the Hybrid services at \$269,000, for the 2025 re-appraisal project.

**2025 Reassessment Proposals
Town of Hartford, Vt.
Comparisons**

Service	VISION	TYLER	
BID Type	Hybrid	Hybrid	Full
Total cost	\$228,000	\$269,000	\$590,000
Measure and list method	digital imagery and sketch detection software	digital imagery and sketch detection software	full measure and list of properties
Data mailers	Included	Included	Included
Physical inspections (#properties)	300 (270 residential and 30 commercial) for sale properties	600 (2 yrs worth of sales)	5,730
Any parcels in excess of agreed # shall be Invoiced at the agreed upon rate of:	\$45 for residential parcel	\$20 for On Site Residential Measurement	\$50 for exterior inspections
	\$60 for commercial parcel	\$25 for On Site Residential Inspection	\$70 for interior inspections
		\$20 for Virtual Residential Inspection	
		\$30 for On Site Commercial Measurement	
		\$30 for On Site Commercial Inspection	
Data Verification	Data mailers & Digital Aerial Imagery Review	Digital Aerial Imagery Review. Physical by request, by appointment and could either be conducted virtually or in person	
Imagery service	Eagleview with support for 3 years. (3-inch resolution) (Included in Cost)	Near Map with three-year subscription (2-inch resolution) (Included in Cost)	Near Map with three-year subscription (2-inch resolution) (Included in Cost)
Final review process	Digital desktop review + Field Review (for small parcels accessible from public roadways) digital desktop review + Desktop Review (for rural areas)	Digital desktop review	full drive by
Sales Comparison Software	No	Yes - Can Remove if not wanted	Yes - Can Remove if not wanted
Web hosting	on Vision's website	on Tyler's website	on Tyler's website
Valuation Notice	Preliminary Value Notices by First-Class Mail.	Preliminary Value Notices by First-Class Mail.	Preliminary Value Notices by First-Class Mail.
Informal Case Review	unlimited		unlimited
BCA/grievance appeal	(5) days – additional days at \$1,500 per diem		all Included
Litigation support, formal case review and strategy	(2) days - additional days at \$1,500 per diem		(5) days – additional days at \$1,600 per day
Pretrials, Interrogatory development, depositions, report writing and trials	\$1,500 per day		\$2,000 per day
State Board and Superior Court			\$2,000 per day
Bonding	No	Yes	Yes

Additional Notes	Vision most likely to access data through cloud No additional license support fee	Tyler to use Town equipment as access to Vision Software Tyler is not responsible for any additional license or support fees for Vision CAMA solution
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Additional

imagery service	Eagleview Imagery free for 3 years, will have to contract directly with Eagleview after that.	Nearmap Imagery free for 3 year, will have to contract directly with Nearmap after that. Able to upgrade the flyovers to sub 1 inch resolution for an additional \$24,000.
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CAMA software	Same Vendor	Experience working with VISION CAMA software
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Wilder Hydro Dam is not part of the RFP
Personal property and Utilities are not part of the RFP



AGENDA MEMORANDUM

December 12, 2023

Town Selectboard Meeting Items: 5.d.

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

Subject: WRJ Downtown Program Vibrancy Grant

Background: Downtown White River Junction was designated in 2006 as a Vermont Downtown. The Downtown Program was established to encourage communities to revitalize traditional downtown centers. Under the program, towns must develop comprehensive revitalization strategies for a specific downtown district and demonstrate broad-based community support. In 2023 the State approved the Downtown Vibrancy Fund for Fiscal Year 2024 “to support downtown organizations’ efforts to strengthen and improve the economic sustainability and vibrancy of Vermont Downtowns through increased access to resources and capacity to help educate, guide, support and partner with municipalities, businesses, nonprofits and community organizations.”

This is a new noncompetitive \$25,000 grant set aside made available to designated downtown organizations under the Vermont Downtown Program. Applications are not required, and awards are made with grant agreements pending state approval of a submitted workplan and budget to complete a minimum of four program goals by June 30, 2023. Three of the goals are required: completion of a Downtown Business and Consumer Survey, a Business and Building Inventory, and a Downtown Program Evaluation. The fourth requirement is to address at least one of the National Main Street Program 4-point approaches of Economic Vitality, Promotions, Design and Organization.

Discussion: When WRJ was approved as a Vermont Downtown, one of the program requirements was to designate an organization to partner with the Town in the implementation of the Downtown Program. In Hartford, the Hartford Development Corporation (HDC) is the Town’s designated organization. The HDC was active for many years but has been in a recessed status for the past few years.

Given the new funding opportunity and current status of WRJ’s designated organization, I have been working with the state on a structure where the Town could receive the funds to accomplish this fiscal year’s program requirements, and the state has agreed. Given limited Town staff capacity I am recommending contracting with Two Rivers Ottauquechee Regional Commission (TRORC) and the Green Mountain Economic Development Corporation (GMEDC) to take the lead on completing significant portions of these tasks. In addition to the three required activities, it includes a focus on identifying the structure and capacity for a designated downtown organization going forward, and development and implementation of a beautification plan. The process will involve outreach and work sessions with downtown businesses, property owners, residents, and other interested individuals and groups. Attached is a draft workplan and budget for state approval.

Financial Impact: The grant is expected to cover all contracted services. No matching funds are required.

Suggested Action:

1. Accept the Vibrancy Fund grant award and direct the Town Manager to take the necessary actions to execute a grant agreement and fulfil its requirements.
2. Approve and sign the attached Letter of Attestation

Attachments:

- Vibrancy Award Letter
- Draft Vibrancy Fund Workplan and Budget
- Letter of Attestation
- Vibrancy Fund Guidelines

State of Vermont
Department of Housing and Community Development
Deane C. Davis Building – 6th Floor
One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

[phone] 802-828-3211

October 27, 2023

Lori Hirschfield
Director, Dept. of Planning & Development
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Re: Downtown Vibrancy Fund Grant

Dear Lori:

Congratulations! This letter is official notification that the Town of Hartford has been awarded a grant of \$25,000 from the Downtown Vibrancy Fund for fiscal year 2024 (July 1, 2023 – June 30, 2024) from the Department of Housing and Community Development (DHCD). The Downtown Vibrancy Fund is non-competitive grant awarded to each downtown organization intended to support designated downtown organizations' efforts to strengthen and improve the economic sustainability and vibrancy of Vermont downtowns through increased access to resources and capacity to help educate, guide, support, and partner with municipalities, businesses, non-profits, and community organizations. DHCD will work with awardees to understand the eligible uses and to draft grant agreements.

Please let us know if you have any questions – we look forward to working with you in the coming year.

Sincerely,

Alexander R. Farrell

[Alex Farrell](#)
Interim Commissioner
Department of Housing and Community Development



Appendix I

FY24 Work Plan, Budget, & Reporting Form

The Downtown Vibrancy Fund is intended to support designated downtown organizations' efforts to strengthen and improve the economic sustainability and vibrancy of Vermont downtowns through increased access to resources and capacity to help educate, guide, support, and partner with municipalities, businesses, non-profits, and community organizations. Efforts should support the overarching policy and purpose of the Vermont Downtown Program as identified in [24 V.S.A. § 2790](#).

The Grantee will be evaluated by the performance measures of goals and activities required by the grant agreement. Low performance measures may result in no further grants with the State of Vermont Agency of Commerce & Community Development.

Activity Deadlines:

- | | |
|--------------------|---|
| • January 31, 2024 | Mid-term Report |
| • June 15, 2024 | Submit proposed Workplan for FY25 Grant |
| • July 31, 2024 | Final Report Submission |

Mid-term Report:

- Workplan and reporting form (using DHCD template) must include an updated budget report, and an invoice.
- Submission of an approved report by **January 31, 2024**, will result in payment on or about February 15, 2024.

Final Report:

- Workplan and reporting form (using DHCD template) must include a final budget report, and an invoice.
- Submission of an approved report by **July 31, 2024**, will result in payment on or about August 15, 2024.

GRANTEE CERTIFICATION: Grantees must certify compliance with requirements to qualify for the Downtown Vibrancy Fund.

The Designated Downtown Organization is in good standing as defined in 24 V.S.A. § 2793	☒ Yes ☐ No	If no, please explain:
The organization's workplan goals, activities, and projects identified and budget occur within, or have a direct impact on, the downtown.	☒ Yes ☐ No	If no, please explain:
The organization's workplan activities are aligned with the Vermont Downtown Program and Main Street America framework (described here: https://www.mainstreet.org/ourwork/theapproach)	☒ Yes ☐ No	If no, please explain:
Grant funds shall be used for costs incurred, and expended, during the grant period. Costs incurred outside of the granting period cannot be applied to the grant.	☒ Yes ☐ No	If no, please explain:
The organization's workplan activities are led by the Downtown Organization or legal entity or municipality contracted with the Downtown Organization.	☒ Yes ☐ No	If no, please explain:
Current with annual submission of Downtown statistics as required.	☒ Yes ☐ No	If no, please explain:

BUDGET

Budget: Provide budget estimates for each GOAL to be completed within the granting period. All organizations MUST select at least one or more GOALS from options 1 – 4; 5 – 7 are requirements for all.

Provide actual amounts at the mid-year reporting, and actuals at year-end reporting.

Reporting Period: July 1, 2023 – June 30, 2024

GOAL	BUDGET	MID YEAR	YEAR END
1. Economic Vitality			
2. Promotions			
3. Design	6,000		
4. Organization	5,000		
5. Downtown Business & Consumer Survey <i>(Required)</i>	7,000		
6. Business & Building Inventory <i>(Required)</i>	7,000		
7. Downtown Program Evaluation <i>(Required)</i>	No cost	No cost	No cost
TOTAL	25,000		

TARGETED DOWNTOWN ORGANIZATION GOALS:

Downtown organizations are required to have multi-year downtown master plans as part of their downtown designation. These plans help to inform their long- and short-term goals and represent strategies identified by downtown businesses, property owners, municipal leaders, consumers, and other partners which will help support downtown vibrancy. Strategies generally fall within four broad categories, collectively referred to as the Main Street 4-point approach: economic vitality, promotions, design, and organization.

GOAL 1: ECONOMIC VITALITY

Examples of Economic Vitality projects include researching and analyzing current market data, supporting property owners to achieve a balanced commercial mix, supporting and expanding existing businesses, supporting housing options, supporting the development of infill space or unused or underutilized commercial space into economically productive property, conducting a building and business inventory, conducting a business and consumer survey, disaster recovery and resilience planning, or other activities that help support an economically sustainable and vibrant downtown.

GOAL 2: PROMOTIONS

Examples of Promotions projects include marketing the downtown to visitors, social media campaigns, retail or other business promotions, special events, web site development and branding, other activities that may spark interest in shopping, dining, living or investing in the community.

GOAL 3: DESIGN

Examples of Design projects include improving the physical appearance of downtown, quality maintenance practices, historic building rehabilitation and adaptive reuse, master planning for public spaces, encouraging appropriate new construction, educating business and property owners about design quality, and long-term planning and other activities that help make the downtown more functional, safer, and inviting to visitors and investors alike.

GOAL 4: ORGANIZATION

Examples of Organization projects include Increasing organizational capacity by hiring new staff or expanding hours of existing staff, volunteer and board recruitment and development, public relations, fostering new and existing partnerships

and collaboration amongst stakeholders, developing strategic plans to guide the organizations work and other activities that help provide the capacity and effectiveness of a healthy downtown organization.

DATA COLLECTION

Downtowns play an important role in the economic and social fabric of the State of Vermont. The Vermont Downtown Program helps communities learn about the importance of downtown development and assist local stakeholders in implementing revitalization strategies. Data collection helps assess and communicate the value of Vermont's downtowns across the state and the impact of investments over time. As the State works to improve data collection tools to provide more accurate information as to the impact of the downtown program, there is some base line data at the local level that can help inform strategic planning.

GOAL 5: DOWNTOWN BUSINESS AND CONSUMER SURVEY (Required)

Conduct a downtown business and consumer survey to help establish a baseline understanding of your downtown's strengths, needs, and growth opportunities. This information will help inform your strategic planning efforts. Surveys should be customized to each downtown organization based on the types of information that would be most helpful and be distributed widely using a variety of different methods. The survey and summary report shall be provided with final reporting.

GOAL 6: BUSINESS AND BUILDING INVENTORY (Required)

Conduct a business and building inventory of properties located within the designated downtown. This should include all business types on the street and upper levels of buildings. This information will help to inform the various business types, gaps in the market, future growth opportunities and other information that will help your downtown organization understand the current economic health of your downtown.

DOWNTOWN ORGANIZATION PERFORMANCE

The Main Street America Evaluation Framework outlines what it means to be a highly successful Main Street program and sets a path for growth and development for newer programs. The Vermont Downtown Program is a State Coordinating program of Main Street America and has adopted the Main Street framework as a guide to measure the success of local

Vermont downtown programs. Depending on achievement, score, and maturity, local downtown programs may be designated as Main Street America Affiliate or Accredited.

Annual program assessments are an important opportunity for local Main Street leaders, volunteers, partners, and Coordinating Programs to come together to reflect on the progress of a program's efforts and identify opportunities to build and grow. The Self-Assessment has been developed as a tool to help downtown leaders recognize how their program's efforts already align with the Main Street standards and identify areas for deeper focus and prioritization. The tool will also serve as a basis for local leaders to work with their Coordinating Program on identifying areas for capacity building, program development, and training needs. This process will also inform Main Street America of their network's strengths, greatest needs, and opportunities.

GOAL 7: DOWNTOWN PROGRAM EVALUATION (Required)

Downtown Programs may be eligible to receive national Main Street Accreditation or Affiliate status based on the evaluation and scoring of the assessment using the Main Street America Evaluation Framework. Downtown organizations are not required to have Accreditation or Affiliate status to satisfy this performance measure but must demonstrate a plan to address areas of weakness to improve overall performance from year to year, with the goal of being able to achieve Accreditation or Affiliate status. Submission of the downtown program evaluation must be submitted to receive satisfactory performance and improvements year over year for better performance measures.

WORK PLANS AND REPORTING

Establishing Performance Measures:

Because each downtown organization will be pursuing goals in a unique way, each must come up with unique performance measures to include in their workplan and final reporting. For each activity listed, we will need you to define measurable results that will lead to desired outcomes (which are not always easily measured). For each activity, we also ask that you define a threshold for success – what do you think would be an acceptable result for the activity, even if it does not fully meet your goal?

EXAMPLE: *GOAL 3: DESIGN*

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
<i>What will you do?</i>	<i>What will change due to the activity?</i>	<i>How will you measure the change?</i>	<i>What result would qualify as a successful result?</i>	<i>What do you think the measurable result will be?</i>
<i>Plant trees downtown in front of participating businesses</i>	<i>Downtown aesthetic, increase in shade, well-defined downtown area</i>	<i>Number of trees planted</i>	<i>15 trees</i>	<i>25 Trees</i>
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:	<i>10 Trees planted after 6 months</i>	☐ Yes ☒ No ☐ N/A	<i>We are still waiting on maples, which should be planted in the Spring.</i>	
Final Report: <i>Final report is cumulative</i>	<i>24 Trees</i>	☒ Yes ☐ No ☐ N/A	<i>We received and planted all the trees, but one was diseased and will be replaced.</i>	

In the following pages, please fill out one section for EACH planned activity within the broader goal. Please copy/paste additional pages if you have more than two activities within a particular goal.

GOAL 1: ECONOMIC VITALITY

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
N/A				
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		
Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		

GOAL 2: PROMOTIONS

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
N/A				
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		
Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		

GOAL 3: DESIGN

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
<i>1. Develop and initiate implementation of beautification & maintenance plan.</i>	<i>Improve downtown aesthetics with property owner/ business participation.</i>	<i>Level of Plan completed and stage of implementation.</i>	<i>Plan completed. Implementation Initiated.</i>	<i>Implementation executed.</i>
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		
Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		

Final Report:		☐ Yes ☐ No ☐ N/A		
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GOAL 4: ORGANIZATION

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
<i>Review organizational structure and work program for the WRJ Designated Downtown utilizing info from the required Survey and Inventory.</i>	<i>Ensure Downtown continues to build on successes to date.</i>	<i>Business and property owner participation.</i>	<i>Identify stakeholders and have 2-3 working meetings.</i>	<i>Agree on organizational structure for Designated Downtown Organization and begin drafting next year work program.</i>
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		
Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result

	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		

GOAL 5: DOWNTOWN BUSINESS AND CONSUMER SURVEY (*Required*)

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
Conduct a downtown business and consumer survey.	Establish baseline understanding of community.	Response rate, after survey sent to as many businesses as possible.	20% satisfactory	Aim for 80%, Anticipated 50%
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		

GOAL 6: BUILDING AND BUSINESS INVENTORY *(Required)*

Activity	Outcomes	Performance Measure	Performance Measure Threshold	Anticipated Result
Conduct a business and building inventory.	Informs us about economic health of downtown.	% of businesses in town inventoried.	70% satisfactory	Aim for 90% of businesses listed in inventory, 80% Anticipated
	Actual Result:	Did this Activity Meet Performance Measures?	If no, please Explain:	
Midterm Report:		☐ Yes ☐ No ☐ N/A		
Final Report:		☐ Yes ☐ No ☐ N/A		

GOAL 7: DOWNTOWN PROGRAM EVALUATION *(Required)*

Complete downtown program evaluation by using the Main Street America evaluation framework which has been adopted by the Vermont Downtown Program. Complete the evaluation in Appendix II and schedule a meeting with the State Downtown Program Manager to evaluate, score and discuss. Downtown program evaluations completed within 12 months prior to the execution of this contract will satisfy this requirement.

Downtown Organization has completed an evaluation within the past 12 months, and it has been submitted to DHCD.

- ☐ Yes
- ☒ No
- ☐ N/A

If no, please explain:

Following a lull period for the Downtown Organization (DO), the WRJ FY2024 Work Program focusses on a review of next steps for the DO structure. The Program Evaluation will be one of the first steps in this FY2024 work program.

APPENDIX II

Downtown Vibrancy Fund – Municipal Letter of Attestation

Must be signed below by a majority of the legislative body.

Name of Municipality: _____

Name of Downtown Organization: _____

Date: _____

The Municipality supports the work that our Downtown Organization is doing to further the development and success of our downtown. The Municipality understands that the Downtown Organization will be receiving \$25,000 in State funding through the Downtown Vibrancy Fund program to complete projects aligned with the Main Street 4-point approach: economic vitality, promotions, design, and organization. The Municipality acknowledges and agrees that this funding will supplement, and not supplant, any funding traditionally provided to the Downtown Organization by the Municipality.

The Municipality acknowledges that DHCD will review the Municipality's allocation to the Downtown Organization annually and may take any change in the allocation into future Downtown Vibrancy Fund program awards.

LEGISLATIVE BODY

(name)

(signature)

[illegible]

2023 Downtown Vibrancy Fund: Additional Program Guidance

The Downtown Vibrancy Fund is intended to support designated downtown organizations' efforts to strengthen and improve the economic sustainability and vibrancy of Vermont downtowns through increased access to resources and capacity to help educate, guide, support, and partner with municipalities, businesses, non-profits, and community organizations. Efforts should support the overarching policy and purpose of the Vermont Downtown Program as identified in [24 V.S.A. § 2790](#).

How does the program work?

The Downtown Vibrancy Fund grants do not require an application. They are awarded to the Downtown Organizations in Vermont's designated downtowns. Though there is no application, each organization will have a Grant Agreement with DHCD, which outlines what they will work towards using grant funds. Before finalizing the Grant Agreement, each organization must submit a work plan and budget, in a format provided by DHCD. Organizations will then use the work plan as the basis for their mid-term and final reporting.

Optional and required Goals

The program outlines seven broad goals under which each downtown organization should group their activities. Three of these goals support data collection for the overall program by requiring specific activities from grantees: conducting a Downtown Business and Consumer Survey, Conducting a Business and Building Inventory, and taking part in a Downtown Program Evaluation. We have set specific performance measures for evaluating the success of these actions.

The remaining four goals make up the Main Street 4-point approach: economic vitality, promotions, design, and organization. In your workplan, you must identify activities you will pursue that fall into at least one of these categories; you may have multiple activities under one goal, or actions that support multiple goals. For each activity, you will establish a performance measure that allows us to see what changed as a result of the activity. You will also set a threshold for what will qualify as a successful result, and an anticipated result that you think you can achieve. More information about each of the goals is listed below, and available in Appendix A.

Work Plan and Reporting

Your work plan should include a reporting chart for each goal that you are working towards. There is space to list two activities in each chart; if you have more than two activities, copy that page for additional space. For each activity, list an outcome – what you think is likely to change due to the activity. This does not need to be measurable, but should tell us very briefly why you are doing it. Then list your performance measure – something you will be able to measure that will help you evaluate your success. Then tell us what threshold you would consider successful, and what measure you think you might achieve. In the midterm and final reports, you will fill in the chart with your actual results. Note that the final report is cumulative, reflecting the whole year rather than only the second half of the year.

Payments

Payment provisions are detailed in Attachment B. In order to receive funds, you must become a supplier with the State of Vermont. For this, we will need a completed w-9, ACH form, and certification of Good Standing, as well as your insurance certificates. Please note that these documents must be 'wet-signed' with a pen, rather than signed digitally. If you have questions about this process, please contact alice.dodge@vermont.gov.

Checklist

Before you get started on your grant projects, we will need:

- ✓ Completed w-9, 'wet-signed'
- ✓ Completed ACH form, 'wet-signed'
- ✓ Good Standing form
- ✓ Certificates of Insurance
- ✓ Filled-out budget
- ✓ Filled-out workplans for:
 - AT LEAST ONE of four optional Goals
 - Downtown Business and Consumer Survey
 - Business and Building Inventory
 - Downtown Program Evaluation

Optional Goals: Categories and examples

As you plan your projects, keep these goals and examples in mind. Think about what your ultimate objective is, and how you would measure success within each of these categories. You must include activities from at least one of these categories, and you can include activities from as many categories as you like.

Economic Vitality: Economic Vitality strengthens a downtown's existing economic assets while diversifying its economic base. Downtown organizations contribute to economic vitality in a variety of ways: by retaining and expanding successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. Converting unused or underused commercial space into economically productive property also helps boost the profitability of the downtown. The goal is to build a downtown economy that responds to the needs of today's consumers.

- **Examples include but are not limited to:** *Researching and analyzing current market data; disaster recovery, preparedness, and resiliency planning; supporting property owners to achieve a balanced commercial mix; supporting and expanding existing businesses; supporting housing options; supporting the development of infill space or unused or underutilized commercial space into economically productive property; conducting a building and business inventory; conducting a business and consumer survey; or other activities that help support an economically sustainable and vibrant downtown.*

Promotions: Promotion takes many forms, but the goal is to create a positive image that will spark community pride and improve consumer and investor confidence in a

downtown. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of Main Street to the community and surrounding region. Promotions communicate a downtown's unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors.

- **Examples include but are not limited to:** *Marketing the downtown to visitors, social media campaigns, retail or other business promotions, special events, web site development and branding, or other activities that may spark interest in shopping, dining, living, or investing in the community.*

Design: Design means getting Main Street into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors. It takes advantage of the visual opportunities inherent in a commercial district by directing attention to all its physical elements: public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials. An appealing atmosphere, created through attention to all these visual elements, conveys a positive message about the downtown and what it has to offer.

- **Examples include but are not limited to:** *Improving the physical appearance of downtown, quality maintenance practices, historic building rehabilitation and adaptive reuse, master planning for public spaces, encouraging appropriate new construction, educating business and property owners about design quality, and long-term planning and other activities that help make the downtown more functional, safer, and more inviting to visitors and investors alike.*

Organization: Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the downtown. By getting everyone working toward the same goal, downtown organizations can provide effective, ongoing management and advocacy for a downtown and the surrounding neighborhoods. Through volunteer recruitment and collaboration with partners representing a broad cross-section of the community, a program can incorporate a wide range of perspectives into its efforts. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

- **Examples include but are not limited to:** *Increasing organizational capacity by hiring new staff or expanding hours of existing staff, volunteer and board recruitment and development, public relations, fostering new and existing partnerships and collaboration amongst stakeholders, developing strategic plans to guide the organizations work and other activities that help provide the capacity and effectiveness of a healthy downtown organization.*

Required Goals

Downtown Business & Consumer Survey: Conduct a downtown business and consumer survey to help establish a baseline understanding of the Grantee's downtown's strengths, needs, and growth opportunities. This information will help inform strategic planning efforts. Surveys should be customized based on the types of information that would be most helpful and be distributed widely using a variety of different methods. An update on the status of the survey will be part of the mid-year report, and the survey will be submitted as part of the final report.

Business and Building Inventory: Conduct a business and building inventory of properties located within each designated downtown. This should include all business types on the street and upper levels of buildings. This information should help to inform the various business types, gaps in the market, future growth opportunities and other information that will help the downtown organization understand the current economic health of the downtown. The inventory will be submitted with the final report.

Downtown Program Evaluation: Complete downtown program evaluation by using the Main Street America evaluation framework which has been adopted by the Vermont Downtown Program. Complete the evaluation in Appendix II and schedule a meeting with the State Downtown Program Manager to evaluate, score and discuss. Downtown program evaluations completed within 12 months prior to the execution of this contract will satisfy this requirement but must be submitted with the closeout report.

Contact Information

For more information about the program, or to discuss your projects, contact:

Gary Holloway
Downtown Program Manager
802-522-2444
Gary.holloway@vermont.gov

For administrative support, contact:

Alice Dodge
DHCD Grants Management Specialist
802-505-3158
Alice.dodge@vermont.gov



AGENDA MEMORANDUM

December 12, 2023

Town Selectboard Meeting Items: 5.e.

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

Subject: FEMA and State Hazard Mitigation Buyout Program for Flood Damaged Properties

Background: The Hazard Mitigation Grant (HMG) Buyout Program is a competitive program that utilizes Federal Emergency Management Agency (FEMA) funds to purchase properties substantially damaged by flood or other natural disasters. Using the HMG Program, a Town acquires the property, agrees to demolish all the existing structures, and not construct new structures with some exceptions such as minor recreational structures. In Vermont, the HMG Program is administered by the Vermont Emergency Management Department. There also is a similar state-run program for limited uses.

According to the Vermont Emergency Management, “mitigation is the ongoing effort to lessen the impact of natural disasters on people and property. The Federal Emergency Management Agency has designated mitigation as the cornerstone of emergency management.” Vermont Emergency Management also believes that the best response to natural disaster is to prevent or diminish its impact before it occurs. Some properties that were badly damaged by the July 2023 flood event are eligible for funding to remove structures from flood-prone areas to prevent future damage from flooding.

The federal grant covers 75% of eligible project costs, which include land, structures, demolition and removal, sealing wells and filling septic systems, disconnection of utilities, hazardous waste survey, and normal fees related to property transfers. The Program requires a 25% local match which the state will be providing for eligible properties. Any FEMA grants, insurance proceeds and outstanding debts on the property related to the July flood event are deducted from the amount the property owner receives. The State Buyout program covers 100% of eligible costs as well. Any expenditures not covered by FEMA or the State are the responsibility of the property owners. The Town acquired nine properties impacted by Tropical Storm Irene through the FEMA and Vermont Buyout Programs.

Discussion: The property owners of 361 South Street in Wilder are seeking participation in the HMG Buyout Program due to slope failure and erosion in the rear of the house resulting in imminent danger to the house and the occupants. The property has been examined by Hartford Fire Marshall Tom Peltier and the State Geologist Ben DeJong and determined to be unsafe for habitation. The property owners were advised to seek alternative living arrangements immediately which they have done (see attached November 20, 2023 memo from Tom Peltier).

Since the Town would be the purchaser of the property it must be a co-applicant in the HMGP Buyout Program. Participation is voluntary for property owners and participating towns. Submitting an application does not commit the Town to doing the buyout, as either party is free to withdraw from the process at any point before the property closing. The purpose of the buyout application forms is to provide the information necessary to evaluate the project and lay out the roles and responsibilities for the

buyout, should the parties continue to participate in the process. Attached are the application documents, some of which require a Town signature as co-applicant.

Financial Impact: Buyout related expenditures will be covered by FEMA and/or the State. Any not covered by these grants is the responsibility of the current property owners. Town purchase of the property does remove it as a taxable property.

Action: If the Selectboard is in favor of pursuing state review of possible participation in the FEMA HMG Buyout Program and State Buyout Program for 361 South Street in Wilder, then authorize the Town Manager to execute the necessary documents and submit to the state, with the understanding that Selectboard approval is required to go forward with a purchase.

Attachments:

- November 20, 2023 Memo from Tom Peltier, Hartford Fire Marshall
- Sample FEMA Forms



TOWN OF HARTFORD
FIRE DEPARTMENT
Fire Prevention Division



Thomas Peltier, Fire Marshal
tpeltier@hartford-vt.org

812 VA Cutoff Rd., White River Junction, VT 05001
Telephone: 802-295-3232 ~ Fax: 802-295-5143

November 20, 2023

To: John Haverstock, Hartford Town Manager

From: Tom Peltier, Fire Marshal

RE: Hartford Avenue & South Street Natural Disaster Evaluations (2023)

On October 27, 2023 the Hartford Fire Prevention Division was notified of hazardous conditions reported at 361 South Street and was requested to conduct an investigation. The report was in concern to the building being in imminent danger due to slope erosion & failure in the rear of the structure. Upon arrival, contact was made with the homeowner and the property was evaluated. Evaluation of building and determinations made were based upon ATC-45 Field Manual: Safety Evaluation of Buildings after Windstorms and Floods and the Vermont Fire & Building Safety Code (2015). Findings are noted below in this document and the situation is still currently active.

While conducting the initial evaluation at 361 South Street, slope failure & erosion was noted across the ravine. The Hartford Fire Prevention Division responded the following properties to evaluate potentially hazardous conditions (1295 & 1297 Hartford Avenue – 1167 Hartford Avenue). Both properties did have signs of concern with both active and potential slope erosion & failure. Contact was made with both property owners to advise them of the situation. Since these properties are public buildings as defined as 20 V.S.A. § 2730, The Hartford Fire Prevention Division has authority to enforce Vermont Fire and Building Safety Code. Both properties have been required to have independent technical analysis conducted in regards to geotechnical hazards.

The Vermont Agency of Natural Resources Department of Environmental Conservation was requested to conduct evaluations of all noted properties. The Hartford Fire Prevention Division met with Ben DeJong, PhD, PG - State Geologist and Director at the sites. Secondary evaluations were conducted and the prior evaluations were validated. This process will be

continuing with Local & State agencies along with the property owner's third party specialists. The next steps will include both active monitoring of the sites and plans of corrective action to correct any potential hazards. The situation specifically at 361 South Street has been determined to be an imminent danger to both the occupants and building. The owners were advised to seek alternative living arrangements immediately.

361 South Street:

Hazard Level: High

Initial Plan:

- Building/occupants are in immanent danger and need to vacate as soon as possible. Owners were advised and are making arrangements to relocate sooner than initially planned. There has been a notable difference in the amount of change of the slope profile which warranted sooner action of vacating the building.

1295 & 1297 Hartford Avenue:

Hazard Level: Moderate

Initial Plan:

- Building(s) do have some concern with the proximity of the slope and certain areas having a more defined change in slope profile. Continuing of having the building owner(s) seek technical analysis by geotechnical expert is warranted. Fire Inspection Report has already been sent to the building owner(s) stating such requirement. State Geologist will be active in further evaluation and determinations.

1167 Hartford Avenue:

Hazard Level: Moderate

Initial Plan:

- Building does have some concern with the proximity of the slope and retention pond having a more defined change in slope profile. Continuing of having the building owner(s) seek technical analysis by geotechnical expert is warranted. Fire Inspection Report has already been sent to the building owner(s) stating such requirement. State Geologist will be active in further evaluation and determinations.

As always, we appreciate our community's assistance with our mission to provide the highest levels of community safety, prevention, and emergency response services. If anyone has and questions or comments on this subject, please feel free to contact me.

Sincerely,

Tom Peltier

Tom Peltier
Fire Marshal

FEMA MODEL DEED RESTRICTION

DUE NOW

In reference to the property or properties ("Property") conveyed by the Deed between _____ [property owner(s)] participating in the federally-assisted acquisition project ("the Grantor") and Town of Hartford, VT [the local government], ("the Grantee"), its successors and assigns:

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, ("The Stafford Act"), 42 U.S.C. § 5121 et seq., identifies the use of disaster relief funds under § 5170c, **Hazard Mitigation Grant Program ("HMGP")**, including the acquisition and relocation of structures in the floodplain;

WHEREAS, the mitigation grant program provides a process for a local government, through the State, to apply for federal funds for mitigation assistance to acquire interests in property, including the purchase of structures in the floodplain, to demolish and/or remove the structures, and to maintain the use of the Property as open space in perpetuity;

Whereas, the State of Vermont has applied for and been awarded such funding from the Department of Homeland Security, Federal Emergency Management Agency ("FEMA") and has entered into a mitigation grant program Grant Agreement date (this is the date of your FEMA award letter for the project) with FEMA and herein incorporated by reference; making it a mitigation grant program grantee.

Whereas, the Property is located in Hartford, VT [Village/City/County], and Town of Hartford [Village/City/County] participates in the National Flood Insurance Program ("NFIP") and is in good standing with NFIP as of the date of the Deed;

Whereas, the Town of Hartford [local government], acting by and through the Town of Hartford [local government] Board, has applied for and been awarded federal funds pursuant to an agreement with Vermont [State] dated TBD [date] ("State-Local Agreement"), and herein incorporated by reference, making it a mitigation grant program subgrantee;

WHEREAS, the terms of the mitigation grant program statutory authorities, Federal program requirements consistent with 44 C.F.R. Part 80, the Grant Agreement, and the State-local Agreement require that the Grantee agree to conditions that restrict the use of the land to open space in perpetuity in order to protect and preserve natural floodplain values;

Now, therefore, the grant is made subject to the following terms and conditions:

1. Terms. Pursuant to the terms of the Hazard Mitigation Grant Program (HMGP) statutory authorities, Federal program requirements consistent with 44 C.F.R. Part 80, the Grant Agreement, and the State-local Agreement, the following conditions and restrictions shall apply in perpetuity to the Property described in the attached deed and acquired by the Grantee pursuant to FEMA program requirements concerning the acquisition of property for open space:

a. Compatible uses. The Property shall be dedicated and maintained in perpetuity as open space for the conservation of natural floodplain functions. Such uses may include: parks for outdoor recreational activities; wetlands management; nature reserves; cultivation; grazing; camping (except where adequate warning time is not available to allow evacuation); unimproved,

unpaved parking lots; buffer zones; and other uses consistent with FEMA guidance for open space acquisition, Hazard Mitigation Assistance, Requirements for Property Acquisition and Relocation for Open Space.

b. Structures. No new structures or improvements shall be erected on the Property other than:

- i. A public facility that is open on all sides and functionally related to a designated open space or recreational use;
- ii. A public rest room; or
- iii. A structure that is compatible with open space and conserves the natural function of the floodplain, including the uses described in Paragraph 1.a., above, and approved by the FEMA Administrator in writing before construction of the structure begins.

Any improvements on the Property shall be in accordance with proper floodplain management policies and practices. Structures built on the Property according to paragraph b. of this section shall be floodproofed or elevated to at least the base flood level plus 1 foot of freeboard, or greater, if required by FEMA, or if required by any State, Tribal, or local ordinance, and in accordance with criteria established by the FEMA Administrator.

c. Disaster Assistance and Flood Insurance. No Federal entity or source may provide disaster assistance for any purpose with respect to the Property, nor may any application for such assistance be made to any Federal entity or source. The Property is not eligible for coverage under the NFIP for damage to structures on the property occurring after the date of the property settlement, except for pre-existing structures being relocated off the property as a result of the project.

d. Transfer. The Grantee, including successors in interest, shall convey any interest in the Property only if the FEMA Regional Administrator, through the State, gives prior written approval of the transferee in accordance with this paragraph.

i. The request by the Grantee, through the State, to the FEMA Regional Administrator must include a signed statement from the proposed transferee that it acknowledges and agrees to be bound by the terms of this section, and documentation of its status as a qualified conservation organization if applicable.

ii. The Grantee may convey a property interest only to a public entity or to a qualified conservation organization. However, the Grantee may convey an easement or lease to a private individual or entity for purposes compatible with the uses described in paragraph (a), of this section, with the prior approval of the FEMA Regional Administrator, and so long as the conveyance does not include authority to control and enforce the terms and conditions of this section.

iii. If title to the Property is transferred to a public entity other than one with a conservation mission, it must be conveyed subject to a conservation easement that shall be recorded with the deed and shall incorporate all terms and conditions set forth in this section, including the easement holder's responsibility to enforce the easement. This shall be accomplished by one of the following means:

- a) The Grantee shall convey, in accordance with this paragraph, a conservation easement to an entity other than the title holder, which shall be recorded with the deed, or
- b) At the time of title transfer, the Grantee shall retain such conservation easement, and record it with the deed.

iv. Conveyance of any property interest must reference and incorporate the original deed restrictions providing notice of the conditions in this section and must incorporate a provision for the property interest to revert to the State, Tribe, or local government in the event that the transferee ceases to exist or loses its eligible status under this section.

2. Inspection. FEMA, its representatives and assigns including the State or Tribe shall have the right to enter upon the Property, at reasonable times and with reasonable notice, for the purpose of inspecting the Property to ensure compliance with the terms of this part, the Property conveyance and of the grant award.

3. Monitoring and Reporting. Every three years on [date], the Grantee (mitigation grant program subgrantee), in coordination with any current successor in interest, shall submit through the State to the FEMA Regional Administrator a report certifying that the Grantee has inspected the Property within the month preceding the report, and that the Property continues to be maintained consistent with the provisions of 44 C.F.R. Part 80, the property conveyance, and the grant award.

4. Enforcement. The Grantee (mitigation grant program subgrantee), the State, FEMA, and their respective representatives, successors and assigns, are responsible for taking measures to bring the Property back into compliance if the Property is not maintained according to the terms of 44 C.F.R. Part 80, the property conveyance, and the grant award. The relative rights and responsibilities of FEMA, the State, the Grantee, and subsequent holders of the property interest at the time of enforcement, shall include the following:

- a. The State will notify the Grantee and any current holder of the property interest in writing and advise them that they have 60 days to correct the violation.
 - i. If the Grantee or any current holder of the property interest fails to demonstrate a good faith effort to come into compliance with the terms of the grant within the 60-day period, the State shall enforce the terms of the grant by taking any measures it deems appropriate, including but not limited to bringing an action at law or in equity in a court of competent jurisdiction.
 - ii. FEMA, its representatives, and assignees may enforce the terms of the grant by taking any measures it deems appropriate, including but not limited to 1 or more of the following:
 - a) Withholding FEMA mitigation awards or assistance from the State or Tribe, and Grantee; and current holder of the property interest.
 - b) Requiring transfer of title. The Grantee or the current holder of the property interest shall bear the costs of bringing the Property back into compliance with the terms of the grant; or

c) Bringing an action at law or in equity in a court of competent jurisdiction against any or all of the following parties: the State, the Tribe, the local community, and their respective successors.

5. Amendment. This agreement may be amended upon signatures of FEMA, the State, and the Grantee only to the extent that such amendment does not affect the fundamental and statutory purposes underlying the agreement.

6. Severability. Should any provision of this grant or the application thereof to any person or circumstance be found to be invalid or unenforceable, the rest and remainder of the provisions of this grant and their application shall not be affected and shall remain valid and enforceable.

*[Signed by Grantor(Property Owner) and Grantee (Town/Applicant),
witnesses and notarization in accordance with local law.]*

Grantor Name:	_____	_____
Grantor Signature:	_____	Date: _____
Grantee Name:	_____	_____
Grantee Signature:	_____	Date: _____
Grantee Name:	_____	_____
Grantee Signature:	_____	Date: _____
Witness Name:	_____	_____
Witness Signature:	_____	Date: _____

STATE OF VERMONT, COUNTY OF _____, SS.

On this _____ day of _____, 20____, personally appeared _____ to me known to be the person who executed the foregoing instrument, and he (she) there upon duly acknowledged to me that he (she) executed the same to be his (her) free act and deed.

Before me, _____
Notary Public

NOTARY SEAL:

Commission Expires:_____

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
DECLARATION AND RELEASE

OMB. No. 1660-0002
Expires March 31, 2024

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 2 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0002)
NOTE: Do not send your completed form to this address.

PRIVACY ACT STATEMENT

AUTHORITY: FEMA collects, uses, maintains, retrieves, and disseminates the records within this system under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), Pub. L. No. 93-288, as amended (42 U.S.C. §§ 5121-5207); 6 U.S.C. §§ 776-77, 795; the Debt Collection Improvement Act of 1996, 31 U.S.C. §§ 3325(d), 7701(c)(1); the Government Performance and Results Act, Pub. L. No. 103-62, as amended; Reorganization Plan No. 3 of 1978; Executive Order 13411, "Improving Assistance for Disaster Victims," August 29, 2006; and Executive Order 12862 "Setting Customer Service Standards," September 11, 2003, as described in this notice.

PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of determining eligibility and administering financial assistance under a Presidentially-declared disaster. Additionally, information may be reviewed internally within FEMA for quality assurance purposes and used to assess FEMA's customer service to disaster assistance applicants. FEMA collects the social security number (SSN) to verify an applicant's identity and to prevent a duplication of benefits.

ROUTINE USE(S):

FEMA may share the personal information of U.S. citizens and lawful permanent residents contained in their disaster assistance files outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended, including pursuant to routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files Notice of System of Records, 78 Fed. Reg. 25,282 (Apr.30, 2013) and upon written request, by agreement or as required by law. FEMA may share the personal information of non-citizens, as described in the following Privacy Impact Assessments: DHS/FEMA/PIA-012(a) Disaster Assistance Improvement Plain (DAIP) (Nov. 16, 2012); DHS/FEMA/PIA-027 National Emergency Management Information System - Individual Assistance (NEMIS-IA) Web-based and Client-based Modules (June 29, 2012); DHS/FEMA/PIA-015 Quality Assurance Recording System (Aug. 15, 2014). FEMA may share your personal information with federal, state, tribal, local agencies and voluntary organizations to enable individuals to receive additional disaster assistance, to prevent duplicating your benefits, or for FEMA to recover disaster funds received erroneously, spent inappropriately, or through fraud.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: The disclosure of information, including the SSN, on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster assistance.

DECLARATION AND RELEASE

In order to be eligible to receive FEMA Disaster Assistance, a member of the household must be a citizen, non-citizen national or qualified alien of the United States. **Please read the form carefully, sign the sheet and return it to the Inspector, and show him/her a current form of photo identification.** Please feel free to consult with an attorney or other immigration expert if you have any questions.

I hereby declare, under penalty of perjury that (check one):

- ☐ I am a citizen or non-citizen national of the United States.
- ☐ I am a qualified alien of the United States.
- ☐ I am the parent or guardian of a minor child who resides with me and who is a citizen, non-citizen national or qualified alien of the United States. Print full name and age of minor child: _____

By my signature I certify that:

- * Only one application has been submitted for my household.
- * All information I have provided regarding my application for FEMA disaster assistance is true and correct to the best of my knowledge.
- * I will return any disaster aid money I received from FEMA or the State if I receive insurance or other money for the same loss, or if I do not use FEMA disaster aid money for the purpose for which it was intended.

I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain disaster aid, it is a violation of federal and State laws, which carry severe criminal and civil penalties, including a fine up to \$250,000, imprisonment, or both (18 U.S.C. §§ 287, 1001, and 3571).

I understand that the information provided regarding my application for FEMA disaster assistance may be subject to sharing within the Department of Homeland Security (DHS) including, but not limited to, the Bureau of Immigration and Customs Enforcement.

I authorize FEMA to verify all information given by me about my property/place of residence, income, employment and dependents in order to determine my eligibility for disaster assistance; and

I authorize all custodians of records of my insurance, employer, any public or private entity, bank financial or credit data service to release information to FEMA and/or the State upon request.

NAME (print)	SIGNATURE	DATE OF BIRTH	DATE SIGNED
INSPECTOR ID #	FEMA APPLICATION #	DISASTER # DR-4720	
ADDRESS OF DAMAGED PROPERTY 361 South Street	CITY Hartford	STATE VT	ZIP CODE 05001

PROPERTY OWNER QUESTIONNAIRE INCLUDING DUPLICATION OF BENEFITS

DUE NOW

*****This information is confidential*****

List <u>all</u> Owner Name(s)		
Telephone	Day:	Night:
Property Address		
Mailing Address (if different than above)		

NOTE: If you have changed your mind and no longer want to be considered for a buyout, please skip to the bottom, check the appropriate box and return this form to _____ (Town/Community). Please understand that there is no guarantee that funds will be available in the future for a floodplain buyout project.

INFORMATION ABOUT THE PROPERTY:

Number of bedrooms: _____ Number of people who live there: _____

Do you have a mortgage? ____ Yes ____ No If yes, monthly payment: \$ _____

How long have you owned this property? _____ (years, months)

Is this a rental property? ____ Yes ____ No If yes, please list tenant(s):

Tenant Name(s)

Tenant Phone Number

Do you have flood insurance? _____ Yes _____ No

If yes, have you received the claim payment? _____ Yes _____ No

Did your homeowner's insurance cover any of the damage? _____ Yes _____ No

Describe any repairs you have made:

[illegible]

Please indicate any other assistance that you have applied for or that you have received. If you have received assistance, please indicate the amount:

	<u>Applied</u>	<u>Received</u>	<u>Amount</u>
Disaster Housing Program Grant			\$
Individual & Family Grant (IFG)			\$
Emergency Minimization/Repair Grant			\$
Small Business Admin (SBA) Loan			\$
Other:_____			\$

_____ I/we are no longer interested in being considered for a buyout.

Date

Print Owner's Name

Print Owner's Name

Signed

Signed

STATE OF VERMONT, COUNTY OF _____, SS.

On this _____ day of _____, 20____, personally appeared _____ to me known to be the person who executed the foregoing instrument, and he (she) there upon duly acknowledged to me that he (she) executed the same to be his (her) free act and deed.

Before me, _____
Notary Public

NOTARY SEAL:

Commission Expires: _____

ASSIGNMENT OF COVERAGE D

DUE NOW

**INCREASED COST OF COMPLIANCE (ICC) COVERAGE
NATIONAL FLOOD INSURANCE PROGRAM**

Date: _____

Name of Flood Insurance Policy Holder: _____

Flood Insurance Policy Number: _____

Name of Insurer: _____

Policy Term: _____

Address of Insured Structure: _____

Date of Loss: _____

Type of Mitigation Measure: _____

I, [Name of Policyholder], do hereby assign the portion of my claim arising under Coverage D, Increased Cost of Compliance of the above-referenced Standard Flood Insurance Policy, codified at 44 C.F.R. Part 61, Appendix A, necessary to cover the cost of demolition, elevation, relocation, or flood proofing of the insured property to Town of Hartford. Town of Hartford is authorized to collect this amount from the above-referenced insurer to cover the cost of one of these activities as part of an approved mitigation project assisted by the Federal Emergency Management Agency. In the event that this amount is less than \$ 30,000, I retain my right to make additional claims for the remainder for other eligible measures under Coverage D.

This assignment is subject to all the conditions of the policy. The contract of insurance remains between the original parties to the same with respect to all other provisions of the policy.

In witness, I have executed this assignment at _____, on _____.

Signature

STATE OF VERMONT, COUNTY OF _____, SS.

On this _____ day of _____, 20____, personally appeared _____ to me known to be the person who executed the foregoing instrument, and he (she) there upon duly acknowledged to me that he (she) executed the same to be his (her) free act and deed.

Before me, _____

Notary Public

NOTARY SEAL:

Commission Expires: _____

PRIVACY ACT RELEASE

DUE NOW

I/We, the undersigned, hereby grant my/our permission for the Town of Hartford (Name of Community) to publish, through public notice, the location of my real property which is being considered for an acquisition mitigation project by Town of Hartford (Name of Community).

This information will be used to notify the public that FEMA, HUD and the State are considering a mitigation action that may include my property under Section 404 of the Stafford Act, as amended, Flood Mitigation Assistance Program, and/or HUD programs.

Further, I/We do hereby grant FEMA and the State of Vermont permission to disclose flood insurance coverage and claim information, and information about disaster assistance payments received by me/us to officials of Town of Hartford (Name of Community) for the purpose of aiding in their planning and decision-making regarding mitigation or assistance actions affecting my/our property. This information will be used for this purpose only and will not be made available to the public.

DATE

Printed Owner's Name

Printed Owner's Name

Signed Owner's Name

Signed Owner's Name

Property Address to be Mitigated

City/State/Zip Code

If Applicable:

Flood Insurance Policy Number: _____

Insurance Agent's Phone Number: _____

Insurance Provider/Company: _____

Insurance Company's Five Digit Company Code: _____

Commission Expires:

CONSENT TO DISCLOSE HOME ADDRESS

I give my consent, in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, to the Federal Emergency Management Agency (“FEMA”) to publicly disclose my home address to meet FEMA’s public notice, environmental assessment, and/or environmental impact statement requirements under the National Environmental Policy Act, National Historic Preservation Act, 44 C.F.R. pt. 9, and all other applicable federal environmental and historic preservation laws, regulations, and executive orders for the proposed Hazard Mitigation Assistance (“HMA”) project involving my home. I also give my consent to FEMA to disclose my home address with other federal, state, tribal, and local agencies in order to complete the required environmental and historic preservation consultation and coordination concerning the HMA project.

Name:

Home Address:

Signed:

Date:

MAINTENANCE AGREEMENT

The Town of Hartford (City, Town, County), State of Vermont, hereby agrees that if it receives any Federal aid as a result of the said project application, _____ (address(es))

it will accept responsibility, at its own expense if necessary, for the **routine** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by: _____
(printed or typed name of signing official),

the duly authorized

(title)

of _____
(name of applicant)

This _____ (day) of _____ (month), _____ (year).

Signature: _____

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**Statement of Voluntary Participation for
Acquisition of Property for Purpose of Open Space
FEMA's Hazard Mitigation Assistance Programs**

THIS AGREEMENT is made and entered into this on *(date)* _____, by and between (name of Subgrantee) _____, hereinafter referred to as "Subgrantee," and (property owner) _____, hereinafter referred to as "Seller." The parties agree as follows:

1. Seller affirms that I/we own the property located at *(legal address)* _____, hereinafter referred to as "property."
2. Subgrantee has notified Seller that the Subgrantee may wish to purchase the referenced property, and, if Seller agrees to sell, Seller must permanently relocate from property.
3. Subgrantee has identified that the purchase offer valuation of the property as of *(date)* _____ is \$ _____, as determined by appropriate valuation procedures implemented by Subgrantee and based on FEMA acquisition requirements provided in 44 C.F.R. Part 80, and relevant program guidance as documented below (*e.g., Pre-Disaster Mitigation, Hazard Mitigation Grant Program, Flood Mitigation Assistance*). _____

4. Subgrantee has notified the Seller that **neither the State nor the Local Government will use its eminent domain authority to acquire the property for open-space purpose if the Seller chooses not to participate, or if negotiations fail.**
5. Subgrantee has notified Seller that if the Seller agrees to sell the property to the Subgrantee the transaction is voluntary and the Seller is not entitled to relocation benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which are available to property owners who must sell their properties involuntarily.
6. Subgrantee affirms that it has provided the notifications and explained the information described in the preceding paragraphs to the seller, and property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.
7. This Agreement shall expire on *(date of closing)* _____, unless Seller has voluntarily sold Property to the Subgrantee by that date.

Property Owner Signature

Date

Property Owner Signature

Date

Subgrantee's Authorized Agent Signature

Date

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for Property Owners Voluntary Participation Statement is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, and Paperwork Reduction Project (1660-0103). **Note: Do not send your completed form to this address.**



VLCT QUICK GUIDE TO CHARTER PROCEDURE: ADOPTION/AMENDMENT/REPEAL

CHARTER PREPARATION

Charter submission. A proposal to adopt/amend/repeal a governance charter may be submitted to the legal voters of a municipality at an annual or special town meeting by the selectboard or a petition of 5% of the voters.

Revisions to voter-backed proposal. A charter proposal by petition cannot be changed by the selectboard, except for technical corrections, and must be submitted to the voters at the next annual meeting or primary or general election.

Copies available. Official copy of the charter proposal must be filed as a public record with the town clerk at least 10 days before the first of two required public hearings. The clerk must certify the date he or she received the official copy. Copies must be made available to the public upon request.

PUBLIC HEARINGS

Hearings and notice. Selectboard must hold at least two public hearings prior to the vote on the charter proposal.

First public hearing. The first public hearing is held at least 30 days before the special or annual town meeting.¹ Notice for the first public hearing must:

- Be in accordance with 17 V.S.A. § 2641:
 - Posted in at least two public places in the municipality, and in or near the town clerk's office, not less than 30 nor more than 40 days before the hearing; and
 - Published in a newspaper of general circulation in the municipality at least five days before the hearing
- Show each charter section(s) to be adopted, repealed, or amended in amended form by showing deleted matter struck through and new matter underlined. However, if the selectboard decides the charter proposal is too long or unwieldy to be shown in amended form, notice shall include:
 - Concise summary of the charter proposal;

¹ Since notice of the first hearing must be provided not less than 30 nor more than 40 days beforehand, and the first hearing itself must be held at least 30 days before the special or annual meeting, the notice of the first hearing must necessarily be provided at least 60 days before the special or annual meeting at which the vote on the proposed charter will occur.

- A statement that an official copy of the proposal is on file for public inspection at the town clerk's office and that copies will be made available upon request.

Second public hearing. The second public hearing is held no later than 10 days after the first public hearing if the charter proposal was made by petition. Notice for second public hearing is the same process as the first public hearing.

Revisions following public hearings. The selectboard may make revisions only if the charter proposal is from the selectboard and revisions are made no less than 20 days before the date of the special or annual town meeting to vote on the charter proposal. If revisions are made, the selectboard must:

- Post notice of revisions:
 - In the same places as the warning for the special or annual town meeting; and
 - Not less than 20 days before the date of the special or annual town meeting.
- Attach revisions to the official copy kept on file for public inspection in the town clerk's office.

SPECIAL OR ANNUAL TOWN MEETING

Notice for town meeting. Notice for special or annual town meeting is the same process and timing as for annual town meeting under 17 V.S.A. § 2641. The notice must also show each charter section(s) to be adopted, repealed, or amended in amended form by showing deleted matter struck through and new matter underlined. However, if the selectboard decides the charter proposal is too long or unwieldy to be shown in amended form, notice shall include a:

- Concise summary of the charter proposal; and
- Statement that an official copy of the proposal is on file for public inspection at the town clerk's office and that copies will be made available upon request.

Method of voting and ballot requirements. The vote on the charter proposal must be conducted by Australian ballot. The ballot must:

- Show each section to be amended in the amended form by showing deleted matter in struck through and new matter underlined;
- Allow the voter to vote on each separate proposal contained within the charter proposal.
- If the selectboard decides the charter proposal is too long or unwieldy to be shown in the proposed form on the ballot, voters must be permitted to vote on each separate proposal in its entirety in the form of a "yes" or "no" proposition.

Copies available. An official copy of the charter proposal must be posted conspicuously in each ballot booth for inspection by the voters during balloting.

POST-VOTE

Results. The town clerk must announce and post voting results immediately after the vote is counted.

Certification. Within 10 days following the day of the election, the town clerk must certify to the Secretary of State and provide:

- ☐ Each separate charter proposal and the facts as to its origin and the procedure followed;
 - If the charter proposal as made by the selectboard, the minutes recorded by the selectboard that detail the origins and intent of each separate proposal;
 - If by voter petition, the body of the petition and evidence of the required number of petition signatures;
- ☐ A copy of the official certified copy of the charter proposal filed with the town clerk;
- ☐ Copies of the warnings and published notices for each of the public hearings;
- ☐ Minutes recorded by the selectboard that detail each of the public hearings;
- ☐ Copies of warnings and published notices for the meeting to vote on the charter proposal; and
- ☐ A copy of the ballot and the results of the vote or votes on the charter proposal.

Confirmation. The Secretary of State must confirm the town clerk's certification, file the certificate, and deliver copies to: The Attorney General, the Clerk of the House of Representatives, Secretary of the Senate, Chair people of the committees concerned with town charters to both houses of the General Assembly.

Effective date. The charter/amendment/repeal becomes effective upon enactment into law either as:

- Originally proposed; or
- Amended by the General Assembly.

*CURRENT
CHAPTER*

The Vermont Statutes Online

Title 24 Appendix: Municipal Charters

Chapter 123A: Town Of Hartford

§ 123A-101. Incorporated

The inhabitants of the Town of Hartford, including the historical, unincorporated Villages of Hartford, West Hartford, Quechee, Wilder, and White River Junction, are a corporate and political body under the name of "Town of Hartford" (herein called "the Town"). As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. The Hartford School District (herein called "the School District") is the town school district for the Town of Hartford and shall enjoy all rights, immunities, powers, and privileges and is subject to all the duties and liabilities now appertaining to or incumbent upon it as a State school district. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012.)

§ 123A-102. General powers

(a) All provisions of the Constitution and laws of the State of Vermont relating to towns and town school districts shall apply to the Town and the School District, except as otherwise provided by this chapter.

(b) The Town and School District shall have and enjoy the rights, immunities, powers, and privileges conferred by the Constitution and laws of the State of Vermont and shall also have all implied, necessary, and incidental powers for the discharge of their respective purposes.

(c) The powers and functions of the Town and School District set forth in this chapter shall be in addition to the powers and functions otherwise conferred by the Constitution and laws of the State of Vermont. Nothing in this chapter shall be construed as a limitation upon these previously specified powers and functions.

(d) The Town or School District may acquire real property for any Town or School District purpose, in fee simple or lesser interest or estate, by purchase, gift, devise, or lease, and may sell, lease, hold, manage, and control real property as its interests may require. The Town or School District may further acquire property by condemnation where that authority is granted to towns or school districts by State statutes.

(e) In this chapter, no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers that the Town or School District would have if the particular power were not mentioned. The Selectboard and the School Board shall operate as separate and independent entities. Nothing in this chapter shall be interpreted as allowing either one to exercise, inhibit, or infringe upon the rights, powers, or privileges of the other. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012)

§ 123A-103. Particular powers

In addition to powers otherwise conferred upon it by law, the Town is, for the purpose of promoting the public health, safety, welfare, and convenience, authorized to adopt and enforce ordinances, rules, and regulations concerning any matter or activity permitted by general law, including:

- (1) Making and installing local improvements, including curbs, sidewalks, and storm drains in a manner specified by the Town as a condition precedent to the issuance of a building permit.
- (2) Regulating the parking, operation, and speed of motor vehicles upon Town and Vermont State aid streets and highways.
- (3) Regulating or providing for the storage, accumulation, collection, removal, and disposal of garbage, ashes, rubbish, refuse, and other waste materials, including contracting with third parties for any or all of those services and establishing service rates for those services.
- (4) Establishing and maintaining a Police Department and adopt policies pertaining to that Department.
- (5) Establishing and maintaining a Fire Department and adopt policies pertaining to that Department.
- (6) Establishing and maintaining an ambulance service and adopt policies pertaining to that service.
- (7) Establishing and maintaining a Water Department financed by an enterprise fund and adopt policies pertaining to that Department.
- (8) Establishing and maintaining a Wastewater Department financed by an enterprise fund and adopt policies pertaining to that Department.
- (9) Establishing and maintaining a Highway Department and adopt policies pertaining to that Department.
- (10) Regulating the moving of buildings in the streets or public highways of the Town.
- (11) Regulating the holding of public meetings in the streets, highways, or on public property of the Town.
- (12) Regulating riots, noises, disturbances, and disorderly assembly and adopt pertinent policies.
- (13) Establishing and maintaining control of domestic animals within the Town and adopt pertinent policies.
- (14) Establishing and maintaining a Financial Services Department.
- (15) Establishing and maintaining a Planning and Development Department.

(16) Establishing and maintaining a Park and Recreation Department.

(17) Establishing and maintaining any other proper and lawful Town departments or services as deemed necessary, including the establishment of enterprise funds. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012; 2017, No. M-4, § 2, eff. May 17, 2017.)

§ 123A-104. Local option tax

The Town of Hartford is authorized to levy a tax of one percent on rooms, meals, and alcoholic beverages, the net proceeds of which are to be deposited in a capital reserve fund until directed otherwise by vote of the Town. (Added 2017, No. M-6, § 2, eff. May 22, 2017.)

§ 123A-201. Town meeting

(a) Town and School District meeting. All governmental authority for the Town and the School District not vested by law in a particular Town or Town School District officer ultimately rests with Town voters who vote at Town meeting or by Australian ballot. In this tradition, the Hartford annual Town meeting will combine and consider Town and School District matters, and the warnings, meetings, and elections shall be combined.

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

(c) The method for identification and designation of eligible voters in the Town and School District shall be established by the Board of Civil Authority.

(d) Polling places. Locations of annual or special Town or School District meetings for the purpose of election of officers and voting all questions to be decided by Australian ballot shall be established by the Board of Civil Authority.

(e) Meetings, dates, times, votes, ballots:

(1) Budget and Candidates Night meeting. At 7:00 p.m. on the Monday night in February eight days prior to Voting Day, a Town and School District budget discussion and candidates night meeting shall be called for the purpose of:

- (A) presentation, explanation of, and citizen comment upon Town and School District budgets;
- (B) introduction of candidates, presentations by candidates, and opportunity for citizen questioning of candidates;
- (C) any other appropriate informational matters.

(2) Town and School District Meeting Day. The annual Town and School District floor meetings shall be called and held on the Saturday preceding Voting Day held under subdivision (3) of this subsection, subject to change as provided by general law. The floor meetings shall:

- (A) be the venue for any public hearing to be held in advance of Voting Day;
- (B) receive the reports of Town and School District officers;
- (C) determine the compensation to be paid Town and School District officers for the ensuing year;
- (D) serve as the public informational hearing for matters to be considered by Australian ballot; and
- (E) conduct other business not determined at Australian ballot election.

(3) Voting Day. Voting Day shall be on Vermont Town Meeting Day, the first Tuesday in March, at which time any business, budgets, and candidate election involving Australian ballots will be transacted beginning at 7 a.m. until closing at 7 p.m. The Town budget as warned by the Selectboard and the School District budget as warned by the School Board shall be submitted to the electorate at this Town election. A majority vote shall be a simple majority of votes cast in this election. All public questions and all matters relating to the adoption of the Town and School District budgets shall be considered by Australian ballot under this subdivision:

(f) Special Town and School District meetings. A special Town or School District meeting may be called at any time by a majority of the applicable board or by the Town Clerk upon receipt of a petition signed by no fewer than 350 registered voters. A special Town or School District meeting shall be called and warned in accordance with State statute.

(g) Warnings. Warnings for Town or School District meetings shall be posted on the Town or School District websites, printed in area newspapers, and posted in at least 12 public places in the Town under a schedule that is in accordance with State statute. The warning shall be signed and recorded by the Town Clerk before it is posted. Budgets and other applicable reports shall be available not later than 10 days prior to the budget informational meeting as established under subdivision (e)(1) of this section.

(h) Presiding officials:

(1) A Moderator shall preside at all Town meeting cycle events, such as Budget and Candidates Night, Town and School District Meeting Day, and any special Town or School District meetings. In the Moderator's absence, the Town Clerk shall appoint a Moderator Pro Tempore to preside for the duration of the meeting.

(2) Town and School District meetings shall be conducted in accordance with State statute, this chapter, and Robert's Rules of Order, Newly Revised.

(3) The Town Clerk shall be the presiding official at all Australian ballot elections and, in cooperation with the Board of Civil Authority, shall ensure that all laws related to elections are faithfully observed.

(4) In the absence or a disability of the Town Clerk, should it occur before an election, the Board of Civil Authority shall designate a presiding official for the duration of the election. Should the absence or disability occur on election day, the Board of Civil Authority shall designate an on-site temporary officer to preside for the duration of the election. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012; 2017, No. M-4, § 2, eff. May 17, 2017.)

§ 123A-202. Elected officers

(a) Local elected offices to be filled by the Town voters shall be only those articulated by this chapter.

(b) Terms for elected officers shall begin officially when the Town Clerk certifies election returns as final and the elected candidates take their oath of allegiance and oath of office as prescribed by State statute.

(c) All officers elected prior to the effective date of this chapter shall remain in office until the end of their terms. Those persons in office as of the effective date of this chapter whose terms would otherwise expire prior to the next annual meeting shall remain in office until that meeting.

(d) Qualifications for serving in elected office:

(1) shall be a resident of the Town;

(2) shall be a registered voter in the Town;

(3) shall hold no other elected Town, School District, or statutorily incompatible office, with the exception of Town Moderator who may be both the Town and School District Moderator;

(4) shall not be a Town or School District employee.

(e) The elected officers of the Town shall be:

(1) seven Selectboard members, elected as set forth in section 203 of this chapter;

(2) one Moderator, elected for a one-year term;

(3) a Town Treasurer, elected for a three-year term;

(4) all other Town officers provided in this chapter or State statute.

(f) The elected officers of the School District shall be:

(1) one Moderator, elected for a one-year term;

(2) five School Board members, elected in accordance with State statute.

(g) The elected Board of Civil Authority shall consist of 15 justices of the peace, elected every two years in accordance with the general law. The Town Clerk shall be the Clerk of the Board of Civil Authority. The duties performed by the Board of Civil Authority shall be in accordance with State statute.

(h) Compensation for elected officers of the Town and School District shall be determined as provided in subdivision 201(e)(2)(C) of this chapter. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012; 2017, No. M-4, § 2, eff. May 17, 2017.)

§ 123A-203. Duties of elected officers

(a) Selectboard.

(1) Terms of office:

(A) There shall be a Selectboard consisting of seven members.

(B) Terms of office shall be as follows:

(i) Four members for three years;

(ii) Three members for two years.

(C) Members shall serve until successors are elected and qualified.

(D) Members shall be elected at large.

(E) In the event of a death, resignation, change of residence to a location outside the Town, or incapacity of any Selectboard member, the remaining members may appoint a person eligible to fill that position until the next annual or special Town meeting. If the Selectboard is unable to agree upon an interim replacement until the next annual Town meeting, a special election shall be held forthwith to fill the position.

(i) Incapacity shall include the failure by any member of the Selectboard to attend at least 70 percent of the meetings in any 12-month period or missing three consecutive meetings without the consent of the Selectboard.

(ii) In the event of two or more vacancies, an election shall be held forthwith to fill all vacant positions.

(2) Organization.

(A) Forthwith after the election and qualification of the members, the Selectboard shall organize and elect a Chair, Vice Chair, and Clerk by a majority vote of the Board and shall file a certificate of the elections for record in the office of the Town Clerk.

(B) The Chair of the Selectboard, or in his or her absence the Vice Chair, shall preside at all meetings of the Selectboard.

(C) As soon as possible after the election of Chair and Vice Chair, the Selectboard shall fix the time and place of its regular meetings.

(D) The Selectboard shall determine its own rules and orders of business not addressed by this chapter.

(E) The presence of four or more members shall constitute a quorum for the purposes of holding a meeting. The affirmative vote of a majority of the members present at a meeting at which a quorum is present shall be necessary to adopt any matter before the Selectboard.

(F) All meetings of the Selectboard shall be open to the public; unless by an affirmative vote of a majority of members present, the Selectboard shall vote that any particular session shall be an executive session in accordance with State statute.

(G) An official record of the proceedings of the Selectboard shall be kept by its Clerk. The record shall be filed with the office of the Town Clerk and shall be open for public inspection once draft minutes are approved by the Selectboard.

(3) Appointments.

(A) Before any appointments are made, the Selectboard shall compile and publicly post a list of all vacancies.

(B) The Selectboard shall appoint and remove the Town Manager pursuant to section 301 of this chapter.

(C) The Selectboard may examine or cause to be examined, with or without notice, the affairs of the Town Manager by having access to all tools used by the Town Manager in performance of his or her duties, including to books, papers, and wireless and electronic records, for information necessary to determine the proper performance of the Town Manager in the performance of his or her duties and responsibilities.

(D) Standing boards, commissions, and authorities to be appointed include:

- (i) Business Revolving Loan Fund (five appointed, three years);
- (ii) Conservation Commission (seven appointed, four years);
- (iii) Design Review Commission (five appointed, three years);
- (iv) Energy Commission (seven appointed, three years);
- (v) Hartford Housing Authority (five appointed, five years);
- (vi) Historic Preservation Commission (five appointed, three years);
- (vii) Parks and Recreation Commission (seven appointed, three years);
- (viii) Planning Commission (seven appointed, three years);
- (ix) Tree Board (five appointed, three years);
- (x) Zoning Board of Adjustment (ZBA) (five appointed, three years).

(E) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees under their purview as authorized by this chapter or State statute, excluding the School and Town Meeting Committee established in subsection 201(b) of this chapter and any authorities, boards, commissions, or committees created by the General Assembly.

(4) Powers and duties.

(A) General. The Selectboard shall constitute the legislative body of the Town for all purposes required by statute except as otherwise provided in this chapter, and shall have all powers and authority given to, and perform all duties required of, town legislative bodies or selectboards under the laws of the State of Vermont.

(B) Powers. The Selectboard may:

- (i) authorize the expenditure of all Town monies and may:
 - (I) submit the annual operational budget to the town Meeting; and
 - (II) fix the compensation of all officers, appointees, and municipal employees except as otherwise provided in this chapter;
- (ii) inquire into the conduct of any officer, appointee, commission, or department and investigate any and all Town affairs.

(b) The Moderator:

- (1) shall perform all duties and responsibilities prescribed by this chapter and the State of Vermont;
- (2) shall follow Robert's Rules of Order, Newly Revised (RONR) in deliberations and conduct of all meetings;
- (3) may be the same individual who presides at Town and School District budget and candidates night meeting, annual Town meeting, and special Town and School District meeting.

(c) Town Clerk. The Town Clerk shall be appointed by and shall serve at the pleasure of the Selectboard. The Town Clerk shall perform all duties and responsibilities prescribed by the laws of the State of Vermont and any additional duties set forth in this chapter.

(d) Assessor. The Selectboard shall contract with or employ a qualified professional assessor, who need not be a resident of the Town. The Assessor shall have the same powers and responsibilities, and shall perform the same functions as prescribed by law for listers and boards of listers.

(e) Trustees of Public Funds. The Selectboard may appoint annually one trustee of public funds if a qualified candidate presents themselves, otherwise these duties shall be assumed by the Town Manager or his or her designee.

(f) All others. Any other elected officials of the Town or School District shall have powers and duties prescribed to that office as specified in the general law. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012; 2017, No. M-4, § 2, eff. May 17, 2017.)

§ 123A-301. Appointed officers

(a) Town Manager. The Town Manager shall be the chief executive officer of the Town appointed by a majority of the Selectboard. The Town Manager shall be selected with special reference to training, experience, education, and ability to perform the executive and administrative duties of the Manager's office and without reference to his or her political position or persuasion. The Town Manager shall be responsible to the Selectboard for the proper and efficient administration of departments under the Manager's charge as outlined in this chapter.

(1) The Town Manager shall be appointed for a period not to exceed three years and may thereafter be appointed for successive terms of not more than three years. The Town Manager shall not simultaneously hold any elective office within the Town nor be employed by the Town in any capacity except as specified in this chapter.

(2) The Town Manager need not be a resident of the Town.

(3) Conditions of employment and compensation shall be determined at the time of appointment, and there shall be an annual review of performance and compensation by the Selectboard.

(4) Before entering into the duties of office, the Manager shall be sworn to the impartial and faithful performance thereof with a certificate to that effect to be filed with the Town Clerk.

(5) Removal.

(A) On 90 days' written notice, the Manager may be removed without cause by a majority of the Selectboard so voting at a meeting called for the purpose of voting on removal. During the 90-day period, the Manager may be suspended with pay.

(B) The Selectboard may adopt a resolution stating its intention to remove the Manager and reasons therefore, a copy of which shall be sent to the Manager. The Manager may, within 10 days after notice is sent, request a hearing which shall be held by the Selectboard not less than 10 days nor more than 20 days from the date of the request, after which the Selectboard may dismiss the Manager. If no request for a hearing is filed, the Selectboard may dismiss the Manager immediately. During the period after the resolution of intention is adopted and until the Manager's dismissal, he or she may be suspended with pay.

(C) Termination of benefits will be determined by the Selectboard in conjunction with legal counsel.

(b) Acting Town Manager.

(1) In the event the Town Manager shall be absent from Town for a period of up to two consecutive weeks, he or she may designate an Acting Manager with Selectboard approval who shall exercise the duties of the Manager. The Town Manager may overrule the actions of the Acting Manager.

(2) In the event the Manager is unable to discharge his or her duties or in the event the Manager is suspended or placed on administrative leave, the Selectboard shall appoint an Acting Manager to serve until the Manager is able to assume regular duties or a new Manager is appointed. The Acting Manager appointed to fill a declared vacancy in the office shall have all powers and perform all duties of the Manager. An Acting Manager shall be reviewed within 180 days.

(3) In no case shall a serving Selectboard member act as the Acting Town Manager. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012.)

§ 123A-302. Duties of appointed officers; town manager

Town Manager. The duties of the Town Manager shall include:

(1) The Manager shall be the Chief Executive Officer of the Town and shall carry out policies established by the Selectboard to whom the Manager shall report. The Manager shall be responsible to the Selectboard for the proper and efficient administration of departments under the Manager's charge as outlined in this chapter.

(2) The Manager is expected to attend all meetings of the Selectboard.

(3) The Manager shall provide to the Selectboard a monthly financial statement.

(4) The Manager shall make reports as the Selectboard requires or the Manager deems appropriate, or may be required by law or ordinance regarding any and all functions under the Manager's supervision.

(5) The Manager shall prepare an annual budget, submit it to the Selectboard, and be responsible for its administration after adoption.

(6) The Manager shall compile for general distribution at the end of each fiscal year a complete report on the finances and administrative activities of the Town for the year.

(7) The Manager or his or her designee shall be the Collector of Delinquent Taxes.

(8) The Manager shall keep the Selectboard apprised of the needs of the Town within the scope of the Manager's duties and annually furnish to the Selectboard a long-range projection of capital expenditures.

(9) The Manager shall examine or cause to be examined, with or without notice, the affairs of any department under the Manager's control or the conduct of any officer or employee thereof. For that purpose, the Manager shall have access to all books, papers, and wireless and electronic records of those departments for the information necessary for the proper performance of his or her duties.

(10) The Manager shall appoint, upon merit and fitness alone, and when the Manager deems necessary for the good of the service, suspend or remove any subordinate official, employee, or agent under the Manager's supervision as provided for in this chapter. All appointments may be without definite terms unless for provisional, temporary, or emergency service, in which case, terms shall not exceed the maximum periods prescribed by personnel rules and regulations. The Manager may authorize the head of a department or office responsible to the Manager to appoint and remove subordinates in the office or department.

(11) The Manager, under policies approved by the Selectboard, shall have the exclusive authority to appoint, fix the salaries of, and suspend and remove all officers and employees except those who are elected or who are appointed by the Selectboard.

(12) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the Town except as otherwise provided by chapter or statute.

(13) The Manager shall keep full and complete records of the Manager's office.

(14) The Manager shall have oversight of buildings, properties, facilities, repairs thereon, and construction by the Town unless otherwise voted.

(15) The Manager shall perform other duties which may be required by the Selectboard, bylaws, or ordinance consistent with this chapter.

(16) The Manager may, when advisable and proper, delegate to Town subordinate officers or employees duties conferred on the Manager.

(17) Neither the Selectboard, any individual member of the Board, nor any of its committees or committee members shall dictate the appointment or discharge of any Town employee by the Manager or in any manner interfere with his or her exercising of judgment in the appointment and discharge of employees in the Town.

(18) The Manager shall perform other duties consistent with his or her office and this chapter as required by the Selectboard, law, ordinance, or mandate. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2017, No. M-4, § 2, eff. May 17, 2017.)

§ 123A-401. Miscellaneous

(a) Conflict of interest. The Selectboard and the School Board and School Superintendent shall each maintain comprehensive conflict of interest policies which shall apply to their respective Town and School District employees, elected and appointed officials, and committee and board members.

(b) Ethics-responsibilities. Any elected or appointed board, commission, or authority member:

(1) has no legal powers unless acting at a duly warned Board meeting or acting for the Board after it formally grants power to act on its behalf;

(2) shall maintain confidentiality of discussion conducted in executive session and of other privileged information;

(3) shall use a chain of command and avoid making commitments or promises that compromise the Town and School District;

(4) shall work to further public interest, maintain public trust, be open and accessible to the public at large, and maintain leadership of the highest degree without regard for personal gain.

(c) Rights and privileges.

(1) Nothing in this chapter, except as otherwise specifically provided, shall affect or impair rights or privileges of persons who are officers or employees of the Town or School District at the time of its adoption.

(2) Except as specifically provided by this chapter, if at the time this chapter takes effect, an individual holds any elected or appointed office or position which is or can be abolished by or under this chapter, he or she shall continue in the office or position until the term expires.

(d) Severability. If any provision of this chapter is for any reason held invalid, that invalidity shall not affect the remaining provisions which can be given effect without the invalid provision. To this end, the provisions of this chapter are declared to be severable.

(e) Charter review.

(1) The Selectboard and School Board may appoint a Charter Review Committee of registered voters of the Town to review its charter and recommend changes as the Committee finds necessary or advisable for the purpose of improving the operation of the Town and School District.

(2) The Committee shall submit a written report of recommendations to the Selectboard and School Board not later than one year after the appointment of the Committee.

(3) Recommendations shall be warned for a vote at the next Australian ballot Town meeting.

(4) The Selectboard and School Board shall provide funds for the Committee in their budgets for any year when a Charter Review Committee is appointed. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2009, No. M-16 (Adj. Sess.), § 2; 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012.)

Motion to Propose the Revised Charter:

Pursuant to the procedure described in 17 V.S.A. § 2645 “Charters; adoption, repeal or amendment; procedure” the Selectboard of the Town of Hartford proposes amending the Charter of the Town of Hartford by replacing 24 V.S.A. 123A: Town of Hartford in its entirety with a revised version attached herewith titled “Charter of the Town of Hartford, Vermont Proposed Revision of December 12, 2023” which the Clerk of the Town of Hartford shall file as a public record not later than December 19, 2023.

Further the Selectboard calls for the first public hearing on the revised charter to be held in conjunction with Warrant Information Night on January 8, 2024 at 7pm in the Hartford High School Auditorium.

Motion to Propose Local Option Sales Tax:

Pursuant to the procedure described in 17 V.S.A. § 2645 “Charters; adoption, repeal or amendment; procedure” the Selectboard of the Town of Hartford proposes amending the Charter of the Town of Hartford to enable the town to use the state option of imposing a 1% sales and use tax in the Town of Hartford. Under the proposed amendment, the proceeds of the “local option sales tax” shall be annually credited as prior year surplus (sales tax collected) on the budget warrant item. The proposal is attached herewith as “Charter Amendment: Local Option Sales Tax” which the Clerk of the Town of Hartford shall file as a public record not later than December 19, 2023.

Further the Selectboard calls for the first public hearing on this proposed charter amendment to be held in conjunction with Warrant Information Night on January 8, 2024 at 7pm in the Hartford High School Auditorium.

Motion to Propose adding No-Cause Eviction Ordinance directive to the Charter

Pursuant to the procedure described in 17 V.S.A. § 2645 “Charters; adoption, repeal or amendment; procedure” the Selectboard of the Town of Hartford proposes amending the Charter of the Town of Hartford to require that the Selectboard enact an ordinance concerning ‘no-cause’ evictions. The proposal is attached herewith as “Charter Amendment: Require No-Cause Eviction Ordinance” which the Clerk of the Town of Hartford shall file as a public record not later than December 19, 2023.

Further the Selectboard calls for the first public hearing on this proposed charter amendment to be held in conjunction with Warrant Information Night on January 8, 2024 at 7pm in the Hartford High School Auditorium.

Proposed Charter Amendment: Local Option Sales Tax

Modify the "Local Option taxes" section of the Charter of the Town of Hartford to include a new item (a) and renumber the subsequent clauses:

- (a) The Town of Hartford is authorized to levy a tax of one percent on sales, the net proceeds of which shall be credited as prior year surplus in the annual budget warrant item or any revised budget warrant item.**

Note: if adopted, this will go forward regardless of the disposition of the proposed general revision.

Discussion from the Annotated version of the Revised Charter proposal:

In Fiscal 2021 (July 2020 to June 2021) there were \$564,024,902 in sales reported by Hartford businesses. However, only \$91 million was subject to the 6% state sales tax, resulting in \$5,517,370 collected in Hartford. The other \$470M were exempt from sales tax.

When a business uses something that hasn't been taxed (like a shovel maker using a shovel they made) they have to pay a use tax (it's called Sales and Use Tax) and there were \$1,527,196 worth of taxable uses reported, also subject to the 6% state use tax, resulting in another \$91,632 collected.

So the state collected \$5.6M in sales & use taxes in Hartford in FY 2021.

With a 1% local option sales tax, those collections would be \$6,436,932 and \$106,904, or \$919,562 more in sales tax and \$15,272 in use tax. That totals \$934,834. The state would not have sent us a check for \$934,834, though. They keep 30% as an administrative fee since they have to collect the tax and account for it and so on. The town would get \$654,384 -- and that is with no cannabis sales at all.

The impact on residential taxpayers is quite positive if the funds are largely plowed back into town operations (which in budget terms include capital expenditures). For example, the town tax levy in FY 2021 was 14.3 million, and the town tax rate, which applies to all properties (unlike the school rate, which differs between property residents own and live in vs all other types), was \$1.002.

With the 654K in the mix, the tax rate would have been closer to 96 cents.

On a 100,000 property, taxes would have been \$960 instead of \$1002. The \$42 difference would make up for the extra 1% sales tax paid on \$4,200 worth of taxable purchases made in the town of Hartford. The average home is more like 300K, so property taxes would be \$2880 instead of \$3006. Now the difference is \$126, which would cover the extra 1% on \$12,600 worth of taxable purchases. This seems to be a clear win for resident homeowners.

Proposed Charter Amendment: Require No-Cause Eviction Ordinance

If the revised charter is approved by voters, shall new clause 17 of “Particular powers of the Town” which begins

(17) (A) regulating rental housing within the Town;

be amended to continue as follows:

and to provide by ordinance protections for residential tenants, as defined in Chapter 137 of Title 9 of the Vermont Statutes Annotated, from eviction without ‘just cause,’ where just cause shall include, but is not limited to (i) a tenant’s material breach of a written rental agreement, (ii) a tenant’s violation of state statutes regulating tenant obligations in residential rental agreements, (iii) non-payment of rent, and (iv) a tenant’s failure to accept written, reasonable, good faith renewal terms.

(B) Such ordinance shall exclude from ‘just cause’ the expiration of a rental agreement as sole grounds for termination of tenancy. Subject to mitigation provisions, this exclusion provision shall not apply to sublets and in-unit rentals as well as the following properties but not limited to (i) owner-occupied duplexes, and triplexes; (ii) those being withdrawn from the rental market, including properties to be occupied by the owner or an immediate family member as a primary residence; and (iii) those in need of substantial renovations which preclude occupancy.

(C) Such ordinance shall include provisions that (i) mitigate potential negative impacts on tenants and property owners, including but not limited to requirements of adequate notice and reasonable relocation expenses, (ii) provide for a reasonable probationary period after initial occupancy, and (iii) limit unreasonable rent increases to prevent de facto evictions or non-renewals, provided this shall not be construed to limit rent increases for otherwise valid reasons.

(D) The ordinance shall define what is ‘reasonable’ and ‘adequate notice’ in defining just cause and shall require that landlords provide notice of just cause and other legal requirements as part of the rental agreement.

Proposed Charter Amendment: Local Option Sales Tax

Modify the "Local Option taxes" section of the Charter of the Town of Hartford to include a new item (a) and renumber the subsequent clauses:

- (a) The Town of Hartford is authorized to levy a tax of one percent on sales, the net proceeds of which shall be credited as prior year surplus in the annual budget warrant item or any revised budget warrant item.**

Note: if adopted, this will go forward regardless of the disposition of the proposed general revision.

Discussion from the Annotated version of the Revised Charter proposal:

In Fiscal 2021 (July 2020 to June 2021) there were \$564,024,902 in sales reported by Hartford businesses. However, only \$91 million was subject to the 6% state sales tax, resulting in \$5,517,370 collected in Hartford. The other \$470M were exempt from sales tax.

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With a 1% local option sales tax, those collections would be \$6,436,932 and \$106,904, or \$919,562 more in sales tax and \$15,272 in use tax. That totals \$934,834. The state would not have sent us a check for \$934,834, though. They keep 30% as an administrative fee since they have to collect the tax and account for it and so on. The town would get \$654,384 -- and that is with no cannabis sales at all.

The impact on residential taxpayers is quite positive if the funds are largely plowed back into town operations (which in budget terms include capital expenditures). For example, the town tax levy in FY 2021 was 14.3 million, and the town tax rate, which applies to all properties (unlike the school rate, which differs between property residents own and live in vs all other types), was \$1.002.

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On a 100,000 property, taxes would have been \$960 instead of \$1002. The \$42 difference would make up for the extra 1% sales tax paid on \$4,200 worth of taxable purchases made in the town of Hartford. The average home is more like 300K, so property taxes would be \$2880 instead of \$3006. Now the difference is \$126, which would cover the extra 1% on \$12,600 worth of taxable purchases. This seems to be a clear win for resident homeowners.

Charter of the Town of Hartford, Vermont

Proposed Revision of December 12, 2023

§ 123A-101. Incorporated

The inhabitants of the Town of Hartford, including the historical, unincorporated Villages of Hartford, West Hartford, Quechee, Wilder, and White River Junction, are a corporate and political body under the name of "Town of Hartford" (herein called "the Town"). As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. The Hartford School District (herein called "the School District") is the Town school district for the Town of Hartford and shall enjoy all rights, immunities, powers, and privileges and is subject to all the duties and liabilities now appertaining to or incumbent upon it as a State school district.

§ 123A-102. General powers

(a) All provisions of the Constitution and laws of the State of Vermont relating to towns and town school districts shall apply to the Town and the School District, except as otherwise provided by this charter.

(b) The Town and School District shall have and enjoy the rights, immunities, powers, and privileges conferred by the Constitution and laws of the State of Vermont and shall also have all implied, necessary, and incidental powers for the discharge of their respective purposes.

(c) The powers and functions of the Town and School District set forth in this charter shall be in addition to the powers and functions otherwise conferred by the Constitution and laws of the State of Vermont. Nothing in this charter shall be construed as a limitation upon these previously specified powers and functions.

(d) The Town or School District may acquire real property for any Town or School District purpose, in fee simple or lesser interest or estate, by purchase, gift, devise, or lease, and may sell, lease, hold, manage, and control real property as its interests may require. The Town or School District may further acquire property by condemnation where that authority is granted to towns or school districts by State statutes.

(e) In this charter, no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers that the Town or School District would have if the particular power were not mentioned. The Selectboard and the School Board shall operate as separate and independent entities. Nothing in this charter shall be interpreted as allowing either one to exercise, inhibit, or infringe upon the rights, powers, or privileges of the other.

§ 123A-103. Particular powers of the Town

In addition to powers otherwise conferred upon it by law, the Town is, for the purpose of promoting the public health, safety, welfare, and convenience, authorized to adopt and enforce ordinances, rules, and regulations concerning any matter or activity permitted by general law, including:

- (1) making and installing local improvements, including curbs, sidewalks, and storm drains in a manner specified by the Town as a condition precedent to the issuance of a building permit;
- (2) regulating the parking, operation, and speed of motor vehicles upon Town and Vermont State aid streets and highways;
- (3) regulating or providing for the storage, accumulation, collection, removal, and disposal of garbage, ashes, rubbish, refuse, and other waste materials, including contracting with third parties for any or all of those services and establishing service rates for those services;
- (4) establishing and maintaining a Police Department and adopting policies pertaining to that Department;
- (5) establishing and maintaining a Fire Department and adopting policies pertaining to that Department;
- (6) establishing and maintaining an ambulance service and adopting policies pertaining to that service;
- (7) establishing and maintaining a Water Department financed by an enterprise fund and adopting policies pertaining to that Department;
- (8) establishing and maintaining a Wastewater Department financed by an enterprise fund and adopting policies pertaining to that Department;
- (9) establishing and maintaining a Highway Department and adopting policies pertaining to that Department;
- (10) regulating the moving of buildings in the streets or public highways of the Town;
- (11) regulating the holding of public meetings in the streets, highways, or on public property of the Town;
- (12) regulating riots, noises, disturbances, and disorderly assembly and adopting pertinent policies;
- (13) establishing and maintaining control of domestic animals within the Town and adopting pertinent policies;
- (14) establishing and maintaining a Financial Services Department;
- (15) establishing and maintaining a Planning and Development Department;
- (16) establishing and maintaining a Park and Recreation Department;

(17) (A) regulating rental housing within the Town;

(18) establishing and maintaining any other proper and lawful Town departments or services as deemed necessary, including the establishment of enterprise funds.

§ 123A-104. Local option taxes

(a) The Town of Hartford is authorized to levy a tax of one percent on rooms, meals, and alcoholic beverages, the net proceeds of which are to be deposited in a capital reserve fund until directed otherwise by vote of the Town.

(b) Subject to the requirements and authorizations in statute and regulations regarding the taxation of the sale of cannabis, if any town is permitted by the State of Vermont to implement a one percent local tax solely on the sale of cannabis, the Town of Hartford is authorized to do so, the net proceeds of which are to be deposited in a Cannabis Reserve Fund until directed otherwise by vote of the Town.

§ 123A-201. Town meeting

(a) Town and School District meeting. All governmental authority for the Town and the School District not vested by law in a particular Town or Town School District officer ultimately rests with Town voters who vote at Town meeting or by Australian ballot. In this tradition, the Hartford annual Town meeting will combine and consider Town and School District matters, and the warnings, meetings, and elections shall be combined.

(b) Town and School Meeting Committee. To augment the statutory responsibilities for the annual Town and School District meetings that are specified to the Town and the School District and their respective officers, there shall be a Town and School Meeting Committee which shall have the goal of enhancing participation, information sharing, community interaction, and civic knowledge.

(1) Duties: The committee shall organize, arrange, and provide for the comfort, presentation, publicity, program, refreshments, entertainment, and other nonstatutory aspects of the Town meeting cycle prior to Voting Day, such as the Warrant Information Night, Budget and Candidates Night, as specified in subsection (e)(3)(F), and may do the same for any equivalent meetings prior to a Special Town Meeting Voting Day or as may be requested by the Town Selectboard or School District Board from time to time to further civic engagement. The committee may add, alter, or cancel events provided that the general goals of providing citizen input into key warrant items prior to their adoption by the relevant board, providing citizens the ability to publicly engage with candidates for office, and assuring the orderly conduct of the town meeting cycle are met. The Committee may modify outreach efforts such as road signs, postcards, and social media engagement as it sees fit provided the general goals of alerting the citizenry to the town meeting cycle process are met.

(2) Composition: The Town Moderator shall appoint one member for a two-year term. The Selectboard shall appoint one member for a two-year term and one member for a three-year term. The School Board shall appoint one member for a two-year term and one member for a three-year term. No elected

official or employee of the town or school district shall be eligible for appointment by either board to the Town and School Meeting Committee, except that the Town Moderator may appoint themselves to the committee. Each appointing body or person shall have the power to remove any incumbent member of the Town and School Meeting Committee appointed by that body or person and shall have the power to appoint a replacement member to serve the unexpired term of any person who is removed or who resigns.

(3) Funding: The Town shall provide an adequate budget and administrative support for the committee to (A) provide for professional audio, visual, and digital presentation services and meeting management, assistance in the preparation of materials for presentation to meeting attendees, rehearsals and the like (B) prepare and distribute materials to publicize the town meeting cycle events (C) advertise in local media and with targeted social media and (D) provide stipends to committee members for each meeting of the committee or event at the same rate as that paid to Selectboard members per meeting. The School District shall reimburse the Town for expenses incurred by the committee on the same basis that expenses for elections are shared.

(c) The method for identification and designation of eligible voters in the Town and School District shall be established by the Board of Civil Authority.

(d) Polling places. Locations of annual or special Town or School District meetings for the purpose of election of officers and voting all questions to be decided by Australian ballot shall be established by the Board of Civil Authority.

(e) Meetings; dates; times; votes; ballot.

(1) Warrant Information Night (aka "Info Night") meeting. At 7:00 p.m. on the first Monday after the first Tuesday of January, the Town and School Meeting Committee shall call a meeting for the purpose of providing presentations and discussion of items that may be placed on the warrants for Voting Day. The committee shall prioritize these items as follows: bonds; charter changes; local option tax revenue use; non-appropriation questions; questions for which a citizen's petition has been submitted or is determined by the committee likely to be presented; appropriation questions; charitable appropriation questions; any other topic of general civic interest. The Selectboard and School District Board shall provide a preliminary list of topics to the Chair of the committee no later than the 3rd Friday of November.

(2) Budget and Candidates Night meeting. At 7:00 p.m. on the Monday night in February eight days prior to Voting Day, a Town and School District budget discussion and Candidates Night meeting shall be called for the purpose of:

(A) presentation, explanation of, and citizen comment upon Town and School District budgets;

(B) introduction of candidates, presentations by candidates, and opportunity for citizen questioning of candidates;

(C) any other appropriate informational matters.

(3) Town and School District Meeting Day. The annual Town and School District floor meetings shall be called and held at 10 a.m. on the Saturday preceding Voting Day held under subdivision (4) of this subsection, subject to change as provided by general law. The floor meetings shall:

(A) be the venue for any public hearing to be held in advance of Voting Day;

(B) receive the reports of Town and School District officers;

(C) determine the compensation to be paid Town and School District officers for the ensuing year;

(D) serve as the public informational hearing for matters to be considered by Australian ballot; and

(E) conduct other business not determined at Australian ballot election.

(F) the Town and School Meeting Committee may organize a pre-Meeting event at which the standing and any ad-hoc committees will be available to answer questions about their work and solicit new volunteer members; may organize a community luncheon to be held at the conclusion of the statutory event; may organize a candidate roundtable to follow or coincide with the luncheon, during which the Town Moderator shall lead a guided discussion of topics by the candidates followed by an open question and answer session.

(4) Voting Day.

(A) Voting Day shall be on Vermont Town Meeting Day, the first Tuesday in March, at which time any business, budgets, and candidate election involving Australian ballots will be transacted beginning at 7 a.m. until closing at 7 p.m. The Town budget as warned by the Selectboard, and the School District budget as warned by the School Board, shall be submitted to the electorate at this Town election. A majority vote shall be a simple majority of votes cast in this election. All public questions and all matters relating to the adoption of the Town and School District budgets shall be considered by Australian ballot under this subdivision.

(B) In the event the town or school budget is defeated on Voting Day, the respective board shall call a Special Town Meeting to consider a revised budget question. The revised question shall be subject to the approval of the voters at this meeting so long as the number of registered voters participating in the vote at the special meeting exceeds 5% of checklist voters flagged as 'Active'; otherwise, the board shall determine the revised budget question by majority vote of the board.

Once the budget question has been set, the respective board shall warn a special town meeting voting day at which the question will be decided by Australian ballot.

(C) In the case of a tie vote on an Australian ballot, whether for a candidate or an article, the Board of Civil Authority shall conduct a re-count on the vote in question.

(i) If the result of the vote on an article remains a tie, the article shall be deemed to have failed.

(ii) If the result of the vote for an office remains a tie, the Clerk shall offer the tied candidates the choice of

(I) determining the winner by coin flip or, in the case of more than two tied candidates, by lot;

or

(II) the tied candidates may by written concession(s) determine a winner;

(III) otherwise, the Clerk shall warn a special election for the office with the date to be determined by State statute and regulations, and in consultation with the Board of Civil Authority, and the office shall remain vacant until the outcome of the special election is certified.

(f) Warnings. Warnings for Town or School District meetings shall be posted on the Town or School District websites, printed in area newspapers, posted on social media, and posted in at least 12 public places in the Town under a schedule that is in accordance with State statute. The warning shall be signed and recorded by the Town Clerk before it is posted. Budgets and other applicable reports shall be available not later than 10 days prior to the budget informational meeting as established under subdivision (e)(1) of this section.

(g) Presiding officials.

(1) A Moderator shall preside at all Town meeting cycle events, such as Warrant Information Night, Budget and Candidates Night, Town and School District Meeting Day, and any special Town or School District meetings or related events. In the Moderator's absence, the Town Clerk shall appoint a Moderator Pro Tempore to preside for the duration of the meeting.

(2) Town and School District meetings shall be conducted in accordance with State statute, this charter, and Robert's Rules of Order, Newly Revised.

(3) The Town Clerk shall be the presiding official at all Australian ballot elections and, in cooperation with the Board of Civil Authority, shall ensure that all laws related to elections are faithfully observed.

(4) In the absence or a disability of the Town Clerk, should it occur before an election, the Board of Civil Authority shall designate a presiding official for the duration of the election. Should the absence or disability occur on election day, the Board of Civil Authority shall designate an on-site temporary officer to preside for the duration of the election.

§ 123A-202. Powers vested in Town Meeting; Petitions and Initiatives

(a) All powers of the Town not specifically delegated in this charter to the Selectboard, School District, or other commissions, committees, authorities, boards, or officers shall be vested in Town Meeting. As all articles are voted by Australian ballot, petitions containing the printed name, town street address, and signature of registered voters are the method by which citizens may obtain votes on warrant items and other actions which are not placed on the ballot by the Selectboard or School District Board.

(b) Any requirement in State statute for signatures on petitions stated in percentage-of-checklist terms shall be applied in Town and School District as follows:

(1). 5% or less: 150 signatures or 5% of checklist voters flagged as 'Active', whichever is less;

(2). More than 5%: 300 signatures or 10% of checklist voters flagged as 'Active', whichever is less;

(c) Petitions for inclusion in the warning for the annual or special Town Meeting of an article to reflect public sentiment and to be advisory only shall require the number of signatures specified in subsection (b)(ii). The Selectboard shall not deny the petition or refuse to place it on the warning on grounds that the body considers the matters raised in the petition frivolous or not to be the business of the Town.

(d) Petitions which will bind the Town or School District by ordinance or other means may be presented in draft to the relevant board at any regularly scheduled meeting. Upon presentation, the board in question shall cause the language to be reviewed by the municipal attorney, who shall provide fully actionable language for the petitioners within 21 days. This provision shall be interpreted such that good-faith citizen efforts to seek action through petition shall be assisted in their effort to proceed with

language that conforms with existing law. The Town and School District may adopt policies or create ordinances that further the goal of this provision while at the same time preventing abuse of this privilege.

§ 123A-203. Elected officers

(a) Local elected offices to be filled by the Town voters shall be only those articulated by this charter.

(b) Terms for elected officers shall begin officially when the Town Clerk certifies election returns as final and the elected candidates take their oath of allegiance and oath of office as prescribed by State statute.

(c) Qualifications for serving in elected Town office:

(1) shall be a resident of the Town;

(2) shall be a registered voter in the Town;

(3) shall hold no other elected Town, School District, or statutorily incompatible office, with the exception of (A) Town Moderator who may be both the Town and School District Moderator and (B) a Justice of the Peace may also serve as School Board Director

(4) shall not be an employee of the Town

(d) The elected officers of the Town shall be:

(1) seven Selectboard members, elected as set forth in section 204 of this charter;

(2) one Town Moderator, elected for a one-year term;

(3) one Town Treasurer, elected for a three-year term;

(4) all other Town officers provided in this charter or State statute.

(e) Qualifications for serving in elected School District office shall be in accordance with State statute. The elected officers of the School District shall be:

(1) one School District Moderator, elected for a one-year term;

(2) five School Board members, elected in accordance with State statute.

(3) the Hartford Town Treasurer shall be the Hartford School District Treasurer.

(f) Justices of the Peace: 15 justices of the peace shall be elected every two years in accordance with state statute.

(g) The Board of Civil Authority: The composition of and duties performed by the Board of Civil Authority shall be in accordance with State statute.

(h) Compensation for elected officers of the Town and School District shall be determined as provided in subdivision 201(e)(3)(C) of this charter.

§ 123A-204. Duties of elected officers

(a) Selectboard.

(1) Terms of office.

(A) There shall be a Selectboard consisting of seven members.

(B) Terms of office shall be as follows:

(i) four members for three years;

(ii) three members for two years.

(C) Members shall serve until successors are elected and qualified.

(D) Members shall be elected at large.

(E) In the event of a death, resignation, change of residence to a location outside the Town, or incapacity of any Selectboard member, the remaining members may appoint a person eligible to fill that position until the next annual or special Town meeting. If the Selectboard is unable to agree upon an interim replacement until the next annual Town meeting, a special election shall be held forthwith to fill the position.

(i) Incapacity shall include the failure by any member of the Selectboard to attend at least 70 percent of the meetings in any 12-month period or missing three consecutive meetings without the consent of the Selectboard. The consent for absence shall be recorded in the minutes.

(ii) In the event of two or more vacancies, an election shall be held forthwith to fill all vacant positions.

(2) Organization.

(A) Forthwith after the election and qualification of the members, the Selectboard shall organize and elect a Chair, Vice Chair, and Clerk by a majority vote of the Board and shall file a certificate of the elections for record in the office of the Town Clerk.

(B) The Chair of the Selectboard, or in his or her absence the Vice Chair, shall preside at all meetings of the Selectboard.

(C) As soon as possible after the election of Chair and Vice Chair, the Selectboard shall fix the time and place of its regular meetings.

(D) The Selectboard shall determine its own rules and orders of business not addressed by this charter.

(E) The presence of four or more members shall constitute a quorum for the purposes of holding a meeting. The affirmative vote of at least three of the members present at a meeting at which a quorum of fewer than six members are present shall be necessary to adopt any matter before the Selectboard.

(F) All meetings of the Selectboard shall be open to the public; unless, by an affirmative vote of a majority of members present, the Selectboard shall vote that any particular session shall be an executive session in accordance with State statute.

(G) An official record of the proceedings of the Selectboard shall be kept by its Clerk. The record shall be filed with the office of the Town Clerk and shall be open for public inspection once draft minutes are approved by the Selectboard.

(H) All town board and town committee meetings subject to the provisions of State statutes concerning 'open meetings' shall be held in a manner permitting full remote participation. The town budget shall provide for all necessary expenditures to facilitate best-practice implementation of this requirement.

(3) Appointments to authorities, boards, commissions, or committees:

(A) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees under their purview as authorized by this charter or State statute, excluding the Town and School Meeting Committee established in subsection 201(b) of this charter and any authorities, boards, commissions, or committees created by the General Assembly.

(B) Before any appointments are made, (i) the Selectboard shall compile and publicly post a list of all vacancies; (ii) appointees shall complete an application which provides information regarding their qualifications that shall be available for public inspection with personal contact information redacted; (iii) the ordinance, statute, or charge which creates the body shall be available for public inspection; (iv) qualifications for appointment eligibility shall be included in the charge or in the case of statute or ordinance by explicitly adopted policy (v) the Selectboard may waive these provisions in an emergency providing they are complied with within 30 days of such waiver.

(C) The chair of any such body, whether designated in the appointing process or determined by the body, shall meet the qualifications required for election to town office or school district office

(D) The Selectboard may remove any appointed person at any regular meeting of the Selectboard by the affirmative vote of five Selectboard members. The removal action shall be posted on the agenda and the appointed person shall be provided an opportunity to speak to the motion for removal.

(E) Standing boards, commissions, and authorities to be constituted under subsections (a)(3)(A) and (D) include but are not limited to:

(i) Business Revolving Loan Fund (five appointed, three years);

(ii) Conservation Commission (seven appointed, four years);

(iii) Design Review Commission (five appointed, three years);

- (iv) Energy Commission (seven appointed, three years);
- (v) Historic Preservation Commission (five appointed, three years);
- (vi) Parks and Recreation Commission (seven appointed, three years);
- (vii) Planning Commission (seven appointed, three years);
- (viii) Tree Board (five appointed, three years);
- (ix) Zoning Board of Adjustment (ZBA) (five appointed, three years).

(4) Powers and duties.

(A) General. The Selectboard shall constitute the legislative body of the Town for all purposes required by statute except as otherwise provided in this charter and shall have all powers and authority given to, and perform all duties required of, town legislative bodies or selectboards under the laws of the State of Vermont.

(B) Powers. The Selectboard may:

- (i) authorize the expenditure of all Town monies and may:
 - (I) submit the annual operational budget to the Town Meeting; and
 - (II) fix the compensation of all officers, appointees, and municipal employees except as otherwise provided in this charter;
- (ii) inquire into the conduct of any officer, appointee, commission, or department and investigate any and all Town affairs.

(b) Town Moderator. The Moderator:

- (1) shall perform all duties and responsibilities prescribed by this charter and the State of Vermont;
 - (2) shall follow Robert's Rules of Order, Newly Revised (RONR) in deliberations and conduct of all meetings;
 - (3) may be the same individual who presides at Warrant Information Night meeting, Town and School District Budget and Candidates Night meeting, annual Town Meeting, and special Town meetings.
- (c) All others. Any other elected officials of the Town or School District shall have powers and duties prescribed to that office as specified in the general law.

§ 123A-301. Appointed officers

(a) Town Manager. The Town Manager shall be the chief executive officer of the Town appointed by a majority of the Selectboard. The Town Manager shall be selected with special reference to training,

experience, education, and ability to perform the executive and administrative duties of the Town Manager's office and without reference to his or her political position or persuasion.

(b) The Selectboard may examine or cause to be examined, with or without notice, the affairs of the Town Manager by having access to all tools used by the Town Manager in performance of his or her duties, including to books, papers, and wireless and electronic records, for information necessary to determine the proper performance of the Town Manager in the performance of his or her duties and responsibilities.

(1) The Town Manager shall be appointed for a period not to exceed three years and may thereafter be appointed for successive terms of not more than three years. The Town Manager shall not simultaneously hold any elective office within the Town nor be employed by the Town in any capacity except as specified in this charter.

(2) The Town Manager need not be a resident of the Town.

(3) Conditions of employment and compensation shall be determined at the time of appointment, and there shall be an annual review of performance and compensation by the Selectboard.

(4) Before entering into the duties of office, the Town Manager shall be sworn to the impartial and faithful performance thereof with a certificate to that effect to be filed with the Town Clerk.

(5) Duties

(A) The Town Manager shall be responsible to the Selectboard for the proper and efficient administration of departments under the Town Manager's charge as outlined in Vermont Statute Title 24: Municipal and County Government; Chapter 37: Town, City Village Manager

(B) The Town Manager may, when advisable and proper, delegate to Town subordinate officers or employees duties conferred on the Town Manager.

(C) The Selectboard, individual members of the Selectboard, its committees and committee members shall not dictate the appointment or discharge of any Town employee by the Town Manager or in any manner interfere with his or her exercising of judgment in the appointment and discharge of employees in the Town.

(D) The Town Manager shall perform other duties consistent with his or her office and this charter as required by the Selectboard, law, ordinance, or mandate.

(6) Removal.

(A) On 90 days' written notice, the Town Manager may be removed without cause by a majority of the Selectboard so voting at a meeting called for the purpose of voting on removal. During the 90-day period, the Town Manager may be suspended with pay.

(B) The Selectboard may adopt a resolution stating its intention to remove the Town Manager and reasons therefore, a copy of which shall be sent to the Town Manager. The Town Manager may, within 10 days after notice is sent, request a hearing that shall be held by the Selectboard not less than 10 days nor more than 20 days from the date of the request, after which the Selectboard may dismiss the Town Manager. If no request for a hearing is filed, the Selectboard may dismiss the Town Manager immediately. During the period after the resolution of intention is adopted and until the Town Manager's dismissal, they may be suspended with pay.

(C) Termination of benefits will be determined by the Selectboard in conjunction with legal counsel.

(c) Acting Town Manager.

(1) In the event the Town Manager shall be absent from Town for a period of up to two consecutive weeks, they may designate an Acting Town Manager with Selectboard approval who shall exercise the duties of the Town Manager. The Town Manager may overrule the actions of the Acting Town Manager.

(2) In the event the Town Manager is unable to discharge his or her duties or in the event the Town Manager is suspended or placed on administrative leave, the Selectboard shall appoint an Acting Town Manager to serve until the Town Manager is able to assume regular duties or a new Town Manager is appointed. The Acting Town Manager appointed to fill a declared vacancy in the office shall have all powers and perform all duties of the Town Manager. An Acting Town Manager shall be reviewed within 180 days.

(3) In no case shall a serving Selectboard member act as the Acting Town Manager.

(d) Town Clerk. The Town Clerk shall be appointed by and shall serve at the pleasure of the Selectboard. The Town Clerk shall perform all duties and responsibilities prescribed by the laws of the State of Vermont and any additional duties set forth in this charter.

(e) Assessor. The Selectboard shall contract with or employ a qualified professional assessor, who need not be a resident of the Town. The Assessor shall have the same powers and responsibilities and shall perform the same functions as prescribed by law for listers and boards of listers.

(f) Trustees of Public Funds. These duties shall be assumed by the Town Manager or their designee.

(g) Collector of Delinquent Taxes. These duties shall be assumed by the Town Manager or their designee.

(h) Assistant Town Treasurer. The Town Treasurer shall appoint an Assistant Town Treasurer who may be delegated some or all of the powers of the Town Treasurer on a temporary basis by the Town Treasurer upon written notice to the Town. The Assistant Town Treasurer shall be compensated at the same rate as the Town Treasurer when exercising the powers of the Town Treasurer. In the event the Town Treasurer office becomes vacant, the Assistant Town Treasurer shall become Town Treasurer for the remainder of the term of office.

§ 123A-401. Miscellaneous

(a) Conflict of interest. The Selectboard and the School Board and School Superintendent shall each maintain comprehensive conflict of interest policies that shall apply to their respective Town and School District employees, elected and appointed officials, and committee and board members.

(b) Ethics- responsibilities. Any elected or appointed board, commission, or authority member:

(1) has no legal powers unless acting at a duly warned Board meeting or acting for the Board after it formally grants power to act on its behalf;

(2) shall maintain confidentiality of discussion conducted in executive session and of other privileged information;

(3) shall use a chain of command and avoid making commitments or promises that compromise the Town and School District;

(4) shall work to further public interest, maintain public trust, be open and accessible to the public at large, and maintain leadership of the highest degree without regard for personal gain.

(c) Severability. If any provision of this charter is for any reason held invalid, that invalidity shall not affect the remaining provisions that can be given effect without the invalid provision. To this end, the provisions of this charter are declared to be severable.

(d) Charter review.

(1) The Selectboard and School Board may appoint a Charter Review Committee of registered voters of the Town to review its charter and recommend changes as the Committee finds necessary or advisable for the purpose of improving the operation of the Town and School District.

(2) The Committee shall submit a written report of recommendations to the Selectboard and School Board not later than one year after the appointment of the Committee.

(3) Recommendations shall be warned for a vote at the next Australian ballot Town meeting.

(4) The Selectboard and School Board shall provide funds for the Committee in their budgets for any year when a Charter Review Committee is appointed.

Charter of the Town of Hartford, Vermont – Final Draft of Proposed Charter Annotated with New Material Highlighted

Key:

New material in this rewrite of the charter: The inhabitants of the Town of Hartford

§ 123A-101. Incorporated

The inhabitants of the Town of Hartford, including the historical, unincorporated Villages of Hartford, West Hartford, Quechee, Wilder, and White River Junction, are a corporate and political body under the name of "Town of Hartford" (herein called "the Town"). As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. The Hartford School District (herein called "the School District") is the Town school district for the Town of Hartford and shall enjoy all rights, immunities, powers, and privileges and is subject to all the duties and liabilities now appertaining to or incumbent upon it as a State school district.

§ 123A-102. General powers

- (a) All provisions of the Constitution and laws of the State of Vermont relating to towns and town school districts shall apply to the Town and the School District, except as otherwise provided by this charter.
- (b) The Town and School District shall have and enjoy the rights, immunities, powers, and privileges conferred by the Constitution and laws of the State of Vermont and shall also have all implied, necessary, and incidental powers for the discharge of their respective purposes.
- (c) The powers and functions of the Town and School District set forth in this charter shall be in addition to the powers and functions otherwise conferred by the Constitution and laws of the State of Vermont. Nothing in this charter shall be construed as a limitation upon these previously specified powers and functions.
- (d) The Town or School District may acquire real property for any Town or School District purpose, in fee simple or lesser interest or estate, by purchase, gift, devise, or lease, and may sell, lease, hold, manage, and control real property as its interests may require. The Town or School District may further acquire property by condemnation where that authority is granted to towns or school districts by State statutes.
- (e) In this charter, no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers that the Town or School District would have if the particular power were not mentioned. The Selectboard and the School Board shall operate as separate and independent entities. Nothing in this charter shall be interpreted as allowing either one to exercise, inhibit, or infringe upon the rights, powers, or privileges of the other.

§ 123A-103. Particular powers of the Town

Commented [FXF1]: None of these involve the school district so to be clear we added this phrase

In addition to powers otherwise conferred upon it by law, the Town is, for the purpose of promoting the public health, safety, welfare, and convenience, authorized to adopt and enforce ordinances, rules, and regulations concerning any matter or activity permitted by general law, including:

- (1) making and installing local improvements, including curbs, sidewalks, and storm drains in a manner specified by the Town as a condition precedent to the issuance of a building permit;
- (2) regulating the parking, operation, and speed of motor vehicles upon Town and Vermont State aid streets and highways;
- (3) regulating or providing for the storage, accumulation, collection, removal, and disposal of garbage, ashes, rubbish, refuse, and other waste materials, including contracting with third parties for any or all of those services and establishing service rates for those services;
- (4) establishing and maintaining a Police Department and adopting policies pertaining to that Department;
- (5) establishing and maintaining a Fire Department and adopting policies pertaining to that Department;
- (6) establishing and maintaining an ambulance service and adopting policies pertaining to that service;
- (7) establishing and maintaining a Water Department financed by an enterprise fund and adopting policies pertaining to that Department;
- (8) establishing and maintaining a Wastewater Department financed by an enterprise fund and adopting policies pertaining to that Department;
- (9) establishing and maintaining a Highway Department and adopting policies pertaining to that Department;
- (10) regulating the moving of buildings in the streets or public highways of the Town;
- (11) regulating the holding of public meetings in the streets, highways, or on public property of the Town;
- (12) regulating riots, noises, disturbances, and disorderly assembly and adopting pertinent policies;
- (13) establishing and maintaining control of domestic animals within the Town and adopting pertinent policies;
- (14) establishing and maintaining a Financial Services Department;
- (15) establishing and maintaining a Planning and Development Department;
- (16) establishing and maintaining a Park and Recreation Department;

(17) (A) regulating rental housing within the Town, and to provide by ordinance protections for residential tenants, as defined in Chapter 137 of Title 9 of the Vermont Statutes Annotated, from eviction without 'just cause,' where just cause shall include, but is not limited to (i) a tenant's material breach of a written rental agreement, (ii) a tenant's violation of state statutes regulating tenant obligations in residential rental agreements, (iii) non-payment of rent, and (iv) a tenant's failure to accept written, reasonable, good faith renewal terms.

(B) Such ordinance shall exclude from 'just cause' the expiration of a rental agreement as sole grounds for termination of tenancy. In addition to the exemptions in Chapter 137 of Title 9, the ordinance shall exempt from this provision, subject to mitigation provisions, sublets and in-unit rentals as well as the following properties but not limited to (i) owner-occupied duplexes, and triplexes; (ii) those being withdrawn from the rental market, including properties to be occupied by the owner or an immediate family member as a primary residence; and (iii) those in need of substantial renovations which preclude occupancy.

(C) Such ordinance shall include provisions that (i) mitigate potential negative impacts on tenants and property owners, including but not limited to requirements of adequate notice and reasonable relocation expenses, (ii) provide for a reasonable probationary period after initial 4 occupancy, and (iii) limit unreasonable rent increases to prevent de facto evictions or non-renewals, although this shall not be construed to limit rents beyond the purpose of preventing individual evictions.

(D) The ordinance shall define what is 'reasonable' and 'adequate notice' in defining just cause and shall require that landlords provide notice of just cause and other legal requirements as part of the rental agreement.

(18) establishing and maintaining any other proper and lawful Town departments or services as deemed necessary, including the establishment of enterprise funds.

§ 123A-104. Local option taxes

(a) The Town of Hartford is authorized to levy a tax of one percent on sales, rooms, meals, and alcoholic beverages, the net proceeds of which are to be deposited in a capital reserve fund until directed otherwise by vote of the Town.

(b) Subject to the requirements and authorizations in State statute and regulations regarding the taxation of the sale of cannabis, if any town is permitted by the state to implement a one percent local tax solely on the sale of cannabis, the Town of Hartford is authorized to do so, the net proceeds of which are to be deposited in a Cannabis Reserve Fund until directed otherwise by vote of the Town.

§ 123A-201. Town meeting

(a) Town and School District meeting. All governmental authority for the Town and the School District not vested by law in a particular Town or Town School District officer ultimately rests with Town voters who vote at Town meeting or by Australian ballot. In this tradition, the Hartford annual Town meeting will combine and consider Town and School District matters, and the warnings, meetings, and elections shall be combined.

Commented [FXF2]: Committee voted to recommend this be available in the charter. Discussed suggesting it as a separate vote but decided that is up to the boards.

If adopted by town voters, it would then have to get through the legislature, and finally get signed by the Governor. I mention this because there will be three opportunities to debate / vote on / lobby about this item. Also note the Gov vetoed this item when Burlington passed it, and the veto was sustained. Getting this into more town charters is part of an organized effort to change the law at the state level.

Third, if it made its way through all those gates, it would not take effect. Why? Because the Selectboard would have to develop and adopt an Ordinance -- where the details you ask about now would be dealt with.

Fourth, the theoretical ordinance would not take effect until 60 days had passed, and only if there were no petition (needing 150 sigs under the reworked charter) to reconsider.

Fifth, if there were a petition to reconsider, and reconsideration won, the Ordinance would be null and void and the Selectboard would have to adopt a new one.

Commented [FXF3]: This is the just-cause eviction language that is the subject of a statewide effort to get added to town charters. The upshot is that if passed, the selectboard will have to adopt an ordinance along these lines.

Commented [FXF4]: If we want to capture any cannabis money, we need to impose the 1% local sales tax which will apply to more than just cannabis.

As the analysis below shows, adding a provision to direct the resulting funds to offset property taxes will result in a greater reduction in property taxes than will cost residents in the tax. The language about the capital fund would be followed by:

" the net proceeds of the sales tax are to be credited as prior year surplus (sales tax collected) on the budget warrant item."
ANALYSIS

Here's the latest info I could find about local sales tax collections: In Fiscal 2021 (July 2020 to June 2021) the ... [1]

Commented [FXF5]: This sets us up for the possibility the state will decide to let towns adopt a local option cannabis sales tax on top of a separate statewide cannabis sales tax. Right now, though, the only way to tax cannabis sales is to implement a local option to add 1% to the state sales tax in town. The two clauses work together such that we'd be able to collect cannabis tax no matter what happens at the state level.

(b) Town and School Meeting Committee. To augment the statutory responsibilities for the annual Town and School District meetings that are specified to the Town and the School District and their respective officers, there shall be a Town and School Meeting Committee which shall have the goal of enhancing participation, information sharing, community interaction, and civic knowledge.

(1) Duties: The committee shall organize, arrange, and provide for the comfort, presentation, publicity, program, refreshments, entertainment, and other nonstatutory aspects of the Town meeting cycle prior to Voting Day, such as the Warrant Information Night, Budget and Candidates Night, as specified in section F of E.2, and may do the same for any equivalent meetings prior to a Special Town Meeting Voting Day or as may be requested by the Town Selectboard or School District Board from time to time to further civic engagement. The Committee may add, alter or cancel events provided the general goals of providing citizen input into key warrant items prior to their adoption by the relevant board, the ability of citizens to publicly engage with candidates for office, and assuring the orderly conduct of town meeting cycle events are met. The Committee may modify outreach efforts such as road signs, postcards and social media engagement as it sees fit provided the general goals of alerting the citizenry to the town meeting cycle process are met.

(2) Composition: The Town Moderator shall appoint one member for a two-year term. The Selectboard shall appoint one member for a two-year term and one member for a three-year term. The School Board shall appoint one member for a two-year term and one member for a three-year term. No elected official or employee of the town or school district shall be eligible for appointment by either board to the Town and School Meeting Committee, except that the Town Moderator may appoint themselves to the committee. Each appointing body or person shall have the power to remove any incumbent member of the Town and School Meeting Committee appointed by that body or person and shall have the power to appoint a replacement member to serve the unexpired term of any person who is removed or who resigns.

(3) Funding: The Town shall provide an adequate budget and administrative support for the committee to (A) provide for professional audio, visual, and digital presentation services and meeting management, assistance in the preparation of materials for presentation to meeting attendees, rehearsals and the like (B) prepare and distribute materials to publicize the town meeting cycle events, such as mailings and road signs (C) advertise in local media and with targeted social media and (D) to provide stipends to committee members for each meeting of the committee or event at the same rate as that paid to Selectboard members per meeting. The School District shall reimburse the Town for expenses incurred by the committee on the same basis that expenses for elections are shared.

(c) The method for identification and designation of eligible voters in the Town and School District shall be established by the Board of Civil Authority.

(d) Polling places. Locations of annual or special Town or School District meetings for the purpose of election of officers and voting all questions to be decided by Australian ballot shall be established by the Board of Civil Authority.

(e) Meetings; dates; times; votes; ballot.

(1) Warrant Information Night (aka "Info Night") meeting. At 7:00 p.m. on the first Monday after the first Tuesday of January, the Town and School Meeting Committee shall call a meeting for the purpose of providing presentations and discussion of items that may be placed on the warrants for Voting Day. The committee shall prioritize these items as follows: bonds; charter changes; local option tax revenue use; non-appropriation questions; questions for which a citizen's petition has been submitted or is determined by the committee likely to be presented; appropriation questions; charitable appropriation questions; any other topic of general civic interest. The Selectboard and School District Board shall provide a preliminary list of topics to the Chair of the committee no later than the 3rd Friday of November.

Commented [FXF6]: Making clear that this first event of the Town Meeting Cycle should not be treated as an option by the Selectboard or School Board

(2) Budget and Candidates Night meeting. At 7:00 p.m. on the Monday night in February eight days prior to Voting Day, a Town and School District budget discussion and Candidates Night meeting shall be called for the purpose of:

(A) presentation, explanation of, and citizen comment upon Town and School District budgets;

(B) introduction of candidates, presentations by candidates, and opportunity for citizen questioning of candidates;

(C) any other appropriate informational matters.

(3) Town and School District Meeting Day. The annual Town and School District floor meetings shall be called and held at 10 a.m. on the Saturday preceding Voting Day held under subdivision (3) of this subsection, subject to change as provided by general law. The floor meetings shall:

(A) be the venue for any public hearing to be held in advance of Voting Day;

(B) receive the reports of Town and School District officers;

(C) determine the compensation to be paid Town and School District officers for the ensuing year;

(D) serve as the public informational hearing for matters to be considered by Australian ballot; and

(E) conduct other business not determined at Australian ballot election.

(F) the Town and School Meeting Committee may organize a pre-Meeting event at which the standing and any ad-hoc committees will be available to answer questions about their work and solicit for new volunteer members; may organize a community luncheon to be held at the conclusion of the statutory event; may organize a Candidate Roundtable to follow or coincide with the luncheon, during which the

Town Moderator shall lead a guided discussion of topics by the candidates followed by an open question and answer session.

Commented [FXF7]: Articulating standard practice 2012-2018 which got lost when committee lost its volunteers in 2019

(4) Voting Day

(A) Voting Day shall be on Vermont Town Meeting Day, the first Tuesday in March, at which time any business, budgets, and candidate election involving Australian ballots will be transacted beginning at 7 a.m. until closing at 7 p.m. The Town budget as warned by the Selectboard and the School District budget as warned by the School Board shall be submitted to the electorate at this Town election. A majority vote shall be a simple majority of votes cast in this election. All public questions and all matters relating to the adoption of the Town and School District budgets shall be considered by Australian ballot under this subdivision.

(A) In the event the town or school budget is defeated on Voting Day, the respective board shall call a Special Town Meeting to consider a revised budget question. The revised question shall be subject to the approval of the voters at this meeting so long as the number of registered voters participating in the vote at the special meeting exceeds 5% of checklist voters flagged as 'Active'; otherwise, the board shall determine the revised budget question by majority vote of the board.

Once the budget question has been set, the respective board shall warn a special town meeting voting day at which the question will be decided by Australian ballot.

(C) In the case of a tie vote on an Australian ballot, whether for a candidate or an article, the Board of Civil Authority shall conduct a re-count on the vote in question.

(i) If the result of the vote on an article remains a tie, the article shall be deemed to have failed.

(ii) If the result of the vote for an office remains a tie, the Clerk shall offer the tied candidates the choice of

(I) determining the winner by coin flip or, in the case of more than two tied candidates, by lot;

or (II) the tied candidates may by written concession(s) determine a winner;

otherwise

(III) the Clerk shall warn a special election for the office with the date to be determined by State statute and regulations, and in consultation with the Board of Civil Authority, and (iv) the office shall remain vacant until the outcome of the special election is certified.

(f) Warnings. Warnings for Town or School District meetings shall be posted on the Town or School District websites, printed in area newspapers, posted on social media, and posted in at least 12 public places in the Town under a schedule that is in accordance with State statute. The warning shall be signed and recorded by the Town Clerk before it is posted. Budgets and other applicable reports shall be available not later than 10 days prior to the budget informational meeting as established under subdivision (e)(1) of this section.

Commented [FXF8]: One of the charges of the committee was to find ways to bring back some aspects of Town Meeting lost to Australian ballot. One important loss was that if a budget is defeated, the respective board has total control over the next version to be voted on. This changes that so there will be an old fashioned town meeting to determine what the budget question will be, same as for example in 2014, when the town budget revote was established by resident motion, not Selectboard motion. The caveat is that a minimum number of folks will have to vote in order for the question to be warned; if fewer than that, control of the question reverts to the Selectboard (or School Board). 5% of the number of active voters on the checklist right now is about 350, and is statistically likely to reflect the opinion of the whole, and besides, all 7000 get a chance to vote on it by Australian ballot.

Commented [FXF9]: Tied elections create vexing issues. This part seeks to clarify that a tie vote for an article means the article fails, and, for elected office, requires a recount, but also allows the candidates to agree to either a coin flip, drawing lots, or conceding a winner, but doesn't require the candidates agree to any of that, in which case there will be a special election.

Commented [FXF10]: Makes clear that the office is vacant when a tie is to be resolved by special election

Commented [FXF11]: Gotta keep up with the times

(g) Presiding officials.

(1) A Moderator shall preside at all Town meeting cycle events, such as Warrant Information Night, Budget and Candidates Night, Town and School District Meeting Day, and any special Town or School District meetings or related events. In the Moderator's absence, the Town Clerk shall appoint a Moderator Pro Tempore to preside for the duration of the meeting.

Commented [FXF12]: Info night and other add ons that may come up

(2) Town and School District meetings shall be conducted in accordance with State statute, this charter, and Robert's Rules of Order, Newly Revised.

(3) The Town Clerk shall be the presiding official at all Australian ballot elections and, in cooperation with the Board of Civil Authority, shall ensure that all laws related to elections are faithfully observed.

(4) In the absence or a disability of the Town Clerk, should it occur before an election, the Board of Civil Authority shall designate a presiding official for the duration of the election. Should the absence or disability occur on election day, the Board of Civil Authority shall designate an on-site temporary officer to preside for the duration of the election.

§ 123A-202. Powers vested in Town Meeting; Petitions and Initiatives

(a) All powers of the Town not specifically delegated in this charter to the Selectboard, School District, or other commissions, committees, authorities, boards, or officers shall be vested in Town Meeting. As all articles are voted by Australian ballot, petitions containing the printed name, town street address, and signature of registered voters are the method by which citizens may obtain votes on warrant items and other actions which are not placed on the ballot by the Selectboard or School District Board.

Commented [FXF13]: Much of this borrowed from Brattleboro; it calls out rights that already exist in state law and broadens them

Commented [FXF14]: Pretty much a restatement of state law and introduction to the specifics that will apply to Hartford

(b) Any requirement in State statute for signatures on petitions stated in percentage-of-checklist terms shall be applied in Town and School District as follows:

(1). 5% or less: 150 signatures or 5% of checklist voters flagged as 'Active', whichever is less;

(2). More than 5%: 300 signatures or 10% of checklist voters flagged as 'Active', whichever is less;

Commented [FXF15]: Suppose the town checklist has about 9000 names, of which about 6,500 are classified or "flagged" in the state voter database as 'Active' and 2,500 as 'Challenged' -- this situation has often prevailed over the years. All 9000 can vote, can sign petitions, etc., but the reality is that 99% of the challenged have more than likely moved away, and under state and federal rules can't be removed without their consent until they have been issued a challenge letter and a couple of general elections have been conducted. This means it takes about 6 years to purge a voter who came to work at DHMC for a couple of years then left. Hartford averages around 400 such folks a year, so $6 \times 400 = 2,400$ which is why our universe of challenged voters will never really go down. So instead of state law percentages, we are going to go with fixed numbers. However, what if there is a terrible pandemic that causes Hartford's population to shrink to 2,000 'Active' voters? Then 150 or 300 signatures would be a real mountain. So we include language for resiliency, which in that case would bring it down to 100 (5%) or 200 (10%).

(c) Petitions for inclusion in the warning for the annual Town Meeting of an article to reflect public sentiment and to be advisory only shall require the number of signatures specified in b(ii). The Selectboard shall not deny the petition or refuse to place it on the warning on grounds that the body considers the matters raised in the petition frivolous or not to be the business of the Town.

(d) Petitions which will bind the Town or School District by ordinance or other means may be presented in draft to the relevant board at any regularly scheduled meeting. Upon presentation, the board in question shall cause the language to be reviewed by the municipal attorney, who shall provide fully actionable language for the petitioners within 21 days. This provision shall be interpreted such that good-faith citizen efforts to seek action through petition shall be assisted in their effort to proceed with language that conforms with existing law. The Town and School District may adopt policies or create

Commented [FXF16]: Creates a high (300 signature) barrier to getting things like a call for ending the war in Vietnam on the ballot, and prevents the Selectboard from refusing to put them on the ballot because they have nothing to do with town business. One of the outs Selectboards have is to deem such petition requests as "frivolous." By setting the 300 signature barrier, frivolity will be a matter for those signing or not signing the petition to decide, not the Selectboard.

ordinances that further the goal of this provision while at the same time preventing abuse of this privilege.

§ 123A-203. Elected officers

(a) Local elected offices to be filled by the Town voters shall be only those articulated by this charter.

(b) Terms for elected officers shall begin officially when the Town Clerk certifies election returns as final and the elected candidates take their oath of allegiance and oath of office as prescribed by State statute.

(c) Qualifications for serving in elected Town office:

Commented [FXF17]: See 4(f) below

(1) shall be a resident of the Town;

(2) shall be a registered voter in the Town;

(3) shall hold no other elected Town, School District, or statutorily incompatible office, with the exception of (a) Town Moderator who may be both the Town and School District Moderator; (b) a Justice of the Peace may also serve as School Board Director

Commented [FXF18]: For clarity, a statement of current practice

(4) shall not be an employee of the Town

Commented [FXF19]: See 4(f) below

(d) The elected officers of the Town shall be:

(1) seven Selectboard members, elected as set forth in section 203 of this charter;

(2) one Town Moderator, elected for a one-year term;

(3) one Town Treasurer, elected for a three-year term;

(4) all other Town officers provided in this charter or State statute.

(e) Qualifications for serving in elected School District office shall be in accordance with State statute. The elected officers of the School District shall be:

Commented [FXF20]: Talked to current Treasurer Joe Major. He feels the position should be independent of the oversight of the boards or executives which means an elected position, but thought that creating an Asst Treas appointed position who would be delegated the Treas duties in the event of the Treas being on vacation, otherwise incapable, or due to resignation would be a good backstop. I've added that to the appointed section.

(1) one School District Moderator, elected for a one-year term;

(2) five School Board members, elected in accordance with State statute;

Commented [FXF21]: Current practice and making clear School District is distinct; this also sets us up for the possibility that our school district may at some future time contain more than one town.

(f) Justices of the Peace: 15 justices of the peace shall be elected every two years in accordance with state statute.

(g) The Board of Civil Authority: The composition of and duties performed by the Board of Civil Authority shall be in accordance with State statute.

Commented [FXF22]: Clarity and language, the original wording was actually not correct, e.g. the BCA is formed of JPs and Selectboard members.

(h) Compensation for elected officers of the Town and School District shall be determined as provided in subdivision 201(e)(2)(C) of this charter.

§ 123A-203. Duties of elected officers

(a) Selectboard.

(1) Terms of office.

(A) There shall be a Selectboard consisting of seven members.

(B) Terms of office shall be as follows:

(i) four members for three years;

(ii) three members for two years.

(C) Members shall serve until successors are elected and qualified.

(D) Members shall be elected at large.

(E) In the event of a death, resignation, change of residence to a location outside the Town, or incapacity of any Selectboard member, the remaining members may appoint a person eligible to fill that position until the next annual or special Town meeting. If the Selectboard is unable to agree upon an interim replacement until the next annual Town meeting, a special election shall be held forthwith to fill the position.

(i) Incapacity shall include the failure by any member of the Selectboard to attend at least 70 percent of the meetings in any 12-month period or missing three consecutive meetings without the consent of the Selectboard. The consent for absence shall be recorded in the minutes.

Commented [FXF23]: New requirement toward making this provision subject to citizen review of the record.

(ii) In the event of two or more vacancies, an election shall be held forthwith to fill all vacant positions.

(2) Organization.

(A) Forthwith after the election and qualification of the members, the Selectboard shall organize and elect a Chair, Vice Chair, and Clerk by a majority vote of the Board and shall file a certificate of the elections for record in the office of the Town Clerk.

(B) The Chair of the Selectboard, or in his or her absence the Vice Chair, shall preside at all meetings of the Selectboard.

(C) As soon as possible after the election of Chair and Vice Chair, the Selectboard shall fix the time and place of its regular meetings.

(D) The Selectboard shall determine its own rules and orders of business not addressed by this charter.

(E) The presence of four or more members shall constitute a quorum for the purposes of holding a meeting. The affirmative vote of at least three of the members present at a meeting at which a quorum of fewer than six members are present shall be necessary to adopt any matter before the Selectboard.

Commented [FXF24]: Current language would allow a 2-1 vote with the fourth member abstaining to pass something. This requires at least 3 votes if 4 or 5 members are present.

(F) All meetings of the Selectboard shall be open to the public; unless, by an affirmative vote of a majority of members present, the Selectboard shall vote that any particular session shall be an executive session in accordance with State statute.

(G) An official record of the proceedings of the Selectboard shall be kept by its Clerk. The record shall be filed with the office of the Town Clerk and shall be open for public inspection once draft minutes are approved by the Selectboard.

(H) All town board and town committee meetings subject to the provisions of State statutes concerning 'open meetings' shall be held in a manner permitting full remote participation. The town budget shall provide for all necessary expenditures to facilitate best-practice implementation of this requirement.

(3) Appointments to authorities, boards, commissions, or committees:

(A) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees under their purview as authorized by this charter or State statute, excluding the Town and School Meeting Committee established in subsection 201(b) of this charter and any authorities, boards, commissions, or committees created by the General Assembly.

(B) Before any appointments are made, (i) the Selectboard shall compile and publicly post a list of all vacancies; (ii) appointees shall complete an application which provides information regarding their qualifications that shall be available for public inspection with personal contact information redacted; (iii) the ordinance, statute, or charge which creates the body shall be available for public inspection; (iv) qualifications for appointment eligibility shall be included in the charge or in the case of statute or ordinance by explicitly adopted policy (v) the Selectboard may waive these provisions in an emergency providing they are complied with within 30 days of such waiver.

(C) The chair of any such body, whether designated in the appointing process or determined by the body, shall meet the qualifications required for election to town office or school district office

(D) The Selectboard may remove any appointed person at any regular meeting of the Selectboard by the affirmative vote of 5 Selectboard members. The removal action shall be posted on the agenda and the appointed person shall be provided an opportunity to speak to the motion for removal.

(E) Standing boards, commissions, and authorities to be constituted under the provisions 3.(A) through 3.(D) include but are not limited to:

- (i) Business Revolving Loan Fund (five appointed, three years);
- (ii) Conservation Commission (seven appointed, four years);
- (iii) Design Review Commission (five appointed, three years);
- (iv) Energy Commission (seven appointed, three years);
- (v) Historic Preservation Commission (five appointed, three years);

Commented [FXF25]: Moved down, see below

Commented [FXF26]: Redundant, removed

Commented [FXF27]: Moved to appointed officials

Commented [FXF28]: Requires town and school district to prioritize remote participation equally with in-person participation.

Commented [FXF29]: Cleanup at the start of bigger changes

Commented [FXF30]: Moved below

Commented [FXF31]: Requires specific actions for any appointments to any sort of committee (note: reappointments are appointments and this applies to reappointments as well). Basically, that the opportunity to be appointed exists, and the task/role/job of the group is documented. And if it's an emergency, these requirements can be waived but have to be attended to shortly.

Commented [FXF32]: Any group chair has to be eligible for election to town or school, i.e. registered voter, q.v. a resident of the town (or in the case of the school district of the district ... just in case school district expands)

Commented [FXF33]: State law requires unanimous vote. State law also calls for 3 person selectboards. This relaxation is more appropriate to a 7 person selectboard.

(vi) Parks and Recreation Commission (seven appointed, three years);

(vii) Planning Commission (seven appointed, three years);

(viii) Tree Board (five appointed, three years);

(ix) Zoning Board of Adjustment (ZBA) (five appointed, three years);

Commented [FXF34]: These are the committees and such tied to both state law and local ordinances. It's not really necessary to list them, but we have historically done it to make the charter easier to understand.

(4) Powers and duties.

(A) General. The Selectboard shall constitute the legislative body of the Town for all purposes required by statute except as otherwise provided in this charter and shall have all powers and authority given to, and perform all duties required of, town legislative bodies or selectboards under the laws of the State of Vermont.

(B) Powers. The Selectboard may:

(i) authorize the expenditure of all Town monies and may:

(I) submit the annual operational budget to the Town Meeting; and

(II) fix the compensation of all officers, appointees, and municipal employees except as otherwise provided in this charter;

(ii) inquire into the conduct of any officer, appointee, commission, or department and investigate any and all Town affairs.

(b) Town Moderator. The Moderator:

(1) shall perform all duties and responsibilities prescribed by this charter and the State of Vermont;

(2) shall follow Robert's Rules of Order, Newly Revised (RONR) in deliberations and conduct of all meetings;

(3) may be the same individual who presides at Warrant Information Night meeting, Town and School District Budget and Candidates Night meeting, annual Town Meeting, and special Town meetings.

Commented [FXF35]: For clarity in the case School District elects a different Moderator

(c) All others. Any other elected officials of the Town or School District shall have powers and duties prescribed to that office as specified in the general law.

Commented [FXF36]: Moved to appointed officials

§ 123A-301. Appointed officers

Commented [FXF37]: You may wonder who this applies to the answer is the Trustees of the West Hartford Public Library, which is owned by the town. The other public libraries in town are owned by charitable organizations.

(a) Town Manager. The Town Manager shall be the chief executive officer of the Town appointed by a majority of the Selectboard. The Town Manager shall be selected with special reference to training, experience, education, and ability to perform the executive and administrative duties of the Town Manager's office and without reference to his or her political position or persuasion.

Commented [FXF38]: Cleaned up matters around Town manager in this section

(b) The Selectboard may examine or cause to be examined, with or without notice, the affairs of the Town Manager by having access to all tools used by the Town Manager in performance of his or her duties, including to books, papers, and wireless and electronic records, for information necessary to determine the proper performance of the Town Manager in the performance of his or her duties and responsibilities.

(1) The Town Manager shall be appointed for a period not to exceed three years and may thereafter be appointed for successive terms of not more than three years. The Town Manager shall not simultaneously hold any elective office within the Town nor be employed by the Town in any capacity except as specified in this charter.

(2) The Town Manager need not be a resident of the Town.

(3) Conditions of employment and compensation shall be determined at the time of appointment, and there shall be an annual review of performance and compensation by the Selectboard.

(4) Before entering into the duties of office, the Town Manager shall be sworn to the impartial and faithful performance thereof with a certificate to that effect to be filed with the Town Clerk.

(5) Duties

(A) The Town Manager shall be responsible to the Selectboard for the proper and efficient administration of departments under the Town Manager's charge as outlined in Vermont Statute Title 24: Municipal and County Government; Chapter 37: Town, City Village Manager

(B) The Town Manager may, when advisable and proper, delegate to Town subordinate officers or employees duties conferred on the Town Manager.

(C) Neither the Selectboard, any individual member of the Board, nor any of its committees or committee members shall dictate the appointment or discharge of any Town employee by the Town Manager or in any manner interfere with his or her exercising of judgment in the appointment and discharge of employees in the Town.

(D) The Town Manager shall perform other duties consistent with his or her office and this charter as required by the Selectboard, law, ordinance, or mandate.

(6) Removal.

(A) On 90 days' written notice, the Town Manager may be removed without cause by a majority of the Selectboard so voting at a meeting called for the purpose of voting on removal. During the 90-day period, the Town Manager may be suspended with pay.

(B) The Selectboard may adopt a resolution stating its intention to remove the Town Manager and reasons therefore, a copy of which shall be sent to the Town Manager. The Town Manager may, within 10 days after notice is sent, request a hearing that shall be held by the Selectboard not less than 10 days nor more than 20 days from the date of the request, after which the Selectboard may dismiss the Town

Manager. If no request for a hearing is filed, the Selectboard may dismiss the Town Manager immediately. During the period after the resolution of intention is adopted and until the Town Manager's dismissal, they may be suspended with pay.

(C) Termination of benefits will be determined by the Selectboard in conjunction with legal counsel.

(c) Acting Town Manager.

(1) In the event the Town Manager shall be absent from Town for a period of up to two consecutive weeks, they may designate an Acting Town Manager with Selectboard approval who shall exercise the duties of the Town Manager. The Town Manager may overrule the actions of the Acting Town Manager.

(2) In the event the Town Manager is unable to discharge his or her duties or in the event the Town Manager is suspended or placed on administrative leave, the Selectboard shall appoint an Acting Town Manager to serve until the Town Manager is able to assume regular duties or a new Town Manager is appointed. The Acting Town Manager appointed to fill a declared vacancy in the office shall have all powers and perform all duties of the Town Manager. An Acting Town Manager shall be reviewed within 180 days.

(3) In no case shall a serving Selectboard member act as the Acting Town Manager.

(d) Town Clerk. The Town Clerk shall be appointed by and shall serve at the pleasure of the Selectboard. The Town Clerk shall perform all duties and responsibilities prescribed by the laws of the State of Vermont and any additional duties set forth in this charter.

(e) Assessor. The Selectboard shall contract with or employ a qualified professional assessor, who need not be a resident of the Town. The Assessor shall have the same powers and responsibilities and shall perform the same functions as prescribed by law for listers and boards of listers.

(f) Trustees of Public Funds. These duties shall be assumed by the Town Manager or their designee.

(g) Collector of Delinquent Taxes. These duties shall be assumed by the Town Manager or their designee.

(h) Assistant Town Treasurer. The Town Treasurer shall appoint an Assistant Town Treasurer who may be delegated some or all of the powers of the Town Treasurer on a temporary basis by the Town Treasurer upon written notice to the Town. The Assistant Town Treasurer shall be compensated at the same rate as the Town Treasurer when exercising the powers of the Town Treasurer. In the event the Town Treasurer office becomes vacant, the Assistant Town Treasurer shall become Town Treasurer for the remainder of the term of office.

§ 123A-401. Miscellaneous

(a) Conflict of interest. The Selectboard and the School Board and School Superintendent shall each maintain comprehensive conflict of interest policies that shall apply to their respective Town and School District employees, elected and appointed officials, and committee and board members.

Commented [FXF39]: This assures the town that the Treasurer role will always be filled by someone who knows the ropes.

Commented [FXF40]: Best practice is not to specify in charter, but instead to adopt a job profile or description which then informs a contract between the town and town manager.

(b) Ethics- responsibilities. Any elected or appointed board, commission, or authority member:

(1) has no legal powers unless acting at a duly warned Board meeting or acting for the Board after it formally grants power to act on its behalf;

(2) shall maintain confidentiality of discussion conducted in executive session and of other privileged information;

(3) shall use a chain of command and avoid making commitments or promises that compromise the Town and School District;

(4) shall work to further public interest, maintain public trust, be open and accessible to the public at large, and maintain leadership of the highest degree without regard for personal gain.

(c) Severability. If any provision of this charter is for any reason held invalid, that invalidity shall not affect the remaining provisions that can be given effect without the invalid provision. To this end, the provisions of this charter are declared to be severable.

(d) Charter review.

(1) The Selectboard and School Board may appoint a Charter Review Committee of registered voters of the Town to review its charter and recommend changes as the Committee finds necessary or advisable for the purpose of improving the operation of the Town and School District.

(2) The Committee shall submit a written report of recommendations to the Selectboard and School Board not later than one year after the appointment of the Committee.

(3) Recommendations shall be warned for a vote at the next Australian ballot Town meeting.

(4) The Selectboard and School Board shall provide funds for the Committee in their budgets for any year when a Charter Review Committee is appointed.

If we want to capture any cannabis money, we need to impose the 1% local sales tax which will apply to more than just cannabis.

As the analysis below shows, adding a provision to direct the resulting funds to offset property taxes will result in a greater reduction in property taxes than will cost residents in the tax. The language about the capital fund would be followed by:

" the net proceeds of the sales tax are to be credited as prior year surplus (sales tax collected) on the budget warrant item."

ANALYSIS

Here's the latest info I could find about local sales tax collections: In Fiscal 2021 (July 2020 to June 2021) there were \$564,024,902 in sales reported by Hartford businesses (yeah ... over half a billion)

However, only \$91 million was subject to the 6% state sales tax, resulting in \$5,517,370 collected in Hartford.

But, don't forget that when a business uses something that hasn't been taxed (like a shovel maker using a shovel they made) they have to pay a use tax (it's called Sales and Use Tax) and there were \$1,527,196 worth of uses reported, also subject to the 6% state use tax, resulting in another \$91,632 collected.

With a 1% local option sales and use tax, those collections would be \$6,436,932 and \$106,904, or \$919,562 more in sales tax and \$15,272 in use tax. That totals \$934,834. The state would not have sent us a check for \$934,834, though. They keep 30% as an administrative fee since they have to collect the tax and account for it and so on. The town would get \$654,384 -- and that is with no cannabis sales at all.

The impact on residential taxpayers is quite positive if the funds are largely plowed back into town operations (which in budget terms include capital expenditures). For example, the town tax levy in FY 2021 was 14.3 million, and the town tax rate, which applies to all properties (unlike the school rate, which differs between property residents own and live in vs all other types), was \$1.002.

With the 654K in the mix, the tax rate would have been closer to 96 cents.

On a 100,000 property, taxes would have been \$960 instead of \$1002. The \$42 difference would make up for the extra 1% sales tax paid on \$4,200 worth of taxable purchases made in the town of Hartford.

Most 100,000 properties are low income, so that seems a clear win for those households.

So let's set it to 300K: \$2880 instead of \$3006. Now the difference is \$126, which would cover the extra 1% on \$12,600 worth of taxable purchases.

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
10-0300	Christian Street Cemetery				
028470	LULLS BROOK LANDSCAPING, LLC		12/08/2023		106
3634	MOWING - NOV'23	0.00	\$2,000.00	0.00	2,000.00
Desc: MOWING - NOV'23		Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contracte		
3719	MOWING - SEP'23	0.00	\$1,000.00	0.00	1,000.00
Desc: MOWING - SEP'23		Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contracte		
Vendor Total:			3,000.00	0.00	3,000.00
10-0300	AMERICAN RECOVERY FUNDS	Bank Total:			3,000.00
25-0121	AMERICAN RECOVERY FUNDS				
035360	NOTT'S EXCAVATING INC		12/08/2023		1035
QUEBOX-2 A	PROJ#4 QUECHEE BOX CULVERT	0.00	\$91,472.00	0.00	91,472.00
Desc: PROJ#4 QUECHEE BOX CULVERT		Acct: 25-985-121-0115	ARPA - DPW - Quechee Main St Box Cl		
035360	NOTT'S EXCAVATING INC		12/08/2023		1036
QUEBOX-1	PROJ#4 QUECHEE BOX CULVERT	0.00	\$334,566.00	0.00	334,566.00
Desc: PROJ#4 QUECHEE BOX CULVERT		Acct: 25-985-121-0115	ARPA - DPW - Quechee Main St Box Cl		
Vendor Total:			426,038.00	0.00	426,038.00
036187	OTTER CREEK ENGINEERING, INC.		12/08/2023		1037
22832	PROJ#6 NUTT,HARRISON&LATHAM W	0.00	\$206.94	0.00	206.94
Desc: PROJ#6 NUTT,HARRISON&LATHAM WKS		Acct: 25-985-121-0117	ARPA - Fund 50 -Nutt Lane,Harrison, La		
Vendor Total:			206.94	0.00	206.94
041586	SANBORN, HEAD & ASSOCIATES, INC		12/08/2023		1038
05005.03,0062940	PROJ#15 SW GAS SYSTEM EVAL	0.00	\$22,335.66	0.00	22,335.66
Desc: PROJ#15 SW GAS SYSTEM EVAL		Acct: 25-985-121-0109	ARPA - Solid Waste - Assessment		
Vendor Total:			22,335.66	0.00	22,335.66
044606	STUDIO NEXUS ARCHITECTS & PLANNERS		12/08/2023		1039
2312.06	PROJ#1 FEASABILITY - BUGBEE	0.00	\$801.50	0.00	801.50
Desc: PROJ#1 FEASABILITY - BUGBEE		Acct: 25-985-121-0112	ARPA - Bugbee - Building Assessment		
Vendor Total:			801.50	0.00	801.50
25-0121	Highway Infastructure	Bank Total:			449,382.10
25-0311	Highway Infastructure				
005800	BLAKTOP INC.		12/08/2023		1073
32173	SUMMER PAVING PROGRAM	0.00	\$5,608.60	0.00	5,608.60
Desc: SUMMER PAVING PROGRAM		Acct: 25-985-100-0311	Highway Infrastructure		
32230	SUMMER PAVING PROGRAM	0.00	\$15,567.84	0.00	15,567.84
Desc: SUMMER PAVING PROGRAM		Acct: 25-985-100-0311	Highway Infrastructure		
Vendor Total:			21,176.44	0.00	21,176.44
25-0311	PARKS - REC RESTRICTED	Bank Total:			21,176.44
25-8055	PARKS - REC RESTRICTED				

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031865	MOTION SPORTS AND SAFETY PRODUCTS			12/08/2023	1064
1820	SKatehelpers	0.00	\$3,350.00	0.00	3,350.00
Desc:	SKatehelpers	Acct: 25-985-511-0001	P & R Restricted - Covered Bridge		
Vendor Total:			3,350.00	0.00	3,350.00
25-8055	Quechee Garden Project	Bank Total:			3,350.00
73-0100	Quechee Garden Project				
026778	LAMONTAGNE, JAMES LANDSCAPING CO,II	JAMES LAMONTAGNE LANDSCAPING CO,INC	2/08/2023		1029
3069	Garden work at QCB	0.00	\$987.50	0.00	987.50
Desc:	Garden work at QCB	Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT		
2970	ANNUALS - INSTALL	0.00	\$560.00	0.00	560.00
Desc:	Install of annuals	Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT		
Vendor Total:			1,547.50	0.00	1,547.50
73-0100	Dog Park	Bank Total:			1,547.50
73-7302	Dog Park				
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	12/08/2023		1107
9600044482NOV'23	TRASH PICK UP - NOV'23 - DOG PARK	0.00	\$78.27	0.00	78.27
Desc:	TRASH PICK UP - NOV'23 - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
Vendor Total:			78.27	0.00	78.27
73-7302	GENERAL FUND - MASCOMA	Bank Total:			78.27
FUND 1 0	GENERAL FUND - MASCOMA				
000750	ACTION TARGET			12/08/2023	81867
0583294-IN	TARGETS	0.00	\$453.89	0.00	453.89
Desc:	Targets	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:			453.89	0.00	453.89
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS	12/08/2023		81868
6084329209848	PARTS	0.00	\$53.81	0.00	53.81
Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			53.81	0.00	53.81
001246	AARON, ANNA	ANNA AARON	12/08/2023		81869
142	4 LEARN TO SKATE LESSONS	0.00	\$240.00	0.00	240.00
Desc:	4 LEARN TO SKATE LESSONS	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			240.00	0.00	240.00
001303	ALDRICH + ELLIOTT, PC			12/08/2023	81870
22019.001,81711	WRJ CSO ABATEMNT - OCT'23	1,940.00	\$1,940.00	0.00	1,940.00
Desc:	WRJ CSO ABATEMNT - OCT'23	Acct: 60-964-540-0000	RF1-271-1 CSO Plan Services		
Vendor Total:			1,940.00	0.00	1,940.00
001375	78 SPORTS LLC			12/08/2023	81871
INV-1451	Removal/Inspec SAFETY NETTING	0.00	\$1,295.00	0.00	1,295.00

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Vendor ID	Vendor Name					
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Removal/Inspec	SAFETY NETTING	Acct: 10-528-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			1,295.00	0.00	1,295.00
001642	ALLARD'S PORTABLE TOILETS LLC			12/08/2023		81872
8147	Toilet replacement cost. Insurance		0.00	\$2,510.00	0.00	2,510.00
	Desc: Toilet replacement cost. Insurance		Acct: 10-521-417-0018	PR - EXTRAORDINARY EXP		
	Vendor Total:			2,510.00	0.00	2,510.00
002180	AMERICAN RETROWORKS INC		GOOD POINT RECYCLING		12/08/2023	81873
77373	JUL-SEP'23 NON CED ITEMS		581.12	\$581.12	0.00	581.12
	Desc: July-Sept 2023 Non-ced Items and LE		Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:			581.12	0.00	581.12
002795	ARNOLD, JEFF		JEFF ARNOLD		12/08/2023	81874
OCT-DEC'23	TREE WARDEN 10.17.2023-12.31.23		0.00	\$516.30	0.00	516.30
	Desc: TREE WARDEN 10.17.2023-12.31.23		Acct: 10-115-101-0201	BC -TREE WARDEN		
	Vendor Total:			516.30	0.00	516.30
002956	ASTRONAUT SECURITY TECHNOLOGIES LI			12/08/2023		81875
1792	POWER STRIP/TRENDNET POWER ET		0.00	\$345.00	0.00	345.00
	Desc: POWER STRIP/TRENDNET POWER ETHERNET		Acct: 10-181-330-0000	IT -OFFICE EQUIPMENT		
	Vendor Total:			345.00	0.00	345.00
005750	BLAKE GROUP HOLDINGS, INC		BLAKE EQUIPMENT		12/08/2023	81876
315004005-00	Replace 2nd Failing Pump @ Jay Hill		2,251.11	\$2,251.11	0.00	2,251.11
	Desc: Replace 2nd Failing Pump @ Jay Hill		Acct: 65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:			2,251.11	0.00	2,251.11
006100	BMO FINANCIAL GROUP			12/08/2023		81877
Cooney 10/28-31/23	Cooney, Scott - FD		0.00	\$193.39	0.00	193.39
	Desc: Candy/Trash Bags		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
Delisle 10/28-31/23	Delisle, Jeremy - DPW		116.30	\$150.62	0.00	150.62
	Desc: Spirit - Materials Trunk or Treat		Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
	Desc: Spirit - Materials Trunk or Treat		Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
	Desc: Walmart - Materials Trunk or Treat		Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
	Desc: Walmart - Materials Trunk or Treat		Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
	Desc: Tractor Supply - Fittings		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Kelley 10/28-31/23	Kelley, Connie - PD		0.00	\$42.29	0.00	42.29
	Desc: EZPass NH- Tolls		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
	Vendor Total:			386.30	0.00	386.30
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC		12/08/2023	81878
85137396	MED SUPPLIES		0.00	\$15.29	0.00	15.29
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
85158543	MED SUPPLIES		0.00	\$29.16	0.00	29.16
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
85162887	MED SUPPLIES		0.00	\$1,158.40	0.00	1,158.40
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		

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Vendor Total:			1,202.85	0.00	1,202.85
006950	N. A. MANOSH			12/08/2023	81879
43056-2	SLUDGE DISPOSAL	320.00	\$320.00	0.00	320.00
Desc: 43056-2	SLUDGE DISPOSAL	Acct: 65-963-318-0000	CONTRACTED SERVICES		
42741	FY24 Quechee Sludge Hauling Service	1,920.00	\$1,920.00	0.00	1,920.00
Desc: 42741	FY24 Quechee Sludge Hauling Service	Acct: 65-963-318-0000	CONTRACTED SERVICES		
43056-1	SLUDGE DISPOSAL	1,920.00	\$1,920.00	0.00	1,920.00
Desc: 43056-1	SLUDGE DISPOSAL	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			4,160.00	0.00	4,160.00
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV	BSN SPORTS INC.		12/08/2023	81880
923742281	BSN Sports - Winter Sports Equipmen	0.00	\$2,176.00	0.00	2,176.00
Desc: 923742281	BSN Sports - Winter Sports Equipmen	Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES		
Vendor Total:			2,176.00	0.00	2,176.00
009020	CENTER FOR PUBLIC SAFETY EXCEL, INC			12/08/2023	81881
05-18603	CPSE TAP COMMUNITY-DRIVEN STRA	0.00	\$2,880.00	0.00	2,880.00
Desc: 05-18603	CPSE TAP COMMUNITY-DRIVEN STRATEG P	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:			2,880.00	0.00	2,880.00
009075	CENTRAL VERMONT COMMUNICATIONS			12/08/2023	81882
229-2953622	PAGERS DEC'23-FEB'24	85.05	\$85.05	0.00	85.05
Desc: 229-2953622	PAGERS DEC'23-FEB'24	Acct: 50-954-324-0000	TELEPHONE		
Desc: 229-2953622	PAGERS DEC'23-FEB'24	Acct: 55-954-324-0000	TELEPHONE		
Desc: 229-2953622	PAGERS DEC'23-FEB'24	Acct: 60-964-324-0000	TELEPHONE		
Desc: 229-2953622	PAGERS DEC'23-FEB'24	Acct: 65-964-324-0000	TELEPHONE		
Vendor Total:			85.05	0.00	85.05
009120	CHADWICK-BAROSS INC			12/08/2023	81883
C81900	Replacement Mirror, Blade & Bolt Ki	0.00	\$1,353.38	0.00	1,353.38
Desc: C81900	Replacement Mirror, Blade & Bolt Ki	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
G59761	Prinoff Repairs/Maintenance	0.00	\$2,605.38	0.00	2,605.38
Desc: G59761	Prinoff Repairs/Maintenance	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
Vendor Total:			3,958.76	0.00	3,958.76
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		12/08/2023	81884
4172537589	MATS	0.00	\$47.44	0.00	47.44
Desc: 4172537589	MATS	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4172537711	UNIFORMS	0.00	\$94.44	0.00	94.44
Desc: 4172537711	UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Desc: 4172537711	UNIFORMS	Acct: 10-325-326-0000	DPW -UNIFORMS		
4172537762	UNIFORMS	11.84	\$11.84	0.00	11.84
Desc: 4172537762	UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4172835357	UNIFORMS	35.54	\$35.54	0.00	35.54
Desc: 4172835357	UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4173247310	MATS	0.00	\$47.44	0.00	47.44
Desc: 4173247310	MATS	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		

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4173247576	UNIFORMS	0.00	\$111.61	0.00	111.61	
Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS			
4173572408	UNIFORMS	40.09	\$40.09	0.00	40.09	
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE			
4174025059	MATS	0.00	\$47.44	0.00	47.44	
Desc: MATS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
4174025426	UNIFORMS	0.00	\$111.61	0.00	111.61	
Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS			
4174196577	UNIFORMS	40.09	\$40.09	0.00	40.09	
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE			
4174691448	UNIFORMS	0.00	\$123.61	0.00	123.61	
Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS			
4174691523	WIPE BUCKET	12.00	\$12.00	0.00	12.00	
Desc: WIPE BUCKET		Acct: 60-961-323-0000	MATERIAL & SUPPLIES			
4174879427	UNIFORMS	40.09	\$40.09	0.00	40.09	
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE			
4175515265	MATS	0.00	\$47.44	0.00	47.44	
Desc: MATS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
Vendor Total:			810.68	0.00	810.68	
010420	COATES, THOMAS	THOMAS COATES		12/08/2023	81885	
DEC'23	RETIREE HEALTH INS REIMBURSEME	229.75	\$229.75	0.00	229.75	
Desc: Ret Reimb Dec		Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE			
Vendor Total:			229.75	0.00	229.75	
010680	COHERIT ASSOCIATES LLC			12/08/2023	81886	
11.13.2023	PERFORMING ARTS HERITAGE PROJ	0.00	\$572.35	0.00	572.35	
Desc: PERFORMING ARTS HERITAGE PROJ		Acct: 10-625-316-0000	PDZ -GRANTS & APPROPRIATIONS			
Vendor Total:			572.35	0.00	572.35	
010682	COLBURN, RICHARD J	RICHARD J COLBURN		12/08/2023	81887	
11.21.2023	TRASH REVOVAL	0.00	\$99.87	0.00	99.87	
Desc: TRASH REMOVAL		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES			
Vendor Total:			99.87	0.00	99.87	
010683	COLE, ESME	ESME COLE		12/08/2023	81888	
10.11.2023	FIELD HOCKEY	0.00	\$50.00	0.00	50.00	
Desc: FIELD HOCKEY		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
Vendor Total:			50.00	0.00	50.00	
010832	COMCAST			12/08/2023	81889	
0042221DEC'23	INTERNET - LIB	0.00	\$56.31	0.00	56.31	
Desc: INTERNET - LIB		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF			
0262894NOV'23	INTERNET - 142 IZZO PL	171.41	\$171.41	0.00	171.41	
Desc: INTERNET - 142 IZZO PL		Acct: 65-964-324-0000	TELEPHONE			

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0273164NOV'23	200 CRANBERRY LN	263.60	\$263.60	0.00	263.60
Desc: 200 CRANBERRY LN		Acct: 50-952-324-0000	TELEPHONE		
Vendor Total:			491.32	0.00	491.32
011848	CRAFTSTUDIES, INC.			12/08/2023	81890
145	CLAY PLAY & SEWING CLUB	0.00	\$1,920.00	0.00	1,920.00
Desc: CLAY PLAY & SEWING CLUB		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			1,920.00	0.00	1,920.00
012665	DANIELS, WANDA	WANDA DANIELS		12/08/2023	81891
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$229.17	0.00	229.17
Desc: Ret Reimb dec		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:			229.17	0.00	229.17
013200	DEAN, DAVID	DAVID DEAN		12/08/2023	81892
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$411.83	0.00	411.83
Desc: Ret reimb Dec		Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
Vendor Total:			411.83	0.00	411.83
013551	DELISLE, TERRY M	TERRY M DELISLE		12/08/2023	81893
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$281.35	0.00	281.35
Desc: Ret Reimb Dec		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Vendor Total:			281.35	0.00	281.35
014415	DUBE, CHRISTOPHER	CHRISTOPHER DUBE		12/08/2023	81894
2024	GYM MEMBERSHIP	0.00	\$720.00	0.00	720.00
Desc: GYM MEMBERSHIP		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:			720.00	0.00	720.00
014447	DUFRESNE GROUP			12/08/2023	81895
18172	Quechee Box Porj# 7170024.4 90%	4,938.00	\$4,938.00	0.00	4,938.00
Desc: Quechee Box Porj# 7170024.4 90%		Acct: 72-325-325-0530	Town Highway Structures Program #BC.		
18174	Quechee Box Porj# 7170024.5 100%	1,536.00	\$1,536.00	0.00	1,536.00
Desc: Quechee Box Porj# 7170024.5 100%		Acct: 72-325-325-0530	Town Highway Structures Program #BC.		
Vendor Total:			6,474.00	0.00	6,474.00
015090	EASTERN ANALYTICAL, INC			12/08/2023	81896
269906	SAMPLING ANALYSIS	238.00	\$238.00	0.00	238.00
Desc: SAMPLING ANALYSIS		Acct: 65-964-318-0000	CONTRACTED SERVICES		
Vendor Total:			238.00	0.00	238.00
015500	ENDYNE, INC			12/08/2023	81897
468969	TESTS	18.00	\$18.00	0.00	18.00
Desc: TESTS		Acct: 55-954-318-0000	CONTRACTED SERVICES		
468970	TESTS	72.00	\$72.00	0.00	72.00
Desc: TESTS		Acct: 50-954-318-0000	CONTRACTED SERVICES		
469222	WSID 5320 Quechee PFAS Testing	550.00	\$550.00	0.00	550.00

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	Desc: WSID 5320 Quechee PFAS Testing	Acct: 55-954-318-0000		CONTRACTED SERVICES		
469223	WSID 5319 Hartford PFAS Testing		550.00	\$550.00	0.00	550.00
	Desc: WSID 5319 Hartford PFAS Testing	Acct: 50-954-318-0000		CONTRACTED SERVICES		
469240	WSID 5319 Hartford PFAS Testing		550.00	\$550.00	0.00	550.00
	Desc: WSID 5319 Hartford PFAS Testing	Acct: 50-954-318-0000		CONTRACTED SERVICES		
469298	TESTS		18.00	\$18.00	0.00	18.00
	Desc: TESTS	Acct: 50-954-318-0000		CONTRACTED SERVICES		
469333	TESTS		90.00	\$90.00	0.00	90.00
	Desc: TESTS	Acct: 60-961-318-0000		CONTRACTED SERVICES		
469334	TESTS		55.00	\$55.00	0.00	55.00
	Desc: TESTS	Acct: 50-954-318-0000		CONTRACTED SERVICES		
469453	TESTS		28.00	\$28.00	0.00	28.00
	Desc: TESTS	Acct: 50-954-318-0000		CONTRACTED SERVICES		
469580	TESTS		72.00	\$72.00	0.00	72.00
	Desc: TESTS	Acct: 50-954-318-0000		CONTRACTED SERVICES		
469581	TESTS		18.00	\$18.00	0.00	18.00
	Desc: TESTS	Acct: 55-954-318-0000		CONTRACTED SERVICES		
469811	WRJ WEEKLY ANALYSIS		90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000		CONTRACTED SERVICES		
470027	SAMPLING ANALYSIS		220.00	\$220.00	0.00	220.00
	Desc: SAMPLING ANALYSIS	Acct: 60-961-318-0000		CONTRACTED SERVICES		
470076	SAMPLING ANALYSIS		18.00	\$18.00	0.00	18.00
	Desc: SAMPLING ANALYSIS	Acct: 50-954-318-0000		CONTRACTED SERVICES		
470194	SAMPLING ANALYSIS		28.00	\$28.00	0.00	28.00
	Desc: SAMPLING ANALYSIS	Acct: 50-954-318-0000		CONTRACTED SERVICES		
470644	SAMPLING ANALYSIS		90.00	\$90.00	0.00	90.00
	Desc: SAMPLING ANALYSIS	Acct: 60-961-318-0000		CONTRACTED SERVICES		
Vendor Total:				2,467.00	0.00	2,467.00
015615	ESRI, INC	ENVIRONMENTAL SYSTEM RESEARCH		12/08/2023	81898	
94593503	SPILLMAN MAPPING DATABASE		0.00	\$3,600.00	0.00	3,600.00
	Desc: SPILLMAN MAPPING DATABASE	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
Vendor Total:				3,600.00	0.00	3,600.00
015815	EVANS MOTOR FUELS	EVANS GROUP INC.		12/08/2023	81899	
8003178	GAS		0.00	\$501.21	0.00	501.21
	Desc: GAS	Acct: 10-221-319-0000		HFD -EQUIPMENT OPERATION-GAS		
Vendor Total:				501.21	0.00	501.21
016080	CONSOLIDATED COMMUNICATIONS			12/08/2023	81900	
111020181918NOV'23	QUECHEE WW		52.96	\$52.96	0.00	52.96
	Desc: QUECHEE WW	Acct: 65-963-324-0000		TELEPHONE		
11833807752NOV'23	WRJ WATER TANK		364.80	\$364.80	0.00	364.80
	Desc: WRJ WATER TANK	Acct: 50-952-324-0000		TELEPHONE		
11833807752OCT'23	WRJ WATER TANK		364.60	\$364.60	0.00	364.60
	Desc: WRJ WATER TANK	Acct: 50-952-324-0000		TELEPHONE		
122569096956NOV'23	RECYCLING CENTER - INTERNET		46.63	\$46.63	0.00	46.63
	Desc: RECYCLING CENTER - INTERNET	Acct: 30-971-324-0000		TELEPHONE		

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12615510982NOV'23	QUECHEE WATER	111.67	\$111.67	0.00	111.67	
Desc: QUECHEE WATER		Acct: 55-953-324-0000	TELEPHONE			
12615510982OCT'23	QUECHEE WATER	111.66	\$111.66	0.00	111.66	
Desc: QUECHEE WATER		Acct: 55-953-324-0000	TELEPHONE			
13444320594NOV'23	RADIO CIRCUITS	0.00	\$752.79	0.00	752.79	
Desc: RADIO CIRCUITS		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC			
13444320594OCT'23	RADIO CIRCUITS	0.00	\$752.79	0.00	752.79	
Desc: RADIO CIRCUITS		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC			
14091736024NOV'23	WABA - INTERNET	0.00	\$369.84	0.00	369.84	
Desc: WABA - INTERNET		Acct: 10-530-324-0000	PR -Telephone			
14362366935NOV'23	HEMLOCK RIDGE	88.22	\$88.22	0.00	88.22	
Desc: HEMLOCK RIDGE		Acct: 50-952-324-0000	TELEPHONE			
8022957049639NOV'23	SPORTS PARK PUMP STN	58.10	\$58.10	0.00	58.10	
Desc: SPORTS PARK PUMP STN		Acct: 60-964-324-0000	TELEPHONE			
8022959708618NOV'23	MAXFIELD PUMP	61.36	\$61.36	0.00	61.36	
Desc: MAXFIELD PUMP		Acct: 60-964-324-0000	TELEPHONE			
Vendor Total:			3,135.42	0.00	3,135.42	
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	12/08/2023		81901	
1193088	Comp Curb, Rod	785.25	\$785.25	0.00	785.25	
Desc: Comp Curb, Rod		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
1193872	MATERIALS	251.64	\$251.64	0.00	251.64	
Desc: MATERIALS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
Vendor Total:			1,036.89	0.00	1,036.89	
016730	FIRE & POLICE SELECTION INC		12/08/2023		81902	
21285	FF ONLINE EXAM	0.00	\$864.00	0.00	864.00	
Desc: FF ONLINE EXAM		Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
21296-1	FF ONLINE EXAM	0.00	\$395.00	0.00	395.00	
Desc: FF ONLINE EXAM		Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
21296-2	FF ONLINE EXAM	0.00	\$239.00	0.00	239.00	
Desc: FF EXAMS		Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
Vendor Total:			1,498.00	0.00	1,498.00	
017110	FISHER AUTO PARTS, INC		12/08/2023		81903	
301-168799	PARTS	26.02	\$26.02	0.00	26.02	
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES			
301-169055	PARTS	186.99	\$186.99	0.00	186.99	
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-169849	PARTS	0.00	\$58.47	0.00	58.47	
Desc: E4		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-170022	PARTS	0.00	\$190.91	0.00	190.91	
Desc: CAR2		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-170026	PARTS	0.00	\$338.75	0.00	338.75	
Desc: CAR2		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-170110	PARTS	0.00	\$21.52	0.00	21.52	
Desc: CAR2		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-170600	PARTS	195.56	\$195.56	0.00	195.56	

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	Desc: PARTS	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL			
301-170707	PARTS	0.00	\$59.98	0.00	59.98	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-170708	PARTS	23.00	\$23.00	0.00	23.00	
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-170994	PARTS	0.00	\$60.00	0.00	60.00	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-171069	PARTS	0.00	\$190.85	0.00	190.85	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-171216	PARTS	0.00	\$36.62	0.00	36.62	
	Desc: L1	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-171219	PARTS	0.00	\$56.40	0.00	56.40	
	Desc: E4	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-171232	PARTS	0.00	\$5.07	0.00	5.07	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-171236	PARTS	0.00	\$48.97	0.00	48.97	
	Desc: L1	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-171250	PARTS	0.00	\$25.69	0.00	25.69	
	Desc: L1	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-171351	PARTS	0.00	\$397.88	0.00	397.88	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-171382	PARTS	0.00	\$173.18	0.00	173.18	
	Desc: E4	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-171567	PARTS	0.00	\$84.81	0.00	84.81	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-171631	PARTS	0.00	\$36.10	0.00	36.10	
	Desc: GATOR	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-171632	PARTS	0.00	\$119.28	0.00	119.28	
	Desc: TRUCKS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-172057	PARTS	0.00	\$71.97	0.00	71.97	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-344714	PARTS	6.06	\$6.06	0.00	6.06	
	Desc: PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES			
	Desc: PARTS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES			
301-345719	PARTS	8.00	\$8.00	0.00	8.00	
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
Vendor Total:			2,422.08	0.00	2,422.08	
017301	FOGG'S LUMBER AND HARDWARE			12/08/2023		81904
228818/6	MATERIALS	27.99	\$27.99	0.00	27.99	
	Desc: MATERIALS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
228820/6	MATERIALS	9.59	\$9.59	0.00	9.59	
	Desc: MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES			
228888/6	MATERIALS	0.00	\$94.80	0.00	94.80	
	Desc: MATERIALS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
229675/6	MATERIALS	6.97	\$6.97	0.00	6.97	
	Desc: MATERIALS	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL			
229692/6	MATERIALS	7.99	\$7.99	0.00	7.99	

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	Desc: MATERIALS		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
230917/6	MATERIALS		0.00	\$9.67	0.00	9.67
	Desc: MATERIALS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
230926/6	ELEVATR LED		0.00	\$13.99	0.00	13.99
	Desc: ELEVATR LED		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
232109/6	MATERIALS		21.78	\$21.78	0.00	21.78
	Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
233090/6	MATERIALS		0.00	\$39.99	0.00	39.99
	Desc: MATERIALS		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES		
233264/6	SILT FENCE - VETERANS PARK		0.00	\$44.99	0.00	44.99
	Desc: SILT FENCE - VETERANS PARK		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
233302/6	LIGHTS		0.00	\$53.35	0.00	53.35
	Desc: LIGHTS		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
233662/6	FRIDGE FILTER/MISCELANEOUS		0.00	\$85.97	0.00	85.97
	Desc: FRIDGE FILTER/MISCELANEOUS		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
234088/6	REBAR TIE WIRE BLK		0.00	\$14.99	0.00	14.99
	Desc: REBAR TIE WIRE BLK		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES		
224469/6	8 GROUND CONTACT - WABA PARKIN		0.00	\$226.11	0.00	226.11
	Desc: 8 GROUND CONTACT - WABA PARKING FEN		Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GRO		
225363/6	CONCRETE		15.98	\$15.98	0.00	15.98
	Desc: CONCRETE		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:				674.16	0.00	674.16
017850	GALLS, LLC				12/08/2023	81905
	026207882	UNIFORMS	0.00	\$66.13	0.00	66.13
	Desc: JACKET		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	026246345	UNIFORMS	0.00	\$63.94	0.00	63.94
	Desc: Furnari- jacket		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	026258953	UNIFORMS	0.00	\$134.99	0.00	134.99
	Desc: Santagate- Jackets		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	026259946	UNIFORMS	0.00	\$66.74	0.00	66.74
	Desc: UNIFORMS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	026275803	UNIFORMS	0.00	\$94.24	0.00	94.24
	Desc: UNIFORMS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				426.04	0.00	426.04
019390	GRAINGER				12/08/2023	81906
	9912794931	BATTERIES	15.32	\$15.32	0.00	15.32
	Desc: BATTERIES		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:				15.32	0.00	15.32
019392	GRANDSTAND APPAREL	GRANDSTAND APPAREL			12/08/2023	81907
	6200	WABA APPAREL	0.00	\$264.00	0.00	264.00
	Desc: WABA APPAREL		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES		
	Desc: WABA APPAREL		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				264.00	0.00	264.00
019800	GREEN MOUNTAIN LIBRARY CONSORTIUM				12/08/2023	81908

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G24-3736	ANNUAL MEMBERSHIP	0.00	\$283.72	0.00	283.72
Desc: ANNUAL MEMBERSHIP		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			283.72	0.00	283.72
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		12/08/2023	81909
01013200009NOV'23	1299 QUECHEE MAIN ST	417.76	\$417.76	0.00	417.76
Desc: 1299 QUECHEE MAIN ST		Acct: 65-964-329-0000	ELECTRICITY		
02624000002AUG'23	SOLID WASTE FACILITY	-0.59	\$-0.59	0.00	-0.59
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
02624000002JUL'23	SOLID WASTE FACILITY	2.79	\$2.79	0.00	2.79
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
02624000002JUN'23	SOLID WASTE FACILITY	-128.03	\$-128.03	0.00	-128.03
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
02624000002MAY'23	SOLID WASTE FACILITY	49.50	\$49.50	0.00	49.50
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
02624000002NOV'23	SOLID WASTE FACILITY	281.94	\$281.94	0.00	281.94
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
02624000002OCT'23	SOLID WASTE FACILITY	82.82	\$82.82	0.00	82.82
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
02624000002SEP'23	SOLID WASTE FACILITY	-38.87	\$-38.87	0.00	-38.87
Desc: SOLID WASTE FACILITY		Acct: 30-971-329-0000	ELECTRICITY		
04013200003NOV'23	BENTLEY RD PUMP	121.92	\$121.92	0.00	121.92
Desc: BENTLEY RD PUMP		Acct: 65-964-329-0000	ELECTRICITY		
08303200003NOV'23	DEWEY FAMILY RD	314.79	\$314.79	0.00	314.79
Desc: DEWEY FAMILY RD		Acct: 65-964-329-0000	ELECTRICITY		
09732000006NOV'23	319 LATHAM WORKS LN	11,142.71	\$11,142.71	0.00	11,142.71
Desc: 319 LATHAM WORKS LN		Acct: 60-961-329-0000	ELECTRICITY		
11013200008NOV'23	HENDEE WAY	84.20	\$84.20	0.00	84.20
Desc: HENDEE WAY		Acct: 65-964-329-0000	ELECTRICITY		
13414587553NOV'23	120 LESLE DR PAV A	0.00	\$176.34	0.00	176.34
Desc: 120 LESLE DR PAV A		Acct: 10-528-329-0000	PR -ELECTRICITY		
13833000006NOV'23	LYMAN POINT PARK	0.00	\$37.33	0.00	37.33
Desc: LYMAN POINT PARK		Acct: 10-521-329-0000	PR -ELECTRICITY		
21257439196NOV'23	1774 HILLSIDE RD TOWER	0.00	\$167.56	0.00	167.56
Desc: 1774 HILLSIDE RD TOWER		Acct: 10-211-329-0000	HPD -ELECTRICITY		
23490000009NOV'23	200 CRANBERRY LN	5,230.30	\$5,230.30	0.00	5,230.30
Desc: 200 CRANBERRY LN		Acct: 50-952-329-0000	ELECTRICITY		
23490000009OCT'23	200 CRANBERRY LN	3,624.96	\$3,624.96	0.00	3,624.96
Desc: 200 CRANBERRY LN		Acct: 50-952-329-0000	ELECTRICITY		
23833000005NOV'23	RT 5 HIGHLAND	0.00	\$83.97	0.00	83.97
Desc: RT 5 HIGHLAND		Acct: 10-314-329-0000	DPW -ELECTRICITY		
27333200007NOV'23	ALDEN PARTRIDGE	81.03	\$81.03	0.00	81.03
Desc: ALDEN PARTRIDGE		Acct: 65-964-329-0000	ELECTRICITY		
27762000001AUG'23	262 N MAIN ST - SENIOR CTR	0.00	\$-44.76	0.00	-44.76
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001JUL'23	262 N MAIN ST - SENIOR CTR	0.00	\$-6.01	0.00	-6.01
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001JUN'23	262 N MAIN ST - SENIOR CTR	0.00	\$-342.89	0.00	-342.89

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	Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001MAY'23	262 N MAIN ST - SENIOR CTR		0.00	\$-140.49	0.00	-140.49
	Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001NOV'23	262 N MAIN ST - SENIOR CTR		0.00	\$835.51	0.00	835.51
	Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001OCT'23	262 N MAIN - SENIOR CTR		0.00	\$180.47	0.00	180.47
	Desc: 262 N MAIN - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001SEP'23	262 N MAIN ST - SENIOR CTR		0.00	\$-73.98	0.00	-73.98
	Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
28933000003NOV'23	MAPLE ST		218.42	\$218.42	0.00	218.42
	Desc: MAPLE ST		Acct: 60-964-329-0000	ELECTRICITY		
33833000004NOV'23	MAXFIELD PUMP		245.21	\$245.21	0.00	245.21
	Desc: MAXFIELD PUMP		Acct: 60-964-329-0000	ELECTRICITY		
36340000003DEC'23	FROST PARK		0.00	\$25.80	0.00	25.80
	Desc: FROST PARK		Acct: 10-521-329-0000	PR -ELECTRICITY		
38035000009NOV'23	OLCOTT COMMERCE		209.55	\$209.55	0.00	209.55
	Desc: OLCOTT COMMERCE		Acct: 60-964-329-0000	ELECTRICITY		
39135140109NOV'23	120 LESLE DR PAV C		0.00	\$167.98	0.00	167.98
	Desc: 120 LESLE DR PAV C		Acct: 10-528-329-0000	PR -ELECTRICITY		
39424000006NOV'23	PUBLIC SAFETY BLDG		0.00	\$393.67	0.00	393.67
	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		
41082200001NOV'23	291 SUGAR HILL LN		307.42	\$307.42	0.00	307.42
	Desc: 291 SUGAR HILL LN		Acct: 55-954-329-0000	ELECTRICITY		
43382200004NOV'23	EASTMAN HILL		505.03	\$505.03	0.00	505.03
	Desc: EASTMAN HILL		Acct: 55-954-329-0000	ELECTRICITY		
43833000003NOV'23	BRIDGE ST		0.00	\$85.64	0.00	85.64
	Desc: BRIDGE ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
44926000009NOV'23	STREET LIGHTS		0.00	\$2,550.12	0.00	2,550.12
	Desc: STREET LIGHTS		Acct: 10-314-329-0000	DPW -ELECTRICITY		
44926000009OCT'23	STREET LIGHTS		0.00	\$2,391.40	0.00	2,391.40
	Desc: STREET LIGHTS		Acct: 10-314-329-0000	DPW -ELECTRICITY		
48832000003NOV'23	ARBORETUM LN		143.73	\$143.73	0.00	143.73
	Desc: ARBORETUM LN		Acct: 60-964-329-0000	ELECTRICITY		
48933200007NOV'23	VILLAGE GREEN BALOOK FEST		0.00	\$25.80	0.00	25.80
	Desc: VILLAGE GREEN BALOOK FEST		Acct: 10-521-329-0000	PR -ELECTRICITY		
49424000005NOV'23	VA CUTOFF WTR		92.42	\$92.42	0.00	92.42
	Desc: VA CUTOFF WTR		Acct: 50-954-329-0000	ELECTRICITY		
49662156394NOV'23	SYKES MTN AVE		0.00	\$143.82	0.00	143.82
	Desc: SYKES MTN AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
49672200000NOV'23	RTE WEST HTFD		0.00	\$534.54	0.00	534.54
	Desc: RTE WEST HTFD		Acct: 10-314-329-0000	DPW -ELECTRICITY		
50776120219NOV'23	1103 N MAIN ST		0.00	\$95.08	0.00	95.08
	Desc: 1103 N MAIN ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
57303200000NOV'23	HIGH ST		648.63	\$648.63	0.00	648.63
	Desc: HIGH ST		Acct: 65-964-329-0000	ELECTRICITY		
62592200000NOV'23	WOODSTOCK RD		0.00	\$50.66	0.00	50.66

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	Desc: WOODSTOCK RD	Acct: 10-314-329-0000	DPW -ELECTRICITY		
62713200004NOV'23	WOODSTOCK RD	75.24	\$75.24	0.00	75.24
	Desc: WOODSTOCK RD	Acct: 55-954-329-0000	ELECTRICITY		
84443200005NOV'23	WATERMAN HL	0.00	\$83.17	0.00	83.17
	Desc: WATERMAN HL	Acct: 10-314-329-0000	DPW -ELECTRICITY		
65590000009NOV'23	DEPOT ST	929.45	\$929.45	0.00	929.45
	Desc: DEPOT ST	Acct: 60-962-329-0000	ELECTRICITY		
67003200002NOV'23	WILLARD RD QUECHEE FIRE	0.00	\$317.07	0.00	317.07
	Desc: WILLARD RD QUECHEE FIRE	Acct: 10-221-329-0000	HFD -ELECTRICITY		
67303200009NOV'23	78 MURPHYS RD	373.65	\$373.65	0.00	373.65
	Desc: 78 MURPHYS RD	Acct: 65-964-329-0000	ELECTRICITY		
67399084366NOV'23	120 LESLE DR PAV B	0.00	\$276.72	0.00	276.72
	Desc: 120 LESLE DR PAV B	Acct: 10-528-329-0000	PR -ELECTRICITY		
68053200009NOV'23	RT 14 W HARTFORD LIB	0.00	\$126.40	0.00	126.40
	Desc: RT 14 W HARTFORD LIB	Acct: 10-524-329-0000	PR -ELECTRICITY		
71013200002NOV'23	WHITMAN BROOK	500.35	\$500.35	0.00	500.35
	Desc: WHITMAN BROOK	Acct: 65-964-329-0000	ELECTRICITY		
74713200009NOV'23	WOODSTOCK RD	0.00	\$82.76	0.00	82.76
	Desc: WOODSTOCK RD	Acct: 10-314-329-0000	DPW -ELECTRICITY		
74872200006NOV'23	LAKE PINNEO	1,565.98	\$1,565.98	0.00	1,565.98
	Desc: LAKE PINNEO	Acct: 55-953-329-0000	ELECTRICITY		
74972200005NOV'23	WHEELOCK RD SEC 2	54.89	\$54.89	0.00	54.89
	Desc: WHEELOCK RD SEC 2	Acct: 55-954-329-0000	ELECTRICITY		
77303200008NOV'23	LAKE PINNEO	86.23	\$86.23	0.00	86.23
	Desc: LAKE PINNEO	Acct: 65-964-329-0000	ELECTRICITY		
80082200009NOV'23	NOYES LN	299.19	\$299.19	0.00	299.19
	Desc: NOYES LN	Acct: 55-954-329-0000	ELECTRICITY		
82948328248NOV'23	PROSPECT ST TEMP	0.00	\$135.19	0.00	135.19
	Desc: PROSPECT ST TEMP	Acct: 10-314-329-0000	DPW -ELECTRICITY		
87700100008DEC'23	CHRISTIAN ST	0.00	\$32.07	0.00	32.07
	Desc: CHRISTIAN ST	Acct: 10-314-329-0000	DPW -ELECTRICITY		
87833000000NOV'23	MAPLE ST	0.00	\$83.97	0.00	83.97
	Desc: MAPLE ST	Acct: 10-314-329-0000	DPW -ELECTRICITY		
91624000005NOV'23	SOLID WASTE	88.27	\$88.27	0.00	88.27
	Desc: SOLID WASTE	Acct: 30-971-329-0000	ELECTRICITY		
97303200006NOV'23	NOYES LN	31.90	\$31.90	0.00	31.90
	Desc: NOYES LN	Acct: 65-964-329-0000	ELECTRICITY		
98340000003DEC'23	A ST PUMP STN	34.99	\$34.99	0.00	34.99
	Desc: A ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY		
Vendor Total:			36,152.69	0.00	36,152.69
020400	HACH COMPANY			12/08/2023	81910
13818500	CHEMICALS	381.79	\$381.79	0.00	381.79
	Desc: CHEMICALS	Acct: 50-952-340-0000	CHEMICALS		
Vendor Total:			381.79	0.00	381.79
020702	HANOVER, TOWN OF	TOWN OF HANOVER		12/08/2023	81911
11.21.2023	TRAINING	0.00	\$1,015.20	0.00	1,015.20

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	Desc: TRAINING	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
Vendor Total:			1,015.20	0.00	1,015.20
020734	HARRIS COMPUTER CORPORATION	HARRIS COMPUTER CORPORATION	12/08/2023		81912
HMUMN0000107	MUNISMART 2024	9,683.01	\$30,062.67	0.00	30,062.67
Desc:	MUNISMART 2024	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
Desc:	MUNISMART 2024	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-325-318-0000	DPW -CONTRACT SERVICES		
Desc:	MUNISMART 2024	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 10-622-318-0000	PDZ -CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 30-975-318-0000	CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 50-955-318-0000	CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 55-955-318-0000	CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 60-965-318-0000	CONTRACTED SERVICES		
Desc:	MUNISMART 2024	Acct: 65-965-318-0000	CONTRACTED SERVICES		
Vendor Total:			30,062.67	0.00	30,062.67
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD	12/08/2023		81913
211600,00408240	275 DEPOT ST - WATER	50.45	\$50.45	0.00	50.45
Desc:	275 DEPOT ST - WATER	Acct: 60-962-328-0000	WATER		
Vendor Total:			50.45	0.00	50.45
022610	HIGGINS OFFICE PRODUCTS INC		12/08/2023		81914
IN147881	ID CARD PRINTER CLEAN UP	0.00	\$200.00	0.00	200.00
Desc:	ID CARD PRINTER CLEAN UP	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
Vendor Total:			200.00	0.00	200.00
022703	HILL, MARY	MARY HILL	12/08/2023		81915
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$343.48	0.00	343.48
Desc:	Ret Reimb Dec	Acct: 10-151-418-0100	TC -Retirees		
Vendor Total:			343.48	0.00	343.48
023298	HULL, TRACEY	TRACEY HULL	12/08/2023		81916
11.19.2023	4 LEARN TO SKATE LESSONS	0.00	\$240.00	0.00	240.00
Desc:	4 LEARN TO SKATE LESSONS	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			240.00	0.00	240.00
023473	INGRAM LIBRARY SERVICES LLC		12/08/2023		81917
79019583	BOOKS	0.00	\$75.40	0.00	75.40
Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
79019580	BOOKS	0.00	\$48.96	0.00	48.96
Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
79019581	BOOKS	0.00	\$13.78	0.00	13.78

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	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
79019582	BOOKS		0.00	\$17.70	0.00	17.70
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
79103465	BOOKS		0.00	\$180.15	0.00	180.15
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:				335.99	0.00	335.99
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC				12/08/2023	81918
3096-1	CLEAN-UP DOWNTOWN FLOWER POT		0.00	\$400.00	0.00	400.00
	Desc: CLEAN-UP DOWNTOWN FLOWER POTS		Acct: 10-622-312-0100	PDZ -MARKETING PROMOTION		
Vendor Total:				400.00	0.00	400.00
025175	SANEL NAPA WEST LEBANON		SANEL NAPA - WEST LEBANON		12/08/2023	81919
55473,165492	PARTS		0.00	\$31.98	0.00	31.98
	Desc: PARTS		Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
Vendor Total:				31.98	0.00	31.98
025223	KAS INC				12/08/2023	81920
512120285-20	Dayco/West Hartfor Library - Annual		0.00	\$534.40	0.00	534.40
	Desc: Dayco/West Hartfor Library - Annual		Acct: 10-622-318-0000	PDZ -CONTRACTED SERVICES		
Vendor Total:				534.40	0.00	534.40
025600	KENNEY, RICHARD		RICHARD KENNEY		12/08/2023	81921
DEC'23	RETIREE HEALTH INS REIMBURSEMEI		575.48	\$575.48	0.00	575.48
	Desc: Ret reimb Dec		Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				575.48	0.00	575.48
025715	KEY CHEVROLET OF WHITE RIVER				12/08/2023	81922
8449	H102 HOSE TEST		0.00	\$200.70	0.00	200.70
	Desc: H102 HOSE TEST		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				200.70	0.00	200.70
026592	LAFASO ELECTRIC INCORPORATED				12/08/2023	81923
2653	Replace rapid flashing beacon		0.00	\$8,150.00	0.00	8,150.00
	Desc: Replace rapid flashing beacon		Acct: 10-314-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:				8,150.00	0.00	8,150.00
026759	LOWERY PROPERTY SERVICES				12/08/2023	81924
2373	FALL CLEAN-UP FROST PARK		0.00	\$1,600.00	0.00	1,600.00
	Desc: FALL CLEAN-UP FROST PARK		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				1,600.00	0.00	1,600.00
027380	LEBANON FORD				12/08/2023	81925
45018067	C1 PARTS		0.00	\$218.40	0.00	218.40
	Desc: C1 PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				218.40	0.00	218.40

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027402	LEBANON, CITY OF	CITY OF LEBANON		12/08/2023	81926
OCT'23	TIPPING FEES	4,245.97	\$4,245.97	0.00	4,245.97
Desc:	Tipping Fees_10/01/23 - 10/31/23	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Vendor Total:			4,245.97	0.00	4,245.97
027403	LEBANON, CITY OF	CITY OF LEBANON		12/08/2023	81927
OCT'23	Grit Disposal_7/28/23 & 10/01/23 -	5,985.65	\$5,985.65	0.00	5,985.65
Desc:	Grit Disposal_7/28/23 & 10/01/23 -	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			5,985.65	0.00	5,985.65
027707	LEMAL, ANNE-MARIE	ANNE-MARIE LEMAL		12/08/2023	81928
144	LEARN TO SKATE LESSONS 11.19.23	0.00	\$60.00	0.00	60.00
Desc:	LEARN TO SKATE LESSONS 11.19.23	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			60.00	0.00	60.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		12/08/2023	81929
4935943,10920	PROPANE 1293.7G@\$1.4705 WABA	0.00	\$1,928.26	0.00	1,928.26
Desc:	PROPANE 1293.7G@\$1.4705 WABA	Acct: 10-530-327-0000	PR -BUILDING HEAT		
4333626,22969	PROPANE TANK YEARLY RENTAL	0.00	\$209.00	0.00	209.00
Desc:	CRAFTS AVE PROPANE	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
4333626,3256	#2OIL 750G@\$3.86 VA CUTOFF	0.00	\$2,917.50	0.00	2,917.50
Desc:	#2OIL 750G@\$3.86 VA CUTOFF	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Desc:	#2OIL 750G@\$3.86 VA CUTOFF	Acct: 10-211-327-0000	HPD -BUILDING HEAT		
4333626,6224	#2 OIL 43.1G@\$3.86 BUGBEE	0.00	\$167.66	0.00	167.66
Desc:	#2 OIL 43.1G@\$3.86 BUGBEE	Acct: 10-421-327-0000	SEN -BUILDING HEAT		
4935943,1566	PROPANE 158.6G@\$1.458 LIBRARY	0.00	\$234.41	0.00	234.41
Desc:	PROPANE 158.6G@\$1.458 LIBRARY	Acct: 10-524-327-0000	PR -BUILDING HEAT		
4935943,21341	PROPANE 22.6G@\$1.4904 DEPOT ST	34.13	\$34.13	0.00	34.13
Desc:	PROPANE 22.6G@\$1.4904 DEPOT ST	Acct: 60-962-327-0000	BUILDING HEAT		
4935943,39513	PROPANE 30G@\$1.45 105 WILLIAMS L	44.30	\$44.30	0.00	44.30
Desc:	PROPANE 30G@\$1.45 105 WILLIAMS LN	Acct: 55-953-327-0000	BUILDING HEAT		
4935943,65466	PROPANE 650.1G@\$1.475 200 CRANB	972.16	\$972.16	0.00	972.16
Desc:	PROPANE 650.1G@\$1.475 200 CRANBERRY	Acct: 50-952-327-0000	BUILDING HEAT		
4935943,69445	PROPANE 146.4G@\$1.458 BUGBEE	0.00	\$216.38	0.00	216.38
Desc:	PROPANE 146.4G@\$1.458 BUGBEE	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
4935943,80263	PROPANE 45.2G@\$1.4804 VA CUTOFF	0.00	\$67.81	0.00	67.81
Desc:	PROPANE 45.2G@\$1.4804 VA CUTOFF	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
4935943,95574	PROPANE 1043.7G@\$1.4741 WABA	0.00	\$1,559.44	0.00	1,559.44
Desc:	PROPANE 1043.7G@\$1.4741 WABA	Acct: 10-530-327-0000	PR -BUILDING HEAT		
Vendor Total:			8,351.05	0.00	8,351.05
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS		12/08/2023	81930
DEC'23	RETIREE HEALTH INS REIMBURSEMEI	0.00	\$746.78	0.00	746.78
Desc:	Ret reimb Dec	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			746.78	0.00	746.78
028024	LIFTOFF, LLC			12/08/2023	81931

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7431RENEW24	2024 EMAIL	0.00	\$21,834.00	0.00	21,834.00
Desc: 2024 Email		Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
Vendor Total:			21,834.00	0.00	21,834.00
028460	LUCKY'S TRAILER SALES, INC		12/08/2023		81932
PR154741	TARP ARM H-108	0.00	\$128.25	0.00	128.25
Desc: TARP ARM H-108		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			128.25	0.00	128.25
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN	12/08/2023		81933
DEC'23	RETIREE HEALTH INS REIMBURSEMEI	0.00	\$345.56	0.00	345.56
Desc: Ret reimb Dec		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:			345.56	0.00	345.56
028848	MADISON NATIONAL LIFE INSURANCE CO,		12/08/2023		81934
DEC'23	LIFE INS DEC'23	304.87	\$2,391.51	0.00	2,391.51
Desc: Life and ADD Insurance		Acct: 10-121-240-0000	TM -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-151-240-0000	TC -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-181-240-0000	IT -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-211-240-0000	HPD -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-221-240-0000	HFD -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-271-240-0000	DISP -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-312-240-0000	DPW -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-325-240-0000	DPW -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-511-240-0000	PR -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-514-240-0000	PR -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-530-240-0000	PR -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-621-240-0000	PDZ -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 10-622-240-0000	PDZ -LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 30-975-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 50-954-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 50-955-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 55-955-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 60-961-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 60-965-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 65-963-240-0000	LIFE INSURANCE		
Desc: Life and ADD Insurance		Acct: 65-965-240-0000	LIFE INSURANCE		
Vendor Total:			2,391.51	0.00	2,391.51
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC	12/08/2023		81935
5012	LEGAL: DEW PROSPECT 84-13	0.00	\$825.00	0.00	825.00
Desc: LEGAL: DEW PROSPECT 84-13		Acct: 10-013-100-0000	EXCHANGES PAYABLE		
5022	LEGAL: DEW PROSPECT 84-13	0.00	\$50.00	0.00	50.00
Desc: LEGAL: DEW PROSPECT 84-13		Acct: 10-013-100-0000	EXCHANGES PAYABLE		
5023	LEGAL - SYKES SIDEWALK	0.00	\$125.00	0.00	125.00
Desc: Legal Services - Final Invoice		Acct: 10-622-318-0000	PDZ -CONTRACTED SERVICES		

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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.
Vendor Total:			1,000.00	0.00	1,000.00
029680	MARTIN, MICHAEL	MICHAEL MARTIN		12/08/2023	81936
11.02.2023	REIMBURSEMENT	233.99	\$233.99	0.00	233.99
Desc:	Uniform (Boots) Reimbursement per C	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEARANCE		
Desc:	Uniform (Boots) Reimbursement per C	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEARANCE		
Vendor Total:			233.99	0.00	233.99
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		12/08/2023	81937
242080374	WATER	14.82	\$14.82	0.00	14.82
Desc:	WATER	Acct: 30-974-328-0000	WATER		
242262561	OFFICE SUPPLIES	402.79	\$322.84	0.00	322.84
Desc:	OFFICE SUPPLIES	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 30-974-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
Desc:	OFFICE SUPPLIES - RETURNED	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
242317963	OFFICE SUPPLIES -	0.00	\$136.56	0.00	136.56
Desc:	OFFICE SUPPLIES -	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
242364959	BLUE PAPER	89.99	\$89.99	0.00	89.99
Desc:	BLUE PAPER	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	BLUE PAPER	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc:	BLUE PAPER	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc:	BLUE PAPER	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
242428345	STAMP	37.91	\$45.49	0.00	45.49
Desc:	STAMP	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc:	STAMP	Acct: 30-974-323-0000	MATERIAL & SUPPLIES		
Desc:	STAMP	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	STAMP	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc:	STAMP	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc:	STAMP	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
242502569	WHITE PAPER	114.97	\$137.96	0.00	137.96
Desc:	WHITE PAPER	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc:	WHITE PAPER	Acct: 30-974-323-0000	MATERIAL & SUPPLIES		
Desc:	WHITE PAPER	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	WHITE PAPER	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc:	WHITE PAPER	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc:	WHITE PAPER	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
242658313	OFFICE SUPPLIES	0.00	\$14.99	0.00	14.99
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
242700567	BLK TONER	0.00	\$125.99	0.00	125.99
Desc:	BLK TONER	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
242787599	OFFICE SUPPLIES	0.00	\$26.18	0.00	26.18
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
242689360	OFFICE SUPPLIES	208.46	\$218.45	0.00	218.45
Desc:	OFFICE SUPPLIES	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		

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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: OFFICE SUPPLIES	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
		Desc: OFFICE SUPPLIES	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
		Vendor Total:		1,133.27	0.00	1,133.27
030180	LOWELL MCLEODS, INC				12/08/2023	81938
	24297	E4 PARTS	0.00	\$2,785.93	0.00	2,785.93
		Desc: E4 PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	79132	S611 - PARTS	-219.08	\$-219.08	0.00	-219.08
		Desc: S611 - PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
	79238	H6 PARTS	0.00	\$166.80	0.00	166.80
		Desc: H6 PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	78816	Springs, Shackle Pin & Freight Char	1,378.39	\$1,378.39	0.00	1,378.39
		Desc: Springs, Shackle Pin & Freight Char	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		4,112.04	0.00	4,112.04
030250	MCNALL, KAREN		KAREN MCNALL		12/08/2023	81939
	2023-12	CARD MAKING CLASS 11.29.2023	0.00	\$102.40	0.00	102.40
		Desc: CARD MAKING CLASS 11.29.2023	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		102.40	0.00	102.40
031438	MONAGHAN SAFAR PLLC				12/08/2023	81940
	22880	LEGAL - W DEP	0.00	\$292.50	0.00	292.50
		Desc: Legal services - water dept - perso	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		
	22882	LEGAL - 2023 AUDIT LETTER	0.00	\$300.00	0.00	300.00
		Desc: Legal services - annual audit lette	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		
	22879	LEGAL - DMV CAMPER	0.00	\$495.00	0.00	495.00
		Desc: Legal services - DMV camper removal	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		
		Vendor Total:		1,087.50	0.00	1,087.50
031875	MOTOROLA SOLUTIONS, INC		MOTOROLA SOLUTIONS, INC		12/08/2023	81941
	8281752595	3 AUDIO ACCESORIES	0.00	\$1,456.95	0.00	1,456.95
		Desc: 3 AUDIO ACCESORIES	Acct: 10-221-320-0100	HFD -EQUIP OPERATION-COMMUNIC		
		Vendor Total:		1,456.95	0.00	1,456.95
031955	MUNICIPAL EMERGENCY SERVICES,INC		MUNICIPAL EMERGENCY SERVICES,INC		12/08/2023	81942
	IN1964216	UNIFORMS	0.00	\$224.25	0.00	224.25
		Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	IN1963554	UNIFORMS	0.00	\$224.25	0.00	224.25
		Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
		Vendor Total:		448.50	0.00	448.50
032101	MVP HEALTH CARE, INC		MVP HEALTH CARE, INC		12/08/2023	81944
	DEC'23 RETIREES	RETIREES HEALTH INS DEC'23	3,167.57	\$10,357.04	0.00	10,357.04
		Desc: Retirees Health Ins	Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
		Desc: Retirees Health Ins	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
		Desc: Retirees Health Ins	Acct: 10-174-418-0100	ASE -RETIREE HEALTH INSURANCE		
		Desc: Retirees Health Ins	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
		Desc: Retirees Health Ins	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		

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	Desc: Retirees Health Ins	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Ins	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Ins	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC		12/08/2023	81943
DEC'23-1	HEALTH INS DEC'23	21,218.26	\$126,770.83	0.00	126,770.83
	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		
	Desc: health insurance	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc: health insurance	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: health insurance	Acct: 10-312-220-0000	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: 10-530-220-0000	PR -HEALTH INSURANCE		
	Desc: health insurance	Acct: 10-530-418-0100	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		
DEC'23-2	HEALTH INS DEC'23	0.00	\$9,070.48	0.00	9,070.48
	Desc: HEALTH INS DEC'23	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
Vendor Total:			146,198.35	0.00	146,198.35
033435	NEW ENGLAND MUNICIPAL RESOURCE	NEMRC		12/08/2023	81945
54019	2024 NEMRC ANNUAL SUPPORT AGRI	0.00	\$2,535.57	0.00	2,535.57
	Desc: 2024 NEMRC ANNUAL SUPPORT AGREEMENT	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
Vendor Total:			2,535.57	0.00	2,535.57
034800	NORTHEAST DELTA DENTAL			12/08/2023	81946
DEC'23	DENTAL INS DEC 2023	1,218.27	\$8,571.92	0.00	8,571.92
	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		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	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: 10-312-230-0000	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: 10-530-230-0000	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:		8,571.92	0.00	8,571.92
034925	NORTHEAST RESOURCE RECOVERY ASSC			12/08/2023	81947
135560	GLASS	327.60	\$327.60	0.00	327.60
	Desc: GLASS	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		327.60	0.00	327.60
034950	NORTHEAST SCALE COMPANY, INC.			12/08/2023	81948
47744	Service Call_Inspect/Calibrate Truc	837.05	\$837.05	0.00	837.05
	Desc: Service Call_Inspect/Calibrate Truc	Acct: 30-974-320-0100	EQUIP MAINTENANCE-SCALE		
	Vendor Total:		837.05	0.00	837.05
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		12/08/2023	81949
0868639	MSW COMPOST WOOD OCT'23	5,357.11	\$5,357.11	0.00	5,357.11
	Desc: MSW Transport_10/01/23 - 10/31/23	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: Compost/Clean Wood_10/01/23 - 10/31	Acct: 30-971-318-0000	CONTRACTED SERVICES		
0868691	CURBSIDE OCT'23	20,333.58	\$20,333.58	0.00	20,333.58
	Desc: Curbside Recycling_10/01/23 - 10/31	Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Vendor Total:		25,690.69	0.00	25,690.69
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		12/08/2023	81950
9600004148NOV'23	TRASH PICK UP - NOV'23 BUGBEE	0.00	\$296.53	0.00	296.53
	Desc: TRASH PICK UP - NOV'23 BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
9600004122NOV'23	TRASH PICK UP - NOV'23 - TH	0.00	\$263.10	0.00	263.10
	Desc: TRASH PICK UP - NOV'23 - TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
	Vendor Total:		559.63	0.00	559.63
035050	NORTHERN NURSERIES INC			12/08/2023	81951
173970	SEED RYE	49.00	\$49.00	0.00	49.00
	Desc: SEED RYE	Acct: 12-500-311-0001	STORM 7.9.23 MATERIALS - 311		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			49.00	0.00	49.00
035360	NOTT'S EXCAVATING INC		12/08/2023		81952
QUEBOX-2 B	PROJ#4 QUECHEE BOX CULVERT	0.00	\$101,473.00	0.00	101,473.00
Desc: PROJ#4 QUECHEE BOX CULVERT	Acct: 10-313-318-0000		DPW -CONTRACTED SERVICES		
QUEBOX-2 C	PROJ#4 QUECHEE BOX CULVERT	31,004.70	\$31,004.70	0.00	31,004.70
Desc: PROJ#4 QUECHEE BOX CULVERT	Acct: 72-325-325-0530		Town Highway Structures Program #BC:		
Vendor Total:			132,477.70	0.00	132,477.70
036380	PANITZ, AILEEN K	AILEEN K PANITZ	12/08/2023		81953
11.19.2023	4 LEARN TO SKATE LESSONS	0.00	\$260.00	0.00	260.00
Desc: 4 LEARN TO SKATE LESSONS	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:			260.00	0.00	260.00
037276	PETE'S TIRE BARNS, INC		12/08/2023		81954
279876	RETURNS	0.00	\$-244.60	0.00	-244.60
Desc: RETURNS	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
279740	TIRES	1,246.16	\$1,246.16	0.00	1,246.16
Desc: Nokian Hakka LT3 Studded Tires for	Acct: 50-954-321-0000		REPAIRS & MAINT-VEHICLES		
Desc: Nokian Hakka LT3 Studded Tires for	Acct: 55-954-321-0000		REPAIRS & MAINT - VEHICLES		
279741	TIRES	1,227.56	\$1,227.56	0.00	1,227.56
Desc: Nokian Hakka LT3 Studded Tires for	Acct: 50-954-321-0000		REPAIRS & MAINT-VEHICLES		
Desc: Nokian Hakka LT3 Studded Tires for	Acct: 55-954-321-0000		REPAIRS & MAINT - VEHICLES		
Vendor Total:			2,229.12	0.00	2,229.12
037450	PIKE INDUSTRIES INC		12/08/2023		81955
1258586	STONE	184.59	\$184.59	0.00	184.59
Desc: STONE	Acct: 12-500-311-0001		STORM 7.9.23 MATERIALS - 311		
1260857	STONE	161.68	\$161.68	0.00	161.68
Desc: STONE	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
1261845	STONE	305.77	\$305.77	0.00	305.77
Desc: STONE	Acct: 12-500-311-0001		STORM 7.9.23 MATERIALS - 311		
1257927	STONE	0.00	\$365.12	0.00	365.12
Desc: STONE	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
1260644	Storm Damage_Jericho Road	699.60	\$699.60	0.00	699.60
Desc: Storm Damage_Jericho Road	Acct: 12-500-311-0001		STORM 7.9.23 MATERIALS - 311		
Vendor Total:			1,716.76	0.00	1,716.76
037552	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC	12/08/2023		81956
3318303209	POSTAGE RENTAL MACHINE	0.00	\$170.43	0.00	170.43
Desc: POSTAGE RENTAL MACHINE	Acct: 10-221-322-0000		HFD -POSTAGE		
Desc: POSTAGE RENTAL MACHINE	Acct: 10-211-322-0000		HPD -POSTAGE		
Vendor Total:			170.43	0.00	170.43
037670	FERGUSON ENTERPRISES INC #3326	FERGUSON ENTERPRISES INC #3326	12/08/2023		81957
0248825	Replacement Pump_Campbell Pump Sta	1,137.45	\$1,137.45	0.00	1,137.45
Desc: Replacement Pump_Campbell Pump Stat	Acct: 50-954-321-0100		REPAIRS & MAINT-BUILDING		

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Vendor Total:			1,137.45	0.00	1,137.45
037751	PONZONI, JOAN	JOAN M. PONZONI	12/08/2023		81958
DEC'23	RETIREE HEALTH INS REIMBURSEME	274.78	\$343.48	0.00	343.48
Desc: Ret Reimb Dec 23	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Dec	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Dec	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Dec	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Dec	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
Vendor Total:			343.48	0.00	343.48
038188	LL POTWIN SERVICES		12/08/2023		81959
8454-2	MOWING - OCT'23	0.00	\$220.00	0.00	220.00
Desc: MOWING - OCT'23 - BUGBEE	Acct: 10-421-318-0000		SEN -CONTRACTED SERVICES		
8454-1	MOWING - OCT'23	0.00	\$2,280.00	0.00	2,280.00
Desc: MOWING - OCT'23	Acct: 10-311-318-0000		DPW -CONTRACTED SERVICES		
Vendor Total:			2,500.00	0.00	2,500.00
038495	PRIORITY EXPRESS, INC.		12/08/2023		81960
81722348	INTERLIBRARY PROGRAM	90.64	\$90.64	0.00	90.64
Desc: INTERLIBRARY PROGRAM	Acct: 80-711-318-8046		Grant - 2023 Courier 01130.LSTA22 202		
Vendor Total:			90.64	0.00	90.64
039510	RC CLEANING LLC	RC CLEANING LLC	12/08/2023		81961
184	CLEANING SERVICES - NOV'23 LIB	0.00	\$397.85	0.00	397.85
Desc: CLEANING SERVICES - NOV'23 LIB	Acct: 10-524-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:			397.85	0.00	397.85
039705	REED SUPPLY COMPANY, INC.		12/08/2023		81962
141227	H-6_11R22.5 D/T Stud Cam	0.00	\$3,365.00	0.00	3,365.00
Desc: H-6_11R22.5 D/T Stud Cam	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			3,365.00	0.00	3,365.00
039994	REXEL USA, INC.	REXEL	12/08/2023		81963
S138210476.001	BULBS	0.00	\$59.57	0.00	59.57
Desc: BULBS	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
Desc: BULBS	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
Vendor Total:			59.57	0.00	59.57
040375	RICKER, ALLYN	ALLYN RICKER	12/08/2023		81964
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$660.87	0.00	660.87
Desc: Ret Reimb Dec	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
Vendor Total:			660.87	0.00	660.87
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER	12/08/2023		81965
DEC'23	RETIREE HEALTH INS REIMBURSEME	126.70	\$362.00	0.00	362.00
Desc: Ret Reimb 12/23	Acct: 10-121-418-0100		TM -RETIREE HEALTH INSURANCE		
Desc: Ret Reimb 12/23	Acct: 30-975-418-0100		RETIREE HEALTH INSURANCE		

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	Desc: Ret Reimb 12/23	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 12/23	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 12/23	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 12/23	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			362.00	0.00	362.00
040490	RITLAND, THOMAS	THOMAS RITLAND	12/08/2023		81966
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$722.42	0.00	722.42
	Desc: Ret Reimb Dec	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			722.42	0.00	722.42
040751	ROGERS, LARRY	LARRY ROGERS	12/08/2023		81967
DEC'23	RETIREE HEALTH INS REIMBURSEME	164.90	\$164.90	0.00	164.90
	Desc: Ret reimb dec	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			164.90	0.00	164.90
041450	SABIL & SONS, INC	SABIL & SONS, INC	12/08/2023		81968
99861	PARTS	318.00	\$318.00	0.00	318.00
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
45450	GASKET	0.00	\$12.05	0.00	12.05
	Desc: GASKET	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
99816	H-101_Heavy Towing Services	0.00	\$515.00	0.00	515.00
	Desc: H-101_Heavy Towing Services	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
Vendor Total:			845.05	0.00	845.05
041471	SAFELITE AUTOGLASS	SAFELITE FULFILLMENT, INC	12/08/2023		81969
06720-44627	REPLACE MIRROR	400.65	\$400.65	0.00	400.65
	Desc: REPLACE MIRROR	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: REPLACE MIRROR	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			400.65	0.00	400.65
041650	SCHAAL ELECTRIC, P.C.		12/08/2023		81970
5747	ELEVATOR LIGHTS - TH	0.00	\$294.50	0.00	294.50
	Desc: ELEVATOR LIGHTS - TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			294.50	0.00	294.50
043315	NATIONAL CENTER FOR SAFETY INITIATI		12/08/2023		81971
40148	BACKGROUND CHECK	0.00	\$15.00	0.00	15.00
	Desc: BACKGROUND CHECK	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
Vendor Total:			15.00	0.00	15.00
043426	FIRSTLIGHT FIBER	FIRSTLIGHT FIBER	12/08/2023		81972
15683810	TELEPHONES	1,017.75	\$5,308.52	0.00	5,308.52
	Desc: telephones	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc: telephones	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: telephones	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc: telephones	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: telephones	Acct: 10-151-324-0000	TC -TELEPHONE		

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	Desc: telephones	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc: telephones	Acct: 10-174-324-0000	ASE -TELEPHONE		
	Desc: telephones	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc: telephones	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc: telephones	Acct: 10-622-324-0000	PDZ -TELEPHONE		
	Desc: telephones	Acct: 10-530-324-0000	PR -Telephone		
	Desc: telephones	Acct: 50-952-324-0000	TELEPHONE		
	Desc: telephones	Acct: 60-961-324-0000	TELEPHONE		
	Desc: telephones	Acct: 30-971-324-0000	TELEPHONE		
	Desc: telephones	Acct: 65-963-324-0000	TELEPHONE		
	Desc: telephones	Acct: 60-962-324-0000	TELEPHONE		
	Desc: telephones	Acct: 10-321-324-0000	DPW -TELEPHONE		
	Desc: telephones	Acct: 10-325-324-0000	DPW -TELEPHONE		
Vendor Total:			5,308.52	0.00	5,308.52
043592	SPENCER, SEAN	SEAN SPENCER		12/08/2023	81973
2024	GYM MEMBERSHIP REIMBURSEMENT	0.00	\$720.00	0.00	720.00
	Desc: GYM MEMBERSHIP	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:			720.00	0.00	720.00
044220	STERICYCLE, INC			12/08/2023	81974
8005405991	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
044560	STRATUS TELECOM LLC			12/08/2023	81975
15186	FAX SERVICE DEC'23	0.00	\$99.81	0.00	99.81
	Desc: FAX SERVICE DEC'23	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: FAX SERVICE DEC'23	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: FAX SERVICE DEC'23	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc: FAX SERVICE DEC'23	Acct: 10-271-324-0000	DISP -TELEPHONE		
Vendor Total:			99.81	0.00	99.81
045552	THE NORWICH BOOKSTORE			12/08/2023	81976
215870	8 NATURE'S BEST HOPE	0.00	\$57.52	0.00	57.52
	Desc: 8 NATURE'S BEST HOPE	Acct: 10-611-323-0000	PDZ -MATERIALS & SUPPLIES		
Vendor Total:			57.52	0.00	57.52
046170	TOP STITCH EMBROIDERY INC			12/08/2023	81977
408303	UNIFORMS	0.00	\$120.00	0.00	120.00
	Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
408386	UNIFORMS	511.42	\$613.70	0.00	613.70
	Desc: Safety Yellow/Black Clothing	Acct: 10-325-326-0000	DPW -UNIFORMS		
	Desc: Safety Yellow/Black Clothing	Acct: 30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
	Desc: Safety Yellow/Black Clothing	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
	Desc: Safety Yellow/Black Clothing	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
	Desc: Safety Yellow/Black Clothing	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
	Desc: Safety Yellow/Black Clothing	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
408474	UNIFORMS	0.00	\$239.90	0.00	239.90

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	Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		973.60	0.00	973.60
047190	USABBLUEBOOK	USABBLUEBOOK		12/08/2023	81978
INV00199547	MATERIALS	215.20	\$215.20	0.00	215.20
	Desc: MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
INV00197712	MATERIALS	247.46	\$247.46	0.00	247.46
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
INV00204049	MATERIALS	103.73	\$103.73	0.00	103.73
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		566.39	0.00	566.39
047797	UPPER VALLEY PLOW & TRAILER SALES			12/08/2023	81979
INV-0428	TIRE CHANGE OVER	0.00	\$150.00	0.00	150.00
	Desc: TIRE CHANGE OVER	Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
	Vendor Total:		150.00	0.00	150.00
048300	VALLEY NEWS	VALLEY NEWS		12/08/2023	81980
125977,4430866	PLANN COMM 12.18.2023	0.00	\$225.00	0.00	225.00
	Desc: PLANN COMM 12.18.2023	Acct: 10-622-312-0000	PDZ -ADVERTISING		
125911,4430757	SB AGENDA 11.28.23	0.00	\$207.00	0.00	207.00
	Desc: SB AGENDA 11.28.23	Acct: 10-111-312-0000	SB -ADVERTISING		
125977,4430706	ZBA 12.13.2023	0.00	\$205.20	0.00	205.20
	Desc: ZBA 12.13.2023	Acct: 10-621-312-0000	PDZ -ADVERTISING		
125978,4429895	MAINTENANCE SPECIALIST	0.00	\$141.50	0.00	141.50
	Desc: MAINTENANCE SPECIALIST	Acct: 10-325-312-0000	DPW -ADVERTISING		
125911,4430391	SB AGENDA 11.14.2023	0.00	\$192.60	0.00	192.60
	Desc: SB AGENDA 11.14.2023	Acct: 10-111-312-0000	SB -ADVERTISING		
129897,4430175	RFP INTERIOR WALL PATCH	0.00	\$66.60	0.00	66.60
	Desc: RFP INTERIOR WALL PATCH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
125911,4430615	SB AGENDA 11.21.23	0.00	\$133.20	0.00	133.20
	Desc: SB AGENDA 11.21.23	Acct: 10-111-312-0000	SB -ADVERTISING		
125978,4429816	HWY EQUIPMENTOP I	0.00	\$156.50	0.00	156.50
	Desc: HWY EQUIPMENTOP I	Acct: 10-325-312-0000	DPW -ADVERTISING		
123440,431348	DISCOUSSION HOUSING CHAPTER	0.00	\$352.00	0.00	352.00
	Desc: DISCOUSSION HOUSING CHAPTER	Acct: 10-622-312-0000	PDZ -ADVERTISING		
125977,4430596	JOB ANNOUNCMENT ADMIN	0.00	\$145.00	0.00	145.00
	Desc: JOB ANNOUNCEMENT ADMIN	Acct: 10-622-315-0000	PDZ -RECRUITMENT & TRAINING		
125911,4430938	SB AGENDA 12.05.23	0.00	\$122.40	0.00	122.40
	Desc: SB AGENDA 12.05.23	Acct: 10-111-312-0000	SB -ADVERTISING		
	Vendor Total:		1,947.00	0.00	1,947.00
048310	VALLEY TURF SERVICES			12/08/2023	81981
1494-2	DEEP TINE AERATION - MAXFIELD	0.00	\$380.00	0.00	380.00
	Desc: DEEP TINE AERATION - MAXFIELD	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
1494-3	DEEP TINE AERATION - MAXFIELD	0.00	\$223.50	0.00	223.50
	Desc: DEEP TINE AERATION - MAXFIELD	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
1494-1	DEEP TINE AERATION - MAXFIELD	0.00	\$3,509.00	0.00	3,509.00

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	Desc: DEEP TINE AERATION - MAXFIELD	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
	Desc: DEEP TINE AERATION - MAXFIELD	Acct: 10-521-318-0341	PR -Cemetery		
	Vendor Total:		4,112.50	0.00	4,112.50
048575	VERIZON WIRELESS			12/08/2023	81982
9948157362	VERIZON BROADBAND OCT'23	0.00	\$2,428.70	0.00	2,428.70
	Desc: VERIZON BROADBAND OCT'23HFD	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: VERIZON BROADBAND OCT'23HPD	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
	Desc: VERIZON BROADBAND OCT'23NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND OCT'23WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
9950598138	VERIZON BROADBAND - NOV'23	0.00	\$2,638.63	0.00	2,638.63
	Desc: VERIZON BROADBAND - NOV'23	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: VERIZON BROADBAND - NOV'23	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
	Desc: VERIZON BROADBAND - NOV'23 WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND - NOV'23 NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Vendor Total:		5,067.33	0.00	5,067.33
050045	XYLEM WATER SOLUTIONS U.S.A. INC			12/08/2023	81983
3556C97152-B	Replace Faulty Control Panel Compon	409.00	\$409.00	0.00	409.00
	Desc: Replace Faulty Control Panel Compon	Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
3556C97152-A	Replace Faulty Control Panel Compon	8,808.00	\$8,808.00	0.00	8,808.00
	Desc: Replace Faulty Control Panel Compon	Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
	Vendor Total:		9,217.00	0.00	9,217.00
050090	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS		12/08/2023	81984
253	TRAINING OMLMAC 2023 BOHI L	0.00	\$10.00	0.00	10.00
	Desc: TRAINING OMLMAC 2023 BOHI L	Acct: 10-151-311-0000	TC -TRAVEL & MEETINGS		
178	TRAINING OMLMAC 2023 BROOKS M	0.00	\$10.00	0.00	10.00
	Desc: TRAINING OMLMAC 2023 BROOKS M	Acct: 10-151-311-0000	TC -TRAVEL & MEETINGS		
159	TRAINING OMLMAC 2023 3 PERS	0.00	\$30.00	0.00	30.00
	Desc: TRAINING OMLMAC 2023 3 PERS	Acct: 10-151-311-0000	TC -TRAVEL & MEETINGS		
258	TRAINING OMLMAC 2023 MAYFIELD B	0.00	\$10.00	0.00	10.00
	Desc: TRAINING OMLMAC 2023 MAYFIELD B	Acct: 10-151-311-0000	TC -TRAVEL & MEETINGS		
	Vendor Total:		60.00	0.00	60.00
050455	VERMONT LIFE SAFETY LLC			12/08/2023	81985
49212	Extinguisher service 11.17.23	0.00	\$84.20	0.00	84.20
	Desc: Extinguisher service 11.17.23	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
43860	Past service in 2.7.22 FIRE EXTING	0.00	\$61.00	0.00	61.00
	Desc: Past service in 2.7.22 FIRE EXTING	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
48638	Inspection of fire alarm sysyem	0.00	\$668.00	0.00	668.00
	Desc: Inspection of fire alarm sysyem	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		813.20	0.00	813.20
050510	VERMONT MECHANICAL, INC.			12/08/2023	81986
40729	BOILER SERVICE	0.00	\$1,005.82	0.00	1,005.82
	Desc: BOILER SERVICE	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
	Desc: BOILER SERVICE	Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		

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Vendor Total:			1,005.82	0.00	1,005.82
050515	VMERS - DB	VMERS - DB	12/08/2023		81987
VMERS SEP'23	RECONCILIATION KENISON COREY	0.00	\$2,691.50	0.00	2,691.50
Desc: EMP CONTRIB	KENISON COREY	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Desc: EMPLOYER CONTRIBUTION JUL-SEP 2023		Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Desc: EMPLOYER CONTRIBUTION JUL-SEP 2023		Acct: 10-012-300-0260	ACCRUED RETIREMENT PAYABLE		
Vendor Total:			2,691.50	0.00	2,691.50
051347	VERMONT, STATE OF	TREASURER, STATE OF VERMONT	12/08/2023		81988
70232	VT0005320 JUL-SEP'23 OP FEE	1,042.35	\$1,042.35	0.00	1,042.35
Desc: VT0005320 JUL-SEP'23 OP FEE		Acct: 55-955-317-0000	PERMITS & LICENSES		
70231	VT0005319 JUL-SEP'23 OP FEE	3,318.25	\$3,318.25	0.00	3,318.25
Desc: VT0005319 JUL-SEP'23 OP FEE		Acct: 50-955-317-0000	PERMITS & LICENSES		
Vendor Total:			4,360.60	0.00	4,360.60
051943	VISION SERVICE PLAN	VISION SERVICE PLAN	12/08/2023		81989
DEC'23	VISION INS DEC'23	0.00	\$1,919.34	0.00	1,919.34
Desc: Vision		Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
Vendor Total:			1,919.34	0.00	1,919.34
052300	WEBB, F W COMPANY	F.W. WEBB COMPANY	12/08/2023		81990
83142485	AIR FILTER	0.00	\$124.32	0.00	124.32
Desc: AIR FILTER		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
82846399	RETURNS	0.00	\$-62.21	0.00	-62.21
Desc: RETURNS		Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GRO		
83033931	PARTS	963.07	\$963.07	0.00	963.07
Desc: Misc Parts_Stock		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
82598981	RETURNS	0.00	\$-86.90	0.00	-86.90
Desc: RETURNS		Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GRO		
Vendor Total:			938.28	0.00	938.28
053150	SWISH WHITE RIVER LTD		12/08/2023		81991
W591122	CLEANING SUPPLIES	123.05	\$123.05	0.00	123.05
Desc: CLEANING SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
W592055	CLEANING SUPPLIES	0.00	\$7.80	0.00	7.80
Desc: CLEANING SUPPLIES		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
W593631	CLEANING SUPPLIES	0.00	\$83.50	0.00	83.50
Desc: CLEANING SUPPLIES		Acct: 10-421-323-0000	SEN -MATERIAL & SUPPLIES		
9050088	RETURNED SUPPLIES	0.00	\$-10.65	0.00	-10.65
Desc: RETURNED SUPPLIES		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
W594128	ICE MELT	0.00	\$38.80	0.00	38.80
Desc: ICE MELT		Acct: 10-421-323-0000	SEN -MATERIAL & SUPPLIES		
W592290	CLENING SUPPLIES	0.00	\$208.23	0.00	208.23
Desc: CLENING SUPPLIES		Acct: 10-530-320-0000	PR -EQUIP OPERATION & MAINT		
Vendor Total:			450.73	0.00	450.73
053650	WILSON TIRE INC		12/08/2023		81992

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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.
534593	TIRE MOUNT - LEAF	0.00	\$159.00	0.00	159.00
Desc: TIRE MOUNT - LEAF		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			159.00	0.00	159.00
054160	WITMER PUBLIC SAFETY, INC			12/08/2023	81993
INV358160	PPE BOOTS	0.00	\$463.02	0.00	463.02
Desc: PPE BOOTS		Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
INV358798	STATION BOOTS	0.00	\$334.04	0.00	334.04
Desc: STATION BOOTS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:			797.06	0.00	797.06
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR		12/08/2023	81994
DEC'23	RETIREE HEALTH INS REIMBURSEME	0.00	\$164.90	0.00	164.90
Desc: Ret reimb dec		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			164.90	0.00	164.90
055310	ZOLL MEDICAL CORPORATION			12/08/2023	81995
3855043	POWER CORD	0.00	\$146.20	0.00	146.20
Desc: POWER CORD		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			146.20	0.00	146.20
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		12/08/2023	81996
21963	1 ZAMBONI KNIFE	0.00	\$41.00	0.00	41.00
Desc: 1 ZAMBONI KNIFE		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
21948	2 ZAMBONI KNIVES	0.00	\$77.00	0.00	77.00
Desc: 2 ZAMBONI KNIVES		Acct: 10-530-320-0000	PR -EQUIP OPERATION & MAINT		
Vendor Total:			118.00	0.00	118.00
059826	SCHINDLER ELEVATOR CORPORATION			12/08/2023	81997
8106376763	MAINT ANNUAL CONTRACT 04/23 - 03/	0.00	\$3,740.99	0.00	3,740.99
Desc: MAINT ANNUAL CONTRACT 04/23 - 03/24		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			3,740.99	0.00	3,740.99
059847	COUTERMARSH, TOM	TOM COUTERMARSH		12/08/2023	81998
DEC'23	RETIREE HEALTH INS REIMBURSEME	916.80	\$916.80	0.00	916.80
Desc: Ret Reimb Dec 23		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb dec		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb dec		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb dec		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			916.80	0.00	916.80
059882	CARY, SANDRA	SANDRA CARY		12/08/2023	81999
2024-4	REIMBURSEMENT	0.00	\$199.81	0.00	199.81
Desc: REIMBURSEMENT		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			199.81	0.00	199.81
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC		12/08/2023	82000

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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.	
IN581887	METER-COPIER-NOV'23	81.70	\$118.69	0.00	118.69	
Desc: METER-COPIER-NOV'23 DPW V1178		Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT			
Desc: METER-COPIER-NOV'23 DPW V1178		Acct: 50-955-330-0000	OFFICE EQUIPMENT			
Desc: METER-COPIER-NOV'23 DPW V1178		Acct: 55-955-330-0000	OFFICE EQUIPMENT			
Desc: METER-COPIER-NOV'23 DPW V1178		Acct: 60-965-330-0000	OFFICE EQUIPMENT			
Desc: METER-COPIER-NOV'23 DPW V1178		Acct: 65-965-330-0000	OFFICE EQUIPMENT			
Desc: METER-COPIER-NOV'23 - TC V1179		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
IN580062	METER COPIER - 10.29.23-11.17.23	0.00	\$479.51	0.00	479.51	
Desc: METER COPIER - NOV 2023 - PLANN		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
Desc: METER COPIER - NOV 2023 - FD		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: METER COPIER - NOV 2023 - REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: METER COPIER - NOV 2023 - PD		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI			
Desc: METER COPIER - NOV 2023 - FIN		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			
Desc: METER COPIER - NOV 2023 TM		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
Desc: METER COPIER - NOV 2023 - VALUATIO		Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES			
IN580777	METER COPIER - 11.18.23-11.28.23	0.00	\$87.02	0.00	87.02	
Desc: METER COPIER - NOV'23 - PLANN		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
Desc: METER COPIER - NOV'23 - FD		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: METER COPIER - NOV'23 - REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: METER COPIER - NOV'23 - PD		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI			
Desc: METER COPIER - NOV'23 - FIN		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			
Desc: METER COPIER - NOV'23- TM		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
Desc: METER COPIER - NOV'23 - VALUATIO		Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES			
Vendor Total:			685.22	0.00	685.22	
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES	12/08/2023		82001	
81393120	LEASE KOICERA - DEC'23	254.32	\$741.35	0.00	741.35	
Desc: LEASE FOLDING MACHINE - DEC'23		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: LEASE FOLDING MACHINE - DEC'23		Acct: 50-955-330-0000	OFFICE EQUIPMENT			
Desc: LEASE FOLDING MACHINE - DEC'23		Acct: 55-955-330-0000	OFFICE EQUIPMENT			
Desc: LEASE FOLDING MACHINE - DEC'23		Acct: 60-965-330-0000	OFFICE EQUIPMENT			
Desc: LEASE FOLDING MACHINE - DEC'23		Acct: 65-965-330-0000	OFFICE EQUIPMENT			
Desc: LEASE COPIER - DEC'23		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
Desc: LEASE COPIER - DEC'23		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'23		Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT			
81393212	LEASE COPIER - DEC'23	332.40	\$1,218.73	0.00	1,218.73	
Desc: LEASE COPIER - DEC'23 - DPW		Acct: 50-955-330-0000	OFFICE EQUIPMENT			
Desc: LEASE COPIER - DEC'23 - DPW		Acct: 55-955-330-0000	OFFICE EQUIPMENT			
Desc: LEASE COPIER - DEC'23- DPW		Acct: 60-965-330-0000	OFFICE EQUIPMENT			
Desc: LEASE COPIER - DEC'23 - DPW		Acct: 65-965-330-0000	OFFICE EQUIPMENT			
Desc: LEASE COPIER - DEC'23 - PD		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'23 - VAL		Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - DEC'23		Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - DEC'23 - REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'23 - FD		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - DEC'23 - FIN		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'23 - ADMIN		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
81424132	LEASE COPIER - NOV'23 - STN2	0.00	\$59.25	0.00	59.25	
Desc: LEASE COPIER - NOV'23 - STN2		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			2,019.33	0.00	2,019.33
060306	TARGET SOLUTIONS LEARNING, LLC	TARGET SOLUTIONS LEARNING, LLC	12/08/2023		82002
INV84639	VECTOR SCHEDULING	0.00	\$612.45	0.00	612.45
Desc:	VECTOR SCHEDULING	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			612.45	0.00	612.45
061850	STRATEGY MATTERS, LLC	STRATEGY MATTERS, LLC	12/08/2023		82003
2023-080	COMMUNITY SAFETY REVIEW 1/3	0.00	\$10,000.00	0.00	10,000.00
Desc:	COMMUNITY SAFETY REVIEW 1/3	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
Vendor Total:			10,000.00	0.00	10,000.00
500387	EXECUSUITE, LLC		12/08/2023		82004
29595	RENT - DEC 2023	0.00	\$400.00	0.00	400.00
Desc:	RENT - DEC 2023	Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKING		
Vendor Total:			400.00	0.00	400.00
500894	SECURSHRED	SECURSHRED	12/08/2023		82005
441738	SHREDDING SERV	0.00	\$24.00	0.00	24.00
Desc:	SHREDDING SERV	Acct: 10-325-318-0000	DPW -CONTRACT SERVICES		
440675	SHREDDING SERVICES	0.00	\$24.00	0.00	24.00
Desc:	SHREDDING SERVICES	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			48.00	0.00	48.00
502009	DISMAS OF VERMONT	DISMAS OF VERMONT	12/08/2023		82006
2024	REFUND TAX ABATEMENT	0.00	\$4,109.28	0.00	4,109.28
Desc:	REFUND TAX ABATEMENT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			4,109.28	0.00	4,109.28
502831	BOLESKI, MICHELLE	MICHELLE BOLESKI	12/08/2023		82007
2024	REFUND TAX STATE PAYMNT	0.00	\$1,186.14	0.00	1,186.14
Desc:	REFUND TAX STATE PAYMNT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			1,186.14	0.00	1,186.14
502914	JDSB LLC	JDSB LLC	12/08/2023		82008
2024	REFUND TAX ABATEMENT	0.00	\$842.48	0.00	842.48
Desc:	REFUND TAX ABATEMENT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			842.48	0.00	842.48
502915	SASS, ADRIENNE	SASS ADRIENNE	12/08/2023		82009
2024	REFUND TAX ABATEMENT	0.00	\$403.93	0.00	403.93
Desc:	REFUND TAX ABATEMENT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			403.93	0.00	403.93
502916	BOWE, EVAN	BOWE EVAN	12/08/2023		82010
404064	REFUND W/S ACCT 404064	214.58	\$214.58	0.00	214.58
Desc:	Refund double payment of W/S	Acct: 50-510-100-0000	WATER REVENUE-WHITE RIVER		

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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:	Refund double payment of W/S	Acct:	60-610-100-0000	WASTEWATER-WHITE RIVER	
		Vendor Total:		214.58	0.00	214.58
502917	MILLER, MITCHELL	MILLER MITCHELL		12/08/2023	82011	
	12.04.2023	REFUND W/S ACCOUNT 451030	401.67	\$401.67	0.00	401.67
	Desc:	Refund water/sewer payment - old ow	Acct:	55-510-400-0000	WATER REVENUE-QUECHEE	
	Desc:	Refund water/sewer payment - old ow	Acct:	65-610-400-0000	WASTEWATER - QUECHEE	
		Vendor Total:		401.67	0.00	401.67
502918	GIBSON, DONA	GIBSON DONA		12/08/2023	82012	
	2024	STATE PAYMENT REFUND 302480	0.00	\$1,262.58	0.00	1,262.58
	Desc:	STATE PAYMENT REFUND 302480	Acct:	10-003-100-0000	CURRENT TAXES RECEIVABLE	
		Vendor Total:		1,262.58	0.00	1,262.58
502919	WOOSTER, CHARLES	WOOSTER CHARLES		12/08/2023	82013	
	2023	2023 OVERPAYMENT ON RETIRED PR	0.00	\$33.70	0.00	33.70
	Desc:	2023 OVERPAYMENT ON RETIRED PROPERT	Acct:	10-003-100-0000	CURRENT TAXES RECEIVABLE	
		Vendor Total:		33.70	0.00	33.70
502920	WASWO, BEAU	WASWO BEAU		12/08/2023	82014	
	512280	REFUND ACCT 512280	200.00	\$200.00	0.00	200.00
	Desc:	REFUND OVERPAYMENT	Acct:	55-004-100-0000	ACCOUNTS RECEIVABLE - BILLED	
	Desc:	REFUND OVERPAYMENT	Acct:	65-004-100-0000	ACCOUNTS RECEIVABLE - BILLED	
		Vendor Total:		200.00	0.00	200.00
FUND 1 0			Bank Total:		590,178.78	
Holdback Total			1,068,713.09			
Batch Totals:		0.00	183,235.33	0.00	1,251,948.42	

MICHAEL HOYT

DANIEL FRASER

KIM SOUZA

LANNIE J. COLLINS

MARY M. ERDEI

ROCKET

ALLY TUFENKJIAN

JOHN HAVERSTOCK

GAIL OSTROUT

JOSEPH MAJOR

TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, November 28, 2023, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; John Haverstock; Lana Livingston; Gail Ostrout; Dillon Walsh; Lori Hirshfield; Chris Holzwarth; Rick Vincent; Will Adler; Heidi Duto; Janet Potter; John Haffner; David Davis; Tom Kahl; Joe Major

Zoom: Dan Fraser, Vice-Chair; Rocket, Member; Marie Alvin; Mike Morris

Absent: Ally Tufenkjian, Member

JAM LINK:

<https://www.youtube.com/watch?v=AGYgE1bIgBs&list=PLAdkf9ugxof7FGsvb7b8PHLFaNfKZbq-g&index=1&t=32s>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6pm.
- II. Pledge of Allegiance was recited and led by Town Manager, John Haverstock.
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda: 5.c. IT Budget will be before 5.a. the Audit Presentation.
- VI. Selectboard

1. Public Comment

Joe Major, Treasurer for the Town of Hartford, announced that the State of Vermont Treasurer and Representative Cole will be holding a “Vermont Cares Symposium” for Small Business Owners in the Town of Hartford. Most likely the date will be January 22nd and will be about Federal Funds that will be available for Small Business Owners as Grants. Mr. Major will work with the Town Manager to make this happen.

Heidi Duto, WRJ, asked the Chair about the November 14th agenda item concerning the ratification of the pay for the Acting Town Manager and the Acting Assistant Town Manager.

Marie Alvin, from WRJ, asked what the Resilience Hartford Committee does. She was directed to the charge that is on the website. She also asked about the progress on the Park & Ride Area Fence – there has been no decisions on this yet.

Mike Morris, Hartford, asked if the Town Manager or Board could investigate the Lebanon Landfill punch cards for Hartford Residents. He purchased one recently and it is only good until December 31, 2023. He will be losing money as he cannot use it up that fast and there will be no refunds for unused cards. The Town Manager will follow up on this. Mr. Morris also expressed his concern about Board members not attending the meetings and only participating via zoom.

2. Selectboard Comments and Announcements

Rocket noted the promotions of several staff in HPD and the Fire Department. The North Pole Polar express is looking for volunteers.

Mary Erdei went for a walk in the Ratcliffe Park and there was a family there with

the child using the bike path. She is looking forward to volunteering at the Polar Express.

Kim Souza thanked the Town Manager for answering her many questions about the budget.

3. Appointments – the two appointments were tabled until they are advertised as openings for 30 days. They will be on the December 26th agenda.
 - a. Consider the Re-appointment of Dylan Kreis to Resilient Hartford for a three-year term beginning November 28, 2023 and ending November 27, 2026.
 - b. Consider the Re-appointment of Laura Simon to Resilient Hartford for a three-year term beginning November 28, 2023 and ending November 27, 2026.

4. Town Manager's Report

Orientation

Since my last report, I have driven the roads of Hartford with DPW Director Bryan Gazda and toured Town recreational facilities with Parks & Recreation Director Scott Hausler. I also attended a Chamber of Commerce's event at the Upper Valley Aquatic center, met lots of residents and businesspeople and toured the very impressive facility. I have now met individually with all seven members of the Select Board and have enjoyed getting to know you all a bit better.

Community Safety Study

As you know, the Town awarded the contract for our upcoming Community Safety Study to Strategy Matters. Per input from some Select Board members at a recent Agenda-setting meeting, the November 30 deadline for all those wishing to apply to serve on the Town's 5–7-member Process Management Team (PMT) will be extended to the end of the year and the Town is letting the community know that compensation is available to those who request it for participation on the PMT.

Wilder Dam Re-Licensure

The Wilder Hydroelectric Dam re-licensure process is under way and it may soon be time for the Connecticut River Conservancy to address the Select Board to encourage the Town to submit comments to the Federal Energy Regulatory Commission (FERC) who has jurisdiction over the matter. Scott Hausler, Lori Hirshfield and I had a meeting with Kathy Urffer of the Connecticut River Conservancy and learned that this is a good opportunity to request support from Dam owner, Great River Hydro, aka Hydro Quebec for Recreation infrastructure and programs located at Kilowatt Park and perhaps broader mitigation of the dam's impacts on the Town. Scott and Lori will be involving the Town's Conservation Commission and drafting comments.

Community Nurse

Hanover's Town Manager has asked to meet with me on November 30 to discuss the Town of Hartford's recent consideration of implementing a community nurse program

Significant Activity Reports

Link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/462>

5. Board Reports, Motions & Ordinances

- a. Audit Presentation from the firm of Mudgett, Jennett & Krogh-Wisner, P.C. presented by John Mudgett and Bonnie Dow.
Selectboard Member, Mary Erdei made the motion to accept the Independent Auditor's Report on the FYE 2023 Draft Financial Statements as presented. Selectboard Clerk, Kim Souza seconded the motion, All were in favor and the motion passed.
- b. Finance Budget and Quarterly Review presented by Gail Ostrout

- c. IT Budget presented by Dillon Walsh
- d. Planning and Development Budget presented by Lori Hirshfield
- e. Validation Resolutions for TIF Bond Warrants
Selectboard Member, Lannie Collins made the motion to Adopt the Validation Resolution regarding the March 1, 2016 Town Meeting and adopt the attached Validation Resolution regarding the March 5, 2019 Town Meeting. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.
- f. Stream Erosion Update presented by John Haverstock.
- g. Assessor Errors and Omissions Parcel # 45-180 presented by Rick Vincent.
Selectboard Member, Rocket made the motion to Approve the E&O correction to the property located at 0 Fairview Terrace, Map ID 45-180, SPAN #285-090-12311 and Map ID 45- 180-TIF, SPAN #285-090-17062 & 2023 Grand List. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor and 1 (Collins) was not in favor. The motion passed.
- h. Water/Wastewater Bid Review
Selectboard Member, Mary Erdei made the motion that the Selectboard authorizes the Director of Public Works to execute a contract not to exceed \$120,000 with the Dufresne Group of Springfield to engineer and permit water main improvements in Wilder. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.
- i. CSO Grant Discussion
Selectboard Member, Lannie Collins made the motion to Appoint Bryan Gazda, Director of Public Works as the primary Authorized Representative to sign FFA – Standard ARPA Grant Agreement, and Christopher Holzwarth, as alternate Authorized Representative to sign any necessary documents related to Sewer Overflow Elimination and Abatement Grant #06140-2023-ARPA-CSO-05 within the Town of Hartford. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Hartford Parks and Recreation Respectfully submitted by Mary Erdei, Liaison

The Ice Rink became fully operational on October 18th. A multitude of hours have already been booked to use the rink at this point. Trunk or Treat was a large success— over 1200 people came through (parents and young people) and had a good time. The best booth was the Super Mario Brothers booth by the Service Credit Union. The after-school cooking club is a huge success: there are 12 participants and 2 on the waiting list. There has been some discussion between the school and Parks and Rec regarding needs for a special school social worker who would aid in specific needs regarding truant kids (getting kids to come to school and stay throughout the day with programs that would benefit their needs.) There are 2 (two) vacancies on this Board at this time.

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

Approve Payroll Ending: 11/25/2023

Approve A/P Manifest of: 11/22/2023 and 11/30/2023

Approve Meeting Minutes of: 11/14/2023 and 11/21/2023

Approve Selectboard Meetings: 12/5/2023, 12/12/2023, 12/19/2023 and 12/26/2023 (12/14 and 12/21 if needed for Budget)

- IX. Adjourn the Selectboard Meeting
Selectboard Clerk, Kim Souza made the motion to adjourn the meeting at 10:15PM.
Selectboard Member, Mary Erdei seconded the motion. All were in favor and the
motion passed.

Kim Souza, Clerk
November 28, 2023 Meeting.

TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, December 5, 2023, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Rocket, Member; Ally Tufenkjian, Member; John Haverstock; Gail Ostrout; Dillon Walsh; Lori Hirshfield; Scott Cooney; Scott Hausler; Pat Autilio; Jennifer Kravitz; Tim Fariel

Zoom: Dan Fraser, Vice-Chair; Greg Sheldon, John Hafner, Melinda Brooks, Heidi Duto

- I.** Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6pm.
- II.** Pledge of Allegiance was recited and led by Gail Ostrout
- III.** Order of Agenda: There were no changes to the order of agenda.
- IV.** Selectboard
 - 1.** Public Comments
 - Pat Autilio spoke about the Black Lives Matter movement.
 - Jennifer Kravits discussed her support for the Housing and Homelessness Committee
 - Tim Fariel discussed budgetary philosophies
 - John Hafner discussed his support for the Housing and Homelessness Committee
 - 2.** Budget Wrap Up Session No. 1 (Information Only): The Select Board discussed the draft FY25 budget with staff and members of the public, setting priorities and instructing staff to revise the budget consistent with tentative decisions reached by the Board.
- V.** Consent Agenda: None.
- VI.** Adjourn the Selectboard Meeting
 - Selectboard Clerk, Kim Souza made the motion to adjourn the meeting at 9:25 PM.**
 - Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.**

Kim Souza, Clerk
December 5, 2023 Budget Meeting.