



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, January 9, 2024, 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:
- IV. Local Cannabis Control Board:
 1. #S-000005167-The Hidden Grove, LLC
 2. #S-00000-VVS Farm, LLC
- V. Order of Agenda
- VI. Selectboard
 1. Public Comment (6:05)
 2. Selectboard Comments and Announcements (6:15)
 3. Appointments (6:25)
 - a. Consider the re-appointment of John H. Reid to the Planning Commission for a three year term beginning January 9, 2024 and ending January 8, 2027.
 - b. Consider the re-appointment of Dylan Kreis to Resilient Hartford for a three-year term beginning January 9, 2024 and ending January 8, 2027.
 - c. Consider the re-appointment of Laura Simon to resilient Hartford for a three-year term beginning January 9, 2024 and ending January 8, 2027.
 - d. Consider appointing Richard Otis to the Energy Commission for a three-year term beginning January 9, 2024 and ending on January 8, 2027.
 4. Town Manager's Report (6:30)
Significant Activity Reports Link:
 5. Board Reports, Motions & Ordinances
 - a. Review and Approve Select Board 2024 Meeting Calendar (6:40)
 - b. Remarks from Town Treasurer on Business Grant Opportunities (6:45)
 - c. Report on Activities from Environmental Sustainability Coordinator (6:50)
 - d. Consider use of Climate Action Reserve Funds (7:05)
 - e. Consider Police Department Request to Purchase Rifles (7:15)
 - f. Consider Revised Utility Agreement with VTrans for Water Line Relocation (7:35)
 - g. Consider Dump Truck Bid Award Revision (7:50)
 - h. Discuss Improved Access to Town Policies and Ordinances (8:05)
 - i. Consider Resolution of Necessity for Firestation No.2 Renovation Project
- VII. Commission Reports
- VIII. Consent Agenda
 - Approve Payroll Ending: 1/6/2024
 - Approve A/P Manifest of: 1/5/2024 and 1/11/2024
 - Approve Meeting Minutes of: 12/19/2023
 - Note: Approved Selectboard Meetings: 1/23/2024, 2/6/2024, 2/20/2024
- 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.

Melinda Brooks

From: Lisa O'Neil <loneil@hartford-vt.org>
Sent: Thursday, December 28, 2023 10:27 AM
To: Melinda Brooks
Cc: John Haverstock; Michael Hoyt; Lana Livingston
Subject: Jan. 9th AGENDA Items
Attachments: Hartford CCC Packet for # S-000005167 The Hidden Grove, LLC.pdf; Hartford CCC Packet for # S-000005167 The Hidden Grove, LLC.pdf

Hi, All,

Attached please find TWO Cannabis Applications for placement on the January 9th Agenda. All required departments have reviewed & signed off on each application.

- #S-000005167-The Hidden Grove, LLC
- #S-000005000-VVS Farm LLC

I will notify both applicants to appear (in person or remotely) on January 9th.

Lisa

Lisa M. O'Neil
Hartford Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
loneil@hartford-vt.org

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

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



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

TO: Hartford Cannabis Control Commission
John Haverstock, Town Manager

FROM: Lisa O'Neil, Town Clerk

RE: CCB Application #S-000005167

DATE: December 28, 2023

Attached please find:

- VT Cannabis Control Board (CCB) approval of #S-000005167-Redacted(The Hidden Grove, LLC)
- Application for Local Cannabis License-Town of Hartford-Redacted with additional documents provided by applicant & Department Signature Pages labeled as follows:
 - A1 & A2: Fire Marshal
 - B: Planning & Development
 - C: Town Clerk
 - D: Public Works

VT CCB: Application S-000005167 Approved

noreply@salesforce.com <noreply@salesforce.com>

on behalf of

VCCB Applications <ccb.applications@vermont.gov>

Thu 12/21/2023 9:04 AM

To: Paula Nulty <pnulty@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>; John Haverstock <jhaverstock@hartford-vt.org>
Cc:

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

The Cannabis Control Board would like to inform you that S-000005167, Retailers has been approved, with its issuance pending approval by your Local Control Commission. This applicant's proposed cannabis establishment is within your municipality.

Pursuant to state law, most cannabis establishment application materials are confidential. See 7 V.S.A. § 901(h)(1)(A). The Board is sharing some of the application information in this document to facilitate the Local Control Commission's licensing review. The Board asks that you abide by state law and maintain the confidentiality of this information.

The Local Control Commission may request further information about the proposed cannabis establishment directly from the applicant.

Business Legal Name and Registered: The Hidden Grove LLC Alternatives: The Hidden Grove LLC

Address: ; (please note, the address of this establishment is not public information)

Principals and Controlling Entities: Stephanie Waterman & Kendall Smith

Primary Contact's email address: --

Primary Contact's phone number:

For this license type, the applicant is asked the following questions which may be relevant to your review:

- Do you comply with required inspections or permits from other state and local agencies (for example, certificates of occupancy)?
 - Yes

- Is your proposed Cannabis Establishment project in a public building?
 - Yes

- Are you a home occupancy business?
 - No

All applicants are required comply with Division of Fire Safety (DFS) requirements which is documented through a non-jurisdictional letter or fire safety inspection report.

In order to issue this license, the CCB requires the approval of your Town's Local Control Commission.

Please submit documentation of the Local Control Commission's decision via email to CCB.Applications@vermont.gov

Local Control Commission authority is defined at 7 V.S.A. § 863, and the Board has developed information for municipalities and Local Control Commissions on its [website](#). Per CCB Rule 2.14, if a Local Control Commission allows an application to remain undecided for forty-five days, that application is presumptively granted. For a list of upcoming projects proposed in your municipality, [click here](#).

Thank you,

Cannabis Control Board

For assistance, contact: (802) 828-1010

CCB.Applications@vermont.gov

Application for Local Cannabis License Town of Hartford

On July 12, 2022, the Hartford Selectboard adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The Selectboard will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the Town of Hartford. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: The Hidden Grove LLC

Doing Business As:**Mailing Address:****Telephone**

Number:

Email:

2. Owner/Agent Contact Information

Name: Stephanie Waterman

Mailing Address:**Telephone**

Number:

Email:

3. Property address where use will occur in the Town

Cannabis Control Commission
Local License Application - 2022

4. **Licensing Information**

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
☐ Outdoor Cultivation*			
☐ Indoor Cultivation*			
☐ Mixed Cultivation*			
☒ Retail	N/A	9/28/23	
☐ Manufacturing*			
☐ Testing			
☐ Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. **Local Compliance Information**

Compliance Questions	Answer
Land Use	
Has the Hartford Zoning Administrator (ZOA) been contacted regarding your proposed use?	yes
Has the ZOA determined if the use is permitted in the location you have identified?	yes
If yes, has the ZOA determined if a new zoning permit required?	yes - NOT required
If a zoning permit is required, what is the date the complete application was accepted for review?	N/A
Has the zoning permit been issued? If so, what is the effective date.	N/A
Water and/or Wastewater	
Is an allocation for Town water and/or wastewater being requested?	NO - using current allocation
If yes, how many gallons per day have been requested?	N/A
Has an allocation been granted? If so, please attach approval for allocation.	N/A

A1

Re: CONFIDENTIAL-CCB Application S-000005167 The Hidden Grove LLC

Tom Peltier <tpeltier@hartford-vt.org>

Wed 12/27/2023 11:54 PM

To: Lisa O'Neil <loneil@hartford-vt.org>

📎 1 attachments (2 MB)

The Hidden Grove LLC.pdf;

Good Afternoon,

Attached is the signed copy of the document.

Thank you,

Thomas Peltier
Fire Marshal
Hartford Fire Department
812 VA Cut Off Road,
White River Junction, VT. 05001
Phone (802)-295-3232
Cell (802)-299-7013

"Excellence in Service"



"WORKING Smoke Alarms, Carbon Monoxide Alarms and Sprinkler Systems Saves Lives"

From: Lisa O'Neil <loneil@hartford-vt.org>

Sent: Thursday, December 21, 2023 9:26 AM

To: Tom Peltier <tpeltier@hartford-vt.org>

Subject: CONFIDENTIAL-CCB Application S-000005167 The Hidden Grove LLC

Hi, Tom,

I received the State preliminary approval for Hidden Grove, LLC today. I had sent their local application along to you on November 20th. I have sign offs from Zoning and DPW. Can you kindly add this one to your list so I can get it on the next SB Agenda. I have also attached the State pre-approval for your information.

Any luck on the other one you working on for VVS Farm?

Thanks,

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature

Stephanie Waterman

Date

11/16/23

Printed Name

Stephanie Waterman

Return completed applications to the Town Clerk at 171 Bridge Street White River Junction, VT 05001 for processing.

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention:

Tom Peltier

Town Clerk:

Planning &
Development:

Public Works:

Cannabis Control Commission Review

License/Application #:

Date of CCC Meeting:

Action by CCC:

Date Follow-up sent:

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature Stephanie Waterman Date 11/16/23

Printed Name Stephanie Waterman

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Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: JoAnn Ellis
[Signature] 11/20/23

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____ Date of CCC Meeting: _____

Action by CCC: _____ Date Follow-up sent: _____

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature

Date

11/16/23

Printed Name

Stephanie Waterman

Return completed applications to the Town Clerk at 171 Bridge Street White River Junction, VT 05001 for processing.

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Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk:

Lisa M. O'Neil

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____

6. Acknowledgement & Signature

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Signature

Stephanne Waterman

Date

11/16/23

Printed Name

Stephanne Waterman

Return completed applications to the Town Clerk at 171 Bridge Street White River Junction, VT 05001 for processing.

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Department Sign Offs:

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

[Signature] 11/20/23

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____



Permitting question -

Jo-Ann Ells <jells@hartford-vt.org>
To: Stephanie Waterman
Cc: Jo-Ann Ells <jells@h&uord-vt.org>

Wed, May 24, 2023 at 9:55 AM

Hi Stephanie,

Since the use (retail) is not changing you do not need a Zoning Permit from me unless you increase your hours or number of employees. (Your permit states that there are a maximum of 8 employees and the maximum hours of operation are 7:00AM – 8:00PM seven days a week.)

You retain the obligation to identify, apply for, and obtain any relevant local or State permits. I suggest you contact:

- The Fire Marshall, Tom Peltier (295-3232)
- The State Permit Specialist, Rick Oberkirch (282-6488)
- The Vermont Cannabis Control Board <https://ccb.vermont.gov/>
- The Hartford Cannabis Control Board (Town Manager's Office 295-9353 Town Clerk's Office 295-2785)

Please let me know if you have any questions.

Best,

Jo-Ann

Jo-Ann Ells
Zoning Administrator
Department of Planning & Development
Town of Hartford, Vermont
171 Bridge Street
White River Junction, VT 05001
Office: 802-295-3075 Direct: 802-478-1117
Visit us at www.hartford-vt.org

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: Stephanie Waterman
Sent: Tuesday, May 16, 2023 5:15 PM
To: Jo-Ann Ells <jells@hartford-vt.org>
Subject: Permitting question -

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

[Quoted text hidden]

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.



Fire Inspection Report

Hartford Fire Department

Inspection 10232



Inspection

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

Scheduled 11/08/2023 13:00
Inspected On 11/08/2023 13:00
Finished At 11/08/2023 13:30
Next Inspection

Scheduled Peltier
Inspection Length 0.50

Occupant

Occupant Name The Hidden Grove LLC.
Building Name Mercantile Occupancy
Contact Name Stephanie Waterman
Address
City, State and Zip White River Junction, VT 05001-
Phone

Owner

Owner / Company ROOST HOLDINGS LLC
Contact Name MARK BABSON
Address
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone

Comments

Final Occupancy Inspection:
Initial Inspection: 09/01/2023
Final Inspection: 11/08/2023
Permit #: 20230066
Building Name: THE HIDDEN GROVE LLC.
Contact Name: STEPHANIE WATERMAN
Occupancy Type: Mercantile
Occupancy Status: GRANTED

Final Inspection Notes:

- Any change of use or alteration to this building will require an additional permit through the Hartford Fire Prevention Division.

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.



Hartford Fire Department

DIVISION OF FIRE PREVENTION

CERTIFICATE OF OCCUPANCY

This certificate is issued to

The Hidden Grove LLC.

White River Junction, Vermont 05001

Site Number: 90113

ISSUED BY THE HARTFORD DIVISION OF FIRE PREVENTION

BY FIRE MARSHAL: Tom Peltier

BY FIRE CHIEF: Scott Cooney

Date: 11/08/2023

PLEASE POST IN A CONSPICUOUS LOCATION

Any change of use or alteration to this building will require an additional permit





TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

TO: Hartford Cannabis Control Commission
John Haverstock, Town Manager

FROM: Lisa O'Neil, Town Clerk

RE: CCB Application #S-000005000

DATE: December 28, 2023

Attached please find:

- VT Cannabis Control Board (CCB) approval of #S-000005000-Redacted (VVS Farm LLC)
- Application for Local Cannabis License-Town of Hartford-Redacted with additional documents provided by applicant & Department Signature Pages labeled as follows:
 - A: Fire Marshal
 - B: Planning & Development
 - C: Town Clerk
 - D: Public Works

**Application for Local Cannabis License
Town of Hartford**

On July 12, 2022, the Hartford Selectboard adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The Selectboard will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the Town of Hartford. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: Tish Owens

Doing Business As: VVS FARMS DBA VVS LABS LLC

Mailing Address:

**Telephone
Number:**

Email:

2. Owner/Agent Contact Information

Name: same as above

Mailing Address:

**Telephone
Number:**

Email:

3. Property address where use will occur in the Town

4. Licensing Information

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
☐ Outdoor Cultivation*			
☐ Indoor Cultivation*	1	12/8/23	6/3/22
☐ Mixed Cultivation*			
☐ Retail			
☐ Manufacturing*			
☐ Testing			
☐ Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Hartford Zoning Administrator (ZOA) been contacted regarding your proposed use?	n/a
Has the ZOA determined if the use is permitted in the location you have identified?	n/a
If yes, has the ZOA determined if a new zoning permit required?	n/a
If a zoning permit is required, what is the date the complete application was accepted for review?	n/a
Has the zoning permit been issued? If so, what is the effective date.	n/a
Water and/or Wastewater	
Is an allocation for Town water and/or wastewater being requested?	n/a no waste water
If yes, how many gallons per day have been requested?	n/a
Has an allocation been granted? If so, please attach approval for allocation.	n/a

6. **Acknowledgement & Signature**

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature

Date 12/8/23

Printed Name

Tish Owens

Return completed applications to the Town Clerk at 171 Bridge Street White River Junction, VT 05001 for processing.

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____ Date of CCC Meeting: _____

Action by CCC: _____ Date Follow-up sent: _____

A

6. Acknowledgement & Signature

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Signature _____ Date 12/8/23

Printed Name Tish Owens _____

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Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire

Prevention: Tom Peltier

Town Clerk: _____

Non-Jurisdictional Property

Planning &

Development: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____ Date of CCC Meeting: _____

Action by CCC: _____ Date Follow-up sent: _____

B

6. Acknowledgement & Signature

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Signature _____ Date 12/8/23

Printed Name Tish Owens _____

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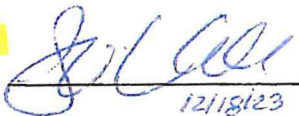
Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____


12/18/23

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____ Date of CCC Meeting: _____

Action by CCC: _____ Date Follow-up sent: _____

6. Acknowledgement & Signature

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Signature

Date 12/8/23

Printed Name

Tish Owens

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Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Lisa M. Ouel

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____

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Signature _____

Date 12/8/23

Printed Name _____

Tish Owens

Return completed applications to the Town Clerk at 171 Bridge Street White River Junction, VT 05001 for processing.

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Department Sign Offs

Building Code/Fire
Prevention: _____

Planning &
Development: _____

Town Clerk: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____

VT CCB: Application S-000005000 Approved

noreply@salesforce.com <noreply@salesforce.com>

on behalf of

VCCB Applications <ccb.applications@vermont.gov>

Thu 11/30/2023 10:25 AM

To: Lisa O'Neil <loneil@hartford-vt.org>; Paula Nulty <pnulty@hartford-vt.org>; John Haverstock <jhaverstock@hartford-vt.org>; t.

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

The Cannabis Control Board would like to inform you that S-000005000, Indoor Cultivator Tier 1 Small Cultivator Renewal has been approved, with its issuance pending approval by your Local Control Commission. This applicant's proposed cannabis establishment is within your municipality.

Pursuant to state law, most cannabis establishment application materials are confidential. See 7 V.S.A. § 901(h)(1)(A). The Board is sharing some of the application information in this document to facilitate the Local Control Commission's licensing review. The Board asks that you abide by state law and maintain the confidentiality of this information.

The Local Control Commission may request further information about the proposed cannabis establishment directly from the applicant.

Business Legal Name and Registered:

Address: . (please note, the address of this establishment is not public information)

Principals and Controlling Entities: Tish Owens

Primary Contact's email address:

Primary Contact's phone number:

For this license type, the applicant is asked the following questions which may be relevant to your review:

- Do you comply with required inspections or permits from other state and local agencies (for example, certificates of occupancy)?
 - Yes
- Is your proposed Cannabis Establishment project in a public building?
 - No
- Is the physical site of operation on a municipal water supply?
 - No
- Are you a home occupancy business?
 - Yes

All applicants are required comply with Division of Fire Safety (DFS) requirements which is documented through a non-jurisdictional letter or fire safety inspection report.

In order to issue this license, the CCB requires the approval of your Town's Local Control Commission.

Please submit documentation of the Local Control Commission's decision via email to CCB.Applications@vermont.gov

Local Control Commission authority is defined at 7 V.S.A. § 863, and the Board has developed information for municipalities and Local Control Commissions on its [website](#). Per CCB Rule 2.14, if a Local Control Commission allows an application to remain undecided for forty-five days, that application is presumptively granted. For a list of upcoming projects proposed in your municipality, [click here](#).

Thank you,

Cannabis Control Board

For assistance, contact: (802) 828-1010

CCB.Applications@vermont.gov

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: Planning Commission

I. APPLICANT DATA:

Name: John H. Reid

Address: [REDACTED], Quechee, VT 05059

Telephone: [REDACTED] Email Address:

How long have you been a Hartford resident? 10 years

Are you a United States Citizen? yes Are you a registered voter? yes

II. EDUCATION:

High School: Phillips Academy Year Graduated: 1962

College 1 Yale: Degree Earned: BA Course of Study: History Year: 1969

College 2: Degree Earned: Course of Study: Year:

III. WORK HISTORY:

Please list Employer name Dates of

& address (most recent first) Employment Position held Job duties Partner in law firm Edwards Angell Palmer & Dodge 1969 – 2011, Hartford CT and Providence RI.

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? 6 Please provide days of the week which you are generally available. Monday-Friday Would you be available for evening meetings? yes

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I am currently Chair of the Planning Commission

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

Barrinton RI Planning Board

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

Hartford VT Climate Action Steering Team, Resilient Hartford

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? Affordable housing

f. What might some solutions be? Change in zoning regulations

g. Other hobbies/interests: photography

V. REFERENCES: (Please list three)

Name: Telephone: Dana Clauson [REDACTED] 23

Name: Telephone: Jo-Ann Ellis [REDACTED]

Name: Telephone: Bruce Riddle [REDACTED]

APPLICANTS SIGNATURE DATE

John H. Reid
11/30/23



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

ADVISORY BOARD/COMMISSION APPLICATION

Application for re-appointment to: 'RESILIENT HARTFORD' - COMMUNITY RESILIENCE ORGANIZATION OF HARTFORD

I. APPLICANT DATA:

Name: DYLAN MCKINSTRY KREIS
Address: 159 HAZEN STREET
WRS, VT 05001
Telephone: (Home) [REDACTED] (Work) — (Other) —
Email Address: [REDACTED]
How long have you been a Hartford resident? 40+ YEARS
Are you a registered voter? YES

II. EDUCATION:

High School: THE PUTNEY SCHOOL Year Graduated: 1998
College 1: UNIVERSITY OF NEW BRUNSWICK Degree Earned: BSF
Course of Study: FORESTRY Year: 2006
College 2: SIT GRADUATE INSTITUTE Degree Earned: MA
Course of Study: SUSTAINABLE DEVELOPMENT Year: 2013

III. WORK HISTORY:

Please list Employer name & Address (most recent first)	Dates of Employment	Position held	Job duties
<u>PARTMOUTH COLLEGE</u>	<u>10/31/23 TO PRESENT</u>	<u>COMMUNICATION OFFICER</u>	
<u>THE TEA HOUSE</u>	<u>11/22 TO 8/23</u>	<u>MANAGER</u>	
<u>UPPER VALLEY HAVEN</u>	<u>12/21 TO 11/22</u>	<u>MAINTENANCE COORDINATOR</u>	
<u>TOWN OF HARTFORD</u>	<u>2017 TO 2021</u>	<u>SUPERINTENDENT OF</u>	<u>PARKS & FACILITIES</u>

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? IT WILL DEPEND ON WHAT SCHEDULE MY EMPLOYER ASSIGNS ME ONCE MY TRAINING IS COMPLETE.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'VE BEEN ON THIS COMMISSION FOR OVER SEVEN YEARS AND WOULD LIKE TO CONTINUE.
- c. What are your past experiences in Municipal, State or Federal Government? WILDLAND FIREFIGHTER - FEDS (NPS + USFW)
SUPERINTENDENT OF PARKS & FACILITIES - MUNICIPAL (HARTFORD)
TRAIL CREW MEMBER - STATE (VERMONT)
- d. What civic or social organizations have belonged to and what positions did you hold? I CURRENTLY SERVE ON THE HARTFORD PLANNING COMMISSION.
- 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? CLIMATE ADAPTATION & RESILIENCE
- f. What might some solutions be? INVEST MORE TIME & MONEY
- g. Other hobbies/interests: YOGA

V. REFERENCES: (Please list three)

	EMAIL
Name: <u>MATT OSBORN</u>	Telephone: <u>[REDACTED]</u>
Name: <u>JOHN REID</u>	Telephone: <u>[REDACTED]</u>
Name: <u>ALLY TUFENKSIAN</u>	Telephone: <u>[REDACTED]</u>

[Signature]
APPLICANT'S SIGNATURE

11/14/23
DATE

Lana Livingston

01/09/24 AgnS
11/28/2023 AgnS

From: Laura Simon <simonlaura06@gmail.com>
Sent: Tuesday, November 14, 2023 10:56 AM
To: Lana Livingston
Subject: L Simon

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

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jet., VT 05001802-295-9353 (Tel.) 802-295-6382

PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or ☒ re-appointment to: I. Resident Hartford.

APPLICANT DATA:

Name: Laura Simon

Address:

Telephone:

Email Address: [REDACTED]

How long have you been a Hartford resident? 23 yrs

Are you a registered voter? Yes

II. EDUCATION:

High School: Queen of Peace, No Arlington, NJ Graduated: 1971

College 1: Rutgers Course of Study: Sociology Graduated: 1975

College 2:

Adelphi University: Masters in social work in 1980's

Degree Earned: Masters

UVM Education Department

Degree Earned: Special Education Year: 2000

UVM Education Department school librarian Certificate of Advanced Standing 2007

III. WORK HISTORY:

Please list Employer name & address (most recent first)

1. Dates of Employment. Hartford School District, 1999-2021

Position held- substitute teacher

Job duties-one on, classroom assistant and teaching responsibilities in most departments and all Hartford schools

2. HCRS School Based Therapist 1996-1999 schools included Windsor and Springfield, Vt teaching students with special needs and case management

Other jobs in the last few decades included: Director of Social Services, Burlington Housing Authority 1982-1996. Provide social work services to hundreds of low income families, elderly and disabled in public housing.

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? Up to 4. Please provide days of the week which you are generally available: Monday-Thursday nights. Would you be available for evening meetings? Yes

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

I have served on Resilient Hartford since the committee was formed. I know the key folks who work on our projects and have some hands on experience with our projects. I have initiated and helped organize a few events in Hartford that further our resilience goals. My previous work and education experience helps me support RH goals.

c. What are your past experiences in Municipal, State or Federal Government? (See above)

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

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? We should be looking at the Climate Action Plan and determine how to make progress on that.

f. What might some solutions be? Lowering amount of waste in waste stream. Educate and encourage residents on energy saving.

g. Other hobbies/interests: biking, hiking, forest protection

V. REFERENCES:

Name: Fergus Marshall [REDACTED]

Joy Kosta [REDACTED]

Earl Hatfield [REDACTED]

APPLICANTS SIGNATURE

DATE


11/14/23

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Novo Nordisk, 9 Technology Drive West Lebanon NH 03784	Jul 2022-Current	Facilities Engineer	Building Utilities, Large Construction
Belcan Engineering, 175 Addison Rd, Windsor, CT 06095	MAR 2022-JUL 2022	Quality Engineer	Regulatory compliance of parts, RCA
King Arthur Baking Company 58 Billings Farm Rd, White River Junction, VT 05001	2020- 2022	Warehouse Associate	Assisted warehouse operations
The Mountain School 151 Mountain School Rd, Vershire, VT 05079	2013- 2019	Maintenance Worker	Maintained utility systems

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. Generally on Thursday or Friday.

I can be available for most evening meetings. Sometimes I have to stay late to support projects.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to help out Hartford with some of my skill set. I have a variety of experience with utility construction. My work for Novo Nordisk includes running large gas utility projects over \$2,000,000 in budget. I also assist with energy efficiency energy monitoring, HVAC, water systems, steam generation, etc... I know a variety of contractors and vendors as well.

I'm willing to assist the commission with my engineering background.

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

I don't have any direct experience working directly for a government. I do work with a variety of regulatory codes, requirements, and laws for both state, federal, and international governing bodies. I have to abide by regulatory authorities in my line of work.

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

None directly.

- 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? _____

Future housing and town utility connections. I know boards and commissions are working on this. However, it's such a pressing issue. That more work needs to be done to address these complex issues.

- f. What might some solutions be? Looking into partnering with more utility development firms. For retrofitting existing systems. Looking into more green energy systems to help address our local impact on climate change. Focus on future development plans involving expanded utility access, and maintenance of current waste and storm water systems. Geothermal systems, solar arrays, heat pumps, and more may be beneficial.

g. Other hobbies/interests: I've taught students sustainable forestry before. I like volunteering or donating to the UV Haven, along with other local organizations. I'm a supporter of Twin Pines Housing Trust. I enjoy a variety of outdoor activities including: hiking, mountaineering, X-Country skiing, caving, and ice-climbing.

V. REFERENCES: (Please list three)

Name: Lynn Bohi

Telephone: [REDACTED]

Name: Cathy Lamb

Telephone: [REDACTED]

Name: Dave Susco

Telephone: [REDACTED]

Richard Otis

APPLICANTS SIGNATURE

12/21/23

DATE

Town Manager's Report

January 9, 2024

Budget

The Selectboard finished its work on the general Fund budget for FY2-25 on December 19, except for some fine-tuning to occur later this month, once certain petition deadlines pass.

Charter Revision

The Select Board completed work on drafting its charter revision proposal on December 19.

HR Director/ Executive Assistant to the Town Manager

The Town's HR Director and Executive Assistant to the Town Manager, Paula Nulty, has been working remotely for several weeks and will continue to do so until her next (and we hope final) procedure later this month.

Bugbee Senior Center

Following a meeting with Town Staff (Gail Ostrout, Scott Hausler, Dana Clawson and the Town Manager), the Architects from Studio Nexus met to update the leadership of the Bugbee Senior Center. The architects will continue their work and update the Selectboard at a future date.

Welcoming and Engaging Community Cohort

The Town's application to once again participate in the Welcoming and Engaging Community Cohort has been accepted and the Town Manager, Lt. Commander Connie Kelley and Selectboard member Kim Souza attended a kick-off session earlier today at the VLCT offices in Montpelier.

Selectboard Structures Training

This is a reminder that Dominic Cloud will lead a Selectboard workshop devoted to the topic of Selectboard structures and committee liaison assignments on January 16 at 6:00 pm.

Hartford Selectboard
2024 Meeting Schedule
Tuesdays at 6:00 p.m. Room 1, Town Hall
(unless otherwise stated)

1/8/2024	Monday	Info Night
1/9/2024		Regular Meeting
1/23/2024		Regular Meeting
2/6/2024		Regular Meeting
2/20/2024		Regular Meeting
2/26/2024	Monday	Budget & Candidate Night
3/2/2024	Saturday	Town Meeting Day, Floor Meeting
3/5/2024	Tuesday	TOWN MEETING/AUSTRALIAN BALLOT
3/5/2024		No Meeting
3/7/2024	Thursday	Organizational Meeting - New Board Members must be sworn in by the Town Clerk before this meeting.
3/12/2024		Special Selectboard Meeting
3/19/2024		Regular Meeting
4/2/2024		Regular Meeting
4/16/2024		Regular Meeting
4/30/2024		Regular Meeting
5/14/2024		Regular Meeting
5/28/2024		Regular Meeting
6/11/2024		Regular Meeting
6/25/2024		Regular Meeting
7/9/2024		Regular Meeting
7/23/2024		Regular Meeting
8/6/2024		Regular Meeting
8/13/2024		Election
8/20/2024		Regular Meeting
9/3/2024		Regular Meeting
9/17/2024		Regular Meeting
10/1/2024		Regular Meeting
10/15/2024		Regular Meeting
10/29/2024		Regular Meeting
11/5/2024		Election
11/12/2024		Regular Meeting
11/26/2024		Regular Meeting
12/10/2024		Regular Meeting
12/17/2024		Special Selectboard Meeting
12/24/2024		No Meeting

FW: TOH Selectborad Agenda for 01/09/2024 - DRAFT

John Haverstock <jhaverstock@hartford-vt.org>

Thu 1/4/2024 9:23 AM

To: Melinda Brooks <mbrooks@hartford-vt.org>

 1 attachments (14 KB)

Proposed Selectboard Development Calendar Cycle.pdf;

Melinda,

Please add this email and attached document to the packet you are putting together, right behind the Selectboard Calendar.

Thanks.

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

From: Kim Souza <ksouza@hartford-vt.org>

Sent: Wednesday, January 3, 2024 9:45 PM

To: John Haverstock <jhaverstock@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>

Cc: Ally Tufenkjian <atufenkjian@hartford-vt.org>

Subject: Re: TOH Selectborad Agenda for 01/09/2024 - DRAFT

Hi John.

I'm wondering if the agenda item regarding the Selectboard Meeting Calendar could include the draft and discussion of other proposed calendar items (see attached).

Even if it's not formally adopted, I think this could be a good opportunity for the board to discuss what types of topics that could be 'institutionalized' in to a regular annual cycle. These would be things like listening sessions, Town Manager evaluations, board trainings and joint School & Selectboard meetings.

Thanks for your consideration!

Best,
Kim

Kim Souza
she|her|hers
Member, Hartford Selectboard
Hartford, Vermont
ksouza@hartford-vt.org

Proposed Selectboard Development Calendar Cycle

Month	Meeting Topic/Action/Committee
January	Budget Cycle Selectboard Listening Session Hartford Library Sister Cities Committee Update
February	Selectboard Listening Session Quechee Library HCOREI Quarterly Update 1 CAST/Climate Advisory Committee Update
March	Begin Facilitated Town Manager Evaluation Process Board Development Training Planning Commission Committee Update
April	Issue Town Manager Evaluations Board Development Training Zoning Board of Adjustment Committee Update
May	HCOREI Quarterly Update 2 Joint School & Selectboard Engagement HHS Auditorium Tree Board Committee Update
June	Board Development Training Parks & Recreation Committee Update
July	Board Development Training Resilient Hartford Committee Update
August	Selectboard Listening Session West Hartford Library HCOREI Quarterly Update 3 Housing & Homelessness Committee Update Committee Liaisons Solicit Budget Requests from Committees
September	Selectboard Listening Session Wilder Library Energy Commission Committee Update
October	Budget Cycle Historic Preservation Committee Update Committee budget requests due by all Committees
November	Budget Cycle HCOREI Quarterly Update 4 Hartford Business Revolving Loan Fund Committee Update
December	Budget Cycle Design Review Committee Update

Placeholder

5. b. Remarks from Town Treasurer on Business Grant Opportunities



AGENDA MEMORANDUM

January 9, 2024

Town Select Board Meeting Item: 5 C & D

Submitted by: Dana Clawson, Environmental Sustainability Coordinator

Subject: Climate Action Plan update & a request to use Climate Action Reserve Funds for electrifying Parks and Recreation equipment.

Background: The Environmental Sustainability Coordinator, members of the Climate Action Steering Team and members of the Hartford Energy Commission have been working hard this past year to meet the goals of the Climate Action Plan. Our areas of focus have at times been the result of the opportunities we have in front of us. Current federal funding through the Bipartisan Infrastructure Act and the Inflation Reduction Act are providing us with the opportunity to get the Wendell A. Barwood Arena and the DPW administrative building in-depth energy audits, the South Main St. parking lot is being assessed for the Electric Vehicle Supply Equipment program to help cover the cost of installing Level 2 Chargers, VTrans is planning to install Level 3 chargers in Hartford as part of the National Electric Vehicle Infrastructure Plan, and Police and Fire building is having heat pumps installed as part of the Energy Efficiency and Conservation Block Grant. All of this is being made possible by current federal funding. In addition to these grants Hartford has also been holding green job trainings in Town, engaged with the community with programs like Window Dressers, and held an energy information fair, etc.

The following implementation grids will give an overview of work that was done in FY 2023 and the work that is currently happening in 2024. Each grid is labeled with it's corresponding year. Hartford had a lot of accomplishments these past year's and it's important to acknowledge that this is the result of the dedicated residents volunteering their time, energy, and skills to mitigate and adapt to climate change.

As part of Hartford's goal to lower the municipalities greenhouse gas footprint we are currently looking to electrify our equipment when acceptable options become available. The Parks and Recreation Department has identified electric maintenance equipment that would help move that Department towards electrification that we believe would be a good use of Climate Action Reserve Funds. Both the Climate Action Steering Team and the Hartford Energy Commission voted in favor of using these funds to purchase electric equipment and I am requesting that the Selectboard make a motion in support of this as well which is required to use funds from the reserve account. I recommend that the following motion or a similar one is made.

Motion: "I motion that the Selectboard authorizes the use of up to \$5,000 for the purchase of electric equipment for the Hartford Parks & Recreation Department".

Town of Hartford Climate Action Plan Implementation

FY 2023 Municipal Actions

CAP Strategy & Action	Department & Municipal Action	Explanation	Progress
Municipal Operations MO 2- 1 Establish a policy requiring all municipally owned buildings to be 100% electric (or zero on-site fossil fuel combustion) by 2027.	DPW- 171 Airport Rd Install heat pumps HVAC system at the DPW's main office.	Moving municipal buildings from combustion heating and appliances to high efficiency electric options lower's the carbon footprint of buildings. The boiler at the DPW Main Office is unlikely to last another heating season.	171 Airport Rd was approved for a Municipal Energy Resiliency Program (MERP) Audit on 09/18/23 and will be eligible to apply for a MERP implementation grant in early 2024.
Municipal Operations MO 2- 1 Establish a policy requiring all municipally owned buildings to be 100% electric (or zero on-site fossil fuel combustion) by 2027.	Bugbee Senior's Center Replacing hot water tank that runs off the old boiler a heat pump water heater.	Bugbee Senior Center recently moved to heat pumps, but their hot water is still heated off the old oil boiler. This means the boiler is still running to provide hot water and this is inefficient and expensive.	This has been folded into the Bugbee Center feasibility study.
Municipal Operations MO 2- 1 Establish a policy requiring all municipally owned buildings to be 100% electric (or zero on-site fossil fuel combustion) by 2027.	WRJ Water Treatment Plant Have new operating system created and installed.	Heat pumps at the WRJ Water Treatment Plant are not operating properly, this is believed to be caused by an issue with the virtual operating system. This issue is causing the plant to rely more on their oil boilers during the heating season.	Completed December 2022
Municipal Operations MO 6 Achieve Carbon Neutral Municipal Operations by 2027.	Town Hall Work with UNH Carbon Clinic to track municipal greenhouse gas footprint.	UNH's Carbon Clinic will help assess the green house gas emissions from Town buildings and vehicles and track emission reductions as we adopt more efficient vehicles, appliances, and mechanical systems.	Completed January 2023 SIMAP (greenhouse gas tracking tool) is in the Energy annual budget

Town of Hartford Climate Action Plan Implementation

FY 2023 Municipal Actions Continued

CAP Strategy & Action	Department & Municipal Action	Explanation	Progress
Municipal Operations MO 3- 1 Conduct a municipal fleet Electric Vehicle Transition Plan (EVTP). Effort to identify opportunities for electrifying, right-sizing, and improving overall efficiency of vehicles to meet CAP Goals. Include implementation recommendations to incorporate EV's through right-sizing purchases with a planned vehicle-replacement schedule.	Environmental Sustainability Coordinator Work with Vermont Clean Cities Coalition to do a vehicle inventory and put together a replacement schedule and options for vehicle and equipment replacement.	Vermont Clean Cities Coalition is a University of Vermont program that helps municipalities and public organization develop a plan for fleet replacement with a focus on what more efficient vehicles are available.	Initial report completed 4/27/23
Municipal Operations MO 3- 1 Conduct a municipal fleet Electric Vehicle Transition Plan (EVTP). Effort to identify opportunities for electrifying, right-sizing, and improving overall efficiency of vehicles to meet CAP Goals.	Fire Department As part of the recent ambulance RFP the Fire Department included an idle mitigation system which all respondents included with their bids.	Idle mitigation systems are basically “super batteries” that will run the electronic systems in vehicles that idle a lot such as emergency vehicles. These systems provide enough electricity for the electronic systems to function as normal without the vehicle having to run to charge the alternator. This lowers the emissions created from the vehicle while its idling, cuts down on wear and tear from idling, and saves on gas. These batteries are then charged when the vehicle returns to its garage bay. These systems will also start the vehicle and idle if the battery didn’t have enough electricity to operate the systems.	Idle mitigation system was included in the ambulance RFP but the system would have taken up the space for the fire department’s extraction equipment.

Town of Hartford Climate Action Plan Implementation

FY 2023 Community Actions

CAP Strategy & Action	Organization & Community Action	Explanation	Progress
Buildings and Energy BE 4- 1 Coordinate and promote a residential Solar Group Purchase Campaign annually to help reduce the costs of solar installation through volume purchasing power (goal, 80 households annually). Program design to focus on improved equity (residential and commercial) in its implementation and explore strategies to support local small business solar installers such as being set up to enable small installers to collaborate or having a competitive "marketplace" approach with more than one installer to choose from. NOTE: Action may be implemented in combination with the electrification and energy efficiency group purchase program action.	Climate Action Steering Team/ Hartford Energy Commission Organize and implement a "Solarize Hartford" program that will encourage businesses and homeowners to take advantage of the final year, 2023, of a federal tax incentive. As part of the "Solarize Hartford" program members of HEC are also exploring if there are zoning code changes that would make installing PV systems (solar panels) in commercial areas easier.	Solarize campaigns typically identify 2 or 3 local solar installers to work with and provide residents and businesses an opportunity to work with vetted solar companies. Volunteers then work on marketing to homeowners and businesses to make them aware of the advantages of solar and financial incentives that are available. 2023 is the final year of the federal tax incentive for homeowners, if you have a system where construction starts in 2023 you can get 22% of the cost off of your federal tax liability. HEC members are reviewing where the Green Mountain Power lines are that PV systems need to be tied into for Net Metering (selling electricity to the grid), what those areas are zoned for, and if there are changes to zoning or language that could encourage PV systems in those areas such as pre-designating some of those areas as "preferred sites" for solar.	This morphed into the Energize Upper Valley event held on April 1st, 2023. Because of incentives in the incentives in the Inflation Reduction Act the Hartford Energy Commission decided to hold an event with solar & heat pump contractors, Efficiency Vermont, EV's and other groups. The event took place at Listen with an EV car show in the Town Hall parking lot. We estimate that about 125 people came to the event.

Town of Hartford Climate Action Plan Implementation

FY 2023 Community Actions

CAP Strategy & Action	Organization& Community Action	Explanation	Progress
Climate Economy CE 2- 1 Develop job training programs focused on building resiliency- solar construction, weatherization, etc. HACTC program focus and apprentice programs. Pair with community retention efforts. Engage with local green jobs training providers to coordinate strategic planning and encourage programs to develop local workforce capacity and assess, train, and place local residents to perform energy retrofits, solar pv installations, and other green improvements.	Hartford Energy Commission in partnership with the Hartland Energy Committee Fundraise, market, and support a Trailblazer training cohort.	A member of the Hartland Energy Committee approached the Hartford Energy Commission about partnering on a Trailblazer training. Trailblazer's offers construction training, including basic solar installation and HVAC, to women ages 16 and up. This training program runs for seven weeks, the first four weeks of the training are in a classroom and workshop and the last three weeks are an internship with a local company. Students can apply for stipends to help with things like childcare and other support they will need to complete the program. Cohorts are typically 12-20 students.	Because of funding in the Bipartisan Infrastructure Act Trailblazers was able to come to Hartford with the support of a \$4,000 grant from Vermont Council on Rural Development and a small donation from the Hartland Unitarian Church. The Hartford Energy Commission also brought Vermont Adult Learning's heat pump training class to the Hartford Area Career and Technology Center, this is a two week training in installing heat pumps, students receive an EPA certification for handling heat pump refrigerant and the OSHA 10 hour certifications. FY 2023: April & June 2023 14 students completed the heat pump training. FY2024 August-September 8 women completed Trailblazers 4 people completed heat pump training 7 women completed both Trailblazers & heat pump training.
Buildings and Energy BE 1- Improve total Community wide residential, commercial, and industrial building energy efficiency by 10% Electricity and 10% Thermal Fuel by 2030.	Hartford Energy Commission Window Dresser's program	Hartford Energy Commission is planning to participate in the Window Dressers program again next year and will continue to focus on providing window inserts to fuel burdened households.	In November of 2022 the Hartford Energy Commission ran a Window Dressers build that provided 33 household with 197 inserts.

Town of Hartford Climate Action Plan Implementation

FY 2024 CAP Actions

CAP Strategy & Action	Department & Municipal Action	Explanation	Progress
Municipal Operations MO 1-2 Conduct energy efficiency audits of all municipal buildings.	DPW 171 Airport Rd/ WABA Both buildings have been approved for Municipal Energy Resilience Program audits.	The Municipal Energy Resilience Program is providing two energy audits of municipal buildings. Both the DPW admin building and the WABA ice rink were approved for Level 2 energy audits. Level 2 audits should provide enough data on energy savings that buildings will be eligible for both future grants and loans.	171 Airport Rd and WABA are awaiting Level 2 energy audits
Municipal Operations MO 2- 1 Establish a policy requiring all municipally owned buildings to be 100% electric (or zero on-site fossil fuel combustion) by 2027.	Bugbee Senior's Center Bugbee Senior Center is electrifying and becoming a more energy efficient building.	Bugbee Senior Center is now heated by heat pumps, will soon have their hot water which runs off the oil boiler replaced with a heat pump hot water heater, and has been approved for a Tesla power wall. The center is also in the middle of having a Feasibility study done to asses both the needs of the center and it's energy efficiency.	Bugbee Senior Center feasibility study is ongoing.
Buildings and Energy BE 1- Improve total Community wide residential, commercial, and industrial building energy efficiency by 10% Electricity and 10% Thermal Fuel by 2030.	Hartford Energy Commission Window Dresser's program	Hartford Energy Commission is planning to participate in the Window Dressers program again next year and will continue to focus on providing window inserts to fuel burdened households.	In October of 2023 the Hartford Energy Commission ran a Window Dressers build that provided 29 households with 201 inserts.
Municipal Operations MO 6 Achieve Carbon Neutral Municipal Operations by 2027.	Town Hall Work with UNH Carbon Clinic to track municipal greenhouse gas footprint.	UNH's Carbon Clinic will help assess the green house gas emissions from Town buildings and vehicles and track emission reductions as we adopt more efficient vehicles, appliances, and mechanical systems.	Needs to be updated annually.

Town of Hartford Climate Action Plan Implementation

FY 2024 CAP Actions

CAP Strategy & Action	Department & Municipal Action	Explanation	Progress
Municipal Operations MO 2- 1 Establish a policy requiring all municipally owned buildings to be 100% electric (or zero on-site fossil fuel combustion) by 2027.	DPW Begin planning for the replacement of the heating system at the White River Junction wastewater facility.	HVAC equipment at the White River Junction wastewater treatment facility was installed in 2010. There are boilers that serve the external buildings and heat pumps serving the main building. The average life expectancy of a heat pump is around 15 years so the heat pumps are coming to an end of their useful life.	Early discussions are happening around what funding is available, incentives, options, and when to move forward with the project.
Buildings and Energy BE 4- 1 Coordinate and promote a residential Solar Group Purchase Campaign annually to help reduce the costs of solar installation through volume purchasing power (goal, 80households annually).	Climate Action Steering Team/ Hartford Energy Commission Organize and implement Energize Upper Valley 2.0, a program that will encourage businesses and homeowners to take advantage of incentives and rebates for efficient HVAC equipment and solar.	Building on the success of Energy Upper Valley in 2023 where we brought local solar and heat pump contractors together with other local experts to meet with homeowners about what kinds of efficient products are available, Energize Upper Valley 2.0 will bring in industry experts to give presentations on solar arrays and heat pumps.	Energize the Upper Valley 2.0 is set to take place on April 6 th .

Town of Hartford Climate Action Plan Implementation

FY 2024 CAP Actions

CAP Strategy & Action	Department & Municipal Action	Explanation	Progress
Transportation and Land Use TL 3-1 Consider charging needs for town residents and businesses as well as consider opportunities to support EV charging for travelers in ways that support community as well as the traveler.	Environmental Sustainability Coordinator Pursuing the Electric Vehicle Supply Equipment (EVSE) Program which will cover roughly half of the \$60,000 cost of installing 7 chargers in the South Main St parking lot.	As part of the South Main St. parking lot redevelopment 9 pedestal have been wired to support the installation of the two existing chargers and an additional 7 of them, each with two ports. At this time GMP still needs to install a power tower and do some additional work before the original chargers can be re-installed. If the site is approved the EVSE program will cover half the cost and GMP would cover another portion of the cost.	Materials have been submitted to see if the site is appropriate for the EVSE program.
Municipal Operations MO 2- 1 Establish a policy requiring all municipally owned buildings to be 100% electric (or zero on-site fossil fuel combustion) by 2027.	Police & Fire Replace heating system in the building with heat pumps using funds from the Energy Efficiency and Conservation Block Grant.	Hartford is eligible for \$75,380 from the Energy Efficiency and Conservation Block grant. Those funds are going to be used to replace the current heating system at the Police & Fire building with heat pumps.	Grant applications are due on April 30 th 2024. A grant requirement is that municipalities coordinate and report to the state, we are currently waiting for Vermont to create a system for us to report to. This needs to be in place before we can apply, but other than that everything on our end is ready.

Town of Hartford Climate Action Plan Implementation

FY 2024 CAP Actions

CAP Strategy & Action	Department and Municipal Action	Explanation	Progress
Buildings and Energy BE 1 Improve Community Wide residential, commercial and industrial energy efficiency by 10% and 10% Thermal Fuel by 2023.	Zoning Environmental Sustainability Coordinator Assist builders with understanding Vermont's Residential Building Energy Standard	Vermont has a Residential Building Energy Standard that builders are supposed to follow that set minimum efficiency standards yet very few builders are aware these standards exist. When builders pull a permit in Hartford they get a full sized red sheet of paper informing of these standards and to be in contact with the Environmental Sustainability Coordinator if they have any questions.	In October Efficiency Vermont provided a 3 hour training on the Residential Building Energy Standard at the Hartford Town Hall, a recording is available. Currently the Environmental Sustainability Coordinator will work with builders to understand the energy standards, options for meeting the standards, and what incentives are available. The ESC will also meet builders on site to do a walk through.
Buildings and Energy BE 1- Improve total Community wide residential, commercial, and industrial building energy efficiency by 10% Electricity and 10% Thermal Fuel by 2030.	Energy Commission The Hartford Energy Commission is exploring the possibility of Thermal Energy Networks.	Thermal Energy Networks (TEN's) are networked geothermal systems that connect multiple buildings and provide ground sourced heating and cooling. Basically you have a closed loop that runs underground, pulls heat from the ground, and run to heat bumps in multiple buildings. These systems have been used for many years in Europe and are an efficient way to provide heating and cooling at reasonable prices.	Members of the Hartford Energy Commission have talked with building owners in the downtown area to make them aware that ground source heat pump is an efficient option. Currently the Court House in White River Junction is having a ground sourced heat pump installed as part of its renovations.
Health and Safety HS 3 Maintain updated plans to address climate risk and impacts.	Environmental Sustainability Coordinator Working to have the Nature Conservancy run their Community Resiliency Program in Hartford.	The Nature Conservancy's Community Resiliency Program is a no cost assessment of the climate related risk and area is facing. The Environmental Sustainability Coordinator is currently coordinating with departments and other stakeholders to participate in this program. We are looking at doing this in the fall of 2024 and before the Town begins working on it's Hazard Mitigation Plan.	The Environmental Sustainability Coordinator will likely come to the Selectboard in the coming months to further explain this program and ask the Selectboard Chair to sign a letter of interest in the Town participating in the program.

Memo



To: Town Manager John Haverstock

From: Lt Tom Howell

CC: Chief Gregory Sheldon

Date: 12/21/2023

Re: Patrol Rifle RFP

Town Manager Haverstock,

I am writing to request to be put on the January 9, 2024 Select Board Agenda to present our request to purchase patrol rifles with existing funding in our department. Town of Hartford purchasing policy via competitive sealed bidding process was adhered to during this process.

Currently, the Hartford Police Department maintains patrol rifles in each patrol cruiser as designated "pool" rifles. These rifles are only assigned to the cruiser and not the individual officer. Each rifle currently in service is setup the same and not optimized to any one officer. The optic on each rifle is zeroed by one firearms instructor. The goal with this program is to issue out a patrol rifle to each officer for duty use.

We are seeking approval to purchase 12 additional rifles from existing funding in our department to be added to our current 8 rifles in service. Several of the current rifles in service are nearing the end of service life. These will be rotated out and become scenario training weapons that use a marking cartridge during force-on-force scenario-based training.

There are many reasons why issuing individual patrol rifles to all officers is critically important, listed below:

Duty Use: With only having enough patrol rifles assigned to the patrol fleet (1 in each of the six marked cruisers, 1 in K9 cruiser, 1 as a spare) we could deploy 8 rifles for a critical incident if needed. Often during execution of search warrants, we do not have enough rifles for all officers assisting with the execution of a search warrant as we have to leave rifles in service for patrol staff. During firearms training, officers have to share rifles so we do not take rifles out of service on the road when other officers are at training.

Familiarity and Training: When officers are assigned their own patrol rifles, they become more familiar with the specific weapon they are using. Familiarity with a particular firearm enhances the officer's ability to operate it safely and effectively. This can lead to better marksmanship and reduced chances of accidental discharges or mishandling.

Maintenance and Accountability: Officers who are assigned their own patrol rifles are often responsible for the maintenance of their firearms specifically cleaning. This can include regular cleaning and ensuring that the weapon is in proper working condition. Individual accountability for the condition of the rifle may reduce the likelihood of malfunctions or issues during critical situations. It will also enhance the individual officers knowledge of the system.

Customization for Comfort and Control: Officers may be allowed to customize some aspects of their assigned rifles for better ergonomics and control. This personalization can enhance an officer's ability to handle the firearm confidently and safely. When a firearm is comfortable to use, there may be fewer instances of mishandling or mistakes under stress. These include adjustments to the sling, optic location, weapon light location to create economy of motion. This will help to optimize each rifle for the individual officer. Currently, the "pool" rifles are all set up in one specific way.

Reduced Risk of Confusion: In situations where multiple officers respond to an incident, each officer having their own assigned rifle reduces the risk of confusion. Officers are more likely to be familiar with the specific features and settings of their own firearm, which can prevent mistakes such as using the wrong weapon or making errors in the heat of the moment.

Chain of Custody: Assigning individual patrol rifles establishes a clear chain of custody for each weapon. This can be important in investigations and legal proceedings. Knowing the history and condition of a specific firearm can help in determining responsibility in case of any issues or incidents involving the weapon.

Training Records: When officers are assigned specific patrol rifles, it is easier to track their training records related to the use of that particular firearm. This can be crucial in demonstrating that officers have received proper training and are proficient in the safe and effective use of their assigned weapons.

We also must take in account that we need rifles zeroed to the individual officer. Zeroing a gun to an individual's eye is critical for ensuring accurate and effective shot placement. This process is often referred to as "sighting in" a firearm. We currently do this with our issued duty handgun as they have a red dot sight attached to them. These are individually zeroed to the officers eye.

Different shooters may have slight variations in their shooting stance, hold, and eye alignment. By zeroing a gun to an individual's eye, you account for these variations and ensure that the firearm is optimized for that specific shooter. This consistency is crucial for accurate shot placement, especially in high-pressure situations. Zeroing allows a shooter to establish a personalized sight picture that works best for their shooting style. This includes factors such as sight alignment, eye relief, and sight picture clarity. A well-zeroed firearm provides a sight picture that is comfortable and natural for the individual shooter. Knowing that a firearm is properly zeroed for an individual's eye and shooting style enhances the shooter's confidence. This confidence is crucial in critical situations, as the shooter can trust that their shots will land where intended. In dynamic situations, shooters may need to make quick aim corrections. A well-zeroed firearm minimizes the margin of error in these corrections, making it more likely that the shooter can rapidly and accurately engage targets.

The Request for Bids outlined our patrol rifle specifications as well as the requirement to have a proactive maintenance plan and a officer involved shooting program. The officer involved shooting program would provide us with loaner weapons in the event patrol rifle(s) were used in an officer involved shooting (OIS). Weapons used in a OIS are seized as evidence during post officer involved shooting investigations and typically not released for a long period of time. The maintenance plan would provide us with replacement parts based on the service life of the rifle. We also required there be a lifetime guarantee.

Of note, the specifications for the patrol rifle in the RFB were selected to provide the highest level of reliability and service life. With our current firearms training cycle, these new 12 rifles paired with the required proactive maintenance plan should reliability be in service for 15 years or longer.

On December 20, 2023 two bids were opened per the purchasing policy.

Bid # 1 : Clyde Armory totaled \$26,256.60

Bid # 2: Ridgeline Outfitters, LLC \$29,917.92

Clyde Armory bid did not include a physical feature required in the RFB nor did it include a proactive maintenance plan.

I recommend awarding this bid to Ridgeline Outfitters LLC (4 Bud Way; Suite 19 Nashua, NH 03063) in the amount of \$29,917.92. Ridgeline Outfitters included all requirements in the bid for the patrol rifles and associated equipment as well as the proactive maintenance plan, officers involved shooting loaner rifles and lifetime guarantee.

**TOWN OF HARTFORD, VERMONT
REQUEST FOR BIDS
POLICE DEPARTMENT PATROL RIFLES**

Contact: Tom Howell, Patrol Lieutenant
Hartford Police Department
812 VA Cutoff Road
White River Junction, Vermont 05001
Phone: 802-295-9425 x 325
Email: thowell@hartford-vt.org

RFP Issuance : December 1, 2023

RFP Response Deadline : 2 :00 PM December 20th, 2023

INTRODUCTION

The Town of Hartford – Police Department intends to purchase patrol rifles and associated equipment to issue to its members and upgrade outdated pool patrol rifles.

PROJECT OVERVIEW:

The town seeks 12 patrol rifles and associated equipment. Vendors provide the patrol rifles and associated equipment with the following physical features:

- ☐ 11.5” Chrome Lined Hammer Forged Barrel
- ☐ VLTOR A5 Buffer System
- ☐ Free floating barrel
- ☐ Surefire weapon light (1 per rifle)
- ☐ Aimpoint Duty RDS Optic (1 per rifle)
- ☐ Two-point sling and necessary hardware as required (1 per rifle)
- ☐ Duramag 5.56 magazines (3 per rifle)
- ☐ Soft Rifle Case (1 per rifle)

SCOPE OF SERVICES

- ☐ Rifles and equipment as outlined in the project overview
- ☐ List of all equipment – make/model/ serial number
- ☐ Proactive Maintenance Plan (replacement parts shipped to buyer based on service life)
- ☐ Officer involved shooting loaner rifles
- ☐ Lifetime Guarantee

GENERAL INFORMATION

Please review the evaluation criteria on page 2 and 3 to submit the appropriate additional materials as requested. Bids shall be submitted in a sealed envelope with the vendors name, address and phone number. Bids received after the stated deadline shall not be accepted. Bid packages are to be delivered to:

Town of Hartford
Attn: John Haverstock, Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Clearly marked and sealed envelope "POLICE DEPARTMENT PATROL RIFLES"

(Signature of Vendor & Date)

(Title)

(Print Full Name)

(Street/P.O. Box)

(Town, State, Zip)

(Phone # / fax#)

PROJECTED DELIVERY DATE: _____

NOTE:

All bids must be received no later than 2:00pm December 20th, 2023. Bids received after this time will not be accepted or reviewed. Facsimile-machine produced bids will NOT be accepted.

Questions about the project should be directed to Lt. Tom Howell at:

Telephone: (802) 295-9425 x 325

E-mail: thowell@hartford-vt.org

All bids become the property of the Town of Hartford upon submission. The expense of preparing and submitting a bid is the sole responsibility of the vendor. The Town reserves the right to reject any or all bids received, to negotiate with any qualified source, or to cancel in part or in its entirety this request for bids as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of a bid, vendor certifies that the bid has been arrived at independently, without consultation, commitment or agreement as to any matter relating to bids with any other BIDDER or with any competition.

The Scope of Work by the vendor includes the delivery, training, proactive maintenance plan, lifetime guarantee and officer involved shooting loaner rifles as described in this request for bids.

SELECTION & EVALUATION CRITERIA

The Town reserves the right:

1. to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Bids;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Bids;
5. to waive or correct any irregularities in Bids received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

The following criteria, as a minimum, will be used to evaluate qualifications:

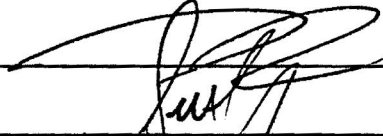
Item Criteria Weight

1. Total Maximum Fee 50%
2. List and contact information for a minimum of 3 references 15%
3. Availability and proposed timeline to complete the work 20%
4. Product and work performance guarantee 15%

2:05 PM

ATTENDANCE SHEET

BID/DATE: 12/20/2023

	Printed Name	Company	Signature
1	Tom Howell	Hartford PD	
2	Scott Moody	Hartford PD	
3	GAIL OSTROCK	Hartford Finance Dept	
4			
5			
6			
7			
8			
9			
10			

12/20/23

2:05 PM

TOWN OF HARTFORD
171 BRIDGE STREET
WRI, VT 05001

BID TABULATION SUMMARY
Bids Taken at the Town Manager's Office

Bid For: Police Dept Patrol Rifles
DEPARTMENT: HPD
DATE: 12/20/23
Tabulated BY: _____

	Name & Address of Bidder	Bid			
1	Clyde Armory 4800 Atlanta Hwy Athens GA 30606	\$26,256.60			
2	Ridgeline Outfitter LLC 4 Bud Way Suite 19 Nashua NH 03063	\$29,917.92			
3					
4					
5					
6					
7					
8					
9					

Quotation

Clyde Armory Inc

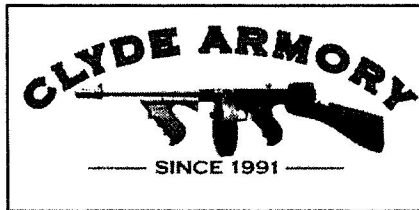
4800 Atlanta Highway

Athens, GA 30606

706-549-1842

www.clydearmory.com

November 29, 2023



Town of Hartford, Vermont
Police Department Patrol Rifles
Tom Howell, Patrol Lieutenant
Hartford Police Department
812 VA Cutoff Road
White River Junction
Vermont 05001
802-295-9425 x325
thowell@hartford-vt.org

Terms and Conditions

1. All orders require an official PO or purchase letter on agency letterhead, and your State Sales and Use Tax Exemption Certificate. If your agency self-pays State tax, that must be stated on the PO or purchase letter.
2. Orders for firearms or ammunition require a Federal Firearms and Ammunition Excise Tax Exemption Form.
3. After an order is placed, all communication regarding the order will be directed to Clyde Armory, not product manufacturers.

Salesperson	Email	Telephone	Quote valid for
Matf Rice	matr@clydearmory.com	706-549-1842 X 202	30 days

Qty	Description	Unit Price	Line Total
12.00	Daniel Defense 02-128-07344-067 DDM4V7S with 11.5" chrome lined cold hammer forged barrel, free float handguard with MLOK, no mag	\$ 1,331.34	\$ 15,976.08
12.00	Aimpoint Duty RDS 200759	\$ 429.64	\$ 5,155.68
12.00	Surefire M340C-BK-PRO Scout Light, swivel 3V, 500 lumens, 1913 picatinny mount installed. MLOK mount included, black, Z68 click on/off tailcap	\$ 248.38	\$ 2,980.56
36.00	Duramag 3023001178CPD, 30 Round Black Aluminum with Orange Anti-Tilt AGF Follower 223/5.56	\$ 12.50	\$ 450.00
12.00	Condor 36" Soft Rifle Case 133-002 Black	\$ 64.19	\$ 770.28
12.00	Savvy Sniper Rifle Sling 42200:42201 Quad dual QD MS Black, RH/LH	\$ 77.00	\$ 924.00
	*Price Includes Freight		
	*Terms: N30		
	A 3% fee will be added for all payments made with a Credit Card		
			\$ 26,256.60

Thank you for your business!

AAC Aimpoint Avon Benelli Colt CZ Daniel Defense EoTech Heckler & Koch LMT Mag
 Magtech Mossberg Smith & Wesson Steiner Streamlight Surefire Survival Armour Trijicon

**TOWN OF HARTFORD, VERMONT
REQUEST FOR BIDS
POLICE DEPARTMENT PATROL RIFLES**

Contact: Tom Howell, Patrol Lieutenant
Hartford Police Department
812 VA Cutoff Road
White River Junction, Vermont 05001
Phone: 802-295-9425 x 325
Email: thowell@hartford-vt.org

RFP Issuance : December 1, 2023

RFP Response Deadline : 2 :00 PM December 20th, 2023

INTRODUCTION

The Town of Hartford – Police Department intends to purchase patrol rifles and associated equipment to issue to its members and upgrade outdated pool patrol rifles.

PROJECT OVERVIEW:

The town seeks 12 patrol rifles and associated equipment. Vendors provide the patrol rifles and associated equipment with the following physical features:

- ▽ 11.5” Chrome Lined Hammer Forged Barrel
- ▽ VLTOR A5 Buffer System
- ▽ Free floating barrel
- ▽ Surefire weapon light (1 per rifle)
- ▽ Aimpoint Duty RDS Optic (1 per rifle)
- ▽ Two-point sling and necessary hardware as required (1 per rifle)
- ▽ Duramag 5.56 magazines (3 per rifle)
- ▽ Soft Rifle Case (1 per rifle)

SCOPE OF SERVICES

- ▽ Rifles and equipment as outlined in the project overview
- ▽ List of all equipment – make/model/ serial number
- ▽ Proactive Maintenance Plan (replacement parts shipped to buyer based on service life)
- ▽ Officer involved shooting loaner rifles
- ▽ Lifetime Guarantee

GENERAL INFORMATION

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Town of Hartford
Attn: John Haverstock, Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Clearly marked and sealed envelope "POLICE DEPARTMENT PATROL RIFLES"

 11/29/2023
(Signature of Vendor & Date)

Matt Rice
(Print Full Name)

Athens, GA 30606
(Town, State, Zip)

LE Sales
(Title)

Clyde Armory Inc.
4800 Atlanta Hwy
(Street/P.O. Box)

706-549-1842 ext 202
(Phone # / fax#)

PROJECTED DELIVERY DATE: 30-60 Days

NOTE:

All bids must be received no later than 2:00pm December 20th, 2023. Bids received after this time will not be accepted or reviewed. Facsimile-machine produced bids will NOT be accepted.

Questions about the project should be directed to Lt. Tom Howell at:
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E-mail: thowell@hartford-vt.org

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Item Criteria Weight

1. Total Maximum Fee 50%
2. List and contact information for a minimum of 3 references 15%
3. Availability and proposed timeline to complete the work 20%
4. Product and work performance guarantee 15%

DDM4V7_S

ARMED

This short-barreled version of our DDM4V7 features an 11.5" Government-profile barrel for maximum maneuverability and a Carbine length gas system for smooth, reliable cycling. M-LOK attachment technology with a Daniel Defense MFR 10.0 rail provide plenty of real estate for accessories without weighing this quick, fast-shooting weapon down.

FEATURES:

- ✦ 11.5" free-floating Government-profile barrel & Carbine length gas system for maneuverability
- ✦ Daniel Defense improved Flash Suppressor significantly reduces flash signature
- ✦ MFR 10.0 rail with M-LOK attachment technology provides weight savings and plenty of space for accessories

SPECIFICATIONS:

Barrel Material:	4150 Chrome Moly Vanadium
Barrel Type:	Cold Hammer Forged
Barrel Profile:	Government
Rifling Twist:	1:7"
Gas System Length:	Carbine
Muzzle Device:	Flash Suppressor
Overall Length:	27 7/8" - 31 1/4"
Weight (unloaded):	5.80 LBS
Rail System:	MFR 10.0

5.56

11.5"

M-LOK



PRODUCT

DDM4V7S

DDM4V7S (NO MAG)

MANUFACTURING

02-128-07344-047

02-128-07344-067



MANUFACTURING FREEDOM® in BLACK CREEK, GA | U.S.A. | DANIELDEFENSE.com

Prices and specifications subject to change without notice. Actual product may vary from photo.
Page 1 of 1

**DANIEL
DEFENSE**
» FREEDOM. PASSION. PRECISION.™



Warranty Statement

Daniel Defense is committed to providing the best line of small arms and small arm accessories available. We back all of our products with a 100% Lifetime Guarantee against any and all manufacturing defects that is transferrable and requires no registration. We have invested in our employees, our equipment, and our relationships to ensure we continue to provide our customers with defect-free products at competitive prices. In both manufacturing and administration, Daniel Defense is creating a culture of precision that will continuously improve as we continue to become a top defense manufacturer.

All Daniel Defense Barrels are Cold Hammer Forged. The Chamber and Bore are chrome-lined and the exterior is coated with manganese phosphate. The lifecycle of our barrels is typically between 15,000 – 20,000 with minimal degradation in accuracy and reliability.

Should you have any issues with any of our products please contact our Warranty Department via email or phone (warranty@danieldefense.com or 866-554-4867) to facilitate a return completely free of charge for an in-house evaluation. Our team will work quickly to provide a UPS label to have the product returned to our manufacturing facility. We cover all shipping costs as well as insurance on the shipment. Once we receive your product, we will conduct a thorough evaluation of the product then make the necessary repairs/replacements to get the product fully functional. We strive to have the product back in your hands in less than two weeks' time.

You will be satisfied with our products and service. I guarantee it.
–Marty Daniel, Founder & CEO

If you have any questions or need us for any reasons feel free to contact me directly. Thank you for choosing Daniel Defense.

Best Regards,

Joe Marler

Law Enforcement Sales Manager

jmarler@danieldefense.com

O: 912.851.3251 // F: 912.851.3248 // www.DanielDefense.com

Daniel Defense, Inc. // 101 Warfighter Way // Black Creek, GA 31308



»LIGHTER. STRONGER. BETTER....

Additional Daniel Defense Lifetime Guarantee and Customer Care Information

DD rifles come with a lifetime guarantee and we put a lot of time into the support element for our customers. That means you may attend a no charge two-day armorer's course, a barrel accuracy guarantee to 15K rounds with expected barrel life to see 30K rounds regularly with proper maintenance due to our cold hammer forged barrel making process, support recommendations with service kits for the rifle users and an OIS program that protects the agency with loaner rifles should one be sequestered by investigators or the DA after an OIS. And most importantly, we're committed to being here for you by phone and in person; you won't get handed off to some customer service email that you hope gets answered.



4800 ATLANTA HIGHWAY • BOGART, GA 30622
PHONE: (706) 549-1842 • FAX: (706) 549-3232
WWW.CLYDEARMORY.COM

REFERENCES

Blake Basse
Los Angeles County Sheriff's Department
BC Range/Weapons Training Center
1060 North Eastern Avenue
Los Angeles, CA 900063
Tel: 323-981-5316
bebasse@lasd.org

Casey B Froehlich
Eugene Police Department Special Operations
777 Pearl Street, Room 107
Eugene, OR 97401
Tel: 541-682-5148
casey.b.froehlich@ci.eugene.or.us

Lt. Sam O'Neal
Georgia Department of Natural Resources
Law Enforcement Division
2070 US Highway 278, SE
Social Circle, GA 30025
Tel: 770-918-64081
sam.ONeal@dnr.ga.gov

COLT SMITH & WESSON
EOTECH TRIJICON

DANIEL DEFENSE
SUREFIRE CTS

H&K MOSSBERG AAC AIMPOINT
MAGPUL LEWIS MACHINE AND TOOL

**TOWN OF HARTFORD, VERMONT
REQUEST FOR BIDS
POLICE DEPARTMENT PATROL RIFLES**

Contact: Tom Howell, Patrol Lieutenant
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812 VA Cutoff Road
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Town of Hartford
Attn: John Haverstock, Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Clearly marked and sealed envelope "POLICE DEPARTMENT PATROL RIFLES"

BC 12-13-23
(Signature of Vendor & Date)

SALES
(Title)

BLAKE CUNNINGHAM
(Print Full Name)

4 BOD WAY STE 19
(Street/P.O. Box)

NASHUA, NH 03063
(Town, State, Zip)

207-233-6075
(Phone # / fax#)

PROJECTED DELIVERY DATE: Q1 2024

NOTE:

All bids must be received no later than 2:00pm December 20th, 2023. Bids received after this time will not be accepted or reviewed. Facsimile-machine produced bids will NOT be accepted.

Questions about the project should be directed to Lt. Tom Howell at:
Telephone: (802) 295-9425 x 325
E-mail: thowell@hartford-vt.org

All bids become the property of the Town of Hartford upon submission. The expense of preparing and submitting a bid is the sole responsibility of the vendor. The Town reserves the right to reject any or all bids received, to negotiate with any qualified source, or to cancel in part or in its entirety this request for bids as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of a bid, vendor certifies that the bid has been arrived at independently, without consultation, commitment or agreement as to any matter relating to bids with any other BIDDER or with any competition. The Scope of Work by the vendor includes the delivery, training, proactive maintenance plan, lifetime guarantee and officer involved shooting loaner rifles as described in this request for bids.

SELECTION & EVALUATION CRITERIA

The Town reserves the right:

1. to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Bids;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Bids;
5. to waive or correct any irregularities in Bids received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

The following criteria, as a minimum, will be used to evaluate qualifications:



Ridgeline Outfitter LLC
4 Bud Way
Suite 19
Nashua, NH 03063
TIN: 81-2806798
Service-Disabled Veteran Owned
Small Business

December 13, 2023

John Haverstock
Town Manager
EMAIL thowell@haerrtford-vt.org
Phone (802) 295-9425

Ridgeline POC:

Blake Cunningham
Sales Director
B.Cunningham@RidgelineDefense.com
603.321.1808

Thank you for the opportunity to quote this mission critical equipment. Please review the following information on Ridgeline's abilities to deliver rifles and accessories that will meet and exceed the requirements of your team.

RDM4-CQBR – 11.5" Rifle with Accessories

Number of Units	Per Unit Cost	Total Cost
12	\$2,493.16	\$29,917.92

Estimated Delivery: Q1 2024

RDM4-CQBR SPECIFICATIONS

ridgeline

[rij-lahyn]

noun

1. a line formed along the highest points of a mountain ridge.
2. an area of higher ground separating two adjacent streams or watersheds.



Since the inception of conflict, high ground has been the position of advantage. Ridgeline rifles are the advantage.

The culmination of over a century of combat and competition experience; merged with cutting edge design, engineering, and an uncompromising devotion to quality and performance. Unlike other companies, we are the end users. There is nothing lost between our requirements and the final product, just a group of dedicated professionals who have all carried guns into harm's way committed to bringing you the world's finest fighting rifles.

Our rifles, like are training, are built on the belief that there is nothing advanced, just the perfect execution of the basics. Every component is individually inspected before assembly, then the rifles undergo a multi-step inspection and test fire process with a two-person verification to ensure that nothing goes out the door we wouldn't bet our lives on.

Our RDM4 rifles feature:

1. Cold hammer forged chrome lined barrel - Our barrels are hammer-forged using the same proprietary high-grade Chrome Moly Vanadium steel used in machine gun barrels. Designed to handle the punishment of sustained fully automatic fire, they will provide increased longevity as a Patrol Rifle compared to other lesser options.
2. VLTOR A5 Buffer System, A5H2 Buffer combined with Sprinco Green Action Spring. This combination increases the reliability of the rifle and has a service life of over 500,000 cycles.
3. Ridgeline 10.75-inch MLOK handguard - Our handguard was built to be more rigid than the industry standard making it a perfect host for mission-essential enablers such as lights or aiming lasers.
4. B5 Systems Furniture, Bravo Stock and P-Grip 22
5. Ridgeline full auto rated bolt and carrier - made from Mil Spec Carpenter 158 steel bolt that will result in a long service life with an extremely low probability of malfunctions.
6. ALG QMS Trigger - A very clean and smooth single stage trigger with noticeable performance increase for the end user. The pull weight is not lower than the M4/M16 minimum weight specifications of 5.5lbs increasing safety in high stress situations.

ACCESSORIES



Ridgeline only recommends parts and accessories from our Industry partners that have a proven track record of performance and would be widely considered as “best in class”.

Weapon Mounted Flashlight

Surefire M340DFT

The Surefire M340DFT features 95,000 candela and includes a rail mount. With smaller footprint designed for shorter rail segments without losing the power to illuminate an area of concern or sacrifice real estate for other attachments.

Optic

Aimpoint Duty RDS

The Aimpoint Duty RDS features a 39mm main tube and 2 MOA reticle. It is capable of over 3 years of run time on setting 7. It has both daylight and Night Vision settings, submersible to 80 feet and advanced optical lenses for enhanced light transmission.

Sling

ESD Carbine Sling

The Edgar Sherman Design two-point Carbine Sling features a captured tail to reduce potential snag hazard and provides for easy storage when used in vehicle mounted racks or cases. Shipped with Grovtec Swivel and M-lok flush cup mounts.

Magazines

Duramag

Each rifle ships with (3) Duramag 5.56 30 round magazines. DURAMAG Speed™ magazines are a truly improved USGI magazine. These battle-proven magazines are lightweight, durable and have been the magazine of choice for OEM, Law Enforcement and Military units throughout the world since we began producing in 2011.

DURAMAG Speed™ bodies are constructed of 6061-T6 aluminum and are type-III hard-coat anodized. Unlike other magazines that use inferior coatings to color their USGI style magazines, our wide range of colors are part of the anodizing process and thus, a part of the metal. These magazines are safe for extended storage while loaded and will not flex or swell like polymer. With our Progressive die tooling, Post and Hole™



design, and fully robotic welding, you can truly depend on these magazines to be consistent every time you buy them, guaranteed.

Soft Case

Drago 36" Rifle Case

- Provides protection for a 36" rifle during travel and storage
- Padded backpack straps for hands-free transport
- Three large pouches for ammunition and accessories
- Four zippered storage areas
- Two padded pistol pouches
- MOLLE front panels allow attachment of load-bearing equipment
- Hook & Loop panel for patch
- Dimensions: 37"x14"x10"

OFFICER INVOLVED SHOOTING (OIS) PROGRAM

Ridgeline has developed our OIS loaner program based on feedback from our instructor cadre, which includes prior SWAT Law Enforcement Officers. The program is designed to get an agency back to the highest level of readiness as quickly as possible, therefore reducing liability. Details provided based on request.

MAINTENANCE AND REPLACEMENT PARTS

Rifle ship with a recommended maintenance schedule card included. Our Lifetime Guarantee includes replacement parts based on the service life of known wear items. Our maintenance and replacement parts program has been developed based on the test standards of our rifles. Our test rifles endured 20 consecutive SOCOM surge tests each without a single stoppage, malfunction, or failure to fire. Each test is a 240 round prescribed rate of fire, used to simulate an accelerated service life.

Release of this information to unauthorized individuals would result in "Substantial competitive harm" to Ridgeline Outfitters LLC and is protected from said release under FOIA (5 U.S.C.552) subsection (b)(4).

Item Criteria Weight

1. Total Maximum Fee 50%
2. List and contact information for a minimum of 3 references 15%
3. Availability and proposed timeline to complete the work 20%
4. Product and work performance guarantee 15%



AGENDA MEMORANDUM

January 9, 2024

Town Selectboard Meeting Item: 5.7 ✓

Submitted by: Christopher Holzwarth, Project Manager

Subject: State of Vermont Agency of Transportation Utility Relocation Agreements

Background: The State of Vermont, Agency of Transportation is conducting a bridge improvement project at the US Route 4 bridge crossing the Quechee Gorge. The Town of Hartford maintains a water main attached to the bridge. We are required to relocate or adjust the infrastructure as necessary to accommodate the improvements at our expense. The project is more accurately described below.

- [Hartford \(Quechee\) NH 020-2\(45\)](#)

Project Location: The bridge is located on US Route 4 over the Ottauquechee River approximately 3.6 miles east of the junction with VT Route 12 South in Taftsville.

Project Description: This is a historic state-owned bridge located over the Quechee Gorge that has been designated a "Forever Bridge". Due to the construction costs for a replacement of this high value structure along with its highly significant historic value, preservation of the existing bridge is desired to keep it in service as long as possible.

The structure is a 3-Hinge Steel Deck Arch constructed in 1911 and reconstructed in 1972 and 1989. It is approximately 285 feet in length and 41 feet wide. The bridge deck is in 'good' condition while the superstructure and substructure are in 'fair' and 'satisfactory' condition respectively.

VTrans evaluated several preventative maintenance options to preserve and extend the service life of the bridge in an engineering study completed in January of 2018. The study assessed the proposed design criteria for lane and shoulder widths, safety criteria, and historic requirements. The report recommended several preventative maintenance measures that will be implemented, including:

1. Cleaning and painting the steel arch members.
2. Replacement of deteriorated steel members.
3. Bridge joint repair or replacement.

Continued

4. Bearing rehabilitation/replacement.
5. A deck membrane and pave application.
6. Widening of the existing Sidewalks – New concrete sidewalks and facias.
7. Partial deck replacement to the approximate limits of the 1972 deck and sidewalk reconstruction.
8. Silane application to the substructures and new concrete sidewalks and facias.
9. Slope stabilization.

The preventative maintenance project will also include suicide mitigation considerations/retrofits as discussed in the “Quechee Gorge Bridge Safety Issues: Suicide Prevention Alternatives” report to the Vermont Legislature dated January 10, 2017.

Affected Utility: The water main crossing the bridge must be held in place with temporary structural means as deteriorated steel members are replaced and large portions of the bridge on which the hangers for the water main relied upon are not available.

Proposed Unit Cost: The Vermont Agency of Transportation has provided an agreement (Contract No. UT0238) attached as Exhibit A with a cost of \$165,000 which is to supersede a previous out-of-date agreement. The previous agreement for \$25,000 and attached as Exhibit B was prepared during a previous bidding attempt that was not successful.

Discussion: The town’s responsibility to pay for this relocation or adjustment is set by State statute.

Maintaining the integrity of the water main under the bridge decking is complicated both in terms of engineering and executing. Contemplated alternatives such as laying a temporary water main along the narrow space available on the surface were deemed not safe and highly disruptive to the construction and public’s use of the limited available roadway and pedestrian space by staff.

Impact: The total cost to the Quechee Water System (Fund 55) is \$165,000 to be split over three equal yearly payments of \$55,000 with funding anticipated from GL #55-954-318-000 or reserves.

Recommendation: It is the staff’s recommendation that the Selectboard authorize the Town Manager to execute the agreement numbered UT0238.

Exhibit A

**STATE OF VERMONT
SUPPLEMENTARY AGREEMENT #1**

OWNER: Town of Hartford
 PROJECT NUMBER: Hartford- Queeche NH 020-2(45)
 EXPENDITURE ACCOUNT/SUBJOB NO.: 0202045-300
 CONTRACT NUMBER: UT0238

UTILITY SUPPLEMENTARY AGREEMENT #1 TO AGREEMENT DATED OCTOBER 14,2020 BETWEEN THE TOWN OF HARTFORD AND VERMONT AGENCY OF TRANSPORTATION

PROJECT: HARTFORD-QUEECHE NH 020-2 (45)

THE FOLLOWING REVISION FROM THAT SHOWN ON THE UTILITY AGREEMENT IS RECOMMENDED.

REVISION #1: INCREASE OF CONSTRUCTION COSTS ASSOCIATED WITH THE SUPPORT OF EXISTING WATER FACILITIES ATTACHED TO THE BRIDGE.

	<u>OWNER</u>	<u>STATE</u>
QUANTITY & COST AS PER AGREEMENT	\$25,000.00	\$0
QUANTITY & COST AS PER PROPOSED REVISION	\$165,000.00	\$0
ADDITIONAL COST OR SAVINGS IN COST	+\$140,000.00	+\$0

REASON FOR REVISION: #1 INCREASE DUE TO BID COST FOR THE SUPPORT OF WATER FACILITIES OWNED BY THE TOWN OF HARTFORD.

REVISION: #2 ADDITIONAL LANGUAGE TO BE ADDED TO INCLUDE A PAYMENT PLAN WITH THE TOWN OF HARTFORD.

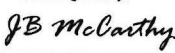
REASON FOR REVISION: #2 TOWN OF HARTFORD REQUESTED A PAYMENT PLAN TO REIMBURSE THE STATE FOR THE REMAINING BILLED AMOUNTS FOR CONSTRUCTION COSTS PERTAINING TO THE SUPPORT OF TOWN-OWNED WATER FACILITIES.

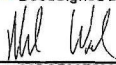
PAYMENT: THE TOWN OF HARTFORD WILL HAVE THREE (3) YEARS AFTER THE FINAL INVOICE FOR WATER LINE CONSTRUCTION IS RECEIVED TO REIMBURSE THE STATE FOR THE REMAINING BALANCE OF ALL CONSTRUCTION, AND CONSTRUCTION INSPECTION/QUALITY CONTROL COSTS.

	<u>OWNER</u>	<u>STATE</u>
QUANTITY & COST AS PER AGREEMENT	\$25,000.00	\$0
QUANTITY & COST AS PER PROPOSED REVISION	\$165,000.00	\$0
ADDITIONAL COST OR SAVINGS IN COST	+\$140,000.00	+\$0

EXCEPT AS MODIFIED BY THIS AND ANY PREVIOUS SUPPLEMENTAL AGREEMENT ALL OTHER PROVISIONS OF THE ORIGINAL AGREEMENT EXECUTED OCTOBER 14, 2020, SHALL REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

RECOMMENDED FOR APPROVAL:

DocuSigned by:

5081540A-8D3A-F8
PROJECT MANAGER

DocuSigned by:

36DCE20F-6306-456
CHIEF OF RIGHT-OF-WAY

APPROVED 12/12/2023

This agreement shall be binding upon the successors and assigns of the respective parties hereto:

IN WITNESS WHEREOF, the parties to this agreement have executed the same this day _____, the STATE, by its Secretary of Transportation, and the OWNER by its authorized agent.

IN WITNESS WHEREOF:

OWNER:

BY: _____

(AUTHORIZED AGENT)

(TITLE)

STATE OF VERMONT
AGENCY OF TRANSPORTATION

BY: _____

SECRETARY OF TRANSPORTATION

**STATE OF VERMONT
AGENCY OF TRANSPORTATION
UTILITY RELOCATION AGREEMENT**

**OWNER: Town of Hartford
PROJECT NUMBER: Hartford (Quechee) NH 020-2(45)
EXPENDITURE ACCOUNT/SUBJOB NO.: 0202045-300
CONTRACT NUMBER: UT0238**

THIS AGREEMENT, made and concluded by and between the State of Vermont, acting through its Agency of Transportation, hereinafter referred to as the STATE, and the Town of Hartford, duly organized and existing in the State of Vermont with its principal business office at 171 Bridge Street, White River Junction, Vermont 05001 hereinafter referred to as the OWNER;

WITNESSETH:

WHEREAS, the STATE has programmed a highway project identified as Hartford (Quechee) NH 020-2(45) which shall provide certain highway improvements on U.S. Route 4 (Bridge 61) in the Town of Hartford; and

WHEREAS, it is evident that adjustment to, and/or replacement of, the OWNER's facilities, hereinafter referred to as RELOCATION WORK, are required by proposed construction of said highway improvements.

THE STATE AND THE OWNER MUTUALLY AGREE:

Scope of the Work

That the RELOCATION WORK, estimates of which are attached hereto and made a part hereof, consists of:

- a. Preliminary engineering to be accomplished for the OWNER by the STATE acting through its design consultant, described as follows:

N/A

- b. Right-of-way acquisition (easements, rights of entry, etc.), described as follows:

Right of way not necessary for construction.

- c. Construction work to be accomplished by the OWNER described as follows:

N/A

- d. Construction work to be accomplished for the OWNER by the STATE acting through its highway prime contractor, described as follows:

Temporarily support the existing water main attached to the bridge during construction and then reattaching the permanent supports after construction is completed.

- e. Quality control and on-the-job inspection of the work described in paragraph (d) above, by the OWNER or a representative employed by the OWNER:

TBD

Payment

- a. Cost components of the estimates, noted in Scope of Work, are allocated and itemized:

	OWNER'S COST	STATE'S COST	TOTAL COST
PRELIMINARY ENGINEERING	\$0.00	\$0.00	\$0.00
RIGHT-OF-WAY CONSTRUCTION WORK BY OWNER	T/B/D	\$0.00	T/B/D
CONSTRUCTION WORK BY STATE	\$25,000.00	\$0.00	\$25,000.00
QUALITY CONTROL	T/B/D	\$0.00	T/B/D
TOTALS	\$25,000.00	\$0.00	\$25,000.00

- b. The OWNER will reimburse the STATE for actual cost in accordance with Title 23, Code of Federal Regulations, Chapter 1, Part 645.117. Cost estimated to be \$25,000.00.

c. Increases in the scope and cost of the RELOCATION WORK shall be authorized by a supplemental agreement initiated by the OWNER by submitting to the STATE, in writing, an itemized estimate and justification of the additional costs claimed.

Effective Dates

The following dates shall be authorized dates for charges of the RELOCATION WORK. Costs and expenses incurred prior to these dates are not eligible for reimbursement.

- a. Preliminary engineering and right-of-way investigation was authorized as of April 9, 2018.
- b. Right-of-way acquisition is not needed for the project.
- c. Following execution of this agreement, the STATE will establish a date, in writing, after which the OWNER will be authorized to incur construction, quality control and inspection costs. If not otherwise determined, the effective date shall be the date of execution of this agreement.

Termination

That upon completion of the RELOCATION WORK and final payment of any money due under the terms of this agreement, this agreement shall terminate and become void. Upon termination of the agreement, the relationship between the STATE and the OWNER with respect to the OWNER's facilities shall be in accordance with applicable State and Federal laws and regulations governing the operation of Utility Facilities.

THE STATE AGREES:

That, acting through its highway prime contractor, it shall perform the RELOCATION WORK described in the "Scope of Work" section (d) in accordance with the plans and specifications.

That the OWNER has the right to delete any or all of the proposed RELOCATION WORK and perform the work with its own forces.

That it shall require the highway construction project to be prosecuted at all times with reasonable care in accordance with the Standard Specifications for Construction, as

modified by such special provisions as may be attached to the highway construction contract.

That the OWNER and its agents shall be granted access within the limits of the highway construction projects at all times during the life of the project for the purpose of quality control, operating, maintaining, relocating or reconstructing its facilities.

That the OWNER shall be notified at least twenty-four (24) hours in advance of a planned interruption to the normal usage of the OWNER's facilities.

THE OWNER AGREES:

That the plans for the RELOCATION WORK are based on standards which conform to or exceed the minimum requirements of all applicable National, State and Local codes and regulations and that the OWNER is solely responsible for the operation and maintenance of utility facilities covered by or completed under this agreement in conformity with such standards.

To provide quality control and on-the-job inspection of materials and construction methods used in the RELOCATION WORK described in the "SCOPE OF WORK", at no cost to the STATE, and to save the STATE free and harmless from any responsibility therefore, except where the STATE shall disregard written exceptions filed with the STATE by the inspector for the OWNER.

To notify the STATE of any substantial changes in the scope or character of the RELOCATION WORK as soon as the need for such change becomes apparent.

To maintain in good and safe condition its facilities located within the project limits and to repair any property damage resulting from such maintenance to the satisfaction of the STATE.

To accept facilities constructed in the RELOCATION WORK described in the "Scope of Work" section (b) immediately upon completion and demonstrated capability of the system to function as intended.

This agreement shall be binding upon the successors and assigns of the respective parties hereto:

IN WITNESS WHEREOF, the parties to this agreement have executed the same this day October 14, 2020 the STATE, by its Secretary of Transportation, and the OWNER by its authorized agent.

IN WITNESS WHEREOF:

Anna Livingston

OWNER:

TOWN OF HARTFORD, VT

Sherry A. West 1/31/2021

SHERRY A. WEST
Notary Public, State of Vermont
Commission No. 157.0000375

BY:

[Signature]
(AUTHORIZED AGENT)

Interim Town Major
(TITLE)

STATE OF VERMONT
AGENCY OF TRANSPORTATION

BY

SECRETARY OF TRANSPORTATION

APPROVED AS TO FORM:

Dated: August 28, 2020

E-SIGNED by Sven Fedorow
on 2020-08-28 14:43:04 GMT

ASSISTANT ATTORNEY GENERAL

CONSTRUCTION CONDITIONS

1. All communications between the OWNER, highway contractors, and any other parties having an interest in the highway construction contract shall be via the STATE's representative on the project, the Resident Engineer.

2. BUY AMERICA PROVISIONS

Buy America provisions, in accordance with Title 23, United States Code, Section 313 and Title 23, Code of Federal Regulations, Section 635.410 apply to the RELOCATION WORK covered by this Utility Relocation Agreement. All steel and iron products permanently incorporated into Federal-Aid projects shall be products that have been entirely manufactured within the United States. All manufacturing processes of the steel or iron material in a product (i.e., smelting and any subsequent process which alters the steel material's physical form or shape or changes its chemical composition) must occur within the United States to be considered of domestic origin. This includes processes such as rolling, extending, machining, bending, grinding, drilling and coating. Buy America requirements of Titles 23, Code of Federal Regulations, Section 635.410 are applicable to all Federal-Aid highway construction projects. The OWNER shall provide the UTILITY COORDINATION UNIT with a written certification prior to performing any RELOCATION WORK pursuant to this Utility Relocation Agreement, confirming that only domestic steel and/or iron products will be used by OWNER for this project. Documentation Records proving this certification must be maintained by the OWNER for three (3) years after final payment under this agreement is made. This Buy America Certification may be subject to audit and may be used in any proceeding under the False Claims Act, Title 18, United States Code, Section 1020 and Title 23 Code of Federal Regulations, Section 635.119. Further, failure to comply with any Buy America requirements may jeopardize reimbursement of the RELOCATION WORK.

3. All logs, trees, underbrush, slash, etc. resulting from clearing operations associated with relocation work shall be burned or otherwise disposed of by the OWNER or its agents, as directed by the Engineer.

4. Any burning associated with construction activities or maintenance operations performed under this agreement shall not use tires or similar manufactured products as ignition material. The OWNER is responsible for procuring all permits or rights necessary for such disposal.

5. Abandoned, unused or junk materials associated with the Relocation Work shall be disposed of by the OWNER in a manner approved by the Engineer, except that abandoned underground facilities shall become the property of the highway contractor, and may not be acquired by the OWNER or the STATE.

6. Material disturbed by the placement of underground facilities which will ultimately be located beneath the highway sub-grade shall be compacted as required by the highway construction contract and in a manner approved by the Engineer.

7. Maintenance of utility plants located within operational limited - access highway facilities must be conducted from outside the limited - access facility where it is reasonably possible to do so.

8. Project signing and traffic control shall be in conformance with the MUTCD, Agency of Transportation Standard E-119 and any additional signing or traffic control deemed necessary by the Agency of Transportation. (MUTCD available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.)



AGENDA MEMORANDUM

January 9, 2024

Town Selectboard Meeting Item: 5?

Submitted by: Bryan Gazda, Director of Public Works

Subject: 2022 Dump Truck Bid Award Revision

Background: Whereas the Selectboard awarded the purchase of two dump trucks on June 29, 2021, to Reed Truck Services with an estimated annual 5-year lease amount of \$71,500; and whereas the Town entered in a Master Lease Purchase Agreement with Tax-Exempt Leasing Corporation, on March 15, 2023, for the leasing of the two dump trucks.

Discussion: With the recent increase of prime interest rate, the original interest rate in the lease financing quote from Tax-Exempt Leasing Corp, dated June 15, 2021, has expired and in association with other inflationary factors the anticipated annual lease cost for the two trucks is now \$74,098.98.

Impact: Increase in the anticipated annual appropriation from \$71,500 to \$74,098.98 or \$2,598.98 more per year during the term of the 5-year lease agreement.

Recommendation: Authorize the Town Manager to sign Tax-Exempt Leasing Corporation's Exhibits A-I, and other related documents for the financing of a new 6-wheel dump truck to replace dump truck H5.

Town Manager

Bryan Gazda

From: Gail Ostrout
Sent: Tuesday, December 12, 2023 11:12 AM
To: Bryan Gazda
Subject: RE: Financing of New Truck

Bryan

I still recommend Option 1, 5 years annual in advance.
Please remember this requires board approval in advance of selection / commitment.

Gail Ostrout
Finance Director
Town of Hartford
171 Bridge Street
White River Jct., VT 05001
P (802) 295-3002

From: Bryan Gazda <bgazda@hartford-vt.org>
Sent: Tuesday, December 12, 2023 10:42 AM
To: Gail Ostrout <gostrout@hartford-vt.org>
Subject: FW: Financing of New Truck
Importance: High

Gail,

Please see Mark's email below regarding the original annual payment being miscalculated. Does this make a difference regarding the 5-year advance payment schedule?

Bryan Gazda, MPA
Director of Public Works
Town of Hartford, VT
bgazda@hartford-vt.org
Office - 1-802-295-3622, ext. 104
Cell - 1-802-547-3887

From: Mark M. Zaslavsky <markz@taxexemptleasing.com>
Sent: Tuesday, December 12, 2023 10:21 AM
To: Bryan Gazda <bgazda@hartford-vt.org>
Cc: Jeremy Delisle <jdelisle@hartford-vt.org>
Subject: RE: Financing of New Truck
Importance: High

You don't often get email from markz@taxexemptleasing.com. [Learn why this is important](#)

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



6 WHEEL TRUCK
awaiting Del.
203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

December 12, 2023

VIA E-MAIL: jdelisle@hartford-vt.org

Jeremy Delisle, Assistant Public Works Director
Town of Hartford
173 Airport Rd
White River Junction, VT 05001

Dear Jeremy:

I am pleased to provide the following quote for Town of Hartford for the financing of a new International HV507 Chassis with Dump Body and Plow. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$151,300.00		\$151,300.00	
Down Payment:	\$0.00		\$0.00	
Financed Amount:	\$151,300.00		\$151,300.00	
Payment Frequency:	Annual, in advance (first payment due at lease signing)		Annual, in arrears (first payment due one year from lease date)	
Term:	5-years	7-years	5-years	7-years
Rate*:	6.29%	6.29%	6.29%	6.29%
Payment*:	\$34,059.56	\$25,762.68	\$36,201.90	\$27,383.15
Factor^:	.22511	.17028	.23927	.18099

* Rate and payment assume that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need a copy of the Town's 2022 audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



10 wheel TRUCK
PUCD already

203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

February 27, 2023

VIA E-MAIL: jdelisle@hartford-vt.org

Jeremy Delisle, Public Works Director
Town of Hartford
173 Airport Road
White River Junction, VT 05001

Dear Jeremy:

I am pleased to provide the following quote for Town of Hartford for the financing of a new dump truck. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$179,450.00		\$179,450.00
Down Payment:	\$0.00		\$0.00
Financed Amount:	\$179,450.00		\$179,450.00
Payment Frequency:	Annual, in advance (first payment due at lease signing)		Annual, in arrears (first payment due one year from lease date)
Term:	4-years	5-years	4-years 5-years
Rate*:	5.89%	5.79%	5.79% 5.69%
Payment*:	\$48,783.98	\$40,039.42	\$51,538.94 \$42,242.15
Factor^:	.27185	.22312	.28721 .23540

* Rate and payment assume that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the Town's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



original Quote 6/21

203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

June 15, 2021

VIA E-MAIL: jdelisle@hartford-vt.org

Jeremy Delisle
Assistant Public Works Director
Operations Manager
Town of Hartford
173 Airport Road
White River Junction, VT 05001

Dear Jeremy:

I am pleased to provide the following quote for Town of Hartford for the financing of two (2) new trucks. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$340,000.00
Down Payment:	\$0.00
Financed Amount:	\$340,000.00
Payment Frequency:	Annual, in advance (first payment due at lease signing)
Term:	3-years 5-years
Rate*:	2.46% 2.57%
Payment*:	\$116,098.48 \$71,494.07
Factor^:	.34147 .21028

* Rate and payment assume that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly.

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the Town's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



AGENDA MEMORANDUM

June 29, 2021

Town Selectboard Meeting Item: 5f

Submitted by: Jeremy Delisle, Assistant Director of Public Works

Subject: 2022 Dump Truck Bid Award

Background: The Town issued an RFP seeking bids for two trucks, one 6-wheeler and one 10-wheeler, to be used within the Highway Department. The RFP includes requests for the cost of two trucks with consideration of trade value of the current 6-wheeler and 10-wheeler owned by the Town of Hartford. While the Town previously purchase these vehicles, due to budget constraints and Board budget guidance for FY22, a five year lease is more cost effective at this time.

Discussion: The Town received bid forms from ATG Patriot LLC of Westminster, VT, Reed Truck Services of Claremont, NH, and Clark's Truck Center of Jericho, VT.

The bid from ATG Patriot LLC did not meet all of the requests put forth in the RFP, but provided a bid of \$173,807 for a new 6-wheeler, and \$199,566 for a new 10-wheeler. Additionally, ATG Patriot provided a combined trade value for the current vehicles of \$83,000.

The bid from Clark's Truck Center did not meet all of the requests put forth in the RFP, but provided a bid of \$172,64 for a new 6-wheeler, and \$213,092 for a new 10-wheeler. Clark's Truck Center provided a combined trade value for the current vehicles of \$70,000.

The bid from Reed Truck Services provided a bid of \$174,850 for a 6 wheeler, and \$215,950 for a 10 wheeler. Reed Truck Services provided a combined trade value for the current vehicles of \$60,500.

Reed Truck Services was the only vendor to meet specifications for both vehicles requested in the RFP. The additional costs to provide those specifications from the other bidders would increase the costs above those provided by Reed Truck Service.

Fiscal Impact: A five year lease of both vehicles at current interest rates is anticipated to be \$71,500 per year for five years.

Recommendation:

That the Selectboard authorize the Town Manager to sign and enter into a 5-year lease for a 6-wheel and a 10-wheel dump truck as outlined in the RFP from Reed Truck Services.

were also fourteen total property grievances for 2021 which have all gone through the initial grievance period.

Financial Impact: The finalized Grand List has a direct impact on the applied municipal tax rates which affects all property owners in the Town of Hartford.

d. Sludge Hauling & Grease Removal

Discussion: The Town received bids from Sterns Septic Service of Grantham, NH and Wind River Environmental of Montpelier, VT.

Impact: The total cost proposal from Sterns Septic Service was \$46,320 and the total cost proposal from Wind River Environmental was \$75,300.

Selectboard Member, Dennis Brown made the motion that the Selectboard authorize the Town Manager to sign and enter into a contract with Sterns Septic Service for sludge hauling and grease removal. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.

e. Wastewater Collection Line Cleaning, TV Inspection, and Inspection Reporting

Background: The Town sought wastewater line cleaning, TV inspection, and inspection reporting for identified wastewater collection lines.

Discussion: The town received unit bid pricing from N.A. Manosh, Inc. of Morrisville, Vermont. N.A. Manosh performed the services for the Town of Hartford last year with a base cost of \$32,500. The current proposal is a 7% increase reflecting the impacts of inflationary pressures and supply chain issues due to Covid-19. The sewer division has have positive experiences working with N.A. Manosh, Inc. in the past.

Impact: The total cost proposal from N.A. Manosh, Inc. services is \$12,925 for the White River Junction system and \$21,825 for the Quechee system.

Selectboard Member, Ally Tufenkjian made the motion that the Selectboard authorize the Town Manager to sign and enter into a contract with N.A. Manosh Inc for wastewater line cleaning, TV inspection, and inspection reporting for identified wastewater collection lines. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.

f. 2022 Dump Truck Bid Award

Background: The Town issued an RFP seeking bids for two trucks, one 6-wheeler and one 10-wheeler, to be used within the Highway Department. The RFP includes requests for the cost of two trucks with consideration of trade value of the current 6-wheeler and 10-wheeler owned by the Town of Hartford. While the Town previously purchase

Ined 29, 2021
SB minutes

these vehicles, due to budget constraints and Board budget guidance for FY22, a five year lease is more cost effective at this time.

A five year lease of both vehicles at current interest rates is anticipated to be \$71,500 per year for five years.

Discussion: The Town received bid forms from ATG Patriot LLC of Westminster, VT, Reed Truck Services of Claremont, NH, and Clark's Truck Center of Jericho, VT.

The bid from ATG Patriot LLC did not meet all of the requests put forth in the RFP, but provided a bid of \$173,807 for a new 6-wheeler, and \$199,566 for a new 10-wheeler. Additionally, ATG Patriot provided a combined trade value for the current vehicles of \$83,000.

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The bid from Reed Truck Services provided a bid of \$174,850 for a 6 wheeler, and \$215,950 for a 10 wheeler. Reed Truck Services provided a combined trade value for the current vehicles of \$60,500.

Reed Truck Services was the only vendor to meet specifications for both vehicles requested in the RFP. The additional costs to provide those specifications from the other bidders would increase the costs above those provided by Reed Truck Service.

Selectboard Clerk, Kim Souza made the motion that the Selectboard authorize the Town Manager to sign and enter into a 5-year lease for a 6-wheel and a 10-wheel dump truck as outlined in the RFP from Reed Truck Services. Selectboard Vice Chair, Joe Major seconded the motion. 4 were in favor and 1 (Brown) was not in favor. The motion passed.

g. Invoice Cloud Fees

Background: On April 15, 2020, in response to the Covid-19 pandemic, the Town began absorbing the fees for residents paying water and sewer bills online. Normally, there is a 2.95% fee for using a credit card to make a payment via our vendor Invoice Cloud. Residents were still able to mail in a check or make an appointment to pay their bills in person at Town Hall.

Selectboard Member, Ally Tufenkjian made the motion that the Board authorizes the Town Manager to cancel the Town's payment of online fees from Invoice Cloud. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

h. Covid Committee

Background: On March 24, 2020, the Selectboard created the Ad Hoc Committee on Coronavirus Response. The committee was charged with

MASTER LEASE PURCHASE AGREEMENT

Lessee
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001

Lessor
Tax-Exempt Leasing Corp.
203 E. Park Avenue
Libertyville, Illinois 60048

Dated as of March 15, 2023

This Master Lease Purchase Agreement dated as of the date listed above is between Lessor and Lessee listed directly above. Lessor desires from time to time to lease the Equipment described in Equipment Schedules (each a "Schedule") to be attached hereto to Lessee and Lessee desires to lease such Equipment from Lessor subject to the terms and conditions of this Agreement, which are set forth below, and the applicable Schedule.

I. Definitions:

Section 1.01. Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Agreement" means this Master Lease Purchase Agreement.

"Budget Year" means the Lessee's fiscal year.

"Commencement Date" is the date when Lessee's obligation to pay rent begins.

"Equipment" means the items of Equipment listed on Exhibit "A" to each Schedule and all replacements, restorations, modifications and improvements.

"Equipment Schedule" means each numbered Schedule executed by Lessor and Lessee with respect to the Equipment.

"Lease" means this Agreement and an individual Schedule hereto, which shall collectively constitute the terms and conditions applicable to the lease of the Equipment subject thereto.

"Lessee" means the entity listed above as Lessee and which is leasing the Equipment from Lessor under the provisions of this Agreement and a Schedule.

"Lessor" means the entity originally listed above as Lessor or any of its assignees.

"Lease Term" means the Original Term and all Renewal Terms applicable to a Lease.

"Original Term" means the period from the Commencement Date until the end of the Budget Year of Lessee.

"Renewal Term" means the annual term which begins at the end of the Original Term and which is simultaneous with Lessee's Budget Year.

"Rental Payments" means the payments Lessee is required to make under this Agreement as set forth on Exhibit "B" to each Schedule made subject thereto.

"Schedule" means a schedule substantially in the form attached hereto and all exhibits thereto pursuant to which Lessor and Lessee agree to the lease of the Equipment described therein and which together with the terms of the Agreement applicable thereto constitutes an individual Lease.

"State" means the state in which Lessee is located.

II. Lessee Warranties

Section 2.01. With respect to each Lease, Lessee represents, warrants and covenants as follows for the benefit of Lessor or its assignees:

- (a) Lessee is the State or a political subdivision of the State within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") or a constituted authority authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of the treasury regulations promulgated under the Code.
- (b) Lessee is authorized under the Constitution and laws of the State to enter into this Agreement and each Schedule, and has used such authority to properly execute and deliver this Agreement and each Schedule. Lessee has followed all proper procedures of its governing body in executing this Agreement and each Schedule. The Officer of Lessee executing this Agreement and each Schedule has the authority to execute and deliver this Agreement and such Schedule. This Agreement and each Schedule constitute a legal, valid, binding and enforceable obligation of the Lessee in accordance with their terms.
- (c) Lessee has complied with all statutory laws and regulations that may be applicable to the execution of this Agreement and each Schedule.
- (d) Lessee shall use the Equipment only for essential, traditional government purposes.
- (e) Should the Lessee cease to be an issuer of tax exempt obligations or if the obligation of Lessee created under any Lease ceases to be a tax exempt obligation for any reason, then Lessee shall be required to pay additional sums to the Lessor or its assignees so as to bring the after tax yield on any Lease to the same level as the Lessor or its assignees would attain if the transaction continued to be tax-exempt.
- (f) Lessee has never non-appropriated funds under an agreement similar to this Agreement.
- (g) Lessee will submit to the Secretary of the Treasury an information reporting statement as required by the Code with respect to each Lease.
- (h) Upon request by Lessor, Lessee will provide Lessor with current financial statements, reports, budgets or other relevant fiscal information.
- (i) Lessee shall retain the Equipment free of any hazardous substances as defined in the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et. seq. as amended and supplemented.
- (j) Lessee presently intends to continue each Lease for the Original Term and all Renewal Terms as set forth on Exhibit "B" to the Schedule relating thereto. The official of Lessee responsible for budget preparation will include in the budget request for each Budget Year the Rental Payments to become due in such Budget year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Rental Payments coming due therein. Lessee reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose.

Section 2.02. Escrow Agreement. In the event both Lessor and Lessee mutually agree to utilize an escrow account, then immediately following the execution and delivery of any Schedule, Lessor and Lessee agree to execute and deliver and to cause an escrow agent to execute and deliver an escrow agreement. Such Lease shall take effect only upon execution and delivery of the escrow agreement by the parties thereto. Lessor shall deposit or cause to be deposited with the escrow agent for credit to an equipment acquisition fund the sum specified in such Schedule which shall be held, invested and disbursed in accordance with the escrow agreement.

III. Acquisition of Equipment, Rental Payments and the Purchase Option Price

Section 3.01. Acquisition: Lessee shall advise Lessor of its desire to lease Equipment and of the desired lease terms. Upon agreement by Lessor and Lessee as to the lease of such Equipment and such terms, Lessee shall be solely responsible for the ordering of the Equipment and the delivery and installation thereof. Lessor shall furnish to Lessee a Schedule relating to such Equipment, which shall become effective upon the execution and delivery of such Schedule, all documents contemplated hereby and thereby with respect to such Schedule, and the earlier of Lessee's written acceptance of such Equipment or the deposit into escrow of moneys to pay for such Equipment as provided in Section 2.02. Nothing herein shall obligate Lessor to lease any Equipment to Lessee until Lessor shall have concurred in writing to the lease of such Equipment.

Section 3.02. Rental Payments. Lessee shall promptly pay Rental Payments under each Schedule, from any and all legally available funds, exclusively to Lessor or its assignees, in lawful money of the United States of America. The Rental Payments shall be sent to the location specified by the Lessor or its assignees. The Rental Payments shall constitute a current expense of the Lessee and shall not constitute an indebtedness of the Lessee. Lessor shall have the option to charge interest at the highest lawful rate on any Rental Payment received later than the due date. The Rental Payments will be payable without notice or demand.

Section 3.03. Rental Payments Unconditional. Except as provided under Section 4.01, THE OBLIGATIONS OF LESSEE TO MAKE RENTAL PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS AGREEMENT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE.

Section 3.04. Purchase Option Price. With respect to each Schedule, upon 30 days written notice, Lessee shall have the option to pay, in addition to any Rental Payment due thereunder, the corresponding Purchase Option Price which is listed on the same line on Exhibit B to such Schedule. If Lessee chooses this option and pays the Purchase Option Price to Lessor then Lessor will transfer any and all of its rights, title and interest in the Equipment subject to such Lease to Lessee.

Section 3.05. Payment In Full. Upon payment in full of Rental Payments under such Lease and all other payments then due thereunder by Lessee of such Rental Payment conditions, Lessor shall release its Lien on such Equipment and Lessee shall retain its title to such Equipment "AS-IS, WHERE-IS", without representation or warranty by Lessor, express or implied, except for a representation that such Equipment is free and clear of any Liens created by Lessor.

Section 3.06. Lease Term. The Lease Term of each Lease shall be the Original Term and all Renewal Terms thereunder until all the Rental Payments due thereunder are paid as set forth in the applicable Schedule except as provided under Section 4.01 and Section 9.01 below. If, after the end of the budgeting process which occurs at the end of the Original Term or any Renewal Term, Lessee has not terminated a Lease pursuant to Section 4.01 hereof then the Lease Term for such Lease shall be extended into the next Renewal Term and the Lessee shall be obligated to make the Rental Payments that come due during such Renewal Term.

Section 3.07. Disclaimer of Warranties. LESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, AND FITNESS FOR PARTICULAR PURPOSE OR ANY OTHER WARRANTY WITH RESPECT TO THE EQUIPMENT. LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE ARISING OUT OF THE INSTALLATION, OPERATION, POSSESSION, STORAGE OR USE OF THE EQUIPMENT BY LESSEE.

IV. Non-Appropriation

Section 4.01. Non-Appropriation. If insufficient funds are available in Lessee's budget for the next Budget Year to make the Rental Payments for the next Renewal Term under any Lease, then Lessee shall have the option to non-appropriate the funds to pay the Rental Payments for the next Renewal Term with respect to such Lease. Lack of a sufficient appropriation shall be evidenced by the passage of an ordinance or resolution by the governing body of Lessee specifically prohibiting Lessee from performing its obligations under such Lease for a designated Budget Year and all subsequent Budget Years. If Lessee chooses this option, then all obligations of the Lessee under such Lease regarding Rental Payments for all remaining Renewal Terms shall be terminated at the end of the then current Original Term or Renewal Term without penalty or liability to the Lessee of any kind provided that if Lessee has not delivered possession of the Equipment subject to such Lease to Lessor as provided herein and conveyed to Lessor or released its interest in such Equipment by the end of the last Budget Year for which Rental Payments were paid, the termination shall nevertheless be effective but Lessee shall be responsible for the payment of damages in an amount equal to the amount of the Rental Payments thereafter coming due under Exhibit "B" to the Schedule for such Lease which are attributable to the number of days after such Budget Year during which Lessee fails to take such actions and for any other loss suffered by Lessor as a result of Lessee's failure to take such actions as required. Lessee shall immediately notify the Lessor as soon as the decision to non-appropriate is made. If such non-appropriation occurs, then Lessee shall deliver the Equipment to Lessor or to a location designated by Lessor at Lessee's expense. Lessee shall be liable for all damage to the Equipment other than normal wear and tear. If Lessee fails to deliver such Equipment to Lessor, then Lessor may enter the premises where such Equipment is located and take possession of the Equipment and charge Lessee for costs incurred.

V. Insurance, Damage, Insufficiency of Proceeds, Lessee Negligence

Section 5.01. Insurance. Lessee shall maintain both casualty insurance and liability insurance at its own expense with respect to the Equipment. Lessee shall be solely responsible for selecting the insurer(s) and for making all premium payments and ensuring that all policies are continuously kept in effect during the term of any Lease. Lessee shall provide Lessor with a Certificate of Insurance, which lists the Lessor and/or assigns as a loss payee and an additional insured on the policies with respect to the Equipment.

- (a) Lessee shall insure the Equipment against any loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Lessor in an amount at least equal to the then applicable Purchase Option Price of the Equipment. Alternatively, Lessee may insure the Equipment under a blanket insurance policy or policies.
- (b) The liability insurance shall insure Lessor from liability and property damage in any form and amount satisfactory to Lessor.
- (c) Provided that, with Lessor's prior written consent, Lessee may self-insure against the risks described in (a) and (b) above. Lessee shall furnish Lessor evidence of such self-insurance coverage throughout each Lease Term. Lessee shall not materially modify or cancel such self-insurance coverage without first giving written notice thereof to Lessor at least 10 days in advance of such cancellation or modification.
- (d) All insurance policies issued or affected by this Section shall be so written or endorsed such that the Lessor and its assignees are named additional insured and loss payees and that all losses are payable to Lessee and Lessor or its assignees as their interests may appear. Each policy issued or affected by this Section shall contain a provision that the insurance company shall not cancel or materially modify the policy without first giving thirty 30 days advance notice to Lessor or its assignees. Lessee shall furnish to Lessor certificates evidencing such coverage throughout each Lease Term.

Section 5.02. Damage to or Destruction of Equipment. Lessee assumes the risk of loss or damage to the Equipment. If the Equipment or any portion thereof is lost, stolen, damaged, or destroyed by fire or other casualty, Lessee will immediately report all such losses to all possible insurers and take the proper procedures to attain all insurance proceeds. At the option of Lessor, Lessee shall either (1) apply the Net Proceeds to replace, repair or restore the Equipment or (2) apply the Net Proceeds to the applicable Purchase Option Price. For purposes of this Section and Section 5.03, the term Net Proceeds shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

Section 5.03. Insufficiency of Net Proceeds. If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement of the Equipment, then Lessee shall, at the option of Lessor, either complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds or apply the Net Proceeds to the Purchase Option Price and pay the deficiency, if any, to the Lessor.

Section 5.04. Lessee Negligence. Lessee assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Equipment and for injury to or death of any person or damage to any property whether such injury or death be with respect to agents or employees of Lessee or of third parties, and whether such property damage be to Lessee's property or the property of others including, without limitation, liabilities for loss or damage related to the release or threatened release of hazardous substances under the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or similar or successor law or any state or local equivalent now existing or hereinafter enacted which in any manner arise out of or are incident to any possession, use, operation, condition or storage of any Equipment by Lessee which is proximately caused by the negligent conduct of Lessee, its officers, employees and agents. Lessee hereby assumes responsibility for and agrees to reimburse Lessor for all liabilities, obligations, losses,

damages, penalties, claims, actions, costs and expenses including reasonable attorneys' fees of whatsoever kind and nature, imposed on, incurred by or asserted against Lessor that in any way relate to or arise out of a claim, suit or proceeding, based in whole or in part upon the negligent conduct of Lessee, its officers, employees and agents, to the maximum extent permitted by law.

VI. Title and Security Interest

Section 6.01. Title. Title to the Equipment shall vest in Lessee when Lessee acquires and accepts the Equipment. Title to the Equipment subject to a Lease will automatically transfer to the Lessor in the event Lessee non-appropriates under Section 4.01 with respect to such Lease or in the event Lessee defaults under Section 9.01 with respect to such Lease. In either of such events, Lessee shall execute and deliver to Lessor such documents as Lessor may request to evidence the passage of legal title to the Equipment subject to such Lease to Lessor.

Section 6.02. Security Interest. To secure the payment of all Lessee's obligations under each Lease, Lessee hereby grants to Lessor a security interest under the Uniform Commercial Code constituting a first lien on the Equipment described more fully on Exhibit "A" to each Schedule. The security interest established by this section includes not only all additions, attachments, repairs and replacements to the Equipment but also all proceeds therefrom. Lessee agrees that Lessor or its assignee may execute such additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Lessee which Lessor deems necessary or appropriate to protect Lessor's interest in the Equipment and in this Agreement and each Lease. Lessee authorizes Lessor to record such documentation as necessary for Lessor to perfect its security interest.

VII. Assignment

Section 7.01. Assignment by Lessor. All of Lessor's rights, title and/or interest in and to each Lease may be assigned and reassigned in whole or in part to one or more assignees or sub-assignees (including a registered owner for lease participation certificates) by Lessor at any time without the consent of Lessee. No such assignment shall be effective as against Lessee until the assignor shall have filed with Lessee written notice of assignment identifying the assignee. Lessee shall pay all Rental Payments due under each Lease to or at the direction of Lessor or the assignee named in the notice of assignment. Lessee shall keep a complete and accurate record of all such assignments.

Section 7.02. Assignment by Lessee. None of Lessee's right, title and interest under this Agreement, each Lease and in the Equipment may be assigned by Lessee unless Lessor approves of such assignment in writing before such assignment occurs and only after Lessee first obtains an opinion from nationally recognized counsel stating that such assignment will not jeopardize the tax-exempt status of the obligation.

VIII. Maintenance of Equipment

Section 8.01. Lessee shall keep the Equipment in good repair and working order. Lessor shall have no obligation to inspect, test, service, maintain, repair or make improvements or additions to the Equipment under any circumstances. Lessee will be liable for all damage to the Equipment, other than normal wear and tear, caused by Lessee, its employees or its agents. Lessee shall pay for and obtain all permits, licenses and taxes necessary for the installation, operation, possession, storage or use of the Equipment. If the Equipment includes any titled vehicles, then Lessee is responsible for obtaining such titles from the State and also for ensuring that Lessor is listed as first lien holder on all of the titles. Lessee shall not use the Equipment to haul, convey or transport hazardous waste as defined in the Resource Conservation and Recovery Act, 42 U.S.C. 6901 et. seq. Lessee shall not during the term of this Agreement create, incur or assume any leases, liens or encumbrances of any kind with respect to the Equipment except those created by this Agreement. The Equipment is and shall at all times be and remain personal property. Lessee shall allow Lessor to examine and inspect the Equipment at all reasonable times.

IX. Default

Section 9.01. Events of Default defined. The following events shall constitute an "Event of Default" with respect to a Lease:

- (a) Failure by Lessee to pay any Rental Payment listed on Exhibit "B" to the Schedule for fifteen 15 days after such payment is due according to the Payment Date listed on Exhibit "B".
- (b) Failure to pay any other payment required to be paid under this Agreement and the Schedule at the time specified herein and therein and a continuation of said failure for a period of fifteen 15 days after written notice by Lessor that such payment must be made. If Lessee continues to fail to pay any payment after such period, then Lessor may, but will not be obligated to, make such payments and charge Lessee for all costs incurred plus interest at the highest lawful rate.
- (c) Failure by Lessee to observe and perform any warranty, covenant, condition, promise or duty under this Agreement or the Schedule for a period of thirty 30 days after written notice specifying such failure is given to Lessee by Lessor, unless Lessor agrees in writing to an extension of time. Lessor will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Lessee. Subsection (c) does not apply to Rental Payments and other payments discussed above.
- (d) Any statement, material omission, representation or warranty made by Lessee in or pursuant to this Agreement or the Schedule which proves to be false, incorrect or misleading on the date when made regardless of Lessee's intent and which materially adversely affects the rights or security of Lessor under this Agreement or the applicable Schedule.
- (e) Any provision of this Agreement or the Schedule which ceases to be valid for whatever reason and the loss of such provision, would materially adversely affect the rights or security of Lessor.
- (f) Lessee admits in writing its inability to pay its obligations. Lessee defaults on one or more of its other obligations. Lessee applies or consents to the appointment of a receiver or a custodian to manage its affairs. Lessee makes a general assignment for the benefit of creditors.

Section 9.02. Remedies on Default. Whenever any Event of Default exists with respect to any Lease, Lessor shall have the right to take one or any combination of the following remedial steps:

- (a) With or without terminating the Lease, Lessor may declare all Rental Payments and other amounts payable by Lessee thereunder to the end of the then current Budget Year to be immediately due and payable.
- (b) With or without terminating the Lease, Lessor may require Lessee at Lessee's expense to redeliver any or all of the Equipment subject thereto to Lessor to a location specified by Lessor. Such delivery shall take place within 15 days after the event of default occurs. If Lessee fails to deliver such Equipment, Lessor may enter the premises where such Equipment is located and take possession of such Equipment and charge Lessee for cost incurred. Notwithstanding that Lessor has taken possession of such Equipment, Lessee shall still be obligated to pay the remaining Rental Payments under the Lease due up until the end of the then current Original Term or Renewal Term. Lessee will be liable for any damage to such Equipment caused by Lessee or its employees or agents.
- (c) Lessor may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights.

Section 9.03. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under the Lease now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

X. Miscellaneous

Section 10.01. Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 10.02. Binding Effect. This Agreement and each Schedule shall inure to the benefit of and shall be binding upon Lessee and Lessor and their respective successors and assigns.

Section 10.03. Severability. In the event any provision of this Agreement or any Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 10.04. Amendments, Addenda, Changes or Modifications. This Agreement and each Lease may be amended, added to, changed or modified by written agreement duly executed by Lessor and Lessee.

Section 10.05. Execution in Counterparts. This Agreement and each Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 10.06. Captions. The captions or headings in this Agreement do not define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 10.07. Entire Writing. This Agreement and all Schedules executed hereunder constitute the entire writing between Lessor and Lessee. No waiver, consent, modification or change of terms of this Agreement or any Lease shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Agreement or any Lease or the Equipment leased thereunder. Any terms and conditions of any purchase order or other documents submitted by Lessee in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement or any Lease will not be binding on Lessor and will not apply to this Agreement or any Lease.

Section 10.08. Jurisdiction and Venue. Lessee irrevocably submits to the nonexclusive jurisdiction of any Federal or state court sitting in New York, over any suit, action or proceeding arising out of or relating to this Agreement. Lessee irrevocably waives, to the fullest extent it may effectively do so under applicable law, any objection it may now or hereafter have to the laying of the venue of any such suit, action or proceeding brought in any such court and any claim that the same has been brought in an inconvenient forum. Lessee hereby consents to any and all process which may be served in any such suit, action or proceeding, (i) by mailing a copy thereof by registered and certified mail, postage prepaid, return receipt requested, to the Lessee's address shown in this Agreement or as notified to the Lessor and (ii) by serving the same upon the Lessee in any other manner otherwise permitted by law, and agrees that such service shall in every respect be deemed effective service upon Lessee.

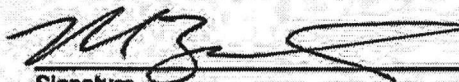
Lessor and Lessee have caused this Agreement to be executed in their names by their duly authorized representatives listed below.

Lessee: Town of Hartford


Signature

GAIL OSTROUT, ACTING TOWN MGR.
Printed Name and Title

Lessor: Tax-Exempt Leasing Corp.


Signature

Mark M. Zaslavsky, President
Printed Name and Title

**Schedule No. 02
EXHIBIT A**

December 15, 2023

DESCRIPTION OF EQUIPMENT

RE: Master Lease Purchase Agreement dated as of March 15, 2023, between Tax-Exempt Leasing Corp. (Lessor) and Town of Hartford (Lessee) and Schedule No. 02 thereto dated as of December 15, 2023.

Below is a detailed description of all the items of Equipment including quantity, model number and serial number where applicable:

Quantity	Serial Number/VIN	Type, Make, Model
1	3HAEDTAR4RL376933	2024 International HV507 SFA Chassis with a Viking-Cives Dump Body, Wing, Plow and Equipment

EQUIPMENT LOCATION Complete only if equipment will not be located at Lessee's address

Address	173 Airport Road	City	White River Junction	State	Vermont
County	Windsor				

Lessee authorizes Lessor or its assigns to insert or modify, if needed, the Vehicle Identification Number ("VIN") or Serial Number in the above description of the Equipment to correspond to the final delivered and accepted Equipment as shown on the respective invoice or other supporting documents.

Lessee: Town of Hartford

Signature

Printed Name and Title

Date

Schedule No. 02
EXHIBIT B

6-wheel Truck -
Awaiting delivery

December 15, 2023

SCHEDULE OF PAYMENTS

Rate: 6.29%

Payment Number	Payment Date	Payment	Interest	Principal	Purchase Option Price*
1	12/15/2023	\$ 34,059.56	\$ -	\$ 34,059.56	NA
2	12/15/2024	\$ 34,059.56	\$ 7,374.42	\$ 26,685.14	\$ 94,177.51
3	12/15/2025	\$ 34,059.56	\$ 5,695.93	\$ 28,363.63	\$ 64,679.34
4	12/15/2026	\$ 34,059.56	\$ 3,911.86	\$ 30,147.70	\$ 33,325.73
5	12/15/2027	\$ 34,059.56	\$ 2,015.59	\$ 32,043.97	\$ -
Totals		\$ 170,297.80	\$ 18,997.80	\$ 151,300.00	

*Assumes that all rental payments and additional rentals due on and prior to that date have been paid.

Lessee: Town of Hartford

Signature

Printed Name and Title

Date

10-wheel TRUCK

RECEIVED ALREADY

Schedule No. 01
EXHIBIT B

SCHEDULE OF PAYMENTS

Rate: 5.79%

Payment Number	Payment Date	Payment	Interest	Principal	Purchase Option Price*
1	3/15/2023	\$ 40,039.42	\$ -	\$ 40,039.42	NA
2	3/15/2024	\$ 40,039.42	\$ 8,071.87	\$ 31,967.55	\$ 110,666.32
3	3/15/2025	\$ 40,039.42	\$ 6,220.95	\$ 33,818.47	\$ 75,833.30
4	3/15/2026	\$ 40,039.42	\$ 4,262.86	\$ 35,776.56	\$ 38,983.44
5	3/15/2027	\$ 40,039.42	\$ 2,191.42	\$ 37,848.00	\$ -
Totals		\$ 200,197.10	\$ 20,747.10	\$ 179,450.00	

*Assumes that all rental payments and additional rentals due on and prior to that date have been paid.

Lessee: Town of Hartford

Gail Ostrout

Signature

GAIL OSTROUT ACTING TOWN MGR

Printed Name and Title

3/13/23

Date

**Schedule No. 02
EXHIBIT C**

December 15, 2023

CERTIFICATE OF ACCEPTANCE

RE: Master Lease Purchase Agreement dated as of March 15, 2023, between Tax-Exempt Leasing Corp. (Lessor) and Town of Hartford (Lessee) and Schedule No. 02 thereto dated as of December 15, 2023.

I, the undersigned, hereby certify that I am a duly qualified representative of Lessee and that I have been given the authority by the Governing Body of Lessee to sign this Certificate of Acceptance with respect to the above referenced Master Lease Purchase Agreement and Schedule No. 02 (the "Lease"). I hereby certify that:

1. The Equipment described on Exhibit A has been delivered and installed in accordance with Lessee's specifications and Lessee hereby requests and authorizes Lessor to disburse to the vendor the net proceeds of the Lease by wire transfer or by check.
2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
3. Rental Payments with respect to such Equipment are due and owing as set forth in Exhibit B to the Lease.
4. Lessee has obtained insurance coverage as required under the Lease.
5. Lessee is exempt from all personal property taxes and is also exempt from sales and/or use taxes with respect to the Equipment and the Rental Payments.
6. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.

Serial /VIN # (if applicable) 3HAEDTAR4RL376933, 00437, M77306-3, VE2875

Lessee: Town of Hartford

Signature

Printed Name and Title

Date

Schedule No. 02
EXHIBIT D

OPINION OF COUNSEL

(Must be Re-typed onto attorney's letterhead)

December 15, 2023

Tax-Exempt Leasing Corp.
203 E. Park Avenue
Libertyville, Illinois 60048

RE: Master Lease Purchase Agreement dated as of March 15, 2023, between Tax-Exempt Leasing Corp. (Lessor) and Town of Hartford (Lessee) and Schedule No. 02 thereto dated as of December 15, 2023.

WAIVED

Schedule No. 02

EXHIBIT E

December 15, 2023

LESSEE RESOLUTION

RE: Master Lease Purchase Agreement dated as of March 15, 2023, between Tax-Exempt Leasing Corp. (Lessor) and Town of Hartford (Lessee) and Schedule No. 02 thereto dated as of December 15, 2023.

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on _____ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 02 dated as of December 15, 2023 to the Master Lease Purchase Agreement dated as of March 15, 2023, between **Town of Hartford** (Lessee) and **Tax-Exempt Leasing Corp.** (Lessor).
2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

Authorized Individual(s): _____
(Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

In addition to the Authorized Individual(s) above, the Governing Body of Lessee further authorizes the following individual to sign any Payment Request and Partial Acceptance Certificate form and/or Final Acceptance Certificate:

Authorized Individual(s): _____
(Printed or Typed Name and Title of individual(s) authorized to execute any Payment Request and Partial Acceptance Certificate and/or Final Acceptance Certificate)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: _____
(Signature of Secretary, Board Chairman or other member of the Governing Body, who is not listed as "Authorized Individual" above)

Typed Name: _____ Title: _____
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

Attested By: _____
(Signature of one additional person who can witness the passage of this Resolution)

Typed Name: _____ Title: _____
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

**Schedule No. 02
EXHIBIT F**

December 15, 2023

BANK QUALIFIED CERTIFICATE

RE: Master Lease Purchase Agreement dated as of March 15, 2023, between Tax-Exempt Leasing Corp. (Lessor) and Town of Hartford (Lessee) and Schedule No. 02 thereto dated as of December 15, 2023.

Whereas, Lessee hereby represents that it is a "Bank Qualified" Issuer for the calendar year in which this Agreement and Schedule are executed by making the following designations with respect to Section 265 of the Internal Revenue Code. (A "Bank Qualified Issuer" is an issuer that issues less than ten million (\$10,000,000) dollars of tax-exempt obligations during the calendar year).

Now, therefore, Lessee hereby designates this Agreement and Schedule as follows:

1. **Designation as Qualified Tax-Exempt Obligation.** Pursuant to Section 265(b)(3)(B)(ii) of the Internal Revenue Code of 1986 as amended (the "Code"), the Lessee hereby specifically designates the Agreement and this Schedule as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code. In compliance with Section 265(b)(3)(D) of the Code, the Lessee hereby represents that the Lessee will not designate more than \$10,000,000 of obligations issued by the Lessee in the calendar year during which the Agreement is executed and delivered as such "qualified tax-exempt obligations".
2. **Issuance Limitation.** In compliance with the requirements of Section 265(b)(3)(C) of the Code, the Lessee hereby represents that the Lessee (including all subordinate entities of the Lessee within the meaning of Section 265(b)(3)(E) of the Code) reasonable anticipates not to issue in the calendar year during which the Agreement and Supplement are executed and delivered, obligations bearing interest exempt from federal income taxation under Section 103 of the Code (other than "private activity bonds" as defined in Section 141 of the Code) in an amount greater than \$10,000,000.

By: _____
(Signature of individual authorized to execute this Exhibit)

Name: _____ Title: _____
(Printed name of individual who signed directly above) (Title of individual who signed directly above)

**Schedule No. 02
EXHIBIT G**

December 15, 2023

AGREEMENT TO PROVIDE INSURANCE

Lessee:

Name: Town of Hartford
Address: 171 Bridge Street
White River Junction, Vermont 05001
Phone: 802-295-3622

Lessor/Certificate Holder:

Name: Tax-Exempt Leasing Corp., AOIA
Address: 203 E. Park Avenue
Libertyville, Illinois 60048
Phone: 847-247-0771

Description of Equipment: 2024 International HV507 SFA Chassis with a Viking-Cives Dump Body,
Wing, Plow and Equipment

I understand that to provide protection from serious financial loss, should an accident or loss occur, my lease contract requires the equipment to be continuously covered with insurance against the risks of fire and theft, and that failure to provide such insurance gives the Lessor the right to declare the entire unpaid balance immediately due and payable. Accordingly, I authorize Tax-Exempt Leasing Corp. or its assigns to contact the insurance company shown below, in order to obtain the required proof of coverage. I further authorize the Agent/Company below to issue a Certificate noting Lessor's interest in the equipment and showing **Tax-Exempt Leasing Corp. and/or its assigns as additional insured and loss payee.**

Please e-mail to marlas@taxexemptleasing.com or fax to 847-247-0772

Insurance Company: _____

Name of Agent: _____

Address: _____

Phone: _____

Email: _____

Policy #: _____

Lessee: Town of Hartford

Signature

Printed Name and Title

**Schedule No. 02
EXHIBIT H**

December 15, 2023

LESSEE CERTIFICATE

RE: Master Lease Purchase Agreement dated as of March 15, 2023, between Tax-Exempt Leasing Corp. (Lessor) and Town of Hartford (Lessee) and Schedule No. 02 thereto dated as of December 15, 2023.

I, the undersigned, hereby certify that I am a duly qualified representative of Lessee and that I have been given the authority by the Governing Body of Lessee to sign this Certificate of Acceptance with respect to the above referenced Master Lease Purchase Agreement and Schedule No. 02 thereto (the "Lease"). I hereby certify that:

1. Lessee has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Rental Payments required to be paid under the Lease during the current Budget Year of Lessee, and such moneys will be applied in payment of all Rental Payments due and payable during such current Budget Year.
2. The governing body of Lessee has approved the authorization, execution and delivery of the Lease on its behalf by the authorized representative of Lessee who signed the Lease.
3. During the term of the Lease, the Equipment will be used for essential governmental functions. Such functions are:

4. The source of funds (fund Item in budget) for the Rental Payments that come due under Exhibit B of this Lease is as follows:

5. Lessee reasonably expects and anticipates that adequate funds will be available for all future Rental Payments that will come due under Exhibit B because:

Lessee: Town of Hartford

Signature

Printed Name and Title

Schedule No. 02
Exhibit I

**NOTICE OF ASSIGNMENT
AND
LETTER OF DIRECTION**

Tax-Exempt Leasing Corp. ("Lessor") hereby gives notice to Town of Hartford ("Lessee") that it has assigned all of its rights to receive payments under the Master Lease Purchase Agreement dated December 15, 2023, Schedule No. 02, as set out in Section 7.01 of said Master Lease Purchase Agreement, and in any of the Equipment now or hereafter leased thereunder, including without limitation all amounts of rent, insurance, and condemnation proceeds, indemnity or other payment proceeds due to become due as a result of the sale, lease or other disposition of the Equipment, all rights to receive notices and give consents and to exercise the rights of the Lessor under the Lease, and all rights, claims and causes of action which Lessor may have against the manufacturer or seller of the Equipment in respect of any defects therein.

This Master Lease Purchase Agreement, Schedule No. 02, requires five (5) annual payments in the amount of \$34,059.56 each. As of the date of assignment, five (5) payments remain on the contract. These payments have been assigned to:

*Santander Bank, N.A.
3 Huntington Quadrangle, #101N
Melville, NY 11747*

FEIN: 23-1237295

(The above should be listed as lien holder on all vehicle titles)

All future payments, however, should be made payable to and forwarded to the following:

*Tax-Exempt Leasing Corp.
P.O. Box 847386
Boston, MA 02284-7386*

Any assigned payments received by Lessor are received in trust for assignee and will be immediately delivered to Assignee.

Lessee: Town of Hartford

Lessor: Tax-Exempt Leasing Corp.

Signature

Signature

Printed Name and Title

Mark M. Zaslavsky, President

Printed Name and Title

Date

Date



AGENDA MEMORANDUM
December 26, 2023

Submitted by: John Haverstock, Town Manager

Subject: Improved Access to Town Policies, Ordinances, Etc.

Background: The Select Board has expressed interest in digitizing and improving access to Town Policies and ordinances.

Discussion: Before I began work, I asked Paula and Lana to pull together all Town policies of which they were aware. I have attached their list, which notes that it is an “Unofficial List” because it may not be an exhaustive list of Town policies. Then, I pulled the attached list of Town policies from the Town’s website. Then, I then contacted VLCT to glean what policy templates might be available for Town adoption. I have attached their email in this regard. In Stand Up meetings with department heads, there have been several discussions about both Town policies and departmental policies and procedures (e.g., Police, Fire and Parks & Recreation) and digital platforms already in existence. Strictly speaking, not all of these items appear to be “policies”, so some culling may be advisable.

There was a recent Select Board discussion of a “large green notebook” located within the Town Clerk’s office. I have attached a list of Town Ordinances found within this notebook, which I compiled but which is not currently accessible through the Town’s website. Query whether it would be cost-effective to digitize and make these 255 pages searchable, since a quick reading of the List of Ordinances is likely to bring a reader to the desired document.

Recommendation: I recommend that the Select Board review these lists of Town policies and ordinances and act to:

- a. Work with the Town's current website vendor, Civic Plus, to upload, digitize and make searchable on a dedicated page of the Town website, all Town policies and ordinances.
- b. Order that all future Policies follow the format proposed by HCOREI, with a Town Manager and Select Board review of all Town Policies annually during a regular Select Board meeting.
- c. Consider developing other resource repositories for public access, such as (i) a website page devoted to a list of all boards and commissions, together with their charges, by-laws, annual Town Report submissions and a roster of the positions, members, terms and contact information.

Impact: According to Dillon, Town policies and ordinances could be uploaded, digitized and posted to a dedicated, searchable Town website page for an initial investment of \$10,000, plus an annual \$3,000 maintenance fee . See his attached memorandum.



TOWN OF HARTFORD

Policies

*Town Manager's
Office Notebook,
Compiled by Paula/Lana*

Appointment Policy for Committees, Commissions & Boards

Asset Capitalization Policy

Cannabis Policy & Commission

Conflict of Interest

Fraud Prevention Policy

Identity Theft Prevention Policy

Investment Policy

Liquor Control Policy & Procedures

Personnel Policy

Purchasing & Policy Procedures

Selectboard Rules of Procedures

Social Service Appropriation Policy

Town Encampment Response Policy

Town Hall Flagpole Policy

Vacancy Notification Policy for Committees, Commissions & Boards

[REDACTED]

Comprehensive Tree Policy

Town Website
12/26/23

[Fire Permits/Forms](#)

[Planning Permits](#)

[Town Clerk
Information](#)

[Policies](#) ✓

[Document Center](#)

[Parks & Recreation](#)

[Contracts/Bids/RFPs](#)

[Tax Information](#)

[Property Cards](#)

Spotlight on Hartford

News, project details and community notes

Policies

Click on department tab for the policy you are looking for.

POLICE DEPARTMENT

FIRE DEPARTMENT

- [Fire Department Cancer Awareness](#)
- [Fire Department Fire Inspections](#)
- [Fire Department Health and Safety](#)
- [Fire Department Levels of Access and Limiting PHI](#)

- Fire Department Mission Vision and Values
- Fire Department Public Education
- Fire Department Respiratory Program
- Fire Department Ride Along
- Fire Department Staff Vehicle Use
- Union Contract

PLANNING

- Application Process Policy, 1999
- Fire Protection Policy and Checklist, 2001
- Hartford Business Revolving Loan Fund Guidelines, 2021
- VT Community Development Program 2020 Guidelines, 2021
- VT Community Development Program Municipal Policies and Codes, 2021
- Zoning Board of Adjustment Rules of Procedure, 2005

PARKS AND RECREATION

- 5969 9.3 ada grievance form 2020
- Commitment to Quality
- Corrective Action Policy
- Hartford Accommodations Request Survey
- Inclusion and ADA Accessibility Plan
- Mission Statement
- Parent and Player Code of Conduct
- Parks and Rec Ordinance Approved 5.16.23 Updates
- Parks and Rec Ordinance Approved 5.16.23 Updates

- Parks and Rec Sample COL for Events and Assemblies
- Parks and Rec Special Events Information Brochure 2022-23
- Parks and Rec Special Use Application 7.1.2022-7.30.2023
- Parks and Rec Town Public Assemblies Form
- Parks and Recreation Zero Tolerance Policy
- Refund Policy
- Scholarship Assistance Application 2019
- Vision Statement

TOWN CLERK

FINANCE

- Purchasing Policy (PDF)

SELECTBOARD

- Hartford Committee Commission and Board Vacancy Notification Policy
- Hartford Committee Commission and Board Appointment Policy
- Local Cannabis Control Commission
- Selectboard Appropriations 9.1.2018
- Selectboard Asset Capitalization Policy 6.30.2009
- Selectboard Conflict of Interest 5.3.2022
- Selectboard Fraud Prevention Policy 11.3.2009
- Selectboard Hartford Flagpole Policy 9.6.22
- Selectboard Identity Theft Protection Policy 4.28.2009

- Selectboard Investment Policy 11.3.2009
- Selectboard Liquor Control Policies and Procedures 6.30.2022
- Selectboard Purchasing Policy 8.1. 2017
- Town Encampment Response Policy 4.20.2021
- Welcoming Hartford Ordinance WHO 2020 Ballot FINAL

HUMAN RESOURCES

- Personnel Policy Memo Modification Juneteenth and Indigenous Peoples Day 5.2.2023
- Personnel Policy Revised.2013.12.06

List of Town of Hartford Ordinances (Green Binder in Clerk's Vault)

Chapter	Topic/Name	Adoption Date
10	Alarms	12/10/2013
14	Taxicabs	6/1/2010
19	Alcoholic Beverages	12/15/2008
27	Animals	2008
40	Civil Defense	12/15/2008
58	Flood Hazard Area Reg's	11/1/2009
68	Hazardous Materials	12/15/2008
75	Highway Specifications	12/15/2008
82	Historic Preservation Com'n	12/15/2008
90	Impact Fees	12/15/2008
110	Noise	12/15/2008
114	Nuclear Waste	12/15/2008
125	Parks	12/15/2008 and 5/16/2023
130	Public Indecency	12/15/2008
152	Sewers	12/15/2008 and 2/24/2010
160	Signs	12/15/2008
174	Solid Waste	12/15/2008
181	Street Naming, Numbering	12/15/2008
200	Subdivision Reg's	12/15/2008
220	Vehicles & Traffic	12/15/2008 (several Amendments)
238	Itinerant Vendors	12/15/2008
245	Water	12/15/2008
260	Zoning	11/1/2009

Administrative Rules & Regulations

350	Personnel Policies	12/15/2008
360	Police Rules & Reg's	12/15/2008 and 5/9/2017*
372	SelectBoard Mtg. Rules	12/15/2008
--	Welcoming Hartford Ord.	3/2020 (Town Mtg.)

* White Binder in Clerk's Vault

John Haverstock

From: Scott Cooney
Sent: Tuesday, November 14, 2023 8:57 PM
To: John Haverstock
Subject: Policy Discussion

John,

Been listening to the policy discussion by the Board. When you have the time I'd like to review with you the the electronic policy management system that police/fire and communications use. A very robust system. I think it is a system the Board is not aware we are using. I think it already addresses the many areas of concerns expressed by the Board. Although it is only used by Public Safety currently it could be expanded to other Departments.

www.powerdms.com

Scott D. Cooney, CFO
Fire Chief
Town of Hartford, Vermont
(802)295-3232

John Haverstock

From: Gregory Sheldon
Sent: Monday, November 20, 2023 3:51 PM
To: John Haverstock
Subject: HPD Directive policy
Attachments: HPD Directives policy.pdf

John,

Attached is the HPD directive on directives for your reference. I also added in the forms directive.

Greg



Hartford Vermont Police Department
White River Junction, Vermont

Phillip S. Kasten
Chief

ADMINISTRATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Written Directive System	203	2/28/17

Policy: The Chief of Police has the sole authority to revise, rescind, or issue the contents of the Hartford Police Department Manual. (12.2.1.b) (2.1.5.b)

Purpose: The purpose of the written directive system is to provide direction to department personnel. Written directives of various types are issued by the Chief to members to announce adoption or revision of policies, procedures, rules and regulations that govern either a specified period of time, or the indefinite future.

Contents:

- I. Authority to Issue Written Directives
- II. Written Directive System
- III. Format of Written Directives
- IV. Development of Written Directives
- V. Distribution of Written Directives
- VI. Maintaining Written Directives
- VII. Special Operational Procedures Manuals
- VIII. Indexing
- IX. Cancellation

I. Authority to Issue Written Directives (12.2.1.c) (2.1.5.c)

The Deputy Chief may issue written directives as directed and authorized by the Chief of Police. Such written directives will be issued under the Chief's authority.

II. Written Directive System (12.2.1.d) (2.1.5.d)

All members are issued a username and password that allows electronic access to the Hartford Police Department Manual via PowerDMS, which includes the following:

A. Manual Sections

- 100 Conduct & Responsibility
- 200 Administrative Procedures
- 300 Personnel Procedures

- 400 Operational Procedures
- 500 Traffic Procedures
- 600 Investigative Procedures
- 700 Emergency Communications Procedures
- 800 Field Reporting System
- 900 Special Operations
- 1000 Extra Departmental Interactions

B. Conduct & Responsibility (1.1.2, 12.2.1.g, 26.1.3) (2.1.5.g, 3.6.4)

These directives guide member ethics, values, conduct and behaviors during the performance of official duties. The Rules of Conduct included in the Conduct & Responsibility section of the Police Department Manual apply to situations in which no deviation is permitted. Rules are inflexible and apply equally to all members.

C. Procedures, Operations & Systems (12.2.1.f, h) (2.1.5.f, h)

These directives are considered General Orders and contain policy and procedure established by the Chief of Police to operate effectively. Policies are general statements guiding the organization toward attainment of specific goals. Procedures are specific guidelines to assist in handling a wide range of tasks and desired methods of operation. These directives are maintained in the Administrative, Personnel, Operational, Traffic, Investigative, Field Reporting, and Special Operations sections of the Police Department Manual.

D. Special Orders/Memoranda (12.2.1.e) (2.1.5.e)

Special Orders are utilized to temporarily update and/or amend an existing general order. These directives provide a means of relaying information department wide and may be utilized for interim implementation of policy and procedural changes. Department Memoranda relate information of a limited or agency- wide interest or relevance. Special Orders and Memoranda remain in effect until incorporated into or, canceled by a Department directive. Special Orders and Memoranda are placed in the Police Department Manual with the related written directive.

- The Deputy Chief, a Commander, or Supervisor may issue memoranda to members under his/her supervision pertaining to the operation of a division, section or unit.
- A copy of the memoranda will be forwarded through the chain of command to the Chief of Police and maintained with the related directive in the section, or Special Operational Procedure Manual (S.O.P.) (12.2.1.c) (2.1.5.c)

III. Format of Written Directives

- A.** Each written directive is assigned a subject number and filed in the manual corresponding to the subject heading. Department Memoranda will indicate association with a current written directive. (12.2.2.b) (2.1.6.b)

- B. Each written directives will have an effective date showing the date of the Police Chief's signature. All changes are tracked in PowerDMS, and also shown in ***BOLD, Italic type***.
- C. Within the narrative of certain written directives, there will be notations such as (12.2.1.c). This indicates that the particular section addressed relates to a standard set by the Commission on Accreditation for Law Enforcement Agencies, Inc.

IV. **Development of Written Directives** (12.2.1.c, e) (2.1.5.c, e)

While all written directives are issued under the authority of the Chief, most are researched, drafted and submitted by the Deputy Chief / Commander(s) with the assistance of the Policy Research & Accreditation Coordinator. The Chief of Police is responsible for the promulgation of all written directives. The following procedures govern the submission, review and updating of written directives.

A. **Written Directives / Rules of Conduct** (12.2.1.i) (2.1.5.i)

- **Suggested changes or revisions-** Members may submit suggested changes or revisions to written directives or rules of conduct. Suggested changes are forwarded through the chain of command to the Chief of Police. Drafts of any changes are staffed out before submission to the Chief.
- **New Directives-** Before formal submission to the Chief, drafts of new directives are staffed out to the appropriate sections, personnel or allied agencies for review to insure they do not contradict existing directives or applicable laws. Members suggesting new directives will follow the above procedures.

B. **Office Memoranda**

Draft Department Memoranda will be forwarded through the chain of command to the Deputy Chief for review and staffing before submission to the Chief.

C. **Periodic Review** (12.2.1.e) (2.1.5.e)

- Upon ratification of a new or updated labor agreement, the Chief of Police will review and amend as necessary all written directives to coincide with the terms of the new agreement. (24.1.2.b) (3.3.2.b)
- Commanders and supervisory personnel shall periodically review all written directives and forward any changes or corrections to the Chief of Police through the Deputy Chief. This determines if the directive reflects current policies and procedures.

V. **Distribution of Written Directives**

- A. Electronic access to the Hartford Police Department Policies is issued to all members of the Hartford Police Department upon hire and revision. (12.2.2.a, b) (2.1.6.a, b)

- B.** The Hartford Police Department Manual within PowerDMS includes the current version of all sections within the manual; Conduct & Responsibility, Administrative, Personnel, Operational, Traffic, Investigative, Field Reporting, and Special Operations directives. Access is available through most devices with internet access.
- Upon ratification of a new or updated labor agreement, the Chief of Police will insure a written, signed copy of the new agreement including any modifications is uploaded to PowerDMS to facilitate dissemination. (24.1.2.a.c) (3.3.2.a, c)
 - Hard copies of the Police Department Manual are also placed in high use areas of the department. (12.2.2.b) (2.1.6.b)
- C.** Members are responsible for reviewing and remaining knowledgeable on all written directives, special orders, or department memorandums that are e-mailed and/or posted on Department bulletin/white boards or other conspicuous places throughout the facility.

VI. Maintaining Written Directives

- A.** The Hartford Police Department Manual and issued directives are considered Department equipment. All members will sign for written directives when issued, and will read, become familiar with, and act in accordance with all written directives.
- B.** Members receipt of department directives will be documented by electronic signature within PowerDMS. The Deputy Chief assisted by the Policy Research & Accreditation Coordinator will utilize the audit functions within PowerDMS to ensure members with authorized access sign for initial and updated policies as they are distributed. (12.2.2.c) (2.1.6.c)

VII. Special Operational Procedures Manuals (12.2.1.d) (2.1.5.d)

- A.** Some tasks performed by members require lengthy explanations not suitable for inclusion in the Police Department Manual. Inasmuch, Special Operational Procedure Manuals may be developed, located in, and maintained by Department sections as necessary. Depending on the task, a Special Operational Procedure Manual may be issued to specific members.
- B.** Special Operational Procedure Manuals are Police Department equipment.

VIII. Indexing (12.2.1.e) (2.1.5.e)

Policies and Special Orders within PowerDMS are “Tagged” with keywords to provide easy search functions and navigation to specific policies.

IX. Cancellation

This written directive cancels, replaces, and supersedes any directive in conflict therewith.

AUTHORITY:

Phillip S. Kasten, Chief of Police

February 28, 2017

Index As:

General Orders
Policy
Police Department Manual
Special Operational Procedure
SOP
Written Directive System



Hartford Vermont Police Department
White River Junction, Vermont

Phillip S. Kasten
Chief

ADMINISTRATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Forms Control	204	02/25/20

Policy: To ensure accountability for the development, modification, approval and review of Hartford Police Department forms. (1.2.4, 11.4.2)

Purpose: To provide direction in drafting, modifying and retrieving Hartford Police Department Forms.

Contents:

- I. Forms & Forms Control
- II. *Authority*
- III. *Cancellation*

I. Forms & Forms Control

- A. Many of the Hartford Police Department policies, procedures and functions are documented with forms, which are used for the collection, transmittal and preservation of information.
- B. Forms serve as a compact, concise record and, when standardized, promote an efficient operation.
- C. The objectives of the forms control program controls the creation of new forms, revises or consolidates existing forms, and eliminates the non-essential or duplicate forms.
- D. A forms control program is required and is administered in a manner that insures that only essential records are created.

II. Authority

The Police Department forms control program is established and administered by the *Deputy Chief of Police*. The *Deputy Chief* or his/her designee is responsible for the following:

A. Forms Control

Establish and maintain a Forms Control Register that contains numbers, effective dates, form titles, description and revision dates of all forms in use.

- Approve form design and use,
- Issue form numbers and effective dates,
- Authorize printing,
- Maintain a master forms file,
- Maintain a historical file of forms revised, combined or eliminated,
- Consult with users and create, revise, combine or eliminate forms when practical.

B. Forms Identification

Forms originating within the Hartford Police Department will be assigned a form number and effective date.

- When a division, section or unit needs to create a form to record information unique to its operation, a draft of the proposed form will be submitted for approval to the *Deputy Chief* along with a completed Request for New or Revised Form (HPD #226).
- An approved form will be assigned a form number, consisting of the letters "HPD", followed by the "#" sign and the form number.
 - The letters "HPD" will precede the form number in 10 point font.
 - The form number and implementation or revision date will appear in the lower left corner of each form. Example: "HPD #010 Rev. 01/17".
 - The date consists of the month and year separated by a slash.
- *The form numbers shall coincide with the policy manual section in which the form's purpose or function is related (i.e., forms related to administrative procedures will begin at #200, personnel procedures at #300, operational procedures at #400, traffic procedures at #500, etc.).*

C. Printing of Forms

- *The Administrative Assistant will coordinate with the Deputy Chief when an agency form is scheduled for printing (i.e. triplicate carbon forms and other forms requiring printing services). This procedure insures that the most current form is reprinted. The Deputy Chief will authorize what forms may be printed.*
- *Forms not requiring specialized printing services may be printed by a member as needed.*
 - *A writeable, or fillable PDF version of the form may located in the "Shared Forms Folder" on the server.*
 - *Electronic forms will be listed by number and title.*
 - *Forms that are frequently used by officers may also be located in the forms bin in the Squad Room or Emergency Communications Center.*

D. Creating, Revising, Combining or Eliminating Forms

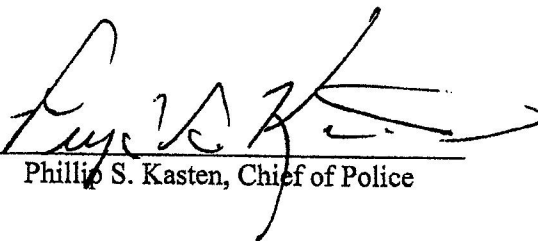
Form(s) that cease to serve their designed purpose become a liability and should be revised, combined with an existing form, or eliminated.

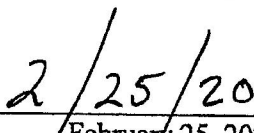
- Members seeking to create a new form, or revise, combine or eliminate an existing form will complete a Request for New or Revised Form (HPD #226) and submit it to the *Deputy Chief of Police* through the chain of command.
- The purpose section of the Request for New or Revised Form (HPD #226), will be completed describing the reason(s) for the requested action and a sample of the proposed form will be attached, if applicable.
- Appropriate endorsements from supervisor and managerial staff will be made to the report concerning the proposed change at each level of review. The review process encourages input from each staff member resulting in a product reflecting the experience and knowledge of the respondents.

III. Cancellation

This directive cancels and replaces *Administrative Procedure #204, titled "Forms Control" dated January 30, 2017, and cancels, replaces and supersedes any directives in conflict therewith.*

AUTHORITY:


Phillip S. Kasten, Chief of Police


February 25, 2020

Index As:

Forms
Shared Forms Folder

John Haverstock

From: Scott Hausler
Sent: Tuesday, November 21, 2023 1:50 PM
To: John Haverstock
Subject: P&R Documents
Attachments: Document Review Schedule 2023 2024.xlsx

Hi John,

Attached is our Accreditation Review Document that shows the various manuals, plans and policies for Parks & Recreation. I can provide the Manuals with Policies and Procedures. Is this chart acceptable for now or do you want the actual documents? Several of the policies and procedures we follow are within Town Personnel Policy.

Let me know and we can provide the electronic or print version for you.

Thanks,

Scott



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



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

Hartford Parks & Recreation Document Review Schedule

All of the items below will be reviewed on an annual basis.

Document	Date of Review
1.4.1 Agency Goals and Objectives	4.20.23
1.5 Vision and Mission Statements	4.20.23
1.6.1 Administrative Policies and Procedures	2.2.23
2.3.1 Community Comprehensive Plan with Park and Rec Component	
2.4 Park and Recreation System Master Plan	4.20.23
2.5 Strategic Plan	4.20.23
2.10 ADA Transition Plan	12.8.22
3.4.2 Community Relations Plan	11.9.23
3.4.3 Marketing Plan	11.9.23
3.6 Records Management Policy and Procedures	Risk Management Plan
3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures	Risk Management Plan
4.1 Personnel Policies and Procedures Manual	12.06.13 Town of Hartford
4.1.2 Recruitment Process	Personnel Policies & Procedures
4.1.8 Compensation Plan	5/26/2023
4.3 Job Analyses for Job Descriptions	2/10/2020
4.5 Workforce Health and Wellness Program	Safety and Wellness Com Ongoing
4.6.1 Employee Training and Development Program	Admin Policy and Procedures
5.1.1 Comprehensive Revenue Policy	Admin Policy and Procedures
6.1 Recreation Programming Plan	4.4.23
6.2 Program Objectives	4.4.23
6.4 Community Education for Leisure Process	4.4.23
7.1 Parkland Acquisition Procedures	Town MP 6.4.19
7.2 Areas and Facilities Development Policies and Procedures	Town MP 6.4.19
7.5 Maintenance and Operations Management Standards	Internal Reviews
7.5.1 Facility Legal Requirements	Risk Management Plan
7.9.1 Recycling and/or Zero Waste Plan	Town MP 6.4.19
8.5 General Security Plan	4.20.23
8.6.2 Emergency Risk Communications Plan	Risk Management Plan
9.1.1 Risk Management Plan and Procedures and Policy	4.20.23
10.4 Needs Assessment	10.4.21
10.5.1 Recreation and Leisure Trends Analysis	Agency Goals and Objectives

Approved By: Scott Hausler, Director

John Haverstock

From: Bryan Gazda
Sent: Friday, November 17, 2023 7:27 AM
To: John Haverstock
Subject: RE: Policy on Policies

John,

My brief review of the proposed formatting for policies is good. It provides the basis info on who/what/& why the policy is needed. The example of the flag policy is well-thought out and, on the surface, it appears it would survive a 1st Amendment challenge.

I welcome a standardize format and procedure for drafting policy, as my experience so far with creating a facility use agreement would have been tremendously easier if VLCT's Facility Use policy was in place.

Bryan Gazda, MPA
Director of Public Works
Town of Hartford, VT
bgazda@hartford-vt.org
Office - 1-802-295-3622, ext. 104
Cell - 1-802-547-3887

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Thursday, November 16, 2023 10:51 AM
To: Department Leadership Team <departmentheads@hartford-vt.org>
Subject: Policy on Policies

Hello All.

HCOREI has proposed that the Town adopt a policy on policies, which is attached. There was an extended discussion of this at the November 14 Select Board meeting. I plan to seek your thoughts/impressions at our next Stand Up meeting.

Thanks.

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

John Haverstock

From: Lisa O'Neil
Sent: Thursday, November 16, 2023 11:26 AM
To: John Haverstock
Subject: RE: Policy on Policies

Thank you, John. I heard part of the discussion when I got home on Tuesday evening. It is more involved than I think the SB and HCOREI realizes. Kim was incorrect about the volumes of green books we have in the Clerks' office. We have ONE Ordinance Book. As departments update, amend, add ordinances they are supposed to give them to the Clerks' office. We insert them into the Ordinance Book. I believe the electronic updates were at one time updated by General Coe, however that has not been in place during my tenure. I think Dillon, Scott Cooney, Scott Hausler or others who have been here longer than I may be able to address the past practice. There are multiple copies of ordinance books housed in the Town Manager's Office, but I do not know the status of accuracy or who handles adding updates to those-perhaps Lana knows. When I first started here, Leo Pullar had suggested each department review all their ordinances. I don't recall if that ever happened.

To my knowledge there is not a central location for Town Policies. I imagine each department has office policies they maintain.

Lisa

Lisa M. O'Neil
Hartford Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
loneil@hartford-vt.org

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

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

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Thanks.

John Haverstock

John Haverstock

From: Lisa O'Neil
Sent: Monday, December 18, 2023 9:04 AM
To: John Haverstock
Subject: Re: By-Laws/Charges for Boards and Commissions

Hi, John,

I am not aware of such a file(s). Sherry and I discussed and there is nothing housed in the Clerk's Office. Since the Select Board sets the charge for some of the committees, perhaps they can be found within the minutes of SB meetings. It would be an involved process to find them that way. If there are any specific by-laws the Committees themselves may have established them. Others, such as Planning Commission & Zoning Board are likely outlined in State Statute. Sorry I cannot be of more help.

Lisa

Lisa M. O'Neil
Hartford Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
lonel@hartford-vt.org

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Monday, December 18, 2023 8:52 AM
To: Lisa O'Neil <lonel@hartford-vt.org>
Subject: By-Laws/Charges for Boards and Commissions

Hi Lisa.

As far as you may know, does the Town maintain a file(s) containing board and commission by-laws/charges?

Thanks.

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

John Haverstock

From: Lana Livingston
Sent: Monday, December 18, 2023 9:24 AM
To: John Haverstock
Subject: Boards charges

John, to my knowledge we do have any such file electronically. I usually put a hard copy in the commission folder that is in the top file drawer of my gray filing cabinet. The key is in my top desk drawer. If not there, I would ask the staff liaison. They have them for each of their commissions. Great idea to have them in a shared space.

Lana Livingston
Administrative Assistant
Delinquent Tax Clerk
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
P (802) 295-9353
F (802) 295-6382

John Haverstock

From: Dillon Walsh
Sent: Tuesday, December 5, 2023 3:19 PM
To: John Haverstock
Cc: Will Casela
Subject: Ordinance codification/digitization
Attachments: Harfort, VT Recod FS ARR COI Proposal 12.1.2023 (2).pdf

Hi John,

I have been hearing and watching the selectboard's desire to have our town ordinances and policies online, searchable, and in a better more accessible format.

I have been in contact with CivicPlus, our website vendor, who as you know has many additional modules and solutions for individual town needs. One of which is their Municode solution, which does exactly what the board is looking for.

I attended a live demo and meeting with Lisa, who provided valuable insight into the current state of the ordinances, as well as what we were looking for long term. We both left very impressed with the demonstration and the knowledge their team had. They seem to do this quite often for towns.

Some key things I took away:

-This is a very long process. Their estimation is 18 months from start to finish. It is important the board is aware of that. They have a large team that must get involved to ensure everything is reviewed and verified. A lot of town employees would be involved as well during the upload/verification process.

-The base price looks like roughly \$10,000 upfront to start, and roughly \$3,000 for a yearly fee. They will do the following:

- upload/codify/review of current ordinances
- print booklets for physical copies yearly
- integrate it into our website for search functionality
- building a version history as ordinances get changed
- give a secure pipeline for authorized town officials to submit changes for future ordinances

They have additional add-ons, as well. I have been told their "MuniDocs" add-on will do a similar thing for policies as well (searchable, same format, etc). Their prices (yearly, based on the amount policies -- if I had to guess 100GB should do the trick):

25GB \$400.00
50GB \$685.00
75GB \$970.00
100GB \$1370.00
Over 100GB – quote upon request

Here is a link to a demo on the policies portion:

<https://www.codification.civicplus.help/hc/en-us/articles/7469958970519-All-Kinds-of-Policies>

Attached is the official quote/brochure which goes into much great detail on their process, what is expected of the town, what the town can expect from CivicPlus/Municode. I am definitely not an expert, but happy to speak on it tonight, or potentially at another meeting.

Thanks,

Dillon Walsh
IT Director
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(P) 802-478-1105

municode codification

POWERED BY CIVICPLUS

Recodification, Supplementation, and Online Code Hosting Services

Hartford, Vermont

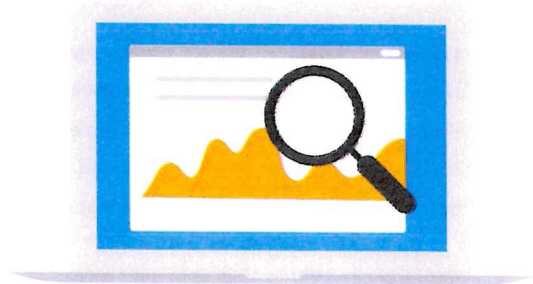
PRESENTED BY:

J.R. Riley, Legal Account Executive

Contact

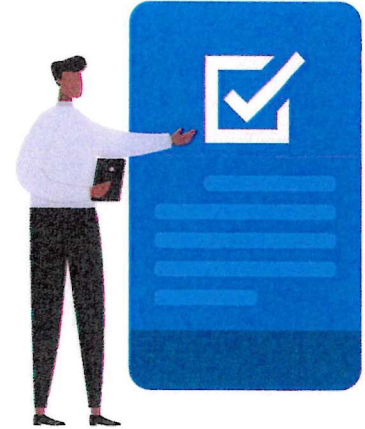
850.696.7012

JRiley@civicplus.com



Recodification

During the recodification process, the attorney assigned to your project will organize and examine all ordinances and code-related material in order to produce a code of ordinances that is free from conflicts and inconsistencies and conforms to state statutes. Your codification attorney will be available to consult with you and your staff at any time during the recodification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below, followed by the scope of services for supplementation and online hosting of your new code.



Recodification Process

1. **Ordinances** – Only legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail to establish a record of included ordinances. Legislation not of a general and permanent nature is not included as part of the code and does not need to be provided to us. Notations can be added in the code to reference legislation adopted by reference, if elected.
2. **Attorney Analysis and Review of Material** – Your codification attorney, along with their team of legal editors, proofreaders, and indexers will be assigned to this project. Our legal team will research legislation permanent in nature submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. If requested, we will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure.
3. **Page Format Options** – Based on our experience codifying legislation for thousands of customers, we have devised a standard style that has proven time and again to provide the most user-friendly and readable code for staff and residents alike. We will provide our Style Guide which outlines this effective style and layout. Any deviations from this style will add time and cost to your project. Please reach out for additional information.
4. **References** – We will provide state statutes references within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.
5. **Legal Memorandum** – We will provide you with a user-friendly Legal Memorandum containing all our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; delete obsolete provisions; conform to state statutes, when appropriate; and ensure compliance with your charter (if included in the project). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.
6. **Conference** – Within 45 days of your receipt of the Legal Memorandum, we will conduct a conference via either telephone or webinar to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for



resolution of issues brought up at the conference or noted in the Legal Memorandum. Up to three hours is included in the contract with additional hours available for purchase.

7. **Editing and Proofreading** – Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.
8. **Index, Graphics, and Tables** – Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, ordinance disposition, etc.) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

The following tables will be created and are included in the quoted cost: supplement history table, code comparative table, and ordinance history table. An additional hourly charge applies for creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedule) other than those enumerated above.

Tabular matter, defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion can also be reviewed and included for an additional charge.

9. **Post Conference Code Draft** – After editing and proofreading, one post-conference code draft (Proofs) incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. You will have 30 days to review and provide any needed corrections. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Any new legislation adopted after the code draft is provided will be held for your first supplement unless you would like to add it to the project for an additional charge.
10. **Sample Adopting Ordinance** – Our attorney will provide a sample adopting ordinance upon completion of the recodification.
11. **Printing and Binding** – We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, three-post leatherette binders (with four color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

Your Role

Your participation in the Scope of Services for Codification of the code is anticipated to be as follows:

- Provide all ordinances and code material in an editable, electronic format, preferably Microsoft Word format.
- Provide images, graphics, and tabular matter, preferably in original electronic format.
- Be available to answer any questions from the codification attorney conducting the project.
- Attend the conference to discuss the findings of the Legal Memorandum.
- Work with the codification attorney to resolve the findings of the Legal Memorandum.
- Determine the desired formatting and style of the new code.
- Return the draft code within 30 days with any revisions noted.
- Adopt the new code.



Codification Timeline

STEP 1	Immediately	CUSTOMER sends signed contract and all applicable material. CIVICPLUS acknowledges contract, provides a Disposition List of all ordinances/material received.
STEP 2	Within 2 Weeks	CIVICPLUS provides a project introduction letter outlining all phases of the project and all material received to date. CUSTOMER confirms CivicPlus has all applicable materials.
STEP 3	Within 6-10 Months	CIVICPLUS submits Legal Memorandum. CUSTOMER attorney reviews Legal Memorandum and prepares questions/comments for conference.
STEP 4	Within 45 Days	CIVICPLUS hosts Legal Memorandum conference. CUSTOMER attorney and other interested officials meet virtually with CivicPlus to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes.
STEP 5	Within 2-4 Months	CIVICPLUS submits final code draft. CUSTOMER reviews code draft, and returns it to CivicPlus within 30 days, with all corrections noted for final implementation and publication.
STEP 6	Within 3-5 Months	CIVICPLUS delivers final code and model adopting ordinance. CUSTOMER adopts code and provides CivicPlus with a copy of the officially enacted adopting ordinance. CivicPlus ships the code and publishes code online via our Online Code Hosting system. Supplementation begins anew with Supplement No. 1.

MEETING DEADLINES

The time frame for completion of the codification project is within 15 to 24 months from our receipt of all relevant material in an editable, electronic format and excepting any delays occasioned by your submission of the material or return of the draft code. More time would need to be added to this project timeline if the materials provided must be converted to an editable, electronic format as well as incurring additional fees. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the code is adopted and published. Legislation added to the project must be approved and received prior to the established cutoff date.

To ensure a successful project completion, it is important that a conference is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent code draft we provide be returned within 30 days with any revisions noted. Following the delivery of the final code draft for customer proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional code draft update fee. Further, if the code draft is not returned within 30 days, additional update fees may apply.



Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of 40 to 45 days for printed supplements and can provide our always-up-to-date electronic update services within 15 days. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:

Supplementation Process

- 1. Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.
- 2. Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.
- 3. Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.

Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet



4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.

If you utilize OrdBank and a CivicPlus Agenda and Meetings Management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus. The history notes throughout your code of ordinances will also be automatically linked and associated to the meeting in which your newly adopted legislation was considered. If you are interested in learning more about our CivicPlus Agenda and Meetings Management solutions, please let me know.

Online Code Hosting

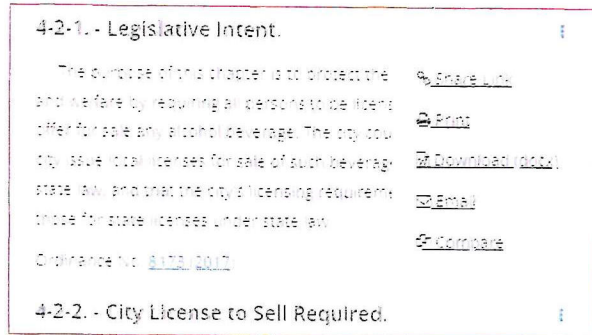
Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



Online Code Hosting Standard Features

Responsive Design— We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.



Print/Save/Email— With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

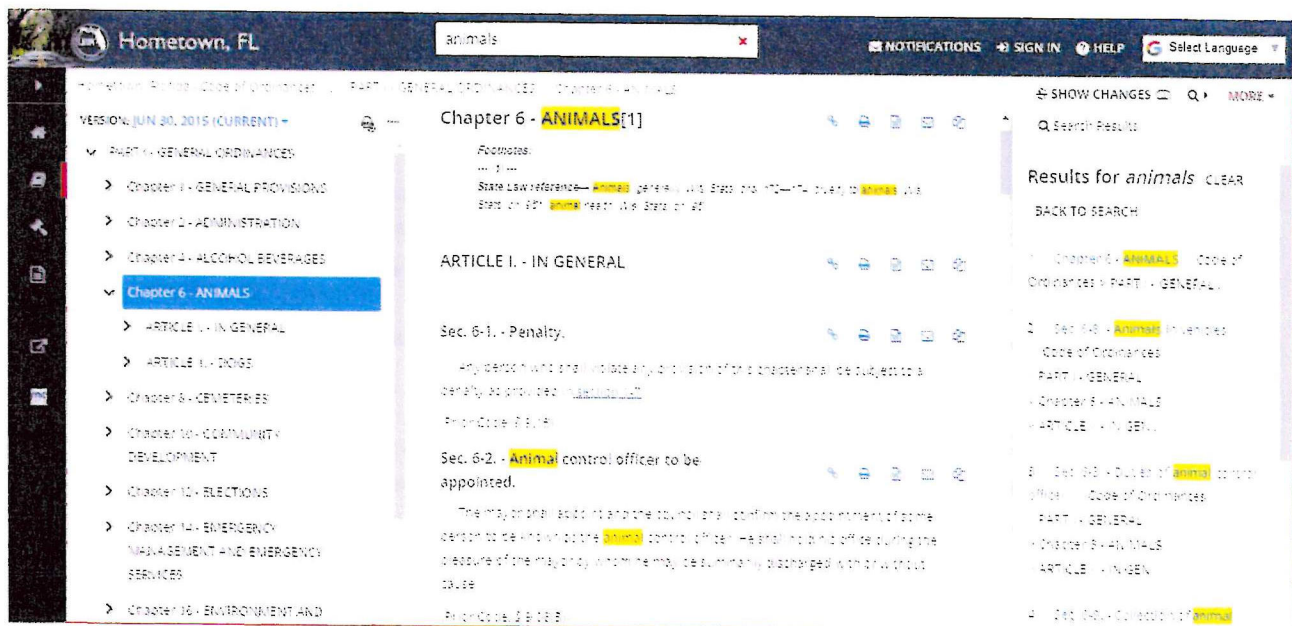
Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

Social Media Sharing— You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

Browsing— Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

Ease of Navigation— Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

Searching— Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the



results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced searches supporting stemming, wildcards, proximity searches, and a global synonym list.
- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser's bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.

Internal Cross-Reference Linking – Cross-references within your code are linked to their respective destination article, chapter, or section.

Mouseover (clue tips) – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

Collapsible TOC – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

Translation – Google Translate allows users to view our hosted codes in over 100+ languages.

Static Linking – Copy links of any section, chapter, or title to share via email or social media.

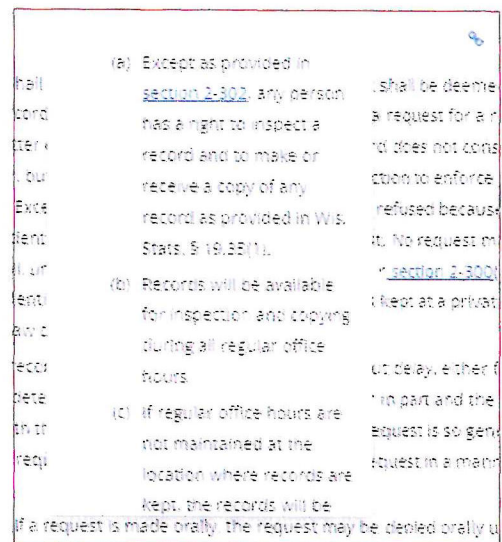
Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

In-line Images and PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

Public Notes – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

Website Accessibility – The User Interface and all HTML content viewed via our Online Code Hosting System's web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.



Hosting and Security— Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

Support— Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

There are multiple premium features available to enhance your staff and residents' experience using and searching through your code — most available for purchase in our Premium Bundle or à la carte.

Premium Features

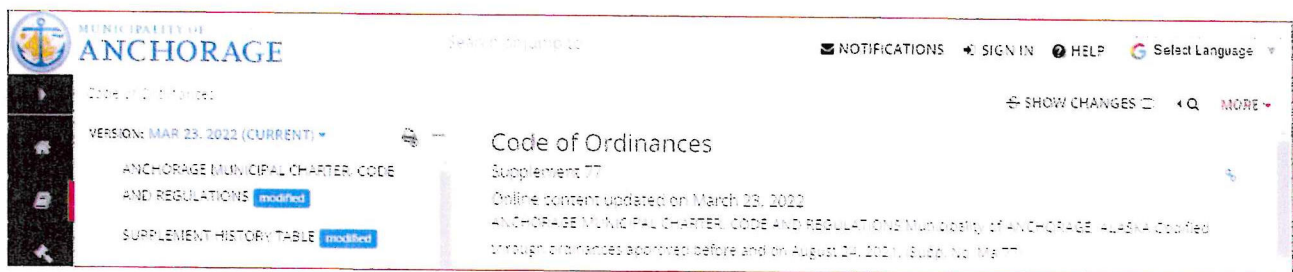
We recommend our **Premium Bundle** for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

OrdLink and MuniDocs can be added to a **Premium Bundle**, if desired.

Summary of All Premium Features

Custom Banner— We can customize the look and feel of your code to match your website more closely.



CodeBank – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.

CodeBank Compare + eNotify – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.

The screenshot displays the Anchorage CodeBank web application. The top navigation bar includes the Anchorage logo, a search bar, and links for notifications, sign-in, and help. The main content area shows a comparison of two code versions, with changes highlighted in yellow and marked with 'modified' or 'new' badges. The left sidebar contains a table of contents for the code, and the right sidebar lists recent changes with their respective status badges.

The screenshot shows the eNotify enrollment form. It includes a 'Get Notified' header, a description of the service, and a form with the following fields: 'Email' (with a placeholder 'Enter email'), 'Profession' (with a dropdown menu), and 'Products and Services' (with a list of checkboxes). The 'Products and Services' list includes 'Code of Ordinances', 'CODE OF THE CITY OF ANCHORAGE, ALASKA', 'SUPPLEMENT HISTORY TABLE', 'Part 1 - CHARTER', 'Chapter 1 - GENERAL PROVISIONS', 'Chapter 2 - ADMINISTRATION', and 'Chapter 6 - ALCOHOLIC BEVERAGES'. There are 'CLOSE' and 'SUBMIT' buttons at the bottom.

Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.

VERSION: **DEC 30, 2021 (CURRENT)** -       

> DIVISION 5 - SEWAGE

> DIVISION 6 - WATER FEES AND RATES

Sec. 102-161. - Residential water fees within city.

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in

latest edition of the AWWA Manual M22, Sizing Water Service Lines and Meters, which is hereby adopted by reference, justified the change. Circulations of same will be submitted to the Utilities Director for review and approval.

(Code 1991 § 935-77; Ord. No. 1974, § 1, 11-21-1999; Ord. No. 1671, § 14, 10-16-1999; Ord. No. 1769, § 5, 11-5-1999; Ord. No. 2028, § 11, 7-1-1999; Ord. No. 2931, § 10, 10-19-1999; Ord. No. 2986, § 1, 12-14-1999; Ord. No. 3107, § 10, 10-24-1999; Ord. No. 3202, § 5, 8-7-1999; Ord. No. 3223, § 7, 10-26-1999; Ord. No. 3262, § 3, 4-15-1996; Ord. No. 3297, § 1, 10-21-1999; Ord. No. 3408, § 13, 10-20-1997; Ord. No. 3499, § 1, 10-26-1999; Ord. No. 3560, § 3, 10-19-1999; Ord. No. 3680, § 1, 10-28-2000; Ord. No. 3722, § 1, 10-9-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3869, § 1, 10-19-2003; Ord. No. 3920, § 1, 11-5-2004; Ord. No. 3969, § 1, 10-10-2005; Ord. No. 4027, § 1, 10-16-2006; Ord. No. 4098, § 1, 11-19-2007; eff. 1-1-2008; Ord. No. 4139, § 1, 11-17-2008; eff. 1-1-2009; Ord. No. 4184, § 2, 10-19-2009; eff. 1-1-2010; Ord. No. 4193, § 1, 1-1-2010; eff. 7-1-2010, 1-1-2011; Ord. No. 4351, § 1, 10-20-2012; eff. 1-1-2013; Ord. No. 4411, § 1, 10-31-2013; eff. 1-1-2014; Ord. No. 4465, § 1, 10-30-2014; eff. 1-1-2015; Ord. No. 4524, § 1, 10-19-2015; eff. 1-1-2016; Ord. No. 4571, § 1, eff. 1-1-2017.

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

VERSION: JUL 29, 2021 (CURRENT) +

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE modified

- > CHARTER - CITY OF IRVINE
- ▼ TITLE 1 - GENERAL SERVICES Amended
 - ▼ Division 1 - GENERAL PROVISIONS Amended
 - Sec. 1-1-101. - How designated, cited.
 - Sec. 1-1-102. - Rules of construction, definitions.
 - Sec. 1-1-103. - Headings/catchlines of sections/history notes/etc.
 - Sec. 1-1-104. - Incorporation by reference.
 - Sec. 1-1-105. - Reference to Code conflicts.

< TITLE 1 - GENERAL SERVICES

Division 1 - GENERAL PROVISIONS

Amended by Ordinance No. 21-15

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof. It shall also be sufficient to designate any ordinance adding to/amending or repealing said Code as an Addition to or Amendment to or Repeal of the "Irvine Municipal Code."

(Code 1978 § 1(A)-101)

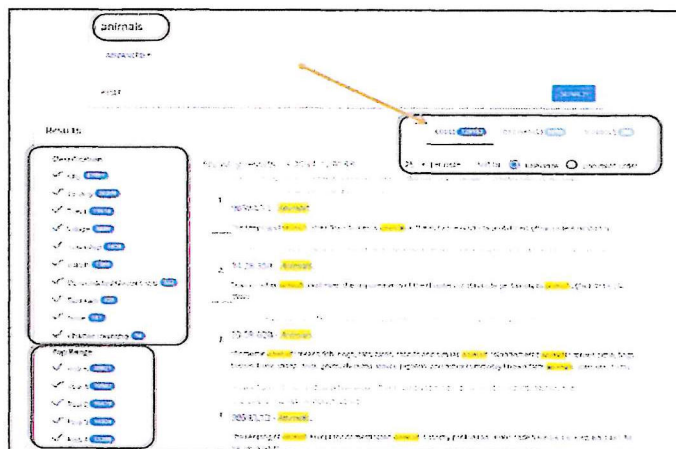
Charter reference— Codification of ordinances, [§ 4.02](#).

Sec. 1-1-102. - Rules of construction, definitions.

In the construction of this Code and of all ordinances of this City, the following definitions and

MuniPRO Services – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

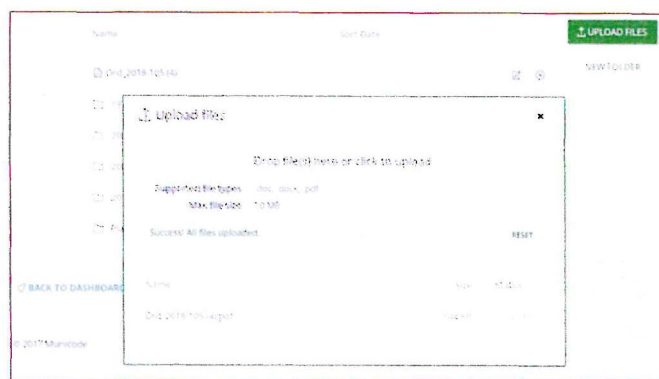
- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- **MuniPRO Notes** – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- **MuniPRO Drafts** – Begin a new ordinance draft to keep track of pending legislation.
 - Draft icons are present when viewing the section, alerting the user to a previously created draft.
 - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



MuniDocs – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 90 days upon date received.

Recodification

- Includes Zoning Regulations
- 345 pages single column, 10-point font pages
- Receipt, review, and organization of materials
- Legal analysis and research by a codification attorney
- Legal memorandum by a codification attorney
- Up to three-hour virtual conference with attorney
- Implementation of approved legal findings
- Update state statutes references
- Editorial preparation, proofreading, page formatting, and indexing
- Insertion of tables and graphics
- Final proofreading, corrections, and quality control review
- Print three copies, including three post-stamped binders and tabs
- Sample adopting ordinance prepared by a codification attorney

Supplementation

- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Includes Zoning Regulations
- Acknowledgment of material
- Editorial work, proofreading, and updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter

Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)
- Increase to Supplementation Plus to update your Code online on a monthly basis (must select supplementation and supplementation plus)
- **Premium Bundle – Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPro Service**



Investment	One-Time
Recodification	\$9,950.00
Gender Neutralization (suggested)	\$345.00
Total One-Time	\$9,950
	Renewable
Supplementation	✓ \$1,600.00
Supplementation Plus (optional - monthly updates)	\$960.00
Online Code Hosting Premium Bundle	✓ \$1,375.00
Online Code Hosting (optional savings)	\$550.00
Total Annual Renewable	\$2,975.00

Standard Invoicing

Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Additional pages outside materials submitted for proposal, will be charged \$25.00 per-page changed in the code of ordinance before publication.

Invoicing

- An Initial Term shall commence upon contract signing and continue for **18 months**. Payments for the initial term shall be invoiced as follows:
 - 25% upon execution of agreement
 - 25% upon submission of the legal memorandum
 - 25% upon submission of proofs
 - Balance upon delivery of final code
 - Any additional costs will be billed separately, upon delivery
- The Initial Annual Recurring Services will be invoiced 18 months from the date of signing
- Subsequent Annual Recurring Services shall be invoiced annually on the anniversary date of the Initial Annual Recurring Services and will be subject to a 5% increase start of year 3.



Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract.

Optional Enhancements

We are confident in the ability of our proposed project to meet your main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
Codification		
Gender Neutralization of code	\$345	N/A
Archival OrdBank, per ordinance	\$25	N/A
One additional hour of virtual conference with attorney	\$200	N/A
Creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedules) not described as included.	Quote upon request	N/A
Supplementation		
Upgrade to Full-Service Schedule Plus: Schedule increased to monthly print or monthly electronic	N/A	\$960
Code in Microsoft Word (DOCX) (sent via email download)	N/A	\$175
Adobe PDF of the complete code (sent via email download)	N/A	\$175
Adobe PDF of each supplement (sent via email download)	N/A	\$175
State Statute Linking	\$75/hour	\$425
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking	Quote upon request	



Codifying a:

- Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent)
- New adopted full Chapter/Title Appendix
- Newly adopted term change legislation

The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent).

Quote upon
request

N/A

Quote upon receipt of material

Online Code Hosting

Online Code Hosting Only

N/A

\$550

Custom Banner

\$250

N/A

CodeBank

N/A

\$175

CodeBank Compare + eNotify

N/A

\$275

OrdBank

N/A

\$350

OrdLink (must be purchased with OrdBank)

N/A

\$175

Up to:

25GB \$400.00

50GB \$685.00

75GB \$970.00

100GB \$1370.00

Over 100GB – quote upon
request

MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform

N/A

MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances

N/A

\$350.00

Additional MuniPRO service licenses

N/A

\$110 each

Premium Bundle: Online Code Hosting, Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service

N/A

\$1,375





Ordinance Digitization

Current Landscape

- Current ordinances are not online – being kept up-to-date in Town Clerk's office
- Hard to keep track/view
- Transparency goals
- No streamlined process for updating

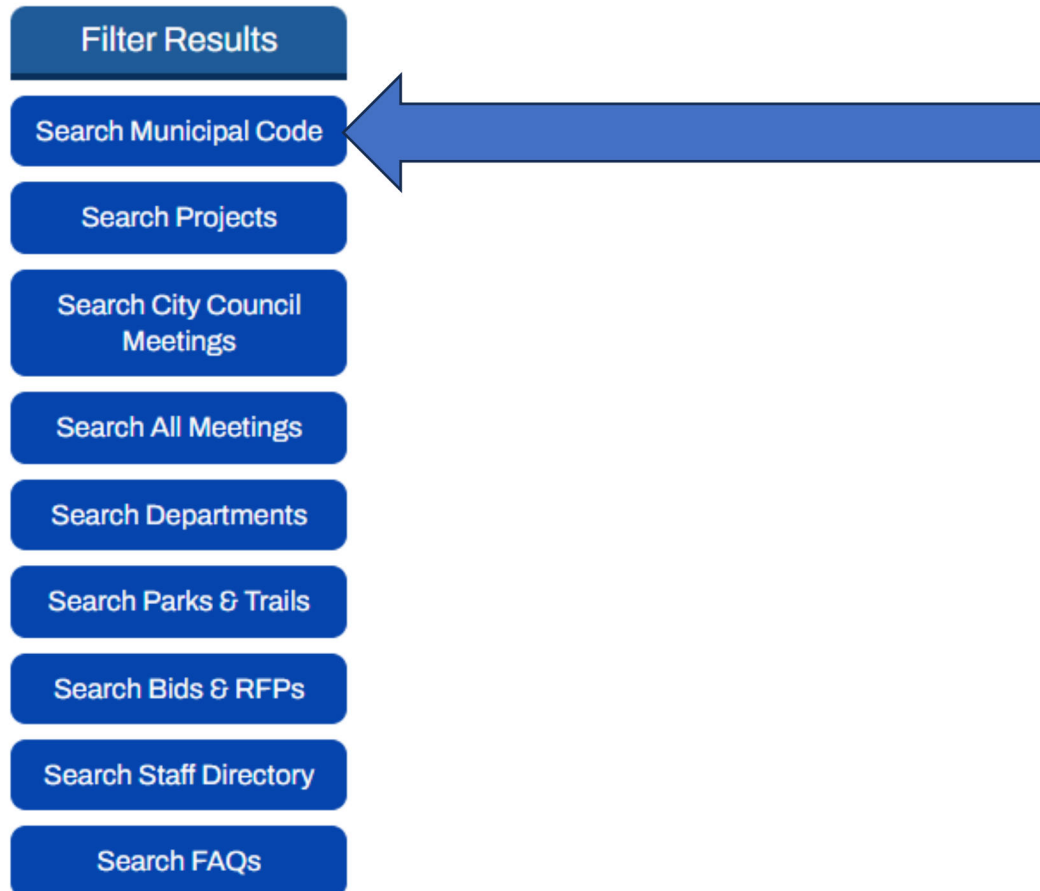
Suggestion

Partner with a vendor (Civic Plus, specifically their Municode offering) that integrates into our current website, where work is done for us after Town verifies.

- Meets organization/transparency goals
- Other solutions exist, but they exist as a hosting solution, and does not integrate. Amount of work required by town varies.

Look

- Integrate within current website allowing searches by city ordinance, just like anything else:



Look

- Once city ordinance is filtered, search by code/ordinance, or just browse the ordinance to view current, past edits/adoptions, etc:

The screenshot displays the Brisbane, CA Municipal Code website. At the top, the header includes the city name 'Brisbane, CA', a search bar with the text 'water', and navigation links for 'NOTIFICATIONS', 'SIGN IN', 'HELP', and a 'Select Language' dropdown. The left sidebar shows a tree view of the Municipal Code structure, with 'VERSION: APR 7, 2022 (CURRENT)' at the top. The main content area features a green button labeled 'VIEW WHAT'S CHANGED' and a disclaimer: 'This Code of Ordinances and/or any other documents that appear on this site may not be the most current legislation adopted by the Municipality.' Below this is a note: 'Note: This is a note.' and a section titled 'Adopted Ordinances Not Yet Codified' which lists two ordinances: 'Ordinance No. 1005c' and 'Ordinance No. asdfasdf', both marked as 'meeting'. On the right, a 'Search Results' overlay is visible, showing results for 'water' with three entries: '15.70.160 - Recycled water', '15.70.060 - Water budget calculations', and '13.12.015 - Water capacity charges'. Each result is linked to the 'Municipal Code'.

Brisbane, CA

water

NOTIFICATIONS SIGN IN HELP Select Language

Municipal Code

VERSION: APR 7, 2022 (CURRENT)

BRISBANE MUNICIPAL CODE 1981 modified

SUPPLEMENT HISTORY TABLE modified

- Title 1 - GENERAL PROVISIONS
- Title 2 - ADMINISTRATION AND PERSONNEL
- Title 3 - REVENUE AND FINANCE
- Title 5 - BUSINESS LICENSES, TAXES AND REGULATIONS
- Title 6 - ANIMALS*
- Title 8 - HEALTH AND SAFETY
- Title 9 - PUBLIC PEACE, MORALS AND WELFARE
- Title 10 - VEHICLES AND TRAFFIC

Supp. No. 27

VIEW WHAT'S CHANGED

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

Note: This is a note.

Adopted Ordinances Not Yet Codified

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

Ordinance No. 1005c meeting

Ordinance No. asdfasdf meeting

Adopted 10/12/23

SHOW CHANGES SEARCH MORE

Search Results

Results for water CLEAR

BACK TO SEARCH

- 15.70.160 - Recycled water. Municipal Code
 - > Title 15 - BUILDING...
 - > Chapter 15.70 - WA...
- 15.70.060 - Water budget calculations. Municipal Code
 - > Title 15 - BUILDING...
 - > Chapter 15.70 - WA...
- 13.12.015 - Water capacity charges. Municipal Code

Understanding

- A version of the town ordinances was given to Municode to help estimate costs. Hosted previously by General Code (Now ICC), no new edits since 2017.
- Important to realize:
 - This is a long process to get right – and it will involve work from every department.
 - Department heads will have to work with Municode's team of lawyers who specialize in ordinance codification to ensure the accuracy of this living document
 - Estimated timetable of 18 months.

Policies

Goal with Policies:

- Similar to Ordinances, have a one stop place for them
- Municode has a similar offering for policies:
 - \$150 one time for first 100 pages, \$1.50/page after
- There are other solutions to explore here as well, none of which integrate into current website

Recommendation

Recommendation from Municode to start with ordinances first, as it is a very process.

This lines up with the Town's current landscape. The town needs time to prep their policy digitization:

- Format
- Location(s) – gathering process
- Which policies to include?

Cost/Deliverables

Cost: \$9950 upfront + yearly fee (\$2975)
in year 1

- Suggested \$345 for “gender neutralization”
 - removing he/she from official ordinances
- Quarterly online posting changes are submitted (via a pre-approved list by the Town) to Municode). Changes will start to appear. A history of each ordinance will start to be shown digitally.
- Books will be printed annually showing yearly changes

QUESTIONS?

RESOLUTION OF NECESSITY
FOR the FIRE STATION NO. 2 RENOVATION PROJECT
TOWN OF HARTFORD

WHEREAS, at a meeting of the Selectboard of the Town of Hartford, Vermont (“Town”) held on January 9, 2024, the Selectboard determined that the public interest and necessity require that the Town construct certain improvements to its existing Fire Station No. 2 located on Willard Road in Quechee (the “Project”);

WHEREAS, the estimated total cost of the Project is One Million Three Hundred Thousand Dollars and Zero Cents (\$1,300,000.00);

WHEREAS, the cost of the Project, after the application of available grants-in-aid, if any, was determined to be too great to be paid out of the annual revenue and available resources of the Town;

NOW THEREFORE, BE IT RESOLVED, that general obligation bonds or notes of the Town in an amount not to exceed One Million Three Hundred Thousand Dollars and Zero Cents (\$1,300,000.00) should be issued for the purpose of financing the Project, and such question should be submitted to the voters at the Annual Town Meeting to be duly warned and held for that purpose on Tuesday, March 5, 2024;

BE IT FURTHER RESOLVED, that all acts relating to the proposition of incurring bonded indebtedness and the issuance of general obligation bonds or notes of the Town for the purpose of constructing said improvements within the corporate limits of the Town be in accordance with the provisions of Chapter 53 of Title 24, and Chapter 123A of Title 24A of the Vermont Statutes Annotated;

BE IT FURTHER RESOLVED, that the proposition of incurring general obligation bonds or notes for this purpose should be submitted to the qualified voters of the Town as follows:

Shall general obligation bonds or notes of the Town of Hartford in an amount not to exceed One Million Three Hundred Thousand Dollars and Zero Cents (\$1,300,000.00) be issued under Chapter 53 of Title 24, Vermont Statutes Annotated, payable from net revenues derived from the Town’s general taxation of real property over a period not to exceed thirty years, and subject to reduction by available grants-in-aid or other funding sources, be issued to finance the cost of constructing certain improvements to its existing Fire Station No. 2 located on Willard Road in Quechee (the Project)?

BE IT FURTHER RESOLVED, that a vote on said proposition be conducted by Australian Ballot at the annual Town Meeting to be held on Tuesday, March 5, 2024, at which meeting the polls will open at 7 a.m. and close at 7 p.m.;

BE IT FURTHER RESOLVED, that the Town will hold a public information meeting on Saturday, March 2, 2024 at ____ p.m., to discuss the bond issue proposition and explain the proposed Project and the financing thereof; and

BE IT FURTHER RESOLVED, that by this Resolution of Necessity for the Project, the Selectboard hereby ratifies and confirms the necessity of the Project and confirms that the cost of the Project is too great to be paid out of the Town's ordinary annual income and revenue.

Dated: _____

TOWN OF HARTFORD SELECTBOARD

By: _____
Michael Hoyt, Chair

By: _____
Dan Fraser, Vice-Chair

By: _____
Kim Souza, Clerk

By: _____
Lannie Collins

By: _____
Mary Erdei

By: _____
Rocket

By: _____
Ally Tufenkjian

ATTEST:

By: _____
Lisa O'Neil, Town Clerk

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Check #	Location	Emp #	Employee Name	Check Date	Net Amount	Check Amount	Status
			Audit #	Date	Reason		
63699		0000000140	ADAMS, RYAN M	12/28/2023	1,359.38		Posted
63700		0000000185	ALLEN, KORRIGAN L	12/28/2023	1,480.66		Posted
63701		0000000210	ANGULO OSPINA, JHONATHAN	12/28/2023	2,017.43		Posted
63820		0000000460	BARKER, JOSHUA T	12/28/2023	188.39		Posted
63830		0000000574	KREIS, DYLAN M	12/28/2023	23.09		Posted
63702		0000000605	BEEBE, TRAVIS E	12/28/2023	1,464.49		Posted
63821		0000000644	BELOIN, MATTHEW R	12/28/2023	477.08		Posted
63703		0000000645	BENNETT, DANIEL J	12/28/2023	2,359.77		Posted
63704		0000000776	BETTIS, JUSTIN M	12/28/2023	1,508.37		Posted
63827		0000000779	BIANCHI, DILLON F	12/28/2023	23.09		Posted
63705		0000000950	BOUTILIER, MICHAEL J	12/28/2023	1,691.56		Posted
63707		0000001172	BROOKS, MELINDA E	12/28/2023	528.54		Posted
63817		0000001172	BROOKS, MELINDA E	12/28/2023	421.94		Posted
63828		0000001412	BUTLER, COLIN J	12/28/2023	23.09		Posted
63708		0000001490	CASELA, WILLIAM E	12/28/2023	1,768.61		Posted
63709		0000001589	CLARKE, MARTHA A	12/28/2023	2,226.13		Posted
63710		0000001591	CLAWSON, DANA A	12/28/2023	1,266.31		Posted
63711		0000001612	CLIFFORD, ERIC J	12/28/2023	2,913.00		Posted
63712		0000001650	COATES SR., THOMAS J	12/28/2023	723.52		Posted
63713		0000001658	COLBURN, RICHARD J	12/28/2023	1,875.50		Posted
63714		0000001750	COONEY, SCOTT D	12/28/2023	2,998.19		Posted
63715		0000002045	CYRAN, JONATHAN	12/28/2023	2,144.52		Posted
63716		0000002050	CZORA, JASON M	12/28/2023	2,337.22		Posted
63829		0000002195	DAYMAN, TOBIAS	12/28/2023	23.09		Posted
63717		0000002258	DELISLE, JEREMY T	12/28/2023	2,212.80		Posted
63718		0000002361	DOTTER, AARON L	12/28/2023	1,695.73		Posted
63719		0000002375	DUBE, CHRISTOPHER M	12/28/2023	3,146.58		Posted
63720		0000002570	EBBIGHAUSEN, KARL	12/28/2023	2,822.44		Posted
63721		0000002580	ECCHER, EVAN E	12/28/2023	1,950.51		Posted
63722		0000002600	ELLS, JO-ANN	12/28/2023	2,709.28		Posted
63723		0000003040	FOLLENSBEE, DAVID R	12/28/2023	1,859.66		Posted
63724		0000003150	FURNARI, WILLIAM R	12/28/2023	2,647.22		Posted
63725		0000003190	KELLEY, CONSTANCE R	12/28/2023	2,751.30		Posted
63726		0000003201	GARCIA JR., OSCAR D	12/28/2023	2,035.45		Posted
63727		0000003207	GAZDA, BRYAN R	12/28/2023	2,637.44		Posted
63824		0000003303	GILE, STEPHANIE D	12/28/2023	23.09		Posted
63728		0000003379	GRISWOLD, MICHAEL C	12/28/2023	2,486.65		Posted
63729		0000003475	HALEY, CHRISTOPHER S	12/28/2023	2,314.28		Posted
63730		0000003515	HANNUX, SHAWN R	12/28/2023	2,250.78		Posted

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Check #	Location	Emp #	Employee Name	Check Date	Net Amount	Check Amount	Status
			Audit #	Date	Reason		
63731		0000003700	HAUSLER, SCOTT A	12/28/2023	2,618.56		Posted
63732		0000003720	HAVERSTOCK, JOHN S	12/28/2023	2,551.58		Posted
63733		0000003760	HEDGES, CHARLES J	12/28/2023	2,336.58		Posted
63734		0000003768	HEIGHES, WILLIAM S	12/28/2023	1,393.24		Posted
63735		0000003812	HERNANDEZ, CHRISTIAN S	12/28/2023	2,413.11		Posted
63736		0000003815	HERRIN, RANDALL A	12/28/2023	2,646.59		Posted
63737		0000003928	HIRSHFIELD, LORI	12/28/2023	2,855.66		Posted
63739		0000003980	HOEHN, ALEXANDER K	12/28/2023	1,500.78		Posted
63740		0000004010	HOLZWARTH, CHRISTOPHER D	12/28/2023	2,252.83		Posted
63741		0000004054	HULSART, RYAN M	12/28/2023	2,696.10		Posted
63742		0000004440	KENISON, COREY S	12/28/2023	1,640.41		Posted
63743		0000004470	KENT, MARY C	12/28/2023	1,725.41		Posted
63745		0000004588	KRAMER, CHRISTINA K	12/28/2023	2,387.02		Posted
63746		0000004620	LALIBERTY, WILLIAM R	12/28/2023	2,238.34		Posted
63747		0000004740	WHEATLEY, MICHELLE	12/28/2023	1,725.73		Posted
63748		0000004965	LEOMBRUNO, ALEYA M	12/28/2023	2,148.09		Posted
63749		0000005055	LIVINGSTON, LANA D	12/28/2023	1,509.61		Posted
63750		0000005383	MACDONALD, DUNCAN F	12/28/2023	2,862.66		Posted
63751		0000005388	MAJOR, JOSEPH D	12/28/2023	543.93		Posted
63752		0000005490	MARION, MARGARET A	12/28/2023	1,368.70		Posted
63753		0000005592	MARTIN, MICHAEL A	12/28/2023	2,054.77		Posted
63754		0000005756	MAYO, JEFFREY S	12/28/2023	2,129.60		Posted
63755		0000005758	MAZIARZ, PETER D	12/28/2023	1,538.70		Posted
63756		0000005773	MCDONOUGH, JAY M	12/28/2023	1,906.52		Posted
63757		0000005862	MCKINLEY, CHRISTOPHER	12/28/2023	403.73		Posted
63758		0000005876	MCMILLAN, PETER M	12/28/2023	1,285.71		Posted
63759		0000005878	MCNALL, GLENN A	12/28/2023	1,562.73		Posted
63760		0000005880	MCNALL, KAREN P	12/28/2023	703.30		Posted
63761		0000005960	MOCK, DILLON J	12/28/2023	1,944.80		Posted
63762		0000005980	MOODY, BRYCE A	12/28/2023	1,833.89		Posted
63819		0000005980	MOODY, BRYCE A	12/28/2023	1,737.67		Posted
63764		0000005990	MOODY, SCOTT B	12/28/2023	2,400.76		Posted
63765		0000006080	MORSE, KEITH A	12/28/2023	3,105.20		Posted
63766		0000006090	MORSE, MARTHA J	12/28/2023	3,248.52		Posted
63767		0000006095	MORSE, SARAH A	12/28/2023	1,408.70		Posted
63768		0000006110	MOSES, KYLE R	12/28/2023	1,275.19		Posted
63769		0000006210	MYHRE, KATHRYN L	12/28/2023	1,425.84		Posted
63770		0000006233	NARDINE-BROWN, KIMBERLY A	12/28/2023	1,680.73		Posted
63771		0000006295	NULTY, PAULA M	12/28/2023	2,670.28		Posted

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			Audit #	Date	Reason		
63772		0000006325	O'NEIL, LISA M	12/28/2023	2,113.23		Posted
63773		0000006338	OSBORN, MATTHEW J	12/28/2023	2,390.95		Posted
63774		0000006346	OSTROUT, GAIL M	12/28/2023	2,948.98		Posted
63822		0000006350	OTTMANN, GAYLE C	12/28/2023	121.72		Posted
63814		0000006380	OVITT, JESSICA A	12/28/2023	89.47		Posted
63775		0000006652	PELTIER, THOMAS G	12/28/2023	2,021.39		Posted
63776		0000006738	PLACE, CODY J	12/28/2023	1,282.40		Posted
63777		0000006760	POOLE, GABRIELLE A	12/28/2023	1,535.86		Posted
63778		0000006835	QUILLIA, BRETT H	12/28/2023	1,700.68		Posted
63779		0000006870	RATTA, JEREMIAH J	12/28/2023	2,255.47		Posted
63780		0000007100	RENTZ, PHILIP C	12/28/2023	46.36		Posted
63815		0000007575	RITLAND, THOMAS G	12/28/2023	531.39		Posted
63781		0000007608	ROBINSON, JOSEPH P	12/28/2023	1,427.87		Posted
63782		0000007775	ROWLEE, DAVID C	12/28/2023	119.17		Posted
63783		0000007945	SANTAGATE, CORIANDER R	12/28/2023	3,118.72		Posted
63784		0000007985	SAUCIER, PAUL A	12/28/2023	1,846.11		Posted
63785		0000008028	SHELDON, GREGORY S	12/28/2023	2,976.18		Posted
63786		0000008040	SHIPLEY, WESLEY C	12/28/2023	1,699.18		Posted
63787		0000008220	SMITH, SCOTT F	12/28/2023	3,138.95		Posted
63788		0000008224	SNELLING, ELIJAH S	12/28/2023	1,485.82		Posted
63789		0000008230	SOLOMITA, DANIEL C	12/28/2023	3,223.11		Posted
63790		0000008232	SPENCER, SEAN D	12/28/2023	1,736.99		Posted
63791		0000008550	STEARNS, REBECCA	12/28/2023	1,900.20		Posted
63816		0000008636	STORN, JOHNDAVID	12/28/2023	21.33		Posted
63792		0000008690	TARDIE, CRISTINA	12/28/2023	1,614.85		Posted
63793		0000008750	TESSIER, JEAN E	12/28/2023	2,181.28		Posted
63794		0000008770	THEBODO, KERRI M	12/28/2023	1,986.32		Posted
63818		0000008770	THEBODO, KERRI M	12/28/2023	141.97		Posted
63795		0000008895	BARNES, TATUM A	12/28/2023	1,588.33		Posted
63796		0000009030	VINCENT, RICHARD A	12/28/2023	2,339.53		Posted
63797		0000009104	WALSH, CHRISTOPHER D	12/28/2023	2,566.29		Posted
63798		0000009106	WALLEN, BRETT A	12/28/2023	1,499.75		Posted
63799		0000009120	WEST, SHERRY A	12/28/2023	1,384.58		Posted
63800		0000009140	WHITE, MITCHELL T	12/28/2023	2,079.14		Posted
63801		0000009160	WHITMARSH, CLAYTON A	12/28/2023	1,950.87		Posted
63802		0000009435	WUNDERLICH, MAX W	12/28/2023	1,780.55		Posted
63803		0000009453	HOWELL, THOMAS E	12/28/2023	2,519.74		Posted
63804		0000009454	MABEY, THOMAS W	12/28/2023	1,561.49		Posted
63805		0000009455	WILKINS, TAYLOR R	12/28/2023	2,073.56		Posted

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				Audit #	Date	Reason	
63806		0000009459	ST. PETER, RANDY J		12/28/2023	2,225.17	Posted
63807		0000009463	DUFFY, IAN S		12/28/2023	1,807.14	Posted
63808		0000009470	KEELING, SIMON P		12/28/2023	2,210.61	Posted
63809		0000009474	CARY, SANDRA		12/28/2023	960.04	Posted
63810		0000009488	WITTY, NICHOLAS A.		12/28/2023	1,048.61	Posted
63811		0000009513	ROLLINS, FLORENTINA N		12/28/2023	2,321.71	Posted
63812		0000009514	HODGDON, AVERY C		12/28/2023	2,215.87	Posted
63813		0000009520	COLLINS, TROY G		12/28/2023	2,011.40	Posted
82171		0000001612	CLIFFORD, ERIC J		12/28/2023	121.64	121.64 Posted
82172		0000004584	KOLOSKI, MICHAEL S		12/28/2023	1,573.00	1,573.00 Posted
82173		0000003070	FRANKLIN, THOMAS P		12/28/2023	23.09	23.09 Posted
82174		0000004600	LAGASSE, STEVEN C		12/28/2023	23.09	23.09 Posted
82175		0000005165	LOWE, CHRISTOPHER J		12/28/2023	23.09	23.09 Posted
82176		0000009485	REID, JOHN		12/28/2023	23.09	23.09 Posted
82177		0000007520	RIDDLE, BRUCE L		12/28/2023	23.09	23.09 Posted
82178		0000000995	BROCKETT, COURTNEY A		12/28/2023	188.39	188.39 Posted

Total Net	224,916.56	
Total Checks		1,998.48
Direct Deposit Bank		194,049.73
Direct Deposit WOCCU		28,868.35
Grand Total Net:	224,916.56	

APPROVED BY SELECTBOARD

_____	M. HOYT
_____	D. FRASER
_____	K. SOUZA
_____	L. COLLINS
_____	M. ERDEI
_____	ROCKET
_____	A. TUFENKJIAN

Report Date: 1/05/24
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Payment Manifest
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Check Date: 1/05/2024 - 1/05/2024

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
FUND 1 0	GENERAL FUND - MASCOMA					
000870	ADVANCE AUTO PARTS		ADVANCED AUTO PARTS		1/05/2024	90001
6084331968676	PARTS AMB - 19		0.00	\$42.34	0.00	42.34
Desc:	PARTS AMB - 19		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084331979532	PARTS AMB - 19		0.00	\$22.04	0.00	22.04
Desc:	PARTS AMB - 19		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				64.38	0.00	64.38
001170	AIRGAS, INC.		AIRGAS USA, LLC		1/05/2024	90002
9144529948	SUPPLIES		0.00	\$6.99	0.00	6.99
Desc:	SUPPLIES		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:				6.99	0.00	6.99
001645	ALLIANCE MECHANICAL INC.		ALLIANCE GROUP INC.		1/05/2024	90003
068278	SERVICE CALL - THERMOSTAT		0.00	\$364.28	0.00	364.28
Desc:	SERVICE CALL - THERMOSTAT		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
Vendor Total:				364.28	0.00	364.28
001670	ALTA CONSTRUCTION EQUIPMENT				1/05/2024	90004
SE6/2828	Coupler/Adapter_JCB Loader		0.00	\$2,000.00	0.00	2,000.00
Desc:	Coupler/Adapter_JCB Loader		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
SP6/14373	RETURNED PARTS		0.00	\$-47.69	0.00	-47.69
Desc:	RETURNED PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				1,952.31	0.00	1,952.31
002065	AMERICAN FAMILY LIFE ASSURANCE		AFLAC - AMERICAN FAMILY LIFE		1/05/2024	90005
321266	AFLAC INS DEC'23		0.00	\$1,507.20	0.00	1,507.20
Desc:	AFLAC INS DEC'23		Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE		
Vendor Total:				1,507.20	0.00	1,507.20
002260	AMERICAN TOWER CORPORATION				1/05/2024	90006
4444739	TOWER RENT - JAN'24		0.00	\$2,163.20	0.00	2,163.20
Desc:	TOWER RENT - JAN'24		Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
Vendor Total:				2,163.20	0.00	2,163.20
002845	ARC MECHANICAL CONTRACTORS, INC				1/05/2024	90007
44720	FALL HEAT PUMP		0.00	\$1,107.50	0.00	1,107.50
Desc:	FALL HEAT PUMP		Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
46512	KITCHEN AC - SERVICE CALL		0.00	\$220.40	0.00	220.40
Desc:	KITCHEN AC - SERVICE CALL		Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
Vendor Total:				1,327.90	0.00	1,327.90
005520	BIG STATE INDUSTRIAL SUPPLY				1/05/2024	90008
1545272	WIRE TIES		149.80	\$149.80	0.00	149.80
Desc:	WIRE TIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				149.80	0.00	149.80

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Check Date: 1/05/2024 - 1/05/2024

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC		1/05/2024	90009
	85186495	MED SUPPLIES	0.00	\$21.79	0.00	21.79
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:			21.79	0.00	21.79
007745	BURGESS LOSS PREVENTION ASSOCIATES				1/05/2024	90010
	3010	BACK GROUND CHECK OLIVER	0.00	\$1,400.40	0.00	1,400.40
	Desc: BACK GROUND CHECK OLIVER		Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
	Vendor Total:			1,400.40	0.00	1,400.40
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M		1/05/2024	90011
	4176865272	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		
	4177593697	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		
	Vendor Total:			223.22	0.00	223.22
010420	COATES, THOMAS		THOMAS COATES		1/05/2024	90012
	JAN'24	Ret Reimb Jan24	229.75	\$229.75	0.00	229.75
	Desc: Ret Reimb Jan24		Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE		
	Vendor Total:			229.75	0.00	229.75
010832	COMCAST				1/05/2024	90013
	0042221JAN'24	INTERNET - LIB	0.00	\$56.31	0.00	56.31
	Desc: INTERNET - LIB		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRARY		
	0257118DEC'23	INTERNET	0.00	\$143.39	0.00	143.39
	Desc: STATION 2 SIFI		Acct: 10-221-324-0000	HFD -TELEPHONE		
	Vendor Total:			199.70	0.00	199.70
011007	CONCENTRIC LLC				1/05/2024	90014
	60-312977	ZAMBONI CHARGER	0.00	\$6,147.00	0.00	6,147.00
	Desc: ZAMBONI CHARGER		Acct: 10-530-331-0000	PR -DEPARTMENT EQUIPMENT		
	Desc: ZAMBONI CHARGER		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:			6,147.00	0.00	6,147.00
012275	CYRAN, JONATHAN		JONATHAN CYRAN		1/05/2024	90015
	12.25.2023	REIMBURSEMENT - GAS	0.00	\$44.02	0.00	44.02
	Desc: REIMBURSEMENT - GAS		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
	Vendor Total:			44.02	0.00	44.02
012665	DANIELS, WANDA		WANDA DANIELS		1/05/2024	90016
	JAN'24	Ret Reimb Jan24	0.00	\$229.17	0.00	229.17
	Desc: Ret Reimb jan24		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Vendor Total:			229.17	0.00	229.17

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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.	
012868	SBA TOWERS II, LLC			1/05/2024	90017	
12/15/2023	TOWER RENT - DEC'23 BALLANCE	0.00	\$50.00	0.00	50.00	
Desc: TOWER RENT - DEC'23 BALLANCE	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES				
IN13826240	TOWER RENT - JAN'24	0.00	\$1,050.00	0.00	1,050.00	
Desc: TOWER RENT - JAN'24	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES				
Desc: TOWER RENT - JAN'24	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES				
Vendor Total:			1,100.00	0.00	1,100.00	
013200	DEAN, DAVID	DAVID DEAN		1/05/2024	90018	
JAN'24	Ret Reimb Jan24	0.00	\$411.83	0.00	411.83	
Desc: Ret reimb jan24	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE				
Vendor Total:			411.83	0.00	411.83	
013551	DELISLE, TERRY M	TERRY M DELISLE		1/05/2024	90019	
JAN'24	Ret Reimb Jan24	0.00	\$281.35	0.00	281.35	
Desc: Ret Reimb jan24	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE				
Vendor Total:			281.35	0.00	281.35	
013653	DENNISON LUBRICANTS INC			1/05/2024	90020	
3718127	OIL	0.00	\$135.78	0.00	135.78	
Desc: OIL	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES				
Vendor Total:			135.78	0.00	135.78	
015090	EASTERN ANALYTICAL, INC			1/05/2024	90021	
271737	TESTING	210.00	\$210.00	0.00	210.00	
Desc: TESTING	Acct: 65-964-318-0000	CONTRACTED SERVICES				
Vendor Total:			210.00	0.00	210.00	
015280	EBBIGHAUSEN, KARL	KARL EBBIGHAUSEN		1/05/2024	90022	
12.31.23	REIMBURSEMENT	0.00	\$556.39	0.00	556.39	
Desc: Ebbighausen Mileage Reimbursement-	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS				
Desc: Ebbighausen Uniform - pants	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEA				
Desc: Ebbighausen- meal reimbursement	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS				
Vendor Total:			556.39	0.00	556.39	
015500	ENDYNE, INC			1/05/2024	90023	
473823	TESTING	18.00	\$18.00	0.00	18.00	
Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES				
473944	TESTING	53.00	\$53.00	0.00	53.00	
Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES				
Vendor Total:			71.00	0.00	71.00	
015815	EVANS MOTOR FUELS	EVANS GROUP INC.		1/05/2024	90024	
7661581	FUEL - 08.16.23 - 08.23.23	1,009.45	\$1,242.61	0.00	1,242.61	
Desc: DPW Fuel_Highway	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS				
Desc: DPW Fuel_Landfill	Acct: 30-971-319-0000	EQUIPMENT OPERATION-GAS				
Desc: DPW Fuel_H Water 2/3	Acct: 50-954-319-0000	EQUIPMENT OPERATION-GAS				
Desc: DPW Fuel_Q Water 1/3	Acct: 55-954-319-0000	EQUIPMENT OPERATION - GAS				

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	Desc:	DPW Fuel_H Wastewater	Acct:	60-961-319-0000	EQUIPMENT OPERATION-GAS	
	Desc:	DPW Fuel_Q Wastewater	Acct:	65-963-319-0000	EQUIPMENT OPERATION-GAS	
8003179		GAS		0.00	\$238.69	0.00 238.69
	Desc:	GAS	Acct:	10-521-319-0000	PR -EQUIPMENT OPERATION-GAS	
8125591		GAS		0.00	\$163.75	0.00 163.75
	Desc:	GAS	Acct:	10-521-319-0000	PR -EQUIPMENT OPERATION-GAS	
7621986		FUEL - 08.01.23 - 08.08.23		1,400.20	\$2,046.80	0.00 2,046.80
	Desc:	DPW Fuel_Highway	Acct:	10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS	
	Desc:	DPW Fuel_Landfill	Acct:	30-971-319-0000	EQUIPMENT OPERATION-GAS	
	Desc:	DPW Fuel_H Water 2/3	Acct:	50-954-319-0000	EQUIPMENT OPERATION-GAS	
	Desc:	DPW Fuel_Q Water 1/3	Acct:	55-954-319-0000	EQUIPMENT OPERATION - GAS	
	Desc:	DPW Fuel_H Wastewater	Acct:	60-961-319-0000	EQUIPMENT OPERATION-GAS	
	Desc:	DPW Fuel_Q Wastewater	Acct:	65-963-319-0000	EQUIPMENT OPERATION-GAS	
Vendor Total:					3,691.85	0.00 3,691.85
016540		FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576		1/05/2024	90025
	1181681-1	MATERIALS		362.04	\$362.04	0.00 362.04
	Desc:	MATERIALS	Acct:	50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	
Vendor Total:					362.04	0.00 362.04
016730		FIRE & POLICE SELECTION INC			1/05/2024	90026
	21355	FF EXAM		0.00	\$424.00	0.00 424.00
	Desc:	FF EXAM	Acct:	10-221-315-0000	HFD -RECRUITMENT & TRAINING	
Vendor Total:					424.00	0.00 424.00
017110		FISHER AUTO PARTS, INC			1/05/2024	90027
	301-172538	PARTS - RESCUE		0.00	\$54.76	0.00 54.76
	Desc:	PARTS - RESCUE	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
	301-172886	PARTS		222.76	\$222.76	0.00 222.76
	Desc:	PARTS	Acct:	50-954-321-0000	REPAIRS & MAINT-VEHICLES	
	Desc:	PARTS	Acct:	55-954-321-0000	REPAIRS & MAINT - VEHICLES	
	301-172971	OIL - W1 TRUCK		35.82	\$35.82	0.00 35.82
	Desc:	OIL - W1 TRUCK	Acct:	60-961-321-0000	REPAIRS & MAINT-VEHICLES	
	301-173218	PARTS		7.04	\$7.04	0.00 7.04
	Desc:	PARTS	Acct:	60-961-323-0000	MATERIAL & SUPPLIES	
	301-174028	PARTS		44.58	\$44.58	0.00 44.58
	Desc:	PARTS	Acct:	60-961-321-0000	REPAIRS & MAINT-VEHICLES	
	301-174098	PARTS		0.00	\$118.95	0.00 118.95
	Desc:	PARTS	Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
	301-174099	PARTS		0.00	\$129.58	0.00 129.58
	Desc:	PARTS	Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
	301-174106	PARTS		0.00	\$41.95	0.00 41.95
	Desc:	PARTS	Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
	301-174417	PARTS - C3		0.00	\$84.31	0.00 84.31
	Desc:	PARTS - C3	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
	301-174499	PARTS		0.00	\$240.67	0.00 240.67
	Desc:	PARTS	Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
	301-174880	PARTS		0.00	\$-118.95	0.00 -118.95

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	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-174881	PARTS		0.00	\$313.06	0.00	313.06
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-174893	PARTS		5.90	\$5.90	0.00	5.90
	Desc: PARTS		Acct: 30-971-321-0000	REPAIRS & MAINT-VEHICLES		
301-174991	PARTS		0.00	\$212.00	0.00	212.00
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-175084	PARTS		42.02	\$42.02	0.00	42.02
	Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				1,434.45	0.00	1,434.45
017301	FOGG'S LUMBER AND HARDWARE				1/05/2024	90028
216800/6	MATERIALS		0.00	\$18.99	0.00	18.99
	Desc: MATERIALS		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES		
237022/6	MATERIALS		41.98	\$41.98	0.00	41.98
	Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
237202/6	MATERIALS		0.00	\$19.98	0.00	19.98
	Desc: MATERIALS		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
237203/6	MATERIALS		0.00	\$17.98	0.00	17.98
	Desc: MATERIALS		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
237233/6	MATERIALS		0.00	\$3.33	0.00	3.33
	Desc: MATERIALS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
238004/6	BATTERY		19.99	\$19.99	0.00	19.99
	Desc: BATTERY		Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
	Desc: BATTERY		Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
239141/6	HOSE NOZZLE		0.00	\$12.99	0.00	12.99
	Desc: HOSE NOZZLE		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				135.24	0.00	135.24
017850	GALLS, LLC				1/05/2024	90029
026557523	UNIFORMS		0.00	\$128.98	0.00	128.98
	Desc: UNIFORMS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEANING		
026576196	UNIFORMS		0.00	\$188.63	0.00	188.63
	Desc: UNIFORMS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEANING		
Vendor Total:				317.61	0.00	317.61
017943	GARCIA, OSCAR		OSCAR D GARCIA	1/05/2024		90030
12.31.23	REIMBURSEMENT		173.92	\$173.92	0.00	173.92
	Desc: Clothing Reimbursement per CBA		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
Vendor Total:				173.92	0.00	173.92
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP	1/05/2024		90031
38035000009DEC'23	OLCOTT COMMERCE		309.70	\$309.70	0.00	309.70
	Desc: OLCOTT COMMERCE		Acct: 60-964-329-0000	ELECTRICITY		
39424000006DEC'23	PUBLIC SAFETY BLDG		0.00	\$390.96	0.00	390.96
	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		

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	01013200009DEC'23	1299 QUECHEE MAIN ST		326.85	\$326.85	0.00	326.85
	Desc:	1299 QUECHEE MAIN ST	Acct:	65-964-329-0000	ELECTRICITY		
	09732000006DEC'23	319 LATHAM WORKS LN		10,823.09	\$10,823.09	0.00	10,823.09
	Desc:	319 LATHAM WORKS LN	Acct:	60-961-329-0000	ELECTRICITY		
		Vendor Total:			11,850.60	0.00	11,850.60
021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		1/05/2024		90032
	110390,00409866	WATER - SENIOR CENTER		0.00	\$348.54	0.00	348.54
	Desc:	WATER - SENIOR CENTER	Acct:	10-421-328-0000	SEN -WATER		
	112780,00409858	173 AIRPORT RD		0.00	\$474.32	0.00	474.32
	Desc:	173 AIRPORT RD	Acct:	10-321-328-0000	DPW -WATER		
	113640,00409860	BRIGGS PARK		0.00	\$90.46	0.00	90.46
	Desc:	BRIGGS PARK	Acct:	10-521-328-0000	PR -WATER		
	120800,00409863	RADCLIFF PARK		0.00	\$45.01	0.00	45.01
	Desc:	RADCLIFF PARK	Acct:	10-521-328-0000	PR -WATER		
	121050,00409864	319 LATHAM WKS LN		610.06	\$610.06	0.00	610.06
	Desc:	319 LATHAM WKS LN	Acct:	60-961-328-0000	WATER		
	121051,00409865	319 LATHAM WKS LN		45.01	\$45.01	0.00	45.01
	Desc:	319 LATHAM WKS LN	Acct:	60-961-328-0000	WATER		
	130125,00409859	171 BRIDGE STREET - TH		0.00	\$371.31	0.00	371.31
	Desc:	171 BRIDGE STREET - TH	Acct:	10-161-328-0000	TH -WATER		
	141210,00409862	WABA		0.00	\$1,692.08	0.00	1,692.08
	Desc:	WABA	Acct:	10-530-328-0000	PR -WATER		
		Vendor Total:			3,676.79	0.00	3,676.79
022600	HICKOK & BOARDMAN				1/05/2024		90033
	29765	Insurance Advisory		471.00	\$4,185.00	0.00	4,185.00
	Desc:	Insurance Advisory	Acct:	10-121-220-0000	TM -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-151-220-0000	TC -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-181-220-0000	IT -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-312-220-0000	DPW -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-511-220-0000	PR -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	30-971-220-0000	Health Insurance		
	Desc:	Insurance Advisory	Acct:	30-975-220-0000	HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	50-955-220-0000	HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	55-955-220-0000	HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	60-961-220-0000	HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Insurance Advisory	Acct:	60-965-220-0000	HEALTH INSURANCE		

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		Desc: Insurance Advisory	Acct: 65-963-220-0000	HEALTH INSURANCE		
		Desc: Insurance Advisory	Acct: 65-965-220-0000	HEALTH INSURANCE		
		Vendor Total:		4,185.00	0.00	4,185.00
022703	HILL, MARY	MARY HILL		1/05/2024		90034
	JAN'24	Ret Reimb Jan24	0.00	\$343.48	0.00	343.48
	Desc:	Ret Reimb Jan 24	Acct: 10-151-418-0100	TC -Retirees		
		Vendor Total:		343.48	0.00	343.48
023122	HORIZON BUSINESS GROUP, LLC			1/05/2024		90035
	2210917	MED SUPPLIES	0.00	\$392.45	0.00	392.45
	Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPLI		
		Vendor Total:		392.45	0.00	392.45
023437	IMAGE TREND, INC			1/05/2024		90036
	PS-INV104267	EMS BILLING SUPPORT ANNUAL	0.00	\$500.00	0.00	500.00
	Desc:	EMS BILLING SUPPORT ANNUAL	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
		Vendor Total:		500.00	0.00	500.00
023473	INGRAM LIBRARY SERVICES LLC			1/05/2024		90037
	79590427	BOOKS	0.00	\$21.45	0.00	21.45
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79590428	BOOKS	0.00	\$11.51	0.00	11.51
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79590429	BOOKS	0.00	\$4.31	0.00	4.31
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79590430	BOOKS	0.00	\$94.55	0.00	94.55
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79662268	BOOKS	0.00	\$20.82	0.00	20.82
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79662269	BOOKS	0.00	\$29.76	0.00	29.76
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79662270	BOOKS	0.00	\$48.27	0.00	48.27
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79662271	BOOKS	0.00	\$11.19	0.00	11.19
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	79662272	BOOKS	0.00	\$10.34	0.00	10.34
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
		Vendor Total:		252.20	0.00	252.20
025600	KENNEY, RICHARD	RICHARD KENNEY		1/05/2024		90038
	JAN'24	Ret Reimb Jan24	575.48	\$575.48	0.00	575.48
	Desc:	Ret reimb Jan24	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
		Vendor Total:		575.48	0.00	575.48
027380	LEBANON FORD			1/05/2024		90039
	45018413	PARTS	0.00	\$322.44	0.00	322.44
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		

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45018470	PARTS	0.00	\$436.09	0.00	436.09
Desc: PARTS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			758.53	0.00	758.53
027402	LEBANON, CITY OF	CITY OF LEBANON	1/05/2024	90040	
NOV'23	TIPPING FEES NOV'23	5,276.44	\$5,276.44	0.00	5,276.44
Desc: Tipping Fees_11/01/23 - 11/30/23		Acct: 30-974-318-0000	CONTRACTED SERVICES		
Vendor Total:			5,276.44	0.00	5,276.44
027403	LEBANON, CITY OF	CITY OF LEBANON	1/05/2024	90041	
NOV'23	GRIT DISPOSAL NOV'23	6,438.73	\$6,438.73	0.00	6,438.73
Desc: Grit Disposal_11/01/23 - 11/30/23		Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			6,438.73	0.00	6,438.73
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	1/05/2024	90042	
4333626,49576	#2OIL 241G@\$3.86 - LF	937.49	\$937.49	0.00	937.49
Desc: #2OIL 241G@\$3.86 - LF		Acct: 30-971-327-0000	BUILDING HEAT		
4333626,61286	#2OIL 383.9G@\$3.86 VA CUTOFF RD	0.00	\$1,493.37	0.00	1,493.37
Desc: #2OIL 383.9G@\$3.86 VA CUTOFF RD		Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Desc: #2OIL 383.9G@\$3.86 VA CUTOFF RD		Acct: 10-211-327-0000	HPD -BUILDING HEAT		
4935943,15201	SERVICE ON COOKING STOVE	0.00	\$384.89	0.00	384.89
Desc: SERVICE ON COOKING STOVE		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
4935943,78521	PROPANE 287.7G@\$1.4675 STN#2	0.00	\$427.95	0.00	427.95
Desc: PROPANE 287.7G@\$1.4675 STN#2		Acct: 10-221-327-0000	HFD -BUILDING HEAT		
4935943,21428	SERVICE ON COOKING STOVE	0.00	\$185.45	0.00	185.45
Desc: SERVICE ON COOKING STOVE		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:			3,429.15	0.00	3,429.15
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS	1/05/2024	90043	
JAN'24	Ret Reimb Jan24	0.00	\$746.78	0.00	746.78
Desc: Ret reimb Jan 24		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			746.78	0.00	746.78
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN	1/05/2024	90044	
JAN'24	Ret Reimb Jan24	0.00	\$345.56	0.00	345.56
Desc: Ret reimb jan24		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:			345.56	0.00	345.56
028848	MADISON NATIONAL LIFE INSURANCE CO,		1/05/2024	90045	
JAN'24	LIFE INS JAN'24	304.89	\$2,426.43	0.00	2,426.43
Desc: LIFE INS JAN'24		Acct: 10-121-240-0000	TM -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-151-240-0000	TC -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-181-240-0000	IT -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-211-240-0000	HPD -LIFE INSURANCE		
Desc: LIFE INS JAN'24		Acct: 10-221-240-0000	HFD -LIFE INSURANCE		

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	LIFE INS JAN'24	Acct:	10-271-240-0000	DISP -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-312-240-0000	DPW -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-325-240-0000	DPW -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-511-240-0000	PR -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-514-240-0000	PR -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-530-240-0000	PR -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-621-240-0000	PDZ -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	10-622-240-0000	PDZ -LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	30-975-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	50-954-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	50-955-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	55-955-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	60-961-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	60-965-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	65-963-240-0000	LIFE INSURANCE	
	Desc:	LIFE INS JAN'24	Acct:	65-965-240-0000	LIFE INSURANCE	
		Vendor Total:		2,426.43	0.00	2,426.43
029746	DARTMOUTH-HITCHCOCK		DARTMOUTH - HITCHCOCK		1/05/2024	90046
	700000530,12.09.2023	PRE EMPLOYMENT - BM	0.00	\$140.00	0.00	140.00
	Desc:	PRE EMPLOYMENT - BM	Acct:	10-211-318-0000	HPD -CONTRACTED SERVICES	
		Vendor Total:		140.00	0.00	140.00
030250	MCNALL, KAREN		KAREN MCNALL		1/05/2024	90047
	2023-13	CARD CLASS - DEC 2023	0.00	\$168.00	0.00	168.00
	Desc:	CARD CLASS - DEC 2023	Acct:	10-515-318-0000	PR -CONTRACTED SERVICES	
		Vendor Total:		168.00	0.00	168.00
031660	MORE WASTE SOLUTIONS LLC		MORE WASTE SOLUTIONS LLC		1/05/2024	90048
	63486	TRASH PICK UP - OCT-DEC 2023	0.00	\$75.00	0.00	75.00
	Desc:	TRASH PICK UP - OCT-DEC 2023	Acct:	10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
		Vendor Total:		75.00	0.00	75.00
031875	MOTOROLA SOLUTIONS, INC		MOTOROLA SOLUTIONS, INC		1/05/2024	90049
	8281769817	BATTERIES - RADIO	0.00	\$466.80	0.00	466.80
	Desc:	BATTERIES - RADIO	Acct:	10-221-320-0100	HFD -EQUIP OPERATION-COMMUNIC,	
		Vendor Total:		466.80	0.00	466.80
033550	NEW ENGLAND SPORTS TURF MANAGERS		NESTMA		1/05/2024	90050
	2024	2024 MEMBERSHIP RENEWAL	0.00	\$100.00	0.00	100.00
	Desc:	2024 MEMBERSHIP RENEWAL	Acct:	10-511-313-0000	PR -MEMBERSHIP DUES	
		Vendor Total:		100.00	0.00	100.00
034800	NORTHEAST DELTA DENTAL				1/05/2024	90051
	JAN'24	DENTAL INS JAN'24	1,218.26	\$8,604.33	0.00	8,604.33
	Desc:	DENTAL INS JAN'24	Acct:	10-121-230-0000	TM -DENTAL	
	Desc:	DENTAL INS JAN'24	Acct:	10-151-230-0000	TC -DENTAL	
	Desc:	DENTAL INS JAN'24	Acct:	10-171-230-0000	FIN -DENTAL	
	Desc:	DENTAL INS JAN'24	Acct:	10-174-230-0000	ASE -DENTAL	

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	DENTAL INS JAN'24	Acct: 10-175-230-0000	DEL -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-181-230-0000	IT -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-211-230-0000	HPD -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-221-230-0000	HFD -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-271-230-0000	DISP -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-312-230-0000	DPW -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-325-230-0000	DPW -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-511-230-0000	PR -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-514-230-0000	PR -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-530-230-0000	PR -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-621-230-0000	PDZ -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 10-622-230-0000	PDZ -DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 30-975-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 50-954-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 50-955-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 55-955-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 60-961-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 60-965-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 65-963-230-0000	DENTAL		
	Desc:	DENTAL INS JAN'24	Acct: 65-965-230-0000	DENTAL		
		Vendor Total:		8,604.33	0.00	8,604.33
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		1/05/2024		90052
	0882792	TRASH PICK UP - POLAR EXPRESS	0.00	\$423.80	0.00	423.80
	Desc:	TRASH PICK UP - POLAR EXPRESS	Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES		
		Vendor Total:		423.80	0.00	423.80
035326	JOHN DEER FINANCIAL f.s.b.	JOHN DEER POWER PLAN (NORTRAX)		1/05/2024		90053
	10323377	H-123 Loader Alternator Diagnosis &	0.00	\$1,056.07	0.00	1,056.07
	Desc:	H-123 Loader Alternator Diagnosis &	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
	10351247	HOSE/FILLER CAP	0.00	\$337.96	0.00	337.96
	Desc:	HOSE/FILLER CAP	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		1,394.03	0.00	1,394.03
037405	PIERCE, JR. MELVIN			1/05/2024		90054
	30988	FURNACE REPAIRS	1,232.00	\$1,232.00	0.00	1,232.00
	Desc:	Maintenance/Repair of Recycling Cen	Acct: 30-971-327-0000	BUILDING HEAT		
		Vendor Total:		1,232.00	0.00	1,232.00
037450	PIKE INDUSTRIES INC			1/05/2024		90055
	1264255	STONE	76.56	\$76.56	0.00	76.56
	Desc:	STONE	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	1263979	STONE	0.00	\$88.88	0.00	88.88
	Desc:	STONE	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	1264242	STONE - CHRISTIAN ST CEMETERY	0.00	\$528.00	0.00	528.00
	Desc:	STONE - CHRISTIAN ST CEMETERY	Acct: 10-341-318-0000	CEM -CONTRACTED SERVICES		
	1264084	STONE	0.00	\$252.64	0.00	252.64
	Desc:	STONE	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	1264085	STONE	0.00	\$152.00	0.00	152.00

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: STONE		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	1263983	STONE	0.00	\$88.00	0.00	88.00
	Desc: STONE		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:				1,186.08	0.00	1,186.08
037751	PONZONI, JOAN		JOAN M. PONZONI	1/05/2024		90056
	JAN'24	Ret Reimb Jan24	274.78	\$343.48	0.00	343.48
	Desc: Ret Reimb jan24		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Jan 24		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb jan24		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb jan24		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Jan 24		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Vendor Total:				343.48	0.00	343.48
038495	PRIORITY EXPRESS, INC.			1/05/2024		90057
	81722353	INTERLIBRARY PROG	90.64	\$90.64	0.00	90.64
	Desc: INTERLIBRARY PROG		Acct: 80-711-318-8046	Grant - 2023 Courier 01130.LSTA22 202		
Vendor Total:				90.64	0.00	90.64
038790	QUADIENT LEASING USA, INC			1/05/2024		90058
	Q1114773	POSTAGE MACHINE Q2 FY24	124.15	\$148.97	0.00	148.97
	Desc: POSTAGE MACHINE Q2 FY24		Acct: 10-325-320-0000	DPW -EQUIPMENT OPER/MAINT - OFF		
	Desc: POSTAGE MACHINE Q2 FY24		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: POSTAGE MACHINE Q2 FY24		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: POSTAGE MACHINE Q2 FY24		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: POSTAGE MACHINE Q2 FY24		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: POSTAGE MACHINE Q2 FY24		Acct: 30-975-322-0000	POSTAGE		
Vendor Total:				148.97	0.00	148.97
040000	REYNOLDS AND SON INC			1/05/2024		90059
	3434157	SERVICE ON AIR COMPRESSOR	0.00	\$215.35	0.00	215.35
	Desc: SERVICE ON AIR COMPRESSOR		Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
	3434158	SERVICE ON AIR COMPRESSOR	0.00	\$710.59	0.00	710.59
	Desc: SERVICE ON AIR COMPRESSOR		Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
Vendor Total:				925.94	0.00	925.94
040375	RICKER, ALLYN		ALLYN RICKER	1/05/2024		90060
	JAN'24	Ret Reimb Jan24	0.00	\$660.87	0.00	660.87
	Desc: Ret Reimb jan24		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Vendor Total:				660.87	0.00	660.87
040425	RIESEBERG, HUNTER		RIESEBERG, HUNTER	1/05/2024		90061
	JAN'24	Ret Reimb Jan24	126.70	\$362.00	0.00	362.00
	Desc: Ret Reimb 1/24		Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 1/24		Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 1/24		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 1/24		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 1/24		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb 1/24		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		

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Vendor Total:			362.00	0.00	362.00	
040490	RITLAND, THOMAS	THOMAS RITLAND		1/05/2024	90062	
JAN'24	Ret Reimb Jan24	0.00	\$722.42	0.00	722.42	
Desc:	Ret Reimb Jan 24	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Vendor Total:			722.42	0.00	722.42	
040751	ROGERS, LARRY	LARRY ROGERS		1/05/2024	90063	
JAN'24	Ret Reimb Jan24	164.90	\$164.90	0.00	164.90	
Desc:	Ret reimb jan24	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
Vendor Total:			164.90	0.00	164.90	
041450	SABIL & SONS, INC	SABIL & SONS, INC		1/05/2024	90064	
99680	STATE INSPECTION	0.00	\$110.00	0.00	110.00	
Desc:	STATE INSPECTION	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES			
Vendor Total:			110.00	0.00	110.00	
042155	SHELDON, GREGORY	GREGORY SHELDON		1/05/2024	90065	
12.18.2023	REIMBURSEMENT - GAS	0.00	\$40.52	0.00	40.52	
Desc:	REIMBURSEMENT - GAS	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
Vendor Total:			40.52	0.00	40.52	
042699	SIMPLE ENERGY PARTNERS, LLC	SIMPLE ENERGY PARTNERS, LLC		1/05/2024	90066	
W1149129	BRACKET - NEW URINAL INSTALL	0.00	\$237.45	0.00	237.45	
Desc:	BRACKET - NEW URINAL INSTALL	Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC			
W1150203	NEW URINAL INSTALL/VLAVE REPLACE	0.00	\$1,056.53	0.00	1,056.53	
Desc:	NEW URINAL INSTALL/VLAVE REPLACE	Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC			
Vendor Total:			1,293.98	0.00	1,293.98	
044220	STERICYCLE, INC			1/05/2024	90067	
8005716135	MED DISPOSAL	0.00	\$30.32	0.00	30.32	
Desc:	MED DISPOSAL	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPLI			
Vendor Total:			30.32	0.00	30.32	
044560	STRATUS TELECOM LLC			1/05/2024	90068	
15540	FAX SERVICE JAN'24	0.00	\$99.81	0.00	99.81	
Desc:	FAX SERVICE JAN'24	Acct: 10-121-324-0000	TM -TELEPHONE			
Desc:	FAX SERVICE JAN'24	Acct: 10-221-324-0000	HFD -TELEPHONE			
Desc:	FAX SERVICE JAN'24	Acct: 10-211-324-0000	HPD -TELEPHONE			
Desc:	FAX SERVICE JAN'24	Acct: 10-271-324-0000	DISP -TELEPHONE			
Vendor Total:			99.81	0.00	99.81	
046460	TRI-COUNTY CONTRACTORS SUPPLY, INC			1/05/2024	90069	
41232	PARTS	0.00	\$302.15	0.00	302.15	
Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
Vendor Total:			302.15	0.00	302.15	

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048300	VALLEY NEWS		VALLEY NEWS		1/05/2024	90070
	125911,4431351	SB AGENDA 12/19/23	0.00	\$151.20	0.00	151.20
	Desc: SB AGENDA 12/19/23		Acct: 10-111-312-0000	SB -ADVERTISING		
	123440,433614	2024 Positions to Be Elected Ads	0.00	\$181.50	0.00	181.50
	Desc: 2024 Positions to Be Elected Ads		Acct: 10-131-312-0000	TC -ADVERTISING		
	125977,4430933	TOWN PLAN UPDATE RFP	0.00	\$57.60	0.00	57.60
	Desc: TOWN PLAN UPDATE RFP		Acct: 10-622-312-0000	PDZ -ADVERTISING		
	Vendor Total:			390.30	0.00	390.30
048950	VERMONT ASSOC OF CHIEFS OF POLICE		VERMONT ASSOC OF CHIEFS OF POLICE		1/05/2024	90071
	2024	2024 MEMBERSHIP DUES	0.00	\$600.00	0.00	600.00
	Desc: 2024 MEMBERSHIP DUES		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Vendor Total:			600.00	0.00	600.00
050455	VERMONT LIFE SAFETY LLC				1/05/2024	90072
	49371	FIRE ALARM TEST	285.00	\$285.00	0.00	285.00
	Desc: FIRE ALARM TEST		Acct: 65-963-318-0000	CONTRACTED SERVICES		
	49439	Fire Alarm & Sprinkler Testing/Insp	0.00	\$535.00	0.00	535.00
	Desc: Fire Alarm & Sprinkler Testing/Insp		Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
	Vendor Total:			820.00	0.00	820.00
051400	VERMONT STATE TREASURER LICENSES		VERMONT STATE TREASURER		1/05/2024	90074
	2023 OCT-DEC	14 MARRIAGE LICENSES	0.00	\$910.00	0.00	910.00
	Desc: 14 MARRIAGE LICENSES		Acct: 10-151-316-0000	TC -STATE PAYMENT - LICENSES		
051400	VERMONT STATE TREASURER LICENSES		VERMONT STATE TREASURER		1/05/2024	90073
	2023 SEP-DEC	34 DOG LICENSES	0.00	\$170.00	0.00	170.00
	Desc: 34 DOG LICENSES		Acct: 10-151-316-0000	TC -STATE PAYMENT - LICENSES		
	Vendor Total:			1,080.00	0.00	1,080.00
051943	VISION SERVICE PLAN		VISION SERVICE PLAN		1/05/2024	90075
	JAN'24	VISION INS JAN'24	0.00	\$1,944.80	0.00	1,944.80
	Desc: VISION INS JAN'24		Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:			1,944.80	0.00	1,944.80
052160	WALLINGFORD'S INC				1/05/2024	90076
	4174257	TIRE CHAIN ADJUSTMENT	0.00	\$259.52	0.00	259.52
	Desc: TIRE CHAIN ADJUSTMENT		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			259.52	0.00	259.52
052300	WEBB, F W COMPANY		F.W. WEBB COMPANY		1/05/2024	90077
	83728446	MATERIALS	22.40	\$22.40	0.00	22.40
	Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	83688565	MATERIALS	12.16	\$12.16	0.00	12.16
	Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:			34.56	0.00	34.56
053150	SWISH WHITE RIVER LTD				1/05/2024	90078

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W597644	CLEANING SUPPLIES	157.35	\$157.35	0.00	157.35
Desc: CLEANING SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			157.35	0.00	157.35
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR	1/05/2024		90079
JAN'24	Ret Reimb Jan24	0.00	\$1,020.62	0.00	1,020.62
Desc: Ret reimb jan24		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			1,020.62	0.00	1,020.62
059847	COUTERMARSH, TOM	TOM COUTERMARSH	1/05/2024		90080
JAN'24	Ret Reimb Jan24	916.80	\$916.80	0.00	916.80
Desc: Ret Reimb Jan24		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb jan24		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb jan24		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb jan24		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			916.80	0.00	916.80
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC	1/05/2024		90081
IN587038	METER-COPIER-DEC'23	41.96	\$81.42	0.00	81.42
Desc: METER-COPIER-DEC'23 DPW V1178		Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT		
Desc: METER-COPIER-DEC'23 DPW V1178		Acct: 50-955-330-0000	OFFICE EQUIPMENT		
Desc: METER-COPIER-DEC'23 DPW V1178		Acct: 55-955-330-0000	OFFICE EQUIPMENT		
Desc: METER-COPIER-DEC'23 DPW V1178		Acct: 60-965-330-0000	OFFICE EQUIPMENT		
Desc: METER-COPIER-DEC'23 DPW V1178		Acct: 65-965-330-0000	OFFICE EQUIPMENT		
Desc: METER-COPIER-DEC'23 - TC V1179		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
IN586750	METER COPIER - 11.29.23-12.28.23	0.00	\$372.50	0.00	372.50
Desc: METER COPIER - DEC 2023 - PLANN		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
Desc: METER COPIER - DEC 2023 - FD		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Desc: METER COPIER - DEC 2023 - REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
Desc: METER COPIER - DEC 2023 - PD		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
Desc: METER COPIER - DEC 2023 - FIN		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
Desc: METER COPIER - DEC 2023 TM		Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
Desc: METER COPIER - DEC 2023 - VALUATIO		Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
IN586053	METER - COPIER - DIS	0.00	\$159.20	0.00	159.20
Desc: METER - COPIER - DIS		Acct: 10-271-331-0000	DISP -DEPARTMENT EQUIPMENT		
Vendor Total:			613.12	0.00	613.12
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES	1/05/2024		90082
81665787	LEASE COPIER - DEC'23 - STN2	0.00	\$63.25	0.00	63.25
Desc: LEASE COPIER - DEC'23 - STN2		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:			63.25	0.00	63.25
060300	SANTAGATE, CORIANDER	CORIANDER R. SANTAGATE	1/05/2024		90083
12.18.2023	REIMBURSEMENT	0.00	\$97.46	0.00	97.46
Desc: Mini receiver mount and mag puch		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc: Mini receiver and mag pouch		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			97.46	0.00	97.46
500660	JP PEST SERVICE		1/05/2024		90084

Report Date: 1/05/24
11:28AM

Payment Manifest
by Vendor ID
Town of Hartford

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ReportAPINHDPmtByDate

Check Date: 1/05/2024 - 1/05/2024

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
3693294	MONTHLY CONTRACT SERVICES	0.00	\$88.00	0.00	88.00
Desc: MONTHLY CONTRACT SERVICES		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			88.00	0.00	88.00
500894	SECURSHRED	SECURSHRED		1/05/2024	90085
444231	SHREDDING SERVICES	0.00	\$24.00	0.00	24.00
Desc: SHREDDING SERVICES		Acct: 10-325-318-0000	DPW -CONTRACT SERVICES		
Vendor Total:			24.00	0.00	24.00
501942	MIKE GUAY ELECTRIC LLC	MG ELECTRIC COMPANY LLC		1/05/2024	90086
5732	SERVICE CALL - WABA	0.00	\$977.49	0.00	977.49
Desc: SERVICE CALL - WABA		Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GROL		
5782	SERVICE CALL - ZAMBONI CHARGER	0.00	\$289.54	0.00	289.54
Desc: SERVICE CALL - ZAMBONI CHARGER		Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GROL		
Vendor Total:			1,267.03	0.00	1,267.03
502361	WUNDERLICH, MAX	MAX WUNDERLICH		1/05/2024	90087
NOV-DEC'23	GYM REIMBURSEMENT	0.00	\$120.00	0.00	120.00
Desc: GYM REIMBURSEMENT		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:			120.00	0.00	120.00
502913	MOORE, MADISON L	MADISON L MOORE		1/05/2024	90088
12.05.2023	AFTERSCHOOL PROG/YOUTH ENRICHMENT	0.00	\$280.00	0.00	280.00
Desc: AFTERSCHOOL PROG/YOUTH ENRICHMENT		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			280.00	0.00	280.00
FUND 1 0			Bank Total:		95,397.04
Holdback Total					95,397.04
Batch Totals:		0.00	34,888.65	0.00	130,285.69

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11:28AM

Payment Manifest
by Vendor ID
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ReportAPINHDPmtByDate

Check Date: 1/05/2024 - 1/05/2024

Bank ID	Bank Name	Payee Name	Check Date	Check No.
Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.

_____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

Special Meeting Tuesday, December 19,

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 Tufkenjian, Member; John Haverstock; Dillon Walsh; Greg Sheldon; Dana Clawson; Scott Cooney; Scott Hausler; Joe Major; Gail Osrout; Lynn Bohi.

Zoom: Dan Fraser, Vice-Chair; Heidi Duto.

JAM/zoom:

<https://www.youtube.com/live/ijJNT4iH2NM?si=WCOJ2ImlZzhImhOT>

- I.** Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6pm.
- II.** Pledge of Allegiance was recited and led by Rocket
- III.** Order of Agenda: VDCP Grant Extension matter was removed from the Agenda.
- IV.** Selectboard
 - 1.** Public Comment/Selectboard Comments: Joe Major expressed disappointment that the current General Fund budget draft only includes funding for a Public Information Officer (PIO) as a contracted service, rather than a full-time Town employee, citing the need for better Town communication. Rocket stated his view that hiring a contractor to serve as PIO would be an important first step for the Town. Lannie Collins commented on Town communications and the need for greater transparency.
 - 2.** Local Liquor Control Board: **Selectboard member Rocket made the motion to approve the permit renewal requests (1st Class, 3d Class and Outside Consumption) sought by Putnam's Vineyard. Selectboard Member Mary Erdei seconded the motion. Motion passed by a vote of 6-0-1 (Souza abstaining).**
 - 3.** Continued Discussion of FY 25 General Fund Budget: There was extended discussion regarding the proposed budget as most recently revised to reflect Selectboard input from prior meetings. **Selectboard Member Ally Tufkenjian made the motion to commit the Selectboard to funding from the Unassigned Fund the unbudgeted vacancies in the Police Department (1) and department of Public Works (1) if either or both of those unbudgeted vacancies can be filled with qualified candidates. The motion was seconded by Selectboard Member, Mary Erdei. All were in favor and the motion passed. Selectboard Member Ally Tufkenjian made the motion to propose to the voters that the following items be funded by L.O.T. proceeds: Lyman Park Improvements (\$225,000), an Ambulance (\$200,000) and Beautification of Town Villages (\$30,000), for a total of \$455,000. Selectboard member Mary Erdei seconded the motion. All were in favor and the motion passed. It was agreed that the Selectboard would consider approving the General Fund budget in January. Selectboard Clerk Kim Souza made the motion to propose to the voters that the Town issue a bond for \$1,300,000 for the design and construction of Fire House No. 2. Selectboard Member Mary Erdei seconded the motion. All were in favor and the motion passed.**

4. Discussion of Charter Revision: The Selectboard took up the draft Town Charter Revision, which reflects the proposal submitted to the Selectboard by the Town's Charter Commission and as revised by the Selectboard in a working session on December 12, 2023. The Selectboard reviewed the origin and intent of each proposed change to the Town's Charter, as follows: Section 103 has been changed to enable the Town to regulate rental housing. The Commission had suggested adopting "just cause" eviction language, but the Selectboard wishes to merely enable the Town to regulate rental housing, in order to consider adopting ordinances regarding a rental registry, the taxation of short-term rentals and other measures. Section 104 has been changed to add a sales and use tax to the list of local option taxes already in effect, as recommended by the Charter Commission. The Town has opted to have sales revenues used in a manner consistent with the use of other Town local option tax revenues (i.e., subject to voter approval of Selectboard proposals), rather than committing sales tax proceeds to property tax relief, as had been recommended by the Charter Commission. Section 201 (b) (2) has been changed to reflect the fact that the Town Clerk is no longer an elected official of the Town. Section 201 (e) (1) has been changed to add a Warrant Information Night, as recommended by the Charter Commission, to the list of meetings held in the lead-up to Town Meeting. Section 201 (f) (2) was changed to remove specific time for this meeting to allow more flexibility. Section 201 (g) was changed to add social media as a means of communicating meeting warnings, to keep up with the times and increase public engagement and participation. Section 202 subsections (e) (2) and (f)(1) were changed to extend the Town and School Moderator's term to three (3) years, consistent with the terms of other Town officers and to achieve greater continuity in this position. Section 203 (a) (2) was changed as recommended by the Charter Commission to allow for action by an affirmative vote of three Selectboard members to account for Selectboard member absences and/or abstentions in unusual circumstances. Section 301 (c) was added, per recommendation of the Charter Commission, to recognize and codify the current practice of having the Town Manager serve as the Delinquent Tax Collector. Section 301 (d) was added, in keeping with a recommendation of the Charter Commission, to allow for the appointment of an Assistant Town Treasurer who could act if and when the Town Treasurer was unable to perform their duties. Section 401 was changed to strike unnecessary language regarding "rights and privileges", per recommendation of the Charter Commission. **Selectboard Member Mary Erdei made the following motion:**

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 19, 2023" which the Clerk of the Town of Hartford shall file as a public record not later than December 29, 2023.

Further the Selectboard calls for the two required public hearings on the revised charter to be held in conjunction with its regularly-scheduled meetings on January 23, 2024 and February 6, 2024 at 6:00 pm in the Hartford Town Hall

Selectboard Clerk Kim Souza seconded the motion. Motion passed 6-1 (Collins opposed). Selectboard member Ally Tufkenjian made the following motion:

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.

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 29, 2023.

Further the Selectboard calls for the two required public hearings on this proposed charter amendment to be held in conjunction with its regularly-scheduled meetings on January 23, 2024 and February 6, 2024 at 6:00 pm in the Hartford Town Hall.

Selectboard Clerk Kim Souza seconded the motion. All were in favor and the motion passed.

5. Consider Cancellation of December 26 Meeting: Selectboard Member Rocket made the motion to cancel the December 26 meeting and authorize Selectboard leadership to approve Payroll and Accounts Payable. Selectboard Member Lannie Collins seconded the motion. All were in favor and the motion passed.

- V. Consent Agenda: Selectboard Member Ally, Tufkenjian made the motion to approve the Consent Agenda. Selectboard Member, Mary Erdei seconded the motion. The vote was 6-0-1, with Ally Tufenkjian abstaining.

Approve Meeting Minutes of: 12/12/2023 and 12/14/2023

- VI. Adjourn the Selectboard Meeting
Selectboard Clerk Kim Souza made the motion to adjourn the meeting at 8:17 PM. Selectboard Member Ally Tufkenjian seconded the motion. All were in favor and the motion passed.

Kim Souza, Clerk
December 19, 2023 Meeting.