



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, April 16, 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 (6:00)
- II. Pledge of Allegiance (6:02)
- III. Local Liquor Control Board (6:05)
 - a. Consider Renewal of Simon Pearce US, Inc. d/b/a Simon Pearce Restaurant, 1760 Quechee Main Street, Quechee, VT 05059 (1st Class; 3rd Class)
 - b. Consider Renewal of Simon Pearce US, Inc. d/b/a Simon Pearce Glass, 1760 Quechee Main Street, Quechee, VT 05059 (2nd Class)
 - c. Consider Renewal of Simon Pearce US, Inc. d/b/a Parker House Bar & Bistro, 1792 Quechee Main St., Quechee, VT 05059 (1st Class; 3rd Class; Outside Consumption)
 - d. Consider Renewal of Wicked Awesome BBQ, 93 Beswick Drive, White River Junction, VT 05001 (1st Class; Outside Consumption)
 - e. Consider Renewal of Crazy Chris's Elixir Corp d/b/a Elixir, 188 Main Street, White River Junction, VT 05001 (1st Class; 3rd Class)
 - f. Consider Renewal of Squeaky Wheel Inc. d/b/a The Filling Station, 70 Gate Street, White River Junction, VT 05001 (1st Class; 3rd Class)
 - g. Consider Renewal of Northern Hospitality LTD Partnership d/b/a Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001 (1st Class; 3rd Class)
 - h. Consider Renewal of Jake's Quechee Market Inc., d/b/a Jake's Quechee Market, 7161 Woodstock Road, Quechee, VT 05059 (2nd Class, Tobacco License)
- IV. Local Cannabis Control Board: None
- V. Order of Agenda
- VI. Selectboard
 1. Public Comment (6:15)
 2. Selectboard Comments and Announcements (6:20)
 3. Appointments (6:30)
 - a. Consider the Re-Appointment of Denise Welch-May to the Design Review Committee for a Three Year Term beginning April 16, 2024 and ending April 15, 2027.
 4. Town Manager's Report (6:35)
Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=479>
 5. Board Reports, Motions & Ordinances
 - a. Resolution for Municipal Planning Grant Designated Officials (6:40)
 - b. Review of Proposed Utility Appraiser Contract (6:45)
 - c. VTrans Update on Route 5 Project (6:55)
 - d. Update on Gates Street/Fairview Terrace (7:15)
 - e. Review Walking Bridge Repair Bids (7:35)
 - f. Bridge Assessment and Highway Capital Plan Discussion (7:50)
 - g. FY24 Paving Contract Change Order (8:05)
 - h. Highway Grant-in-Aid Letter of Intent (8:10)
 - i. Update on Curbside Recycling (8:15)
 - j. Consider Adoption of Proposed Policy on Policies (8:30)
 - k. Preview Draft New Selectboard Rules of Procedure (8:45)
 - l. Preview Draft of Lightpole Banner Policy (9:00)
- VII. Commission Reports (9:15)
- VIII. Consent Agenda (9:20)
 - Approve Payroll Ending: 4/13/2024
 - Approve A/P Manifest of: 4/12/2024 & 4/18/2024
 - Approve Meeting Minutes of: 4/2/2024

Selectboard Meetings: 5/14/2024 and 5/28/2024

Annual Review of Internal Financial Controls Checklist

Note: Already Approved Selectboard Meetings are: 4/30/2024

IX. Adjourn the Selectboard Meeting (9:25)

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.

to PD 4/5/24

a.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 4/1/2024 Applicant: SIMON PEARCE US INC
Doing Business As: Simon Pearce Restaurant; Simon Pearce Glass; Parker House Bar; Bistro
Mailing Address:
109 PARK ROAD WINDSOR VT 05089
Telephone Number(s): 802.230.1921 E-mail: jen.tietz@simonpearce.com
Other Contact Name: (if applicable) Jen Tietz

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

See attached 'Directors of the Corporation'

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

NONE

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

NONE

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

Jennifer Tietz

Licensee's Signature

Jen Tietz

Printed Name

4/1/2024

Date

Licensee's Signature

Printed Name

Date

Directors of the Corporation (Simon Pearce)

Name

DOB

Simon Pearce

Patricia McDonald Pearce

Mark Loehr

Stephen McDonnell

Simon Pearce 11/28/1944

Patricia McDonald Pearce - 11/19/51

Mark Loehr - 6/26/56

Stephen McDonnell - 2/5/1950



Application ID: **DLL - Application - 41530**
Application for: **First Class Restaurant/Bar License**
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Simon Pearce (US) Inc.
Business ID: 0002386
Business Address: 109 Park Road,
Windsor, Vermont 05089
Entity Type: Business Corporation
Phone: 802-295-2711
Management Type if LLC:
Email: jen.tietz@simonpearce.com

People Information

- **Person:**
JOHN BENSON

Business Role: Business Principal
Email: jay.benson@simonpearce.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** JOHN BENSON
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Jen Tietz

Business Role: **Email:**

Officer/Director

jen.tietz@simonpearce.com

Business Address:

109 Park RD,
Windsor, Vermont, 05089

US Citizen?

Yes

Political Position

Phone:

802-230-1921

Name: Jen Tietz

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Simon Pearce Restaurant

Do you lease this Premises:

Health License:

Food:1129

Lodging:

Location Address:

1760 Quechee Main Street,
Quechee, Vermont 05059

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christine Geisler

Training Completion Date:

Mon Jan 16 00:00:00 GMT 2023

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-013469

Licensee Name:

Simon Pearce Restaurant

License Status:

License Active - Ready for Renewal

Licensee Address:

1760 Quechee Main Street ,
Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01858	Health License	Simon Pearce (US) Inc.
D-01859	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	LN-016636
D-01890	Other	Simon Pearce (US) Inc.
D-01891	Lease or proof of ownership	Simon Pearce (US) Inc.
D-01940	Health License	Simon Pearce (US) Inc.
D-01941	Map/Area Sketch	Simon Pearce (US) Inc.
D-01979	Other	Simon Pearce (US) Inc.
D-01980	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	LN-016636

Payment and Acknowledgement

Signed by:

Jen Tietz

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-04-03 23:43:35

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 41531
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Simon Pearce (US) Inc.
Business Address: 109 Park Road,
Windsor, Vermont 05089
Phone: 802-295-2711
Email: jen.tietz@simonpearce.com

Business ID: 0002386
Entity Type: Business Corporation
Management Type if LLC:

People Information

- **Person:**
JOHN BENSON

Business Role: Business Principal
Business Address:
,
,
Phone:

Email: jay.benson@simonpearce.com
US Citizen?
Political Position
Name: JOHN BENSON
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Jen Tietz

Business Role: **Email:**

Officer/Director

jen.tietz@simonpearce.com

Business Address:

109 Park RD,
Windsor, Vermont, 05089

US Citizen?

Yes

Political Position

Phone:

802-230-1921

Name: Jen Tietz

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Simon Pearce Restaurant

Do you lease this Premises:

Location Address:

1760 Quechee Main Street,
Quechee, Vermont 05059

Health License:

Food:1129

Lodging:

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christine Geisler

Training Completion Date:

Mon Jan 16 00:00:00 GMT 2023

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-013470

Licensee Name:

Simon Pearce Restaurant

License Status:

License Active - Ready for Renewal

Licensee Address:

1760 Quechee Main Street ,
Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01858	Health License	Simon Pearce (US) Inc.
D-01859	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	LN-016636
D-01890	Other	Simon Pearce (US) Inc.
D-01891	Lease or proof of ownership	Simon Pearce (US) Inc.
D-01940	Health License	Simon Pearce (US) Inc.
D-01941	Map/Area Sketch	Simon Pearce (US) Inc.
D-01979	Other	Simon Pearce (US) Inc.
D-01980	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	LN-016636

Payment and Acknowledgement

Signed by:

Jen Tietz

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-04-03 23:46:51

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Fire Inspection Report

Hartford Fire Department

Inspection 10657



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM
Scheduled 02/28/2024 00:00
Inspected On 02/28/2024 09:00
Finished At 02/28/2024 10:30
Next Inspection 03/18/2024
Scheduled
Inspection Length 1.50

Occupant

Occupant Name Simon Pearce Restaurant
Building Name 802-369-4170
Contact Name Mike Finley
Address 1760 QUECHEE MAIN ST
City, State and Zip Quechee, VT 05059-
Phone 802-295-1470

Owner

Owner / Company Simon Pearce
Contact Name
Address 1760 Quechee Main Street
City, State and Zip Quechee, VT 05059-
Phone

Comments

Violation Summary

Status	Violation	Location
Closed	110.26 - Spaces About Electrical Equipment Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of such equipment. - Basement: Storage in front of the electrical panels shall be removed.	Basement
Closed	4.2.8 - Panelboards and Distribution Equipment (Identification/Marking) Each disconnecting means for motors and appliances, and each service, feeder, or branch circuit at the point where it originates, shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. The marking shall be capable of withstanding the environment involved. - 2nd floor break room: A sign is required labeling the hidden breaker panel.	2nd Floor
Closed	11.1.8 - Covers (Electrical) All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with	

the box or conduit body construction and suitable for the conditions of use.

- Basement: Open junction box in bathroom
- Basement: Open junction box in ceiling near sprinkler room
- Basement: Firematics over the boilers are hanging from ceiling with exposed wiring
- Banquet Room: Open junction box in corner closet
- Turbinie Room: Smoke detector hanging from ceiling

Closed

10.11.1 - Premises Identification

Front Entrance

New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

10.11.1.1 *

New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

10.11.1.2

Address numbers shall contrast with their background.

10.11.1.3

Address numbers shall be arabic numerals or alphabet letters.

Tickler History

Date	Type	Inspector	Narrative
02/28/2024	Emailed Notice	Beebe, Alan	An email was sent to mike.finley@simonpearce.com Message: Mike Thank you for showing me around today. Attached is the inspection report from todays inspection at Simon Pearce Please let me know if you have any questions. Alos, please let me kow when hings are corrected and then I can stop by for a quick follow up inspection to colse the inspection report out. Alan Beebe Deputy Fire Marshal Hartford Fire Dept. 603-359-6418



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West
From: Chief Gregory Sheldon
CC:
Date: 4/10/2024
Re: Liquor Licenses

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

Simon Pearce US INC - *Simon Pearce Restaurant*
109 Park Road Windsor Vt 05089

Simon Pearce

Patricia McDonald Pearce

Mark Loehr

JD PD 4/5/24

b.



TOWN OF HARTFORD

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website: www.hartford-vt.org



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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 4/1/2024 Applicant: SIMON PEARCE US INC
Doing Business As: Simon Pearce Restaurant, Simon Pearce Glass, Parker House Bar & Bistro
Mailing Address:
109 PARK ROAD WINDSOR VT 05089
Telephone Number(s): 802 230 1921 E-mail: jen.tietz@simonpearce.com
Other Contact Name: (if applicable) Jen Tietz

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

See attached 'Directors of the Corporation'

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

NONE

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

NONE

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

Jennifer Tietz
Licensee's Signature

Jen Tietz
Printed Name

4/1/2024
Date

Licensee's Signature

Printed Name

Date

Location of the Computer on (Simon Pearce):

Name	DOB
Simon Pearce	11/28/1949
Patricia McDonald Pearce	11/28/1949
Mark Loehr	6/26/50
Stephen McDonnell	2/5/1950

Simon Pearce - 11/28/1949
 Patricia McDonald Pearce - 11/28/49
 Mark Loehr - 6/26/50
 Stephen McDonnell - 2/5/1950



Application ID: DLL - Application - 40773

Application for: Second Class License

Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name:

Simon Pearce (US) Inc. Glass

Business ID:

0002386

Business Address:

109 Park Road,
Windsor, Vermont 05089

Entity Type:

Business Corporation

Management Type if LLC:

Phone:

802-295-2711

Email:

jen.tietz@simonpearce.com

People Information

- Person:
JOHN BENSON

Business Role:
Business Principal

Email:
jay.benson@simonpearce.com

Business Address:

US Citizen?

Political Position

Phone:

Name: JOHN BENSON

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

- Person:
Jen Tietz

Business Role:

Email:

Officer/Director

jen.tietz@simonpearce.com

Business Address:

109 Park RD,
Windsor, Vermont, 05089

US Citizen?

Yes

Political Position

Phone:

802-230-1921

Name: Jen Tietz

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Simon Pearce ~~Restaurant~~ *Glass*

Do you lease this Premises:

Health License:

Food:

Lodging:

Location Address:

1760 Quechee Main Street,
Quechee, Vermont 05059

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Lydia Starosta

Training Completion Date:

Wed Mar 20 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-013471

Licensee Name:

Simon Pearce Restaurant

License Status:

License Active - Ready for Renewal

Licensee Address:

Main Street The Mill,
Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01858	Health License	Simon Pearce (US) Inc.
D-01859	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	LN-016636
D-01890	Other	Simon Pearce (US) Inc.
D-01891	Lease or proof of ownership	Simon Pearce (US) Inc.
D-01940	Health License	Simon Pearce (US) Inc.
D-01941	Map/Area Sketch	Simon Pearce (US) Inc.
D-01979	Other	Simon Pearce (US) Inc.
D-01980	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	LN-016636

Payment and Acknowledgement

Signed by:

Jen Tietz

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2024-03-28 13:56:19

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false

JD PD 4/5/24

C.



TOWN OF HARTFORD

MUNICIPAL OFFICES

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website: www.hartford-vt.org



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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 4/1/2024 Applicant: SIMON PEARCE US INC
Doing Business As: Simon Pearce Restaurant, Simon Pearce Glass, Parker House Bar & Bistro
Mailing Address: 109 PARK ROAD WINDSOR VT 05089
Telephone Number(s): 802 230 1921 E-mail: jen.tietz@simonpearce.com
Other Contact Name: (if applicable) Jen Tietz

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

See attached 'Directors of the Corporation'

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

NONE

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

NONE

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

Jennifer Tietz

Licensee's Signature

Jen Tietz

Printed Name

4/1/2024

Date

Licensee's Signature

Printed Name

Date

Locations of the Corporation (Simon Pearce)

Name	DOB
Simon Pearce	[REDACTED]
Patricia McDonald Pearce	[REDACTED]
Mark Cochr	[REDACTED]
Stephen McDonnell	[REDACTED]

Simon Pearce 11/28/1944
 Patricia McDonald Pearce - 4/19/53
 Mark Cochr - 6/26/56
 Stephen McDonnell - 2/5/1956



Application ID: **DLL - Application - 40984**
Application for: **First Class Restaurant/Bar License**
Category of Business: **First Class**

Business/ Entity Information

Business/ Entity Name: **Simon Pearce (US) Inc.**
Business Address: 109 Park Road,
Windsor, Vermont 05089
Phone: 802-295-2711
Email: jen.tietz@simonpearce.com

Business ID: 0002386
Entity Type: Business Corporation
Management Type if LLC:

People Information

- **Person:**
JOHN BENSON

Business Role: Business Principal
Business Address: ,
,
Phone:

Email: jay.benson@simonpearce.com
US Citizen?
Political Position
Name: JOHN BENSON
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Jen Tietz

Business Role: **Email:**

Officer/Director

jen.tietz@simonpearce.com

Business Address:

109 Park RD,
Windsor, Vermont, 05089

US Citizen?

Yes

Political Position

Phone:

802-230-1921

Name: Jen Tietz

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Simon Pearce Restaurant

Do you lease this Premises:

Health License:

Food:11904

Lodging:11080

Location Address:

1792 Main Street,
Quechee, Vermont 05059

Vermont Tax Department:

440-030278920F-01

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christine Geisler

Training Completion Date:

Mon Jan 16 00:00:00 GMT 2023

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-013473

Licensee Name:

Simon Pearce Restaurant

License Status:

License Active - Ready for Renewal

Licensee Address:

1792 Main Street ,
Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01858	Health License	Simon Pearce (US) Inc.
D-01859	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	Simon Pearce (US) Inc.
D-01890	Other	Simon Pearce (US) Inc.
D-01891	Lease or proof of ownership	LN-016638
D-01940	Health License	LN-016638
D-01941	Map/Area Sketch	LN-016638
D-01979	Other	LN-016638
D-01980	Other	LN-016638
D-01891	Lease or proof of ownership	LN-016638
D-01940	Health License	LN-016638
D-01941	Map/Area Sketch	LN-016638
D-01979	Other	LN-016638
D-01980	Other	LN-016638

Payment and Acknowledgement

Signed by:

Jennifer Tietz

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-03-29 16:44:40

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: **DLL - Application - 40591**
Application for: **Third Class Restaurant/Bar License**
Category of Business: **Third Class**

Business/ Entity Information

Business/ Entity Name: Simon Pearce (US) Inc.
Business ID: 0002386
Business Address: 109 Park Road,
Windsor, Vermont 05089
Entity Type: Business Corporation
Phone: 802-295-2711
Management Type if LLC:
Email: jen.tietz@simonpearce.com

People Information

- **Person:**
JOHN BENSON

Business Role: Business Principal
Email: jay.benson@simonpearce.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** JOHN BENSON
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

- **Person:**
Jen Tietz

Business Role: **Email:**

Officer/Director

jen.tietz@simonpearce.com

Business Address:

109 Park RD,
Windsor, Vermont, 05089

US Citizen?

Yes

Political Position

Phone:

802-230-1921

Name: Jen Tietz

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name:

Simon Pearce Restaurant

Do you lease this Premises:

Health License:

Food:11904

Lodging:11080

Location Address:

1792 Main Street,
Quechee, Vermont 05059

Vermont Tax Department:

440-030278920F-01

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christine Geisler

Training Completion Date:

Mon Jan 16 00:00:00 GMT 2023

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-013474

Licensee Name:

Simon Pearce Restaurant d/b/a

License Status:

License Active - Ready for Renewal

Licensee Address:

1792 Main Street,
Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01858	Health License	Simon Pearce (US) Inc.
D-01859	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	Simon Pearce (US) Inc.
D-01890	Other	Simon Pearce (US) Inc.
D-01891	Lease or proof of ownership	LN-016638
D-01940	Health License	LN-016638
D-01941	Map/Area Sketch	LN-016638
D-01979	Other	LN-016638
D-01980	Other	LN-016638
D-01891	Lease or proof of ownership	LN-016638
D-01940	Health License	LN-016638
D-01941	Map/Area Sketch	LN-016638
D-01979	Other	LN-016638
D-01980	Other	LN-016638

Payment and Acknowledgement

Signed by:

Jennifer Tietz

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-03-27 14:29:22

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 40767
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Simon Pearce (US) Inc.	Business ID: 0002386
Business Address: 109 Park Road, Windsor, Vermont 05089	Entity Type: Business Corporation
Phone: 802-295-2711	Management Type if LLC:
Email: jen.tietz@simonpearce.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-013476
Licensee Name: Simon Pearce Restaurant d/b/a Parker House Bar & Bistro	License Status: License Active - Ready for Renewal
Licensee Address: 1792 Main Street, Quechee, Vermont 05059	License Start Date: 2023-04-30
	License End Date: 2024-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Event Premises Details

Location Name:

Simon Pearce Restaurant

Start date and time of event

End date and time of event

Location Address:

1792 Main Street,
Quechee, Vermont 05059

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:

The Parker House Lawn Physical Size: Front to Back from

Quechee Main Street- 74 ft Width from Left to Right: 42 ft Grounds

Description: -Primarily grass and loose pack dirt that we will be erecting a 20x40 ft frame tent that will cover 35% of the space -There are two main egresses. One on the Simon Pearce side that is 4' wide and made of stone. The other is on the parking lot side that is a wooden staircase leading down to the parking lot. -(2) porta potties will be on site -Fencing will be placed around the perimeter of the lawn where alcohol will be served. -Host stand to be situated on site to observe patrons at all times. Front Porch of The Parker House Description: -The additional area that we are asking to serve our alcoholic beverages is the front porch of The Parker House. It is a rectangular space that is approx. 800 sq ft , enclosed by a porch railing. -There is one main egress that exits to the lawn of The Parker House. Guests will have access to the porta potties.

Documents Attached

Name	Document Type	Assosicated With
D-01858	Health License	Simon Pearce (US) Inc.
D-01859	Other	Simon Pearce (US) Inc.
D-01886	Federal Employee Identification #	Simon Pearce (US) Inc.
D-01890	Other	Simon Pearce (US) Inc.
D-01891	Lease or proof of ownership	LN-016638
D-01940	Health License	LN-016638
D-01941	Map/Area Sketch	LN-016638
D-01979	Other	LN-016638
D-01980	Other	LN-016638
D-01891	Lease or proof of ownership	LN-016638
D-01940	Health License	LN-016638
D-01941	Map/Area Sketch	LN-016638
D-01979	Other	LN-016638
D-01980	Other	LN-016638

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

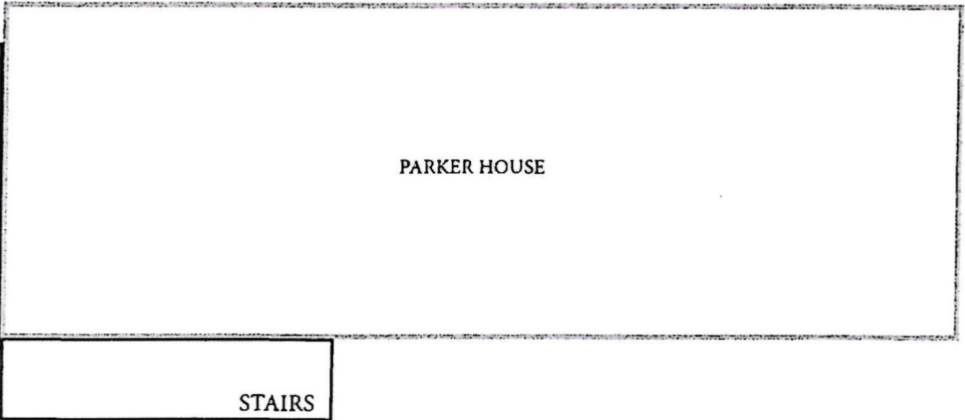
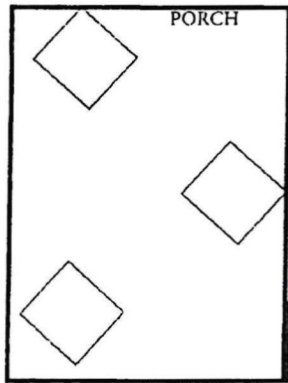
20.00

Date and time of Submission:

2024-03-28 13:46:27

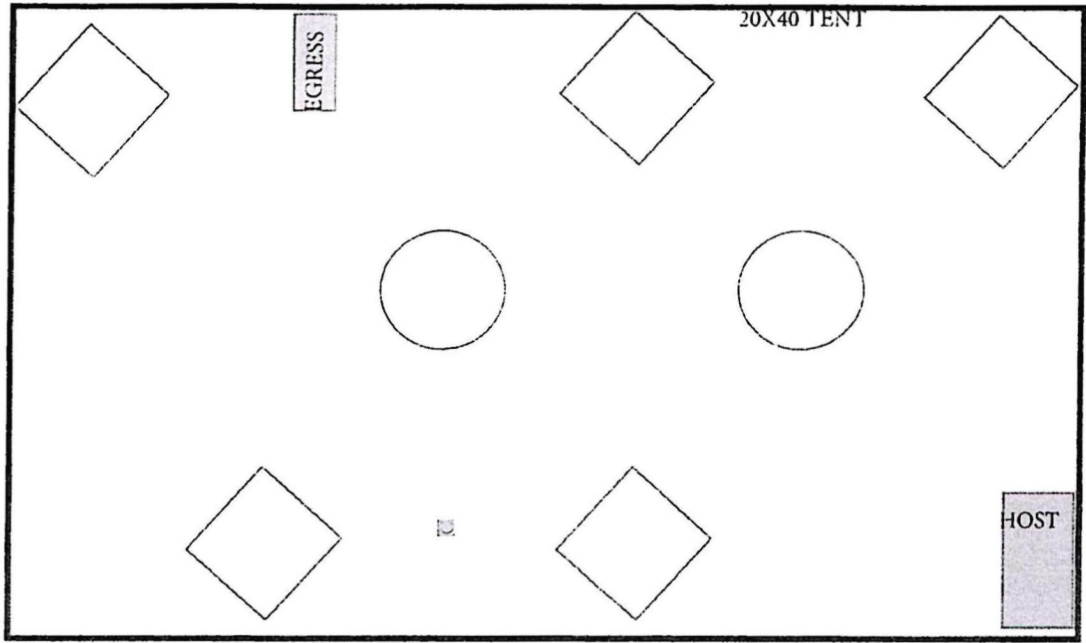
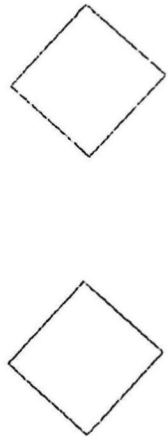
State of Vermont / DLL Payment Status:

PORTA POTTY



STAIRS

CONSTRUCTION TYPE FENCE



CONSTRUCTION TYPE FENCE

STAIRS



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West
From: Chief Gregory Sheldon
CC:
Date: 4/10/2024
Re: Liquor Licenses

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

Simon Pearce US INC - *Simon's Pearce Pottery Holding, LLC* d/b/a *Potter House Bar & Bistro*
109 Park Road Windsor Vt 05089

Simon Pearce

Patricia McDonald Pearce

Mark Loehr



Fire Inspection Report

Hartford Fire Department

Inspection 10660



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM
Scheduled 02/28/2024 00:00
Inspected On 02/28/2024 11:00
Finished At 02/28/2024 11:45
Next Inspection
Scheduled
Inspection Length 0.75

Occupant

Occupant Name Simon Pearce Restaurant - Parker House
Building Name 802-369-4170
Contact Name Mike Finley
Address 1792 QUECHEE MAIN ST
City, State and Zip Quechee, VT 05059-
Phone 802-230-2429

Owner

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

Comments

Violation Summary

Status	Violation	Location
Closed	11.1.2 - Electrical Systems All electrical wiring and equipment shall be installed and maintained in accordance with NFPA 70, National Electrical Code and NFPA 73, Residential Safety Code, and as adopted by Electricians Licensing Board. - Emergency Boiler shut off switch is broken and in need of repair.	Basement
Closed	10.11.1 - Premises Identification New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. 10.11.1.1 * New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. 10.11.1.2 Address numbers shall contrast with their background.	Front Entrance

Tickler History

Date	Type	Inspector	Narrative
02/28/2024	Emailed Notice	Beebe, Alan	An email was sent to mike.finley@simonpearce.com Message: Mike, Attached is the short report for The Parker House Inspection. You can just let me know when this is repaired and I can close it out. Thank you Alan Beebe Deputy Fire Marshal Hartford Fire Department 603-359-6418



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 12-18-23 Applicant: DAVID McInnis
Doing Business As: Wichal Avenue B&B
Mailing Address: 93 Beswick Dr WRTJ VT 05001
Telephone Number(s): 898-8059 E-mail: McInnis151@yahoo.com
Other Contact Name: (if applicable) _____

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

DAVID McInnis owner 8-7-70

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

Assault w/ Deadly Weapon

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

None

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

[Signature]
Licensee's Signature

DAVID McInnis
Printed Name

12-18-23
Date

Licensee's Signature

Printed Name

Date

Application
DLL - Application - 33881

APPLICATION DETAILS

RELATED INFORMATION

DLL - Application Id

DLL - Application - 33881

Business Entity Name

Wicked Awesome BBQ, LLC

Phone number:

Applicant Email

mcinnis151@yahoo.com (mailto:mcinnis151@yahoo.com)

Renewal Application

Student Name

David McInnis

Applicant Action Comments

12/1/23 We need a current dated Additional Info Sheet. The one sent is dated 3/23. Please update and resend. Thank you.
Sherry

License/Permit Location Description

Town Fee

115

Business Entity Phone

603-7296213

Training Completion Record

00053140 (/DLLLicenseManagment/s/detail/
a5Ct0000000HGbSEAW)

Designated Caterers Details

Days Since Last Modified

64

Estimated time period for alcohol

Name and address from whom you purchase

Lease Expiration Date

Liquor Liability Insurance Policy Number

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Hartford

Historical Id

1RST

Application Type

License

Application For

First Class Restaurant/Bar License

Mode of Training

DLC In Person Training

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

Landlord Email

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures

URL for Duties

Physical Location Name

Wicked Awesome BBQ

Physical Location Street 1

93 Beswick Drive

Physical Location Street 2/Unit/Suite

Physical Location City/Town

White River Junction

Physical Location State

Vermont

Physical Location Zip

05001

Created By

 [David McInnis \(/DLLLicenseManagment/s/profile/0058z000000zUVHAA2\)](#)

, 12/1/2023 10:17 AM

Post Question Poll

Search this feed...

 [David McInnis \(/DLLLicenseManagment/s/profile/0058z000000zUVHAA2\)](#) (Customer) created this dll application. [December 1, 2023 at 10:17 AM \(/DLLLicenseManagment/s/feed/0D58z00000TMSffCAH\)](#)

[DLL - Application - 33881](#)

[View more details](#)

1 view

 Write a comment...



Application ID: DLL - Application - 33881
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Wicked Awesome BBQ, LLC	Business ID: 0291655
Business Address: 93 Beswick Drive, Whit River Junction, Vermont 05001	Entity Type: Limited Liability Corporation
Phone: 603-7296213	Management Type if LLC:
Email: mcinnis151@yahoo.com	

People Information

Location/ Premises Detail

Location Name: Wicked Awesome BBQ	Do you lease this Premises:
Location Address: 93 Beswick Drive, White River Junction, Vermont 05001	Health License: Food: Lodging:
Local Jurisdiction/ Town Clerk: Hartford	Vermont Tax Department:

Education Details

Student Name:	Training Completion Date:
Mode of Training:	Type of Training:

Foundational License (if applicable)

License Type:	License Number:
----------------------	------------------------

First Class

LP-020045

Licensee Name:

Wicked Awesome BBQ

License Status:

License Active - Ready for Renewal

Licensee Address:

93 Beswick Drive ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455

Payment and Acknowledgement

Signed by:

David mcinnis

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2023-12-01 15:17:35

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 33876
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Wicked Awesome BBQ, LLC	Business ID: 0291655
Business Address: 93 Beswick Drive, Whit River Junction, Vermont 05001	Entity Type: Limited Liability Corporation
Phone: 603-7296213	Management Type if LLC:
Email: mcinnis151@yahoo.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-020049
Licensee Name: Wicked Awesome BBQ	License Status: License Active - Ready for Renewal
Licensee Address: 93 Beswick Drive , White River Junction, Vermont 05001	License Start Date: 2023-04-30
	License End Date: 2024-04-29

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:
,	
,	

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Event Premises Details

Location Name:

Wicked Awesome BBQ

Start date and time of event

End date and time of event

Location Address:

93 Beswick Drive,
White River Junction, Vermont 05001

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:

Local Jurisdiction/ Town Clerk:

Hartford

Side yard 40 x100 ft post and railing fencing....

Documents Attached

Name	Document Type	Assosicated With
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2023-12-01 15:07:31

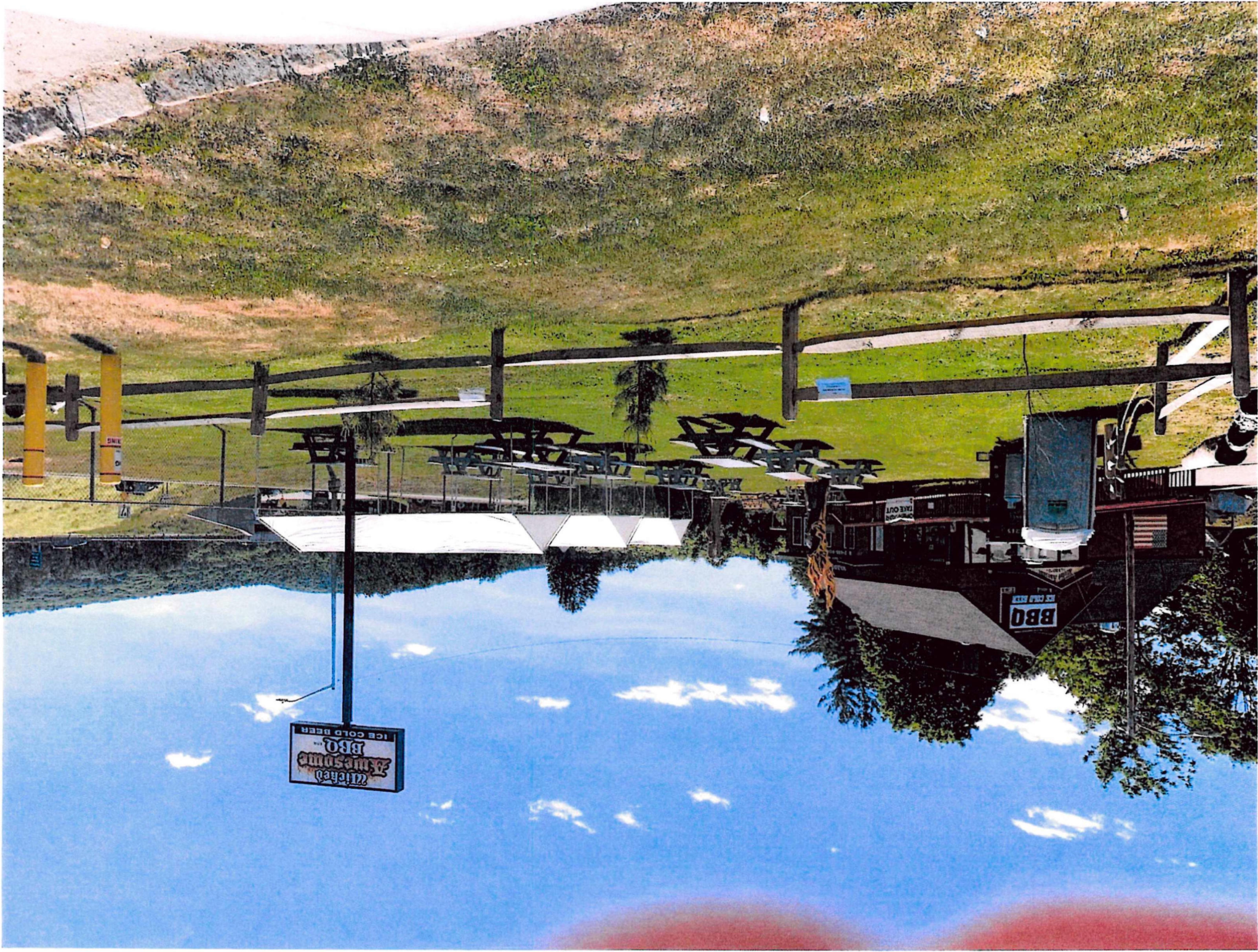
State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Sherry West

From: Ta Clarke
Sent: Friday, January 12, 2024 5:46 PM
To: Sherry West
Cc: Lisa O'Neil
Subject: FW: Wicked Awesome BBQ/David McInnis 2024 Renewal
Attachments: Wicked Awesome BBQ.docx

Hi Sherry,

My apologies for the delay on this- as you'll know why in the memo, I wanted to make sure Chief reviewed the information. The email chain below includes an email from him to a former colleague of his at DLC and her note back in regard to the charges and the Town's option to request he be sent before the Liquor Board.

Let me know if you have any other questions!

Ta Clarke

Administrative Assistant
Dispatcher

Hartford Police Department

812 VA Cutoff Road
White River Junction, VT 05001
Phone: (802)295-9425 ext. 316
Fax: (802)291-9822

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: Czachor, Jennifer <Jennifer.Czachor@vermont.gov>
Sent: Friday, January 12, 2024 4:59 PM
To: Gregory Sheldon <gsheldon@hartford-vt.org>; Gaiotti, Melanie <Melanie.Gaiotti@vermont.gov>
Cc: Ta Clarke <tclarke@hartford-vt.org>
Subject: RE: Wicked Awesome BBQ/David McInnis 2024 Renewal

 You don't often get email from jennifer.czachor@vermont.gov. [Learn why this is important](#)

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

Good evening,

There are no stipulations preventing renewal however he could be sent before the liquor control board for his renewal on the state side.

The town has the first right to deny the liquor license or condition the license. The town can request the liquor control board review the license.

Jenn

Sergeant Jennifer Czachor
Vermont Department of Liquor and Lottery
1311 Route 302, Suite 100
Berlin, VT 05641
802-522-4047

From: Gregory Sheldon <gsheldon@hartford-vt.org>
Sent: Friday, January 12, 2024 4:21 PM
To: Czachor, Jennifer <Jennifer.Czachor@vermont.gov>
Cc: Ta Clarke <tclarke@hartford-vt.org>
Subject: Fw: Wicked Awesome BBQ/David McInnis 2024 Renewal

 You don't often get email from gsheldon@hartford-vt.org. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.
Hello my friend,

Can you give us some guidance in regards to the liquor license renewal process when the applicant has been charged with a serious crime? Is there any stipulations preventing the renewal?

I am out of town on vacation next week so if you I have included Ta Clarke our Executive Assistant to the Chief of Police in on this email. If you could respond to her that would be great.

Thanks
Greg

From: Ta Clarke <tclarke@hartford-vt.org>
Sent: Friday, January 12, 2024 11:47 AM
To: Gregory Sheldon <gsheldon@hartford-vt.org>
Subject: Wicked Awesome BBQ/David McInnis 2024 Renewal

Hi Chief,
Attached is the Liquor Renewal Request form from Sherry West for Wicked Awesome BBQ/David McInnis.

He was arrested on 19/1/2023 and has an **active – pretrial** case for:

- ASSAULT - AGGRAVATED WITH DEADLY WEAPON
- RECKLESS ENDANGERMENT

Ta Clarke
Administrative Assistant
Dispatcher

Hartford Police Department
812 VA Cutoff Road
White River Junction, VT 05001



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 1/12/2024

Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check revealed that the applicant has an *active pretrial* hearing for the following charges:

- Assault- Aggravated with a deadly weapon
- Reckless endangerment

Wicked Awesome BBQ
93 Beswick Dr.

David McInnis



Fire Inspection Report

Hartford Fire Department



Inspection

Type FINAL Inspection
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM
Scheduled 03/08/2024 15:00
Inspected On 03/08/2024 15:00
Finished At 03/08/2024 16:00
Next Inspection
Scheduled Peltier
Inspection Length 1.00

Occupant

Occupant Name Wicked Awesome BBQ
Building Name Mercantile Occupancy
Contact Name David McInnis
Address 93 BESWICK DR
City, State and Zip White River Junction, VT 05001-
Phone 603-729-6213

Owner

Owner / Company SPILLANE LOWELL T TRUSTEE
Contact Name LOWELL SPILLANE
Address 30 HARBOR ROAD
City, State and Zip SHELBURNE, VT 05482-
Phone 603-729-6213

Comments

Liquor License Fire Inspection:
Initial Inspection: 12/21/2023
Final Inspection: 03/08/2024
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: Granted

Final Inspection Notes:

- Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

A limited but reasonable time, commensurate with the magnitude of expenditure, disruption of services, and degree of hazard, shall be allowed for compliance with any part of this Code for existing buildings.

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.

Violation Summary

Status	Violation	Location
--------	-----------	----------

Tickler History

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

emailed 2/20/24 PD-PD

e.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org

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FEB 20 2024

TOWN OF HARTFORD
A.M. P.M.

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

HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 1/25 Applicant: CRAZY CHRIS'S ELIXIR CORP

Doing Business As: ELIXIR

Mailing Address:

PO 405 Wilder VT 05088

Telephone Number(s): 802 281 7009 E-mail: info@elixirrestaurant.com

Other Contact Name: (if applicable) _____

Please list below ALL licensees, directors, owners, stockholders name & dates of birth: Christopher F. Brewer

12/15/75

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

None

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

None

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

[Signature]

Licensee's Signature

Christopher F. Brewer

Printed Name

1/25/23

Date

Licensee's Signature

Printed Name

Date



Application ID: **DLL - Application - 37734**
Application for: **First Class Restaurant/Bar License**
Category of Business: **First Class**

Business/ Entity Information

Business/ Entity Name: **Crazy Chris's Elixir Corp.**
Business Address: P.O. Box 405,
Wilder, Vermont 05088
Phone: 802-28197009
Email: info@elixirrestaurant.comcastbiz.net

Business ID: 0010730
Entity Type: Business Corporation
Management Type if LLC:

People Information

- **Person:**
Christopher Brewer

Business Role: Business Principal
Business Address: ,
,
Phone:

Email: chrstphrbwr@gmail.com
US Citizen?
Political Position
Name: Christopher Brewer
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Elixir

Location Address:

188 Main St.,
White River Jct, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:12919

Lodging:

Vermont Tax Department:

MRT-11198254-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-023319

Licensee Name:

Elixir

License Status:

License Active - Ready for Renewal

Licensee Address:

188 Main St. ,
White River Jct, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-02511	Other	LN-023138
D-02511	Other	LN-023138

Payment and Acknowledgement

Signed by:

Christopher F Brewer

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-02-20 18:24:34

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: **DLL - Application - 37731**
Application for: **Third Class Restaurant/Bar License**
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name:
Crazy Chris's Elixir Corp.

Business ID:
0010730

Business Address:
P.O. Box 405,
Wilder, Vermont 05088

Entity Type:
Business Corporation

Phone:
802-28197009

Management Type if LLC:

Email:
info@elixirrestaurant.comcastbiz.net

People Information

- **Person:**
Christopher Brewer

Business Role:
Business Principal

Business Address:
,
, ,

Phone:

Email:
chrstphrbwr@gmail.com

US Citizen?

Political Position

Name: Christopher Brewer

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name:

Do you lease this Premises:

Elixir

Location Address:

188 Main St.,
White River Jct, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:12919

Lodging:

Vermont Tax Department:

MRT-11198254-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-023320

Licensee Name:

Elixir

License Status:

License Active - Ready for Renewal

Licensee Address:

188 Main St. ,
White River Jct, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-02511	Other	LN-023138
D-02511	Other	LN-023138

Payment and Acknowledgement

Signed by:

Christopher F Brewer

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-02-20 18:14:12

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 3/4/2024

Re: Liquor Licenses

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

Elixer
188 S Main St

Christopher Brewer

Choose an item.

Choose an item.



Fire Inspection Report

Hartford Fire Department



Inspection

Type FINAL Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM
Scheduled 03/11/2024 08:00
Inspected On 03/12/2024 10:00
Finished At 03/12/2024 11:00
Next Inspection 04/02/2024
Scheduled Beebe
Inspection Length 1.00

Occupant

Occupant Name Crazy Chris' Elixir Corp.
Building Name
Contact Name Chris Brewer
Address 188 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 603-322-3260

Owner

Owner / Company EXECUSUITE LLC
Contact Name
Address 77 BANK ST
City, State and Zip LEBANON, NH 03766-
Phone - -

Comments

Liquor License Fire Inspection:
Initial Inspection: 03/12/2024
Final Inspection: 04/02/2024
Occupancy Type: Assembly/Restaurant
Occupancy Status: GRANTED

Final Inspection Notes:

- No violations were noted at the time of the final inspection. All previously noted violations have been corrected. 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.

Violation Summary

Status	Violation	Location
--------	-----------	----------

Date: 04/03/2024

Page: 1

btm 4-3-24



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

RECEIVED

JAN 11 2024

TOWN OF HARTFORD
A.M. P.M.

f.

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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 12/21/23 Applicant: Squeaky Wheel Inc.
Doing Business As: The Filling Station
Mailing Address: PO Box 234 WRT, VT 05001

Telephone Number(s): 802-282-7346 E-mail: jkaar@myfairpoint.net
Other Contact Name: (if applicable) _____

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

Jennifer Kaar - president, owner, 4/24/62
Caleb Byrby - secretary, 2/02/1993

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

NONE

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

NONE

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

Jennifer Kaar Jennifer Kaar 12/21/23
Licensee's Signature Printed Name Date

Caleb Byrby (Secretary) Caleb Byrby 12/24/23
Licensee's Signature Printed Name Date



Application ID: DLL - Application - 34448
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Squeaky Wheel, Incorporated
Business ID: 0002928
Business Address: PO BOX 234,
White river jct, Vermont 05001
Entity Type: Business Corporation
Phone: 8022959705
Management Type if LLC:
Email: jkaar12@myfairpoint.net

People Information

- **Person:**
jennifer kaar

Business Role: Business Principal
Email: jkaar12@myfairpoint.net
Business Address: PO BOX 886,
South ROYALTON, Vermont, 05068
US Citizen?
Political Position
Phone: **Name:** jennifer kaar
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Filling Station Restaurant & Lounge, The

Location Address:

70 Gate Street,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-013650

Licensee Name:

Filling Station Restaurant & Lounge, The

License Status:

License Active - Ready for Renewal

Licensee Address:

70 Gate Street ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01761		LN-016749
D-01762		LN-016749
D-01763		LN-016749
D-01761		LN-016749
D-01762		LN-016749
D-01763		LN-016749

Payment and Acknowledgement

Signed by:

Jennifer Kaar

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2023-12-08 14:48:26

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 34447
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Squeaky Wheel, Incorporated
Business ID: 0002928
Business Address: PO BOX 234,
White river jct, Vermont 05001
Entity Type: Business Corporation
Phone: 8022959705
Management Type if LLC:
Email: jkaar12@myfairpoint.net

People Information

- **Person:**
jennifer kaar

Business Role: Business Principal
Email: jkaar12@myfairpoint.net
Business Address: PO BOX 886,
South ROYALTON, Vermont, 05068
US Citizen?
Political Position
Phone: **Name:** jennifer kaar
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Filling Station Restaurant & Lounge, The

Location Address:

70 Gate Street,

White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-013651

Licensee Name:

Filling Station Restaurant & Lounge, The

License Status:

License Active - Ready for Renewal

Licensee Address:

70 Gate Street ,

White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01761		LN-016749
D-01762		LN-016749
D-01763		LN-016749
D-01761		LN-016749
D-01762		LN-016749
D-01763		LN-016749

Payment and Acknowledgement

Signed by:

Jennifer Kaar

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2023-12-08 14:44:23

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Fire Inspection Report

Hartford Fire Department



Inspection

Type FINAL Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM
Scheduled
Inspected On 01/18/2024 16:00
Finished At 01/18/2024 17:00
Next Inspection 04/01/2024
Scheduled Beebe
Inspection Length 1.00

Occupant

Occupant Name The Filling Station
Building Name
Contact Name Jennifer Karr
Address 70 GATES ST
City, State and Zip White River Junction, VT 05001-
Phone 802-295-9705

Owner

Owner / Company KARR JENNIFER
Contact Name
Address P O BOX 234
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone

Comments

Liquor License Fire Inspection:
Initial Inspection: 01/18/2024
Final Inspection: 04/01/2024
Occupancy Type: Assembly Occupancy
Occupancy Status: GRANTED

Final Inspection Notes:

- No violations were noted at the time of the final inspection. All previously noted violations have been corrected. 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 Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: January 11, 2024

Re: Liquor Licenses

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

Squeaky Wheel, Inc
d/b/a The Filling Station
PO Box 234
White River Junction, VT 05001

Jennifer Kaar
Caleb Byerly

To PD - 3/21/24

J.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 3/21/24 Applicant: NORTHERN HOSPITALITY LTD PARTNERSHIP

Doing Business As: Hotel Coolidge

Mailing Address:

PO Box 715 White River Jct., VT 05001

Telephone Number(s): 802-683-5502 E-mail: davidhotelcoolidge@gmail.com

Other Contact Name: (if applicable) DAVID BRIGGS

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

DAVID C. BRIGGS GENERAL PARTNER

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

NONE

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

NONE

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

Licensee's Signature

DAVID C. BRIGGS

Printed Name

3/21/24

Date

Licensee's Signature

Printed Name

Date



Application ID: **DLL - Application - 39916**
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Northern Hospitality Limited Partnership
Business ID: 0009415
Business Address: P.O. Box 515,
White River Jct, Vermont 05001
Entity Type: Limited Liability Partnership
Phone: 802-683-5502
Management Type if LLC:
Email: davidhotelcoolidge@gmail.com

People Information

- **Person:**
David Briggs

Business Role: Business Principal
Email: davidhotelcoolidge@gmail.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** David Briggs
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Hotel Coolidge

Location Address:

39 South Main Street,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

David Briggs

Training Completion Date:

Wed Mar 20 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-020051

Licensee Name:

Hotel Coolidge

License Status:

License Active - Ready for Renewal

Licensee Address:

39 South Main Street ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
------	---------------	------------------

Payment and Acknowledgement

Signed by:

DAVID BRIGGS

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-03-20 06:43:50

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: **DLL - Application - 40042**
Application for: **Third Class Restaurant/Bar License**
Category of Business: **Third Class**

Business/ Entity Information

Business/ Entity Name:
Northern Hospitality Limited Partnership

Business Address:
P.O. Box 515,
White River Jct, Vermont 05001

Phone:
802-683-5502

Email:
davidhotelcoolidge@gmail.com

Business ID:
0009415

Entity Type:
Limited Liability Partnership

Management Type if LLC:

People Information

- **Person:**
David Briggs

Business Role:
Business Principal

Business Address:
,
, ,

Phone:

Email:
davidhotelcoolidge@gmail.com

US Citizen?

Political Position

Name: David Briggs

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Hotel Coolidge

Location Address:

39 South Main Street,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

David Briggs

Training Completion Date:

Wed Mar 20 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-020052

Licensee Name:

Hotel Coolidge

License Status:

License Active - Ready for Renewal

Licensee Address:

39 South Main Street ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
------	---------------	------------------

Payment and Acknowledgement

Signed by:

DAVID BRIGGS

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-03-21 14:34:46

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Fire Inspection Report

Hartford Fire Department



Inspection

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

Scheduled 03/25/2024 10:00
Inspected On 03/27/2024 12:30
Finished At 03/27/2024 13:30
Next Inspection 04/08/2024

Scheduled Beebe

Inspection Length 1.00

Occupant

Occupant Name Northern Hospitality LTD Partnership
Building Name Hotel Coolidge
Contact Name David Briggs
Address 39 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-683-5502

Owner

Owner / Company NORTHERN HOSPITALITY LTD PARTNERS
Contact Name
Address P O BOX 515
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone

Comments

Commercial Building Liquor License Fire Inspection:
Initial Inspection: 03/27/2024
Final Inspection: (Pending Violations)
Occupancy Type: Business/Rooming & Lodging
Occupancy Status: (Pending Violations)

Initial Inspection Notes:

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

Violation Summary

Status	Violation	Location
Closed	50.5.2.1 - Commercial Cooking: Inspection, Testing, and Maintenance of Fire-Extinguishing Systems Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease	Kitchen

removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the AHJ at least every 6 months.
[96:11.2.1]

Comments: - Last annual TQP of kitchen hood system was done in October/2022

Required Action:- Fire protection equipment shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Proof of inspection, approved by the AHJ shall be affixed by a technically qualified person to the control panel, control valve or riser of the fire protection system after any required annual or semi-annual inspection has been completed as evidence of that inspection. NOTED VIOLATIONS ON THE SYSTEM SHALL BE ADDRESSED AND CORRECTED WITHIN THIRTY (30) DAYS.

Closed	1:11.5.1.7.1 - Periodic Inspection of Heating Appliances All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected at least once during any 2 year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation.	Main Lobby, smaller convention room, basement
--------	---	---

Comments: - Fuel fired heating appliance noted and operational.

Gas fireplaces in main lobby and small convention room
Boiler in basement

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

Closed	11.1.8 - Covers (Electrical) All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.	Lobby
--------	--	-------

Comments: - Exposed wires noted in electrical panel next to Junction Room entrance
- Exposed wires noted coming from light fixture in the ceiling of the storage room behind the kitchen

Required Action:- Remove any old wiring/contain any live wires in approved junction box

Closed	9.9 - Portable Fire Extinguishers Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.	Building
--------	--	----------

Comments: - All but one extinguisher noted to be out of date for annual service/inspection.
- Class K Extinguisher in kitchen noted to be stored on the floor

Required Action:- Annual service/inspection is scheduled for Thursday, April 4, 2024
- The bottom of the extinguisher needs to be at least 4in off the ground and the top not more than 5ft from the ground.

Closed	4.2.8 - Panelboards and Distribution Equipment (Identification/Marking) Each disconnecting means for motors and appliances, and each service, feeder, or branch circuit at the point where it originates, shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. The marking shall be capable of withstanding the environment involved.	Kitchen
--------	--	---------

Comments: - Electrical "knife switch" behind the oven is noted to not be labeled

Required Action:- Label all electrical breakers/switches

Tickler History

Date	Type	Inspector
03/27/2024	Emailed Notice	Beebe, Alan

Narrative

An email was sent to davidhotelcoolidge@gmail.com
Message: Good afternoon Mr. Briggs,

Thank you for allowing me to conduct the Liquor License Life Safety inspection this afternoon with Colin.
Attached is the report from that inspection. Please let me know if you have any questions about it. Also, please let me know when you will be ready for a quick follow-up inspection.

I work part-time at HFD so I am only here Mon, Tues and Wed each week. I do check my phone/emails periodically when off-duty however.

Thank you
Alan Beebe, Deputy Fire Marshal
Hartford Fire Dept
603-359-6418



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 3/27/2024

Re: Liquor Licenses

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

Northern Hospitality LTD Partnership DBA Hotel Coolidge
PO BOX 515 White River JCT VT

David C Briggs

Choose an item.

Choose an item.

0 made PD-PD 2/20/24
to TM 2/2/24

h.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 2/17/24 Applicant: Jake's ~~and~~ Quechee Market Inc
Doing Business As: Jake's Quechee Market

Mailing Address:

PO Box 1101, Quechee, VT 05059 (7161 Woodstock Rd)

Telephone Number(s): 802.291.9900 E-mail: j.kerrigan@jakesmarket.com

Other Contact Name: (if applicable) n/a

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

James Kerrigan, 11/25/80
Edward Kerrigan, 4/18/52
Mary Lynn Kerrigan, 11/5/53

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

None

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

None

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

[Signature]
Licensee's Signature

James Kerrigan
Printed Name

2/17/24
Date

Licensee's Signature

Printed Name

Date



Application ID: **DLL - Application - 34638**
Application for: **Second Class License**
Category of Business: **Second Class**

Business/ Entity Information

Business/ Entity Name: **Jake's Quechee Market**
Business ID: **Jake's Q**
Business Address:
,
,
Entity Type: **Business Corporation**
Management Type if LLC:
Phone: **18022919900**
Email: **jkerrigan@jakesmarket.com**

People Information

- **Person:**
James Kerrigan

Business Role: **Business Principal**
Email: **jkerrigan@jakesmarket.com**
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name: James Kerrigan**
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Jake's Quechee Market

Location Address:

7161 Woodstock Road,
Hartford, Vermont 05059

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:1359

Lodging:

Vermont Tax Department:

MRT-10011182

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-017911

Licensee Name:

Jake's Quechee Market

License Status:

License Active - Ready for Renewal

Licensee Address:

7161 Woodstock Road ,
Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04196	Articles of Organization	LN-019682
D-04197	Sales and Use tax documents	LN-019682
D-04198	Meals & Rooms Tax Certificate	LN-019682
D-04199	Federal Employee Identification #	LN-019682
D-04200	Health License	LN-019682
D-04196	Articles of Organization	LN-019682
D-04197	Sales and Use tax documents	LN-019682
D-04198	Meals & Rooms Tax Certificate	LN-019682
D-04199	Federal Employee Identification #	LN-019682
D-04200	Health License	LN-019682

Payment and Acknowledgement

Signed by:

James E Kerrigan

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2023-12-13 17:41:32

Local Application Fee:

70

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 37296
Application for: Tobacco License
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: Jake's Quechee Market
Business ID: Jake's Q
Business Address:
,
,
Entity Type: Business Corporation
Management Type if LLC:
Phone: 18022919900
Email: jkerrigan@jakesmarket.com

People Information

- **Person:**
James Kerrigan

Business Role: Business Principal
Email: jkerrigan@jakesmarket.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** James Kerrigan
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Jake's Quechee Market

Location Address:

7161 Woodstock Road,
Hartford, Vermont 05059

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:1359

Lodging:

Vermont Tax Department:

MRT-10011182

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Tobacco

License Number:

LP-017912

Licensee Name:

Jake's Quechee Market

License Status:

License Active - Ready for Renewal

Licensee Address:

7161 Woodstock Road ,
Hartford, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04196	Articles of Organization	LN-019682
D-04197	Sales and Use tax documents	LN-019682
D-04198	Meals & Rooms Tax Certificate	LN-019682
D-04199	Federal Employee Identification #	LN-019682
D-04200	Health License	LN-019682
D-04196	Articles of Organization	LN-019682
D-04197	Sales and Use tax documents	LN-019682
D-04198	Meals & Rooms Tax Certificate	LN-019682
D-04199	Federal Employee Identification #	LN-019682
D-04200	Health License	LN-019682

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

Date of Submission:

2024-02-13 16:21:06

110.00



Fire Inspection Report

Hartford Fire Department



Inspection

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

Scheduled 02/26/2024 08:00
Inspected On 02/26/2024 12:00
Finished At 02/26/2024 13:00
Next Inspection 04/02/2024

Scheduled

Inspection Length 1.00

Occupant

Occupant Name Jakes Market of Quechee
Building Name
Contact Name
Address 7161 WOODSTOCK RD
City, State and Zip Quechee, VT 05059-
Phone 802-291-9900

Owner

Owner / Company ZERO WOODSTOCK LLC
Contact Name
Address 227 MECHANIC STREET
City, State and Zip LEBANON, NH 03766-
Phone

Comments

Liquor License Fire Inspection:
Initial Inspection: 02/26/2024
Final Inspection: 04/02/2024
Occupancy Type: Mercantile
Occupancy Status: GRANTED

Final Inspection Notes:

- No violations were noted at the time of the final inspection. All previously noted violations have been corrected. 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 Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 2/29/2024

Re: Liquor Licenses

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

Jake's Quechee Market
7161 Woodstock Rd

James Kerrigan

Edward Kerrigan

Mary Lynn Kerrigan

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: DESIGN REVIEW

I. APPLICANT DATA:

Name: DENISE WELCH-MAY

Address: [REDACTED]

WHITE RIVER JUNCTION, VERMONT

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

Email Address: [REDACTED]

How long have you been a Hartford resident? 35+ years

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

II. EDUCATION:

High School: SARATOGA HIGH SCHOOL Year Graduated: 1970

Saratoga, Calif

College 1: PARSONS SCHOOL OF DESIGN Degree Earned: ○

Course of Study: design Year: _____

College 2: many college and graduate level courses Degree Earned: ○

Course of Study: design, Architecture, Business Year: 1974 - present

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
• DPF DESIGN INC 85 N. Main St Suite #130 WRT VT. 05001	2000 - present	LEAD DESIGNER Founder, principal	All Aspects of interior architectural and Business
• KALIEDOSCOPE Design INC Hanover, NH	1997 - 2000	LEAD DESIGNER	
• Self employed Studio ARTIST	1976 - 1981	Business development clothing design, felt maker	
• Simon Pearce Restaurant Quechee, VT	1981 - 1983	restaurant manager	manager FRONT of HOUSE

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 evenings / month

Monday - Thursday

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

I think the design review advisory board is a helpful review for those folks trying to bring a thoughtful difference to the visual environment. I feel the advisory board has contributed greatly to helping White River become attractive to business and visitors.

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

Founding member of the Hartford Tree Commission, Design Review Board - 7+ years

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

10 years - worked to receive grants and establishing the Hartford Tree 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?

need to think further on this

- f. What might some solutions be?

g. Other hobbies/interests: organic vegetable gardening, painting, walking, challenge my work!

V. REFERENCES: (Please list three)

Name: Eileen McGuckin

Thyme Restaurant
Telephone: [REDACTED]

Name: Brett Bourne

Telephone: [REDACTED]

Name: Matt Buey

Telephone: [REDACTED]

Denise Welch-May
APPLICANTS SIGNATURE

4/10/24
DATE

Town Manager's Report

April 16, 2024

School District Voting

On Monday, April 15, the voters came out to vote on the School District's revised budget proposal, its bond proposal and its charter revision proposal (which was identical in content and format to the Town's charter revision proposal).

Town Manager Activities

The Town Manager has met with several Hartford Police Officers at their Monday morning meeting and plans to meet more Police Officers at the Wednesday morning meeting.

The planned Hartford/Pomfret March 28 site visit on River Road has been postponed to Thursday, April 25.

Planning is under way to implement the will of the voters with regard to two new positions authorized within the FY 2024-25 General Fund budget. The Town Manager has drafted classified advertisements and Job Descriptions for the Community Nurse and Public Information officer positions, each of which will soon be presented to the Selectboard for approval.

The Town Manager has now met with all new Selectboard members to get better acquainted and is scheduled to meet up with Ida Griesemer on Thursday morning.

Tour of the HACTC

Thanks to Dane Clawson and Lana Livingston for facilitating a poll of the Selectboard regarding the Hartford Area Career & Technical Center's invitation to tour its facility. The plan is to conduct the tour on _____ at _____ p.m.

Wilder Dam Re-Licensing Comment Deadline

The Federal Energy Regulation Commission has extended by one month the deadline for public comments and intervention motions.



AGENDA MEMORANDUM
April 16, 2024
Town Selectboard Meeting Item: 5.a.

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

Subject: Resolution for Municipal Planning Grant Designated Officials

Background: The Town currently has an active Municipal Planning Grant for the update of the Town Plan Economic Development Chapter, Grant # 07110-MP-2023-Hartford-4. One requirement of the grant award is the designation of Town staff or officials for specific roles: Municipal/Authorizing Official, Alternate Municipal/Authorizing Official, and Grant Administrator. These roles are assigned through a resolution passed by a majority of the Selectboard. Any changes in these roles requires the Selectboard to pass an amended Resolution.

Discussion: Since the execution of the grant agreement, John Haverstock became the Town Manager and some members of the Selectboard have changed. The following are proposed designations:

1. Primary Municipal/Authorizing Official: Remove Selectboard Chair Michael Hoyt and assign Town Manager John Haverstock.
2. Alternate Municipal/Authorizing Official: Assign Selectboard Chair Michael Hoyt.
3. Grant Administrator: Maintain Planning and Development Director Lori Hirshfield

Financial Impact: None.

Recommendation: Pass and sign the attached *Amended Resolution for Municipal Planning Grant*

Attachment: Amended Resolution for Municipal Planning Grant

AMENDED RESOLUTION FOR MUNICIPAL PLANNING GRANT

WHEREAS, the Municipality of Town of Hartford has applied for funding as provided for in the FY_23_ Budget Act and has received an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development has offered a Grant Agreement to this Municipality for said funding; and

WHEREAS, the Municipality has undergone a change in Municipal staff which necessitates updating the Department of Housing and Community Development to allow new Municipal staff access to the grant files,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality has entered into and agreed to the requirements and obligations of this grant program including a commitment to match funds.

2a. That (Name) John Haverstock Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2b. **(Alternate Authorizing Official for redundancy)**

That (Name) Michael Hoyt Title Selectboard Chair

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2c. That (Name) Lori Hirshfield Title Planning & Development Director

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 16th day of April, 2024.

LEGISLATIVE BODY*

(name)

(signature)

(CEO)

Kim Souza, Selectboard Vice Chair

Mary Erdei, Selectboard Clerk

Sue Buckholz, Selectboard Member

Lannie Collins, Selectboard Member

Ida Griesemer, Selectboard Member

Brandon Smith, Selectboard Member

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body.
- C. This form may be either emailed to:

Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
Jennifer.lavoie@vermont.gov

- D. An electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

CONSORTIUM APPLICATIONS:

- E. For consortium applications, each municipality must complete a separate Resolution Amendment form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Administrator.



AGENDA MEMORANDUM

April 16, 2024

**Town Selectboard Meeting Item: 2025 Reval Contracts –
Utility Appraiser Contract Approval
Submitted by: Rick Vincent, Assessor**

- Subject:** **Acceptance and Approval Utility Appraiser Contract**
- Background:** The Selectboard, at its March 19, 2024 meeting, accepted the Bryan Fogg LLC proposal for valuation of the Wilder Dam and the Dewey's Mill Dam. The Board now needs to approve the contract with Bryan Fogg LLC.
- Discussion:** The contract by Bryan Fogg LLC is attached. I recommend that the Board approve the contract with Bryan Fogg LLC to value the Wilder and Dewey's Mill Dams.
- Impact:** **\$27,000 for the Bryan Fogg Utility appraisal contract. Funds to be withdrawn from the State-funded Revaluation budget.**
- Recommended Motions:** Motion to approve the Bryan Fogg Utility Appraisal contract as part of the 2025 town-wide reappraisal project and authorize the Town Manager to sign the associated contract with Bryan Fogg LLC.
- Attachments:** Bryan Fogg LLC General Contract for Services



GENERAL CONTRACT FOR SERVICES

This Contract for Services is made effective as of April 1, 2024 by and between the Town of Hartford, 171 Bridge St, White River Junction, VT 05001 (the "Client"), and Brian D. Fogg, LLC of 105 Union St. Suite 2, Whitefield, New Hampshire 03598 (the "Appraiser/Consultant").

1. DESCRIPTION OF SERVICES. Beginning on or about receipt of the signed contract, Brian D. Fogg, LLC will provide to the Client (collectively, the "Services"):

Fair market value recommendations as April 1, 2025, for the real property (Hydroelectric Assets) owned by the following taxpayers: Great River Hydro, LLC and Green Mountain Power in Two Phases. **Phase I** will proceed with acceptance of this contract, **Phases II** will proceed only with express authorization from the client. See attached Brian D. Fogg, LLC Proposal Memo dated January 24, 2024, which by reference is considered part of this agreement.

Phase I - Appraisal

1. Develop an opinion of the Fair Market Value of each of the hydroelectric plants and associated assets owned by the above-listed Taxpayers as of April 1, 2025.
2. Provide appropriate allocation of the Fair Market Value to the land and improvements for all the above listed assets.
3. Provide a Uniform Standards of Professional Appraisal Practice (USPAP) compliant Appraisal (Standard #1) and Appraisal Report (Standard #2) for each of the subject hydroelectric plants and associated taxable assets including land and land rights.
4. Completion and Valuation Report Transmittal Dates are as follows:
 - Transmittal of **Preliminary Letter of Values**: on or before **May 20, 2025**
 - Completion and transmittal of Appraisal Reports: on or before **June 30, 2025**
5. Prepare for, attend, and provide testimony at any Hartford Board of Civil Authority hearings should a hearing be requested by the taxpayers

Phase II - Property Tax Appeal

1. Any necessary defense of the values derived in Phase I for any property tax appeals (post-BCA hearings) resulting from property tax assessments based on Phase I, including trial-ready appraisal reports, deposition and trial preparation, testimony, and post-trial consulting.

2. PAYMENT. The Client agrees to pay Brian D. Fogg, LLC as follows:

- **Phase I: \$27,000**, one half (**\$13,500**) billed April 30, 2025, due net 15 days. Final payment of **\$13,500** in full upon the Client's receipt of the completed appraisal reports.
- **Phase II: Time and Materials billed monthly, net 15 days, as work is completed. Hourly Rate per the attached hourly rate schedule.**

Additional Consulting/Defense of Values:

- Phase I Contract Price includes:
 - Development, receipt, and review of appropriate Requests for Information/Production (RFP) which will be provided to each of the taxpayers under the Town's letterhead.
 - Communication as needed with taxpayers to arrange appropriate site inspections and to verify RFP information as needed.
 - Participation in taxpayer hearings as needed and as required by VT law.
 - Review of abatement requests from these taxpayers and make appropriate recommendations to the Town relative to any requests.
 - Participation in any Board of Civil Authority (BCA) proceedings resulting from the Town's assessments derived from my 2022 appraisals.
- Phase II Includes the following work at the express direction of the Client:
 - Any valuation or consulting work beyond the BCA hearing process.
 - Any defense of values related to any property tax appeal filed after the BCA process.
 - Consulting performed post BCA process will be billed according to my 2022 Hourly Rate Schedule

If any invoice is not paid when due, interest will be added to and payable on all overdue amounts at 12 percent per year, or the maximum percentage allowed under applicable New Hampshire laws, whichever is less.

Client shall pay all costs of collection, including without limitation, reasonable attorney fees. In addition to any other right or remedy provided by law, if Client fails to pay for the Services when due, Brian D. Fogg, LLC has the option to treat such failure to pay as a material breach of this Contract and may cancel this Contract and/or seek legal remedies.

3. TERM.

This contract is a fixed-price contract as described above

4. CONFIDENTIALITY. Appraiser/Consultant, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Appraiser/Consultant, or divulge, disclose, or communicate in any manner, any information that

is proprietary to Client. Appraiser/Consultant and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract. Any oral or written waiver by Client of these confidentiality obligations which allows Appraiser/Consultant to disclose Client's confidential information to a third party will be limited to a single occurrence tied to the specific information disclosed to the specific third party, and the confidentiality clause will continue to be in effect for all other occurrences.

5. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
- d. The failure to make available or deliver the Services in the time and manner provided for in this Contract.

6. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 14 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

7. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control

of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

8. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation within 30 days, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be resolved by binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

9. Insurance. Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain during the entire term of this Agreement the following insurances with at least the indicated amounts of coverage and provide Municipality a certificate of insurance showing such coverages before providing any services under this Agreement: (1) Commercial General Liability insurance coverage with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least \$1,000,000; and (3) Statutory Workers' Compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

10. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

11. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

12. AMENDMENT. This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

13. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Vermont.

14. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

15. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

16. ATTORNEY'S FEES TO PREVAILING PARTY. In any action arising hereunder or any separate action pertaining to the validity of this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

17. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

18. ASSIGNMENT. Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Client:

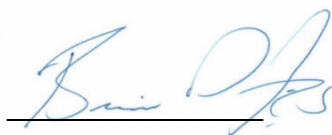
Town of Hartford,
171 Bridge St,
White River Junction, VT 05001

By: _____

Appraiser/Consultant:

Brian D. Fogg, LLC

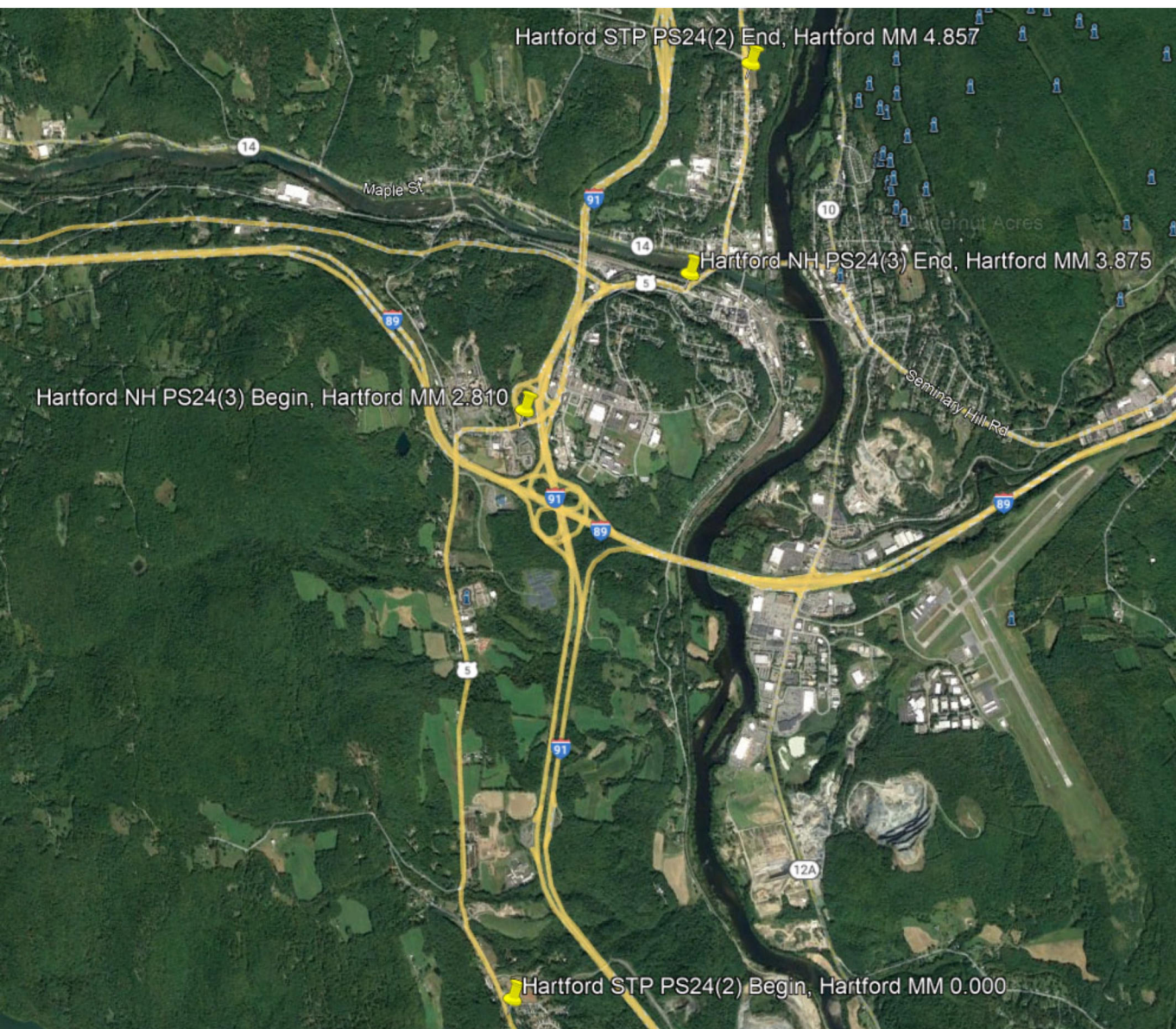
By:



Brian D. Fogg

Hartford Paving and Signal Work





Project Limits

Paving, NH PS24(3) and STP PS24(2)

Paving Project Limits, Continued

- ▶ Paving (STP PS24(2)) - Begins at the Hartland and Hartford Town Line, just south of Blake Drive, and extends northerly along US-5, stopping at the I-91 Southbound Ramps and resuming at the US-5 and North Main Street Intersection. The project Ends just south of the intersection of US-5 and Bugbee Street.
- ▶ Paving (NH PS24(3)) - Beginning on US-5 at the I-91 Southbound Ramps and extending along US-5 to the intersection of US-5 and North Main Street.
- ▶ Total Project Length: 4.857 Miles

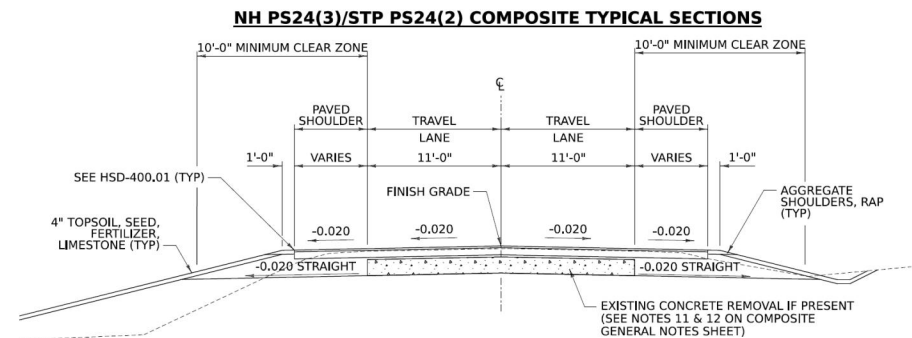
Signal Project Limits

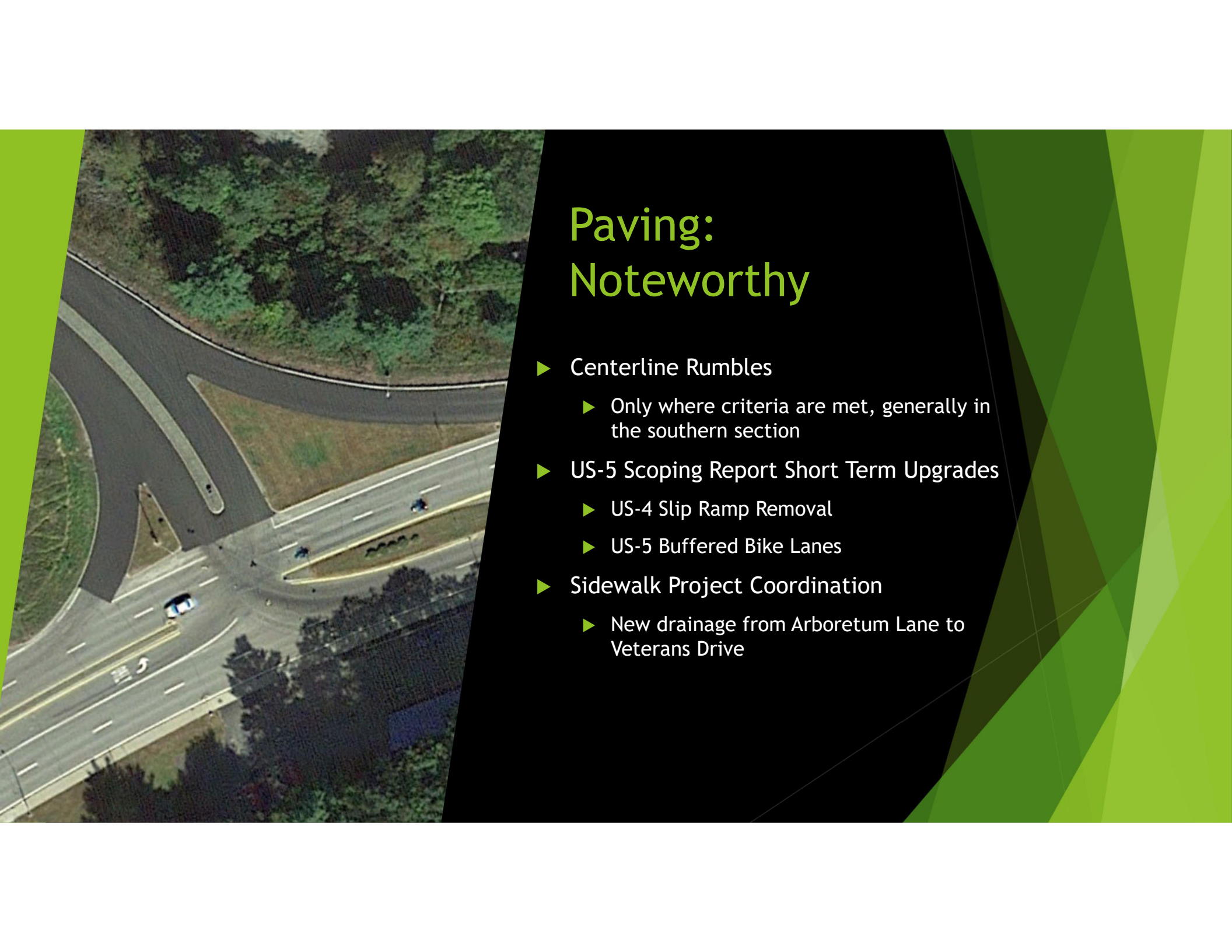
- ▶ Top Image: US-5/Worcester Ave/Hanover Street and Hanover Street/Highland Ave
- ▶ Bottom Image: US-5 and North Main Street



Paving Scope

- ▶ South of the I-91 Ramps
 - ▶ Milling, removal of the underlying concrete slabs, placing new subbase, new engineered pavement structure
 - ▶ Approximately 2.8 Miles
- ▶ North of the I-91 Ramps
 - ▶ 2" milling, full width leveling (1/2"), full width wearing course placement (1-1/2")
 - ▶ Negligible change in grade
 - ▶ Approximately 2 Miles
- ▶ Project Wide
 - ▶ Guardrail, line striping, drainage maintenance, Centerline Rumble Stripes (CLRS)





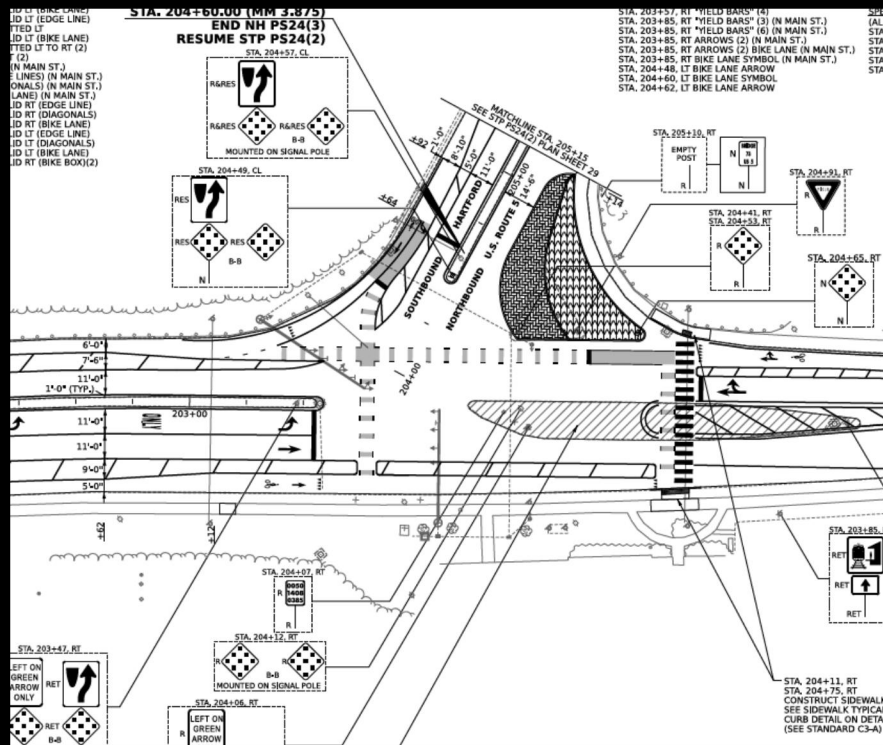
Paving: Noteworthy

- ▶ Centerline Rumbles
 - ▶ Only where criteria are met, generally in the southern section
- ▶ US-5 Scoping Report Short Term Upgrades
 - ▶ US-4 Slip Ramp Removal
 - ▶ US-5 Buffered Bike Lanes
- ▶ Sidewalk Project Coordination
 - ▶ New drainage from Arboretum Lane to Veterans Drive

Signal Scope

- ▶ US-5/Worcester Ave/Hanover Street and Hanover Street/Highland Ave
 - ▶ Upgrades to the existing system. Mast arms to stay, new signal heads, detection, controller and controller cabinet.
- ▶ US-5/North Main Street
 - ▶ Full signal upgrade. New mast arms, new signal heads, detection, controller and controller cabinet, pedestrian infrastructure, protected bike lanes and activation.

- ▶ Buffered Bike Lanes
- ▶ Bike Signals with Actuation
- ▶ Revised Island on Northwest Corner with Truck Apron



Construction Schedule

- ▶ Work begins May, 2024
- ▶ Project completion end of 2024
Construction Season





Slab Removal Activities

Bituminous Pavement to be removed to roughly top of slab

Slab Removal Activities

Old concrete slabs to be removed fully.





Slab Removal Activities

New subbase in the slab void, grading.



Slab Removal Activities

Bottom course paving

High Level Schedule

- ▶ Work Begins: May 2024
- ▶ Starting direction: Hartland Town Line working North
- ▶ Slab removal complete: Mid August
- ▶ Milling from VA Cutoff Road to End of Project: Late May/Early June
- ▶ Final Paving: Start in August and continue until Mid September
- ▶ Final marking: Mid September through October
- ▶ US-5/North Main signal complete: September
- ▶ US-5/Worcester Ave signal complete: June
- ▶ Highland Ave/Hanover Street signal complete: June

Public Information

- ▶ Use the QR code to sign up to receive weekly Construction Updates
- ▶ Have questions during construction? Contact the project's Public Information Consultant, Sophia Schintzel
 - ▶ Email: sophia.schintzel@wsp.com
 - ▶ Phone: 781-400-8263
- ▶ View the VTransparency Fact Sheet:
<https://resources.vtrans.vermont.gov/FactSheet/default.aspx?pin=19V443>



Lana Livingston

om: Christopher Holzwarth
sent: Wednesday, April 10, 2024 9:52 AM
To: John Haverstock
Cc: Bryan Gazda
Subject: RE: Gate Street Project - Selectboard Meeting

John,

Given the complexity and long history of the project could you possibly direct them to the construction website at <https://www.hartford-vt.org/2590/2022-to-2023-Gates-Street-Hill-Fairview-> in advance of the meeting to get a more complete history with exhibits than a memo can provide?

Chris

Christopher Holzwarth
Public Works Project Manager
173 Airport Road
White River Junction, VT 05001
802-295-3622 phone
802-281-7051 fax

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, April 10, 2024 9:00 AM
To: Bryan Gazda <bgazda@hartford-vt.org>; Christopher Holzwarth <cholzwarth@hartford-vt.org>
Subject: RE: Gate Street Project - Selectboard Meeting

Bryan and Chris,

Given that we have three new members on the Selectboard, we will need for your memorandum to explain the history of this issue and the actions taken to date.
The same goes for any memos associated with curbside recycling, Walking Bridge Repairs, Bridge Assessment, Paving Change Order, etc.

Thanks.

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

From: Christopher Lathrop <clathrop@dubois-king.com>
Sent: Wednesday, April 10, 2024 8:49 AM
To: John Haverstock <jhaverstock@hartford-vt.org>; Bryan Gazda <bgazda@hartford-vt.org>; Christopher Holzwarth

<cholzwarth@hartford-vt.org>

Subject: Gate Street Project - Selectboard Meeting

You don't often get email from clathrop@dubois-king.com. [Learn why this is important](#)

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

Hi John, Bryan and Chris,

Please find attached slides for next week's Selectboard meeting project update. Please let me know if you have any suggested changes. Unless you prefer otherwise my intention is to attend this virtually as it will be 3.5 hour round trip to attend. Thanks.

Christopher D. Lathrop, P.E.

DuBois & King, Inc.

(D) (802) 728-7228

(C) (802) 522-9817

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.

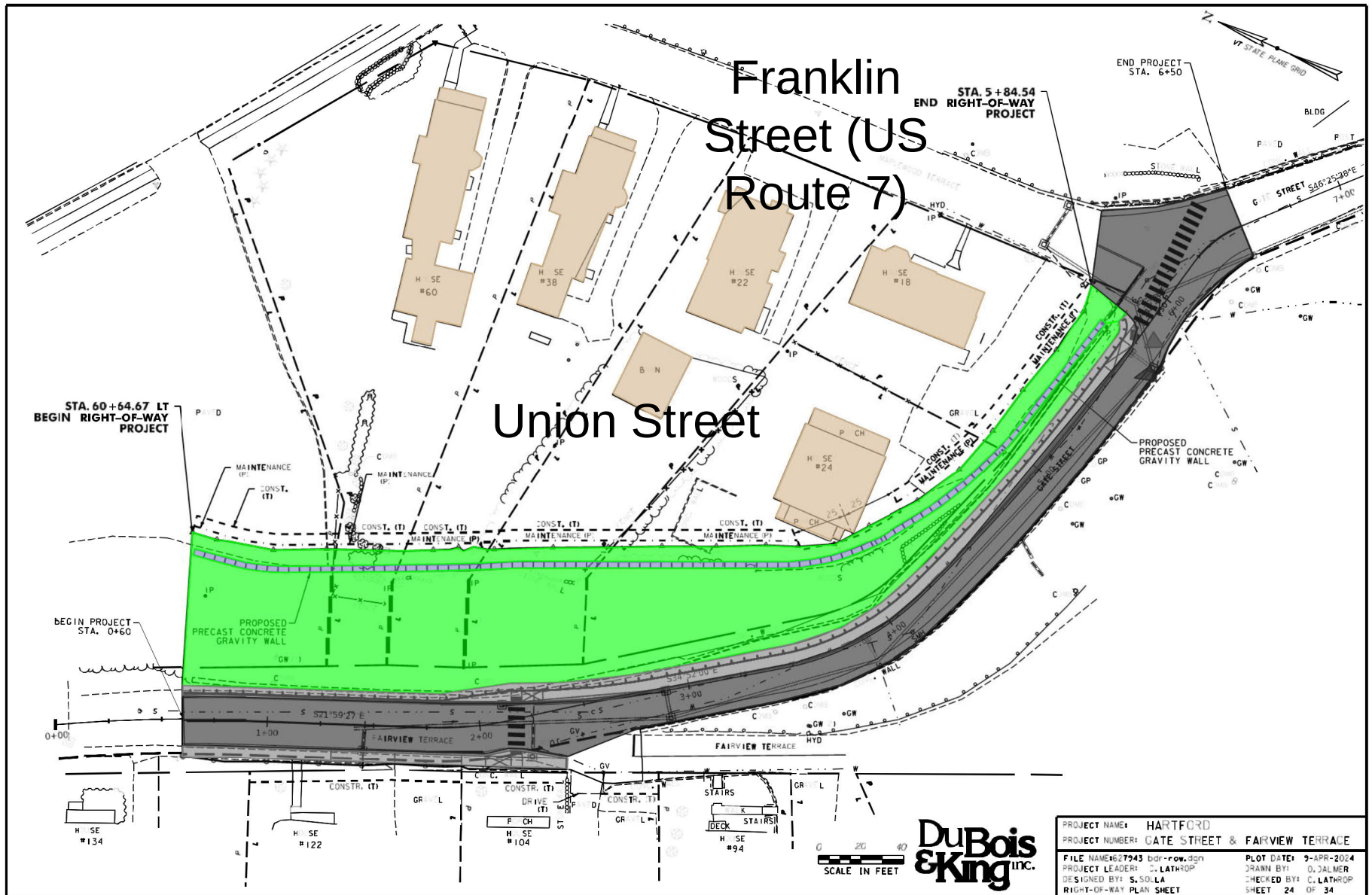
Town of Hartford
Gate Street & Fairview Terrace
Project Status Presentation
April 16, 2024



Purpose of Presentation

- Project Overview
- Project Status
- Opinion of Probable Construction Costs
- Questions

Project Overview



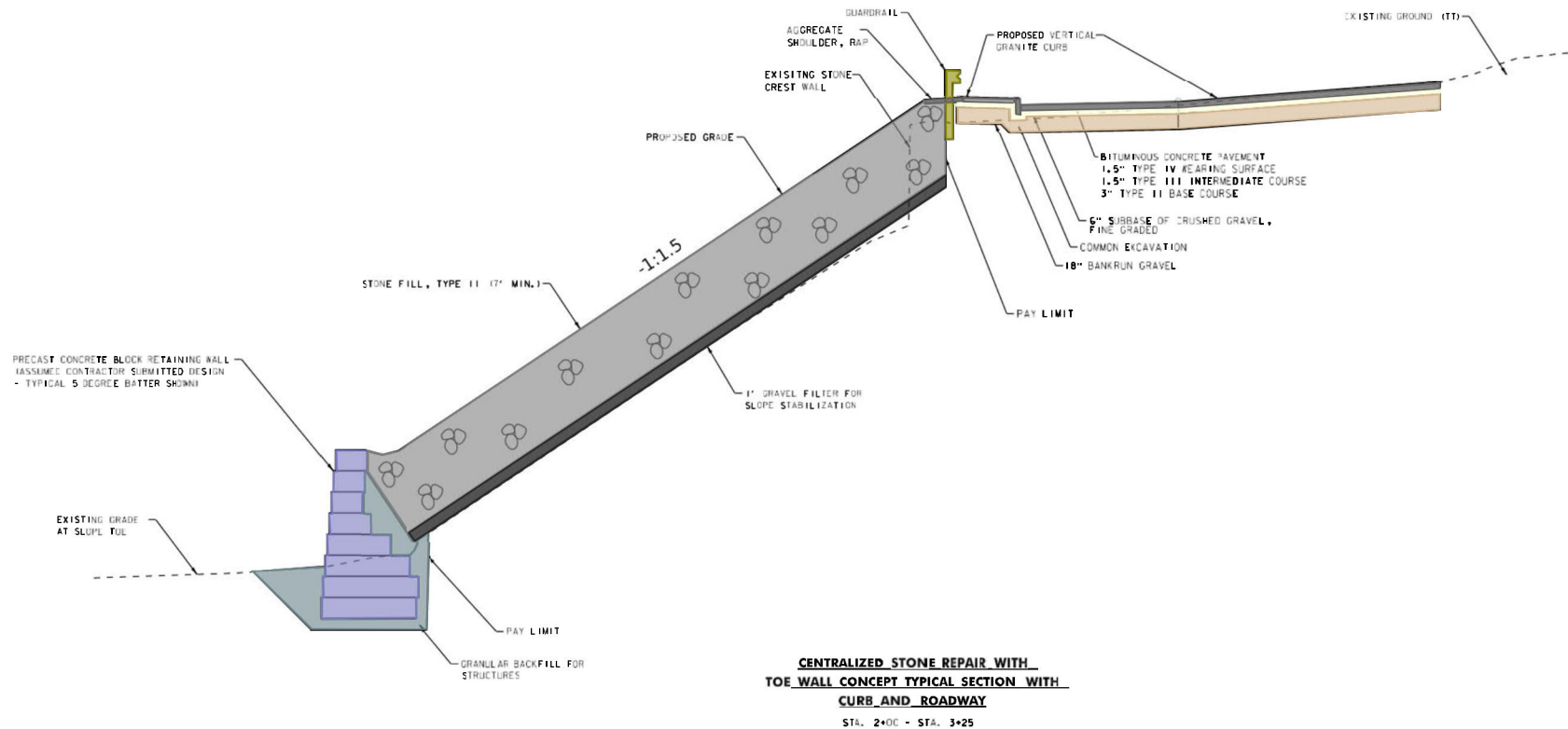
Project Outline

- A Topographical Survey of the project area was conducted.
- A boundary survey of the parcels being affected by the proposed wall/slope was completed
- Borings were conducted and a geotechnical investigation conducted.
- Multiple wall solutions were evaluated and preferred wall type chosen at the August 22, 2024 Selectboard meeting.
- Plans have now been progressed to Preliminary Design Stage.

Outstanding Tasks

- Develop easement plans and acquire rights. These are likely permanent slope/maintenance and temporary construction easements.
- Confirm permit requirements
- Utility coordination
- Final Plans, Specifications and Estimate for bidding

Typical Slope/Wall Section



**DuBois
& King**
INC.

PROJECT NAME:	HARTFORD	PROJECT NUMBER:	GATE STREET & FAIRVIEW TERRACE
FILE NAME:	627943 typ.dgn	PLOT DATE:	9-APR-2024
PROJECT LEADER:	C. LATHROP	DRAWN BY:	O. DALMER
DESIGNED BY:	S. SOLLA	CHECKED BY:	C. LATHROP
TYPICAL SECTIONS SHEET	3	SHEET	7 OF 34

Precast Concrete Toe Wall



Cost Comparison

	2025 Construction	2026 Construction (6% Inflation)
Opinion of Probable Construction Cost	\$3,463,000	\$3,632,000
ROW acquisition	\$128,000	\$135,680
Construction Inspection	\$120,000*	\$127,000*
Total	\$3,711,000	\$3,894,680
* Assumes 1 full time inspector for entire season		

Next Steps:

- Wait for bond vote to proceed?
- Proceed with ROW acquisition.
- Proceed with Final Design.

Questions?



AGENDA MEMORANDUM

April 16, 2024

Town Selectboard Meeting Item: 5e

Submitted by: Christopher Holzwarth, Public Works Project Manager

Subject: Removal, Repair, and Replacement of Wilder Bike Path Bridge

Background: The Town of Hartford owns and maintains Bridge 527 along the Wilder Bike Path. This 10-foot wide by 50-foot long Arched Pratt-Style Prefabricated Steel Truss Bridge constructed in 2001 has “weathered” steel floor beams, stringers, and safety rails with 4x12 timber decking set on concrete headwalls with wing walls.

In the fall of 2019, the town commissioned a professional engineer’s evaluation of the bridge due to the appearance of premature deterioration of the weathered steel components raising concerns of staff and VTrans inspectors. The resulting report placed a recommended 16,000-pound weight limit on the bridge under the deterioration conditions at that time and recommended a more detailed analysis which was scheduled to be part of the updated Bridge Maintenance and Capital Improvement Plan.

However, over the past year deterioration has accelerated and VTrans recommended the bridge be closed to traffic this winter (see attached 2023 inspection report and associated January 22, 2024, email).

In response the town promptly issued a public RFP in January for engineering services. In February the town only received one bid that was determined to be non-competitive and rejected due to its high cost.

With the limited available bridge engineers and contractors in demand, and most under contract for the upcoming season, we purposely skipped the time-consuming public RFP and directly solicited firms.

We were able to directly locate two local bridge contractors on VTrans pre-qualified list with the ability to engineer, remove, repair/remanufacture, and replace the bridge. We also located a willing third bidder from New Hampshire that is relatively close with the same abilities. All bidders were provided the original VTrans Contract Design Plans and 2019 Town of Hartford’s engineering evaluation for review in the submission of their bids.

Discussion: The town received three bids. Daniels Construction of Ascutney, VT submitted a complete bid of \$182,500, Miller Construction of Windsor, VT submitted a complete bid of \$187,420, and Bridge of Springfield, NH submitted an incomplete bid of \$128,000.00.

Daniels Construction is therefore the lowest bidder at \$182,500. A roughly 10% contingency of \$18,000 is recommended bringing the potential contract value to \$200,500.

The selectboard must waive applicable sections of Section 5 of the purchasing policy with regards to advertising and public notice before approving any contract.

Impact: The project will be funded with existing FY 24 and encumbered funds as identified in Exhibit A.

Recommendation: Staff recommends that the Selectboard waive section 5.0 of the purchasing policy as the project was competitively bid by a select group of available and qualified firms and approve the Town Manager to execute a contract with Daniels Construction for \$182,500 and to approve any reasonable change orders up to a maximum additional amount of \$18,000 or a maximum total contract value of \$200,500.

Bryan Gazda

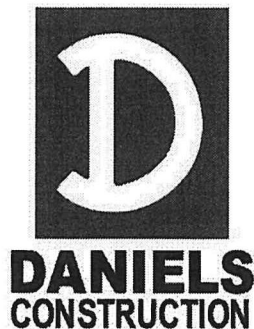
From: Christopher Holzwarth
Sent: Monday, April 8, 2024 10:09 AM
To: Bryan Gazda
Subject: RE: Wilder Bike Path Bridge Bids
Attachments: Daniels Construction Bid.pdf; Hansen Bridge Bid.pdf; Miller Construction Bid.pdf

Wilder Bike Path Bridge - Bid Results				
Bid	Bidder	Complete/ Incomplete	Estimate	Notes
#1	Daniels Construction	Complete	\$182,500.00	Low bidder, positive work relationship history.
#2	Miller Construction	Complete	\$187,420.00	High bidder by only \$4,920 or 2.7% higher.
#3	Hansen Bridge	Incomplete	\$128,000.00	Incomplete and non-responsive to followup questions.
Recommendation		Award contract to Daniels Construction.		

Chris

Christopher Holzwarth
Public Works Project Manager
173 Airport Road
White River Junction, VT 05001
802-295-3622 phone
802-281-7051 fax

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.



PROPOSAL

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

ATTENTION: Christopher Holzwarth

PHONE: 802-295-3622

EMAIL: cholzwarth@hartford-vt.org

JOB NAME: Pedestrian Bridge Repairs

JOB LOCATION: Wilder, VT

February 21, 2024

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Repair of the failing pedestrian bridge in Wilder, VT that the Town of Hartford recently closed due to accelerated deterioration of the structural steel superstructure as follows;

Remove the bridge from its' abutments and set it on the paved pedestrian path. Remove and dispose of the timber decking. Remove and dispose of the steel stringers, floor beams, wind braces, and bottom chords. Fabrication and galvanizing of new steel stringers, floor beams, wind braces, and bottom chords. Reassembly of the bridge via field welding and touching up of field welds with cold galvanizing paint. Painting of bottom chord brown to match 'rusty' trusses. Installation of new treated timber decking, setting of the bridge back upon its' abutments, and restoration/cleanup of jobsite. Upon project completion, a PE stamped certification letter will be provided indicating that the bridge was repaired to original condition and can thus support the original design loads (85 psf uniform live load or a 5,000 pound vehicle load).

Anticipated project duration is one month.

WE PROPOSE to furnish materials, equipment and labor - complete in accordance with the above specifications for the sum of:

***** One Hundred Eighty Two Thousand Five Hundred Dollars (\$ 182,500.00) *****

PAYMENT to be made as follows: INVOICES MONTHLY, PAYABLE WITHIN THIRTY DAYS, NO RETENTION.
Finance Charge of 1 1/2% per month charged to past due accounts including all collection and attorney fees.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above this proposal. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry their own Property, Liability and Builder's Risk insurance. Daniels to carry General and Automotive Liability and Workers Compensation Insurance. Market volatility may necessitate changes in this proposal.

AUTHORIZED SIGNATURE:


Matthew Belden, Vice President - Structures

NOTE: This proposal may be withdrawn if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL *The above prices, specifications, and conditions are satisfactory and are hereby accepted.*

SIGNATURE: _____
(Owner or Agent)

DATE OF ACCEPTANCE: _____

Quote:

MILLER CONSTRUCTION, INC.

Ascutney Boulevard Route 5
P.O. Box 86
WINDSOR, VERMONT 05089
(802) 674-5525
FAX (802) 674-5245

PROPOSAL SUBMITTED TO Town of Hartford VT	PHONE 802-295-3622	DATE 2/23/2024
STREET 173 Airport Rd	JOB NAME Pedestrian Bridge Rehabilitation	
CITY, STATE and ZIP CODE White River Jct VT 05001	PROJECT LOCATION Hartford VT	

We hereby submit specification and estimates for:

Furnish Equipment, Materials, Engineering, Labor to Remove, Rehabilitate, Reset 50 foot long Pedestrian Bridge in the Town of Hartford VT.

Cost is all-inclusive per Town of Hartford VT Town Manager:

Total \$187,420.00

We Propose hereby to furnish material and labor-complete in accordance with above specification, for the sum of:

See Above dollars See Above

Payment to be made as follows: As per weekly billings.

Miller construction and its employees are not Liable for damage to undisclosed utilities/septic systems.

John Lavoie

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmans Compensation Insurance.

authorization
Signature John Lavoie Operations Manager

Note: This proposal may be 30
withdrawn by us if not accepted within days

Acceptance of Proposal-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



1325 COUNTY ROAD, NEW LONDON, NH 03257
603-491-5295
HANSENBRIDGE@TDS.NET

BRIDGE REPAIR ESTIMATE

March 6, 2024

Client: Town of Hartford
Chris Holzwarth
(802)295-3622
cholzwarth@hartford-vt.org

Re: Wilder Bike Path Bridge
Hartford, VT

Payment: Prior written approval in the form of a change order will be required before any additional work can be executed.

Payment Schedule: #1 \$64,000 deposit prior to construction.
#2 \$64,000 due after decking is complete.

Description: Removal of existing decking, beams, stringers and cross bracing. Fabricate and hot dip galvanize new steel stringers. Weld new steel stringers to existing assembly. Reinstall bridge with new timber decking. All timber hardware to be A305 hot dip galvanized.

Total: \$128,000

- ☐ Price is based on Hansen Bridge LLC to provide job supervision.
- ☐ Price includes Hansen Bridge providing layout drawings.
- ☐ Price includes engineer stamped drawings.
- ☐ Price includes cold galvanizing any repaired areas.
- ☐ Price excludes any substructure work.

Acceptance of above contract by owner, _____ Date _____ Signature _____

Thank you,
Hansen Bridge LLC
1325 County Road, New London, NH 03257
Michael Hansen, President
hansenmarine.org
hansenbridge.com

Bryan Gazda

From: Howard, Spencer <Spencer.Howard@vermont.gov>
Sent: Monday, January 22, 2024 1:16 PM
To: Bump, Chris; Bryan Gazda
Subject: RE: Hartford Town Pedestrian Bridge
Attachments: Hartford Bike Path Bridge - 2023.pdf

You don't often get email from spencer.howard@vermont.gov. [Learn why this is important](#)

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

Hi Chris and Bryan,

Sorry for the late reply to this but it seems the email that I was going to send the town on this structure has been sitting in my outbox and not actually sent out. Minus the technical difficulties of that I will add the information below:

VTrans bridge inspection unit recently performed an inspection on the Hartford pedestrian bridge located near I 91 B47 over Brook. We found that this structure is in poor condition due to deterioration in the stringers and the floor beams. At this time, it should be closed because of the advanced deterioration until repair can be made. Please find attached photos and a description of the locations that have advanced deterioration in them. The current condition of the truss and the abutments is in fair to good condition with lots of life left in them.

I know that the City of Montpelier dealt with something very similar approximately 10 years ago where they replaced the whole floor system with galvanized floor beams and stringers to hold up to the salting that the bridge sees. If you have any questions, please feel free to reach out to me.

Thank you,

Spencer Howard, P.E. | Bridge Management & Bridge Inspection Program Manager
Vermont Agency of Transportation
Barre City Place, 219 North Main Street | Barre, VT 05641
802-498-8263

From: Bump, Chris <Chris.Bump@vermont.gov>
Sent: Thursday, January 18, 2024 8:24 AM
To: Howard, Spencer <Spencer.Howard@vermont.gov>
Cc: Bryan Gazda <bgazda@hartford-vt.org>
Subject: Hartford Town Pedestrian Bridge

Spencer

I have included Bryan Gazda, Hartford Public Works Director on this email. I recall that there was a recent discussion regarding the town pedestrian bridge that is located very close to I91 Bridge 47 S.

It seems like there was a concern with the condition or size of the beams and the weight of equipment that the town might be using to remove snow from the bridge.

I am not sure if this is a structure that gets inspected by VTRANS. Do you recall the issue and is there any advice that we can offer the town?

Thanks

Chris

Christopher Bump, District 4 Project Manager
Vermont Agency of Transportation
223 Beswick Drive White River Junction, VT 05001
802-356-7678 cell
<http://vtrans.vermont.gov/operations>

Hartford Bike Path Bridge (BR#527)

2023



Large holes in Stringer 2 and 3 near Floor Beam 1

(Hole Locations marked in orange.)



Stringer 2 has large holes on either side near Floor Beam 1, and a smaller hole near center between Floor Beam 1 and 2.

Downstream side of stringer 2 shown in Picture.



Stringer 3 has large holes on either side at connec on to Floor Beam 1.

Upstream side of Stringer 3 Shown in Picture.



The center sec on of Stringer 3 has heavy pack rust with thin areas in the web.

Upstream side of stringer 3 in between Floor Beam 1 and 2.



Holes in Floor Beam
2 under stringer 2.

Abutment 1 side of
Floor Beam 2 Shown
in Picture.



Hole in Center of
Stringer 2 upstream
side in between Floor
Beam 2 and 3.



Holes in Bottom of
Floor Beam 5 on
Upstream end.



Hole in Floor Beam 5
on Abutment 2 side
between stringers 1
and 2.



Typical Heavy rust scale throughout Floor Beams and Stringers.

Abutment 2 side of Floor Beam 5 Shown in Picture.



Holes and heavy pack rust throughout Floor Beam 6.

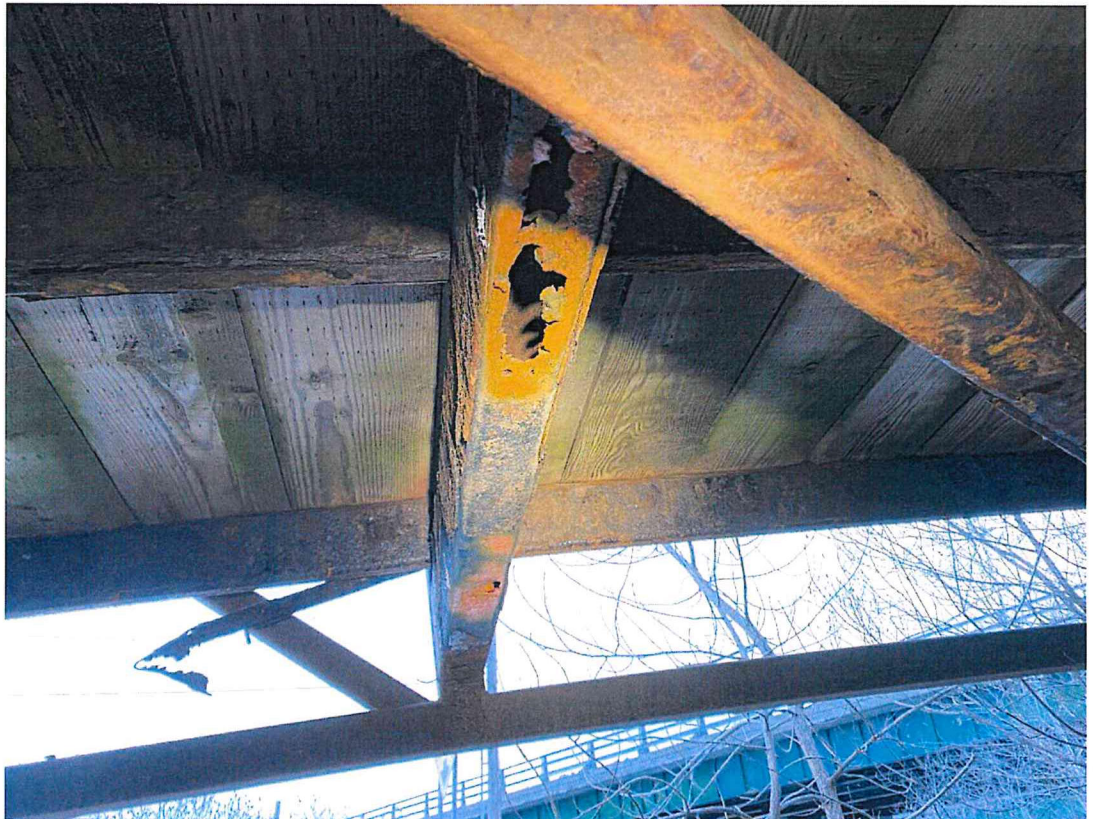
Abutment 1 side Upstream end of Floor Beam 6 shown in Picture.



Bottom of Floor Beam
6 on upstream end.



Bottom of Floor Beam
6 on Downstream end.



Bottom of Floor Beam
6 in center section.



Large Holes in
Abutment 2 end of
stringers 2 and 3 near
connection to Floor
Beam 7.

(Hole Locations
marked in orange.)



End of Stringer 2 at
Floor beam 7
connec on.
Downstream Side.



End of Stringer 3 at
Floor beam 7
connec on.
Downstream Side.



Exhibit "A"

Bryan Gazda

From: Gail Ostrout
Sent: Tuesday, April 9, 2024 8:52 AM
To: Bryan Gazda; John Haverstock; Christopher Holzwarth
Subject: RE: Wilder Ped/Bike Bridge Budget # 1.xlsx

Bryan

I support the contract of \$182,500 with Daniels and the recommended \$18,000 for contingency bringing the project to \$200,500.

The recommended funding sources as we discussed in the meeting should be:

Wilder Ped - Bike Bridge						
\$ 100,000.00	PO 13493					
\$ 14,338.00	PO 6571					
\$ 5,000.00	PO 9284					
\$ 30,000.00	FYE 2024 10-311-323-0000					
\$ 25,000.00	FYE 2024 10-313-318-0000					
\$ 10,000.00	FYE 2024 10-325-318-0000					
\$ 16,162.00	FYE 2024 10-321-321-0000					
\$ 200,500.00	Estimated Project (\$182,500 Daniels + \$18,000 Contingency)					

Until we hear back from all departments this week regarding their ARPA projects I can't recommend we use unobligated ARPA dollars. Utilizing existing available funding is the best path. I encourage you to get this contract in front of the board as soon as you can.

Lastly, please remember you aren't requesting board approval of the funding sources just contract award.

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: Monday, April 8, 2024 2:36 PM
To: Gail Ostrout <gostrout@hartford-vt.org>
Subject: Wilder Ped/Bike Bridge Budget # 1.xlsx

Gail,

Attached is the project budget spreadsheet and on the right side I listed the funding sources for the projects. I added a couple that I believe we can use and lessen the amount from ARPA.

Please review and make any adjustments you feel are best.

Thanks, and let me know if you have any questions.

Bryan



AGENDA MEMORANDUM

April 16, 2024

Town Selectboard Meeting Item: 5

Submitted by: Christopher Holzwarth, Public Works Project Manager

Subject: Town Bridge Inspections, and Maintenance & Capital Improvement Plan

Background: The town previously solicited proposals from qualified engineers to provide bridge inspection services, development of repair and O & M costs and a bridge capital improvement plan for the Town's short and long bridges in November of 2010. Stantec Consulting Services, Inc. of South Burlington, VT was selected shortly thereafter with the investigation, inspections, and planning occurring in the summer months of 2011.

On August 28th, 2011, Tropical Storm Irene caused severe damage or otherwise destroyed several bridges.

On November 1st, 2011, Stantec Consulting Services, Inc. of South Burlington, VT provided a Bridge Maintenance and Capital Improvement Plan representative of pre-Irene conditions.

Since the release of the study the Quechee Covered Bridge, the Quechee-West Hartford Road Bridge over the White River, the Gillette Street Bridge, and the Passumpsic Avenue Bridge both over the railroad have been replaced. Further, the VA Cutoff Road Bridge over the White River is in the process of being replaced.

However, with such attention and resources being placed on these larger bridges, other smaller but critical bridges have lacked attention and suffered from deferred maintenance and repairs with the current maintenance and capital improvement plan inaccurately representing current conditions.

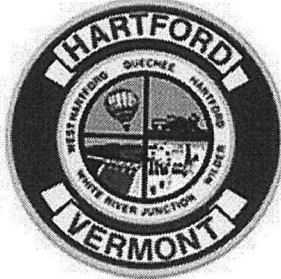
Therefore, the Department of Public Works solicited for an updated plan in accordance with the Capital Improvement Plan.

Discussion: The town received three bids. Wright-Pierce of Burlington, VT bid \$71,300, Vanasse Hangen Brustlin, Inc. (VHB) of Watertown, MA bid \$165,991.39, and Stantec Consulting Services, Inc. of South Burlington, VT bid \$35,750.00.

It appears that Stantec is uniquely positioned to perform the services given their prior development of the existing maintenance and capital improvement plan.

Impact: \$35,700 will be utilized from ARPA GL #25-985-121-0115 (DPW – Bridge Maintenance/ Capital Improvement Plan) with a current balance of \$50,000.

Recommendation: Staff recommends the board approve the Town Manager to sign a contract with Stantec Consulting Services, Inc. for \$35,700 and to approve any reasonable change orders based upon inspection discoveries up to a maximum contract value of \$50,000.



HARTFORD PUBLIC WORKS DEPARTMENT

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

REQUEST FOR BIDS
Professional Engineering Services
(Town Bridge Inspection and Capital Improvement Plan)
Town of Hartford, Vermont

Project No. 2024-H2b
February 23, 2024

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Section 1 – Bid Instructions

1.01 Communications Regarding This Project: Please direct all communications and questions regarding this bid request to:

Hartford Vermont Department of Public Works
c/o Christopher Holzwarth, Project Manager
171 Bridge Street
White River Junction, VT 05001
Telephone: (802) 295-3622
E-Mail: cholzwarth@hartford-vt.org

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

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

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

Issue Request for Bids:	February 23, 2024.
Pre-Bid Meeting Request Deadline:	No Pre-Bid meeting will be held.
Pre-Bid Meeting Timeframe:	No Pre-Bid meeting will be held.
Voluntary Site Visits:	Consultants are encouraged to conduct site visits on their own.
Last Day to Submit Questions:	3:00 PM local E.S.T. on Friday March 15, 2024.
Written Responses to Questions and any Addendums:	3:00 PM local E.S.T. on Friday March 22, 2024.
Deadline for Bids:	12:00 PM E.S.T. on Friday March 29, 2024.
Selection	Next available Selectboard Meeting.
Contract	Shortly After Selectboard Approval.

1.03 PRE-BID MEETINGS: The Town shall not conduct pre-bid meetings. Questions should be submitted in writing with written responses prepared by the Town and posted on the Town's web site by the date listed in Section 1.02. Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02.

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

1.05 SUBMITTING A BID: Each Consultant seeking consideration for performance of services related to the project must submit a Bid. Proposers are to submit one original copy signed by an officer authorized to bind the company, 1 copy and one digital copy in PDF format. All Bids shall be sealed, properly addressed with the name of the Consultant, and sent to:

Hartford Town Manager's Office
Project No. 2024-H2b– Professional Engineering Services
(Town Bridge Inspection and Capital Improvement Plan)
c/o Christopher Holzwarth, Project Manager
171 Bridge Street
White River Junction, VT 05001

Sealed Bids must be received at the above address by the deadline indicated in Section 1.02 for public opening. Bids received after the scheduled deadline will be rejected. All supporting materials and documentation must be included with the Bid. The responsibility of timely delivery lies solely with the proposer. Faxed and e-mailed Bids are not acceptable.

The Town reserves the right to reject any or all bids, to waive any minor irregularities in a bid, to accept a part or parts of a bid unless otherwise restricted in this request for bids, to accept any bid which in the judgment of proper officials is deemed in the best interest of the Town, or issue to a subsequent request for bids. The Town also reserves the right to approve or reject any subcontractor proposed for work under this request.

The Town reserves the right to select the successful proposer based on bids received without seeking further information or clarification from proposers. Upon review of Bids, the Town may designate the two most qualified bids as finalists. These finalists may be invited to make oral presentations and participate in a question-and-answer session with the Town.

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

The Town does not guarantee that any contract will be awarded because of this request. If a contract award is made but the contract is not executed, the Town does not guarantee that the contract will be re-awarded.

1.06 REQUIRED BID CONTENTS: Consultants are required to submit the following information in their Bid:

- **Letter of Transmittal – Exhibit A:** The bidder shall provide a letter of transmittal (Exhibit A) with an authorizing and binding signature for the bid.

- **Key Personnel List – Exhibit B:** Provide the name, title, mailing address, telephone number and e-mail address of the people who will function as the Town’s primary contact and back-up contact person for this specific project.
- **References – Exhibit C:** Provide a list of references on the form provided as Exhibit C. The Town is particularly interested in contacting your governmental clients in the state of Vermont.
- **Not to Exceed Fee Bid Forms – Exhibit D:** The proposer shall provide a completed Not to Exceed Fee Bid encompassing the entire scope of work. The bid must be on the form provided as Exhibit B with a separate man hour labor rate sheet detailing proposed hours by labor class and reimbursable expense categories with associated rates to be used for determining the cost attached.
- **Statement of Exceptions to Request for Bids requirements:** Provide a detailed description of any exceptions taken to the requirements of this request, including the Town Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable section/sub-section numbers. Any other departures from the Town’s request are to be identified and failure to do so shall make the Bid non-responsive. This statement is to be submitted on the bidder’s own letterhead.

1.07 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.

- Late Bids.
- Incomplete or non-responsive Bid.

1.08 EVALUATION CRITERIA: The selection committee will evaluate each firm and bid based on their response to the request for bids, key personnel/experience, references, proposed cost and schedule.

After receipt and review of the written Bids, the Town reserves the option to interview the top two firms proposing and have seek clarifications submitted in writing prior to making a final decision.

Evaluation Criteria				
Item	Description	Possible Points	Multiplier	Maximum Points
1	Response & Qualifications	100	0.50	50
2	Fee & Schedule	100	0.50	50
3	Local Vendor Credit	5	1.0	5
Total Possible Points				105

1.09 MISCELLANEOUS ITEMS:

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

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

SECTION 2 – Scope of Project

2.01 Scope of Services: The Town of Hartford owns and maintains 23 structures defined as bridges along Town Highways and a bicycle and pedestrian path. Of these bridges, 17 are considered short span structures and 6 are considered long span structures. Long bridges are defined as having a span of greater than 20', short bridges have a span of less than 20'.

The Town requests bids from qualified consultants to provide bridge inspections, provide yearly maintenance recommendations with field forms for each structure, repair and/or replacement cost analysis where needed, and an updated capital improvement plan for the structures. The tasks as envisioned are listed below.

Documents Review: The Consultant will review previous records including but not limited to the Bridge Maintenance and Capital Improvement Plan prepared by Stantec and released November 1, 2011, any available Vermont Agency of Transportation bridge inspection reports, any available plans of record, and the structural evaluation of the Wilder Bike Path Bridge prepared by Timothy Schaal, PE dated August 28th, 2019.

Field Inspections: The consultant shall perform comprehensive field inspections documenting conditions with notes, measurements, and photographs of all short and long structures. The evaluation shall also include all associated features such as but not limited to headwalls, wingwalls, cutoff walls, safety railings, guard rails, curbs, slopes, channels, signage, and utilities.

Priority Groups: The consultant shall use a combination of the documents reviewed and their current inspections to identify each structure's current maintenance and structural deficiencies. These deficiencies should be rated into priority groups based upon the urgency to address the deficiency. The current Maintenance and Capital plan breaks them into 4 groups being Group 1 (1-2 years), Group 2 (2-5 years), Group 3 (5-10 years) and Group 4 (10-20 years).

Cost Estimating: The consultant shall provide cost estimates to address all deficiencies at each structure utilizing private contractors. The consultant shall utilize their professional judgement based upon the cost and the likely remaining life of each structure as to whether a repair, rehabilitation or a full replacement cost should be budgeted. Where a full replacement is recommended both the repair, and the replacement cost shall be provided with the expected life span of each for each option included.

The estimated construction costs for each structure shall be itemized by specification section and include engineering, legal, permitting, contingencies, and any other anticipated project related costs.

Capital Improvement Plan: The consultant shall utilize the estimates to develop a 20-Year Capital Improvement Plan (CIP) for the maintenance, repair, rehabilitation, and replacement of structures listed in Section 2.02.

Maintenance Plan: The consultant shall also provide a detailed maintenance plan. The plan shall include an inspection form and maintenance checklist for each structure based on its individual components.

Executive Summary: Lastly, the consultant shall author a report summarizing the project, annual bridge maintenance, periodic bridge maintenance, bridge repair, bridge rehabilitation, bridge replacement, the bridge capital improvement plan, and provide maps accurately detailing the structure locations. The inspection reports, cost estimates, and capital improvement plan shall be included as exhibits.

Deliverables: The consultant shall provide the final executive summary with all exhibits as one document in PDF format and present it to the Selectboard at a regularly scheduled meeting. The inspection forms and maintenance checklist for each structure shall be provided in fillable PDF or Word formats.

2.02 Description of Structures: The structures listed below service Town roads. Some of these structures are owned by the State or the railroad but because of their vital importance to the Town are included within this request.

Town Owned and Maintained Long Bridges:

Bridge No. 6 – Waterman Hill Road: This Federal Aid bridge over the Ottaquechee River in Quechee Village consists of precast, prestressed concrete beams, a concrete deck, with a traditional wooden covered bridge facade over was constructed in 2012 to replace the previous bridge destroyed by Tropical Storm Irene in 2011. Plans are available.

The outlet suffers from persistent erosion during larger storm events at the northeast outlet of the bridge. Permanent erosion control in the form of an extended wingwall has been identified as a likely remedy.

Bridge No. 7 – VA Cutoff Road: This bridge over the White River at Hartford Village is currently being replaced by the State of Vermont in a new location aligned between the VA Cutoff Road on the South and Christian Street on the North. The existing bridge will be demolished at the completion of the new bridge. Plans are available.

Bridge No. 8 – Quechee - West Hartford Road: This Federal Aid bridge was constructed in 2004 over the White River in West Hartford and consists of steel girders and beams with a cast in place concrete slab, asphalt road surface and aluminum guard rails. Plans are available.

Bridge No. 23 – Tigertown Road: This (22.2' W x Varies H x 38') Steel beam and Concrete Slab Bridge with aluminum guard rails was originally constructed in 1953 and reconstructed in 1992. The bridge spans Tigertown Brook just north of the VT Route 14 intersection.

Bridge No. 59 – Bridge Street: This bridge was constructed in 1992 and named after former town manager Ralph Lehman. The bridge crosses the White River in White River Junction and consists of steel girders and beams with a cast in place concrete slab, asphalt road surface, concrete sidewalk, and aluminum guard rails. The sidewalk was recently repaired with a temporary patch and is in poor condition. Plans are available.

Town Owned and Maintained Long Bridges Continued:

Bridge No. 527 - Wilder Bike Path: This (10' W x Varies H x 50' L) Arched Pratt-Style Prefabricated Steel Truss Bridge constructed in 2001 has steel floor beams, steel stringers, steel safety rails, and 4x12 timber decking set on concrete headwalls with wing walls. The bridge spans an unnamed brook that discharges to Dothan Brook. Plans and a structural evaluation with recommendations are available.

This substructure and decking of the bridge are prematurely deteriorating and are slated to be replaced this calendar year.

Town Owned and Maintained Short Bridges:

Bridge No. 1 - Quechee West Hartford Road: This (7.6' W x 3.7' H x 23.25' L) Concrete Slab Bridge with concrete wingwalls and aluminum guard rails spans Dimick Brook in West Hartford.

Bridge No. 3 – Christian Street: This (8.5' W x 6' H x 46' L) Arch Culvert without headwalls or guard rails was constructed in 1998 and spans Bloody Brook in Wilder.

Bridge No. 4 – Quechee Hartland Road: This (7.7' W x 8.4' H x 60' L) Vertical Ellipse Culvert without headwalls but with guard rails was constructed in 1960 and spans an unnamed brook which empties into the Ottaquechee River just above the North Hartland Dam.

Bridge No. 5 – Quechee Main Street: This (14.3' W x 9' H x 50' L) Arch Culvert without wingwalls or guard rails was constructed in 1960 and spans Whitman Brook before it empties into the Ottaquechee River just above the Quechee Lakes Golf Course.

Bridge No. 15 – Connecticut River Road: This (7' W x 7.5' H x 29.5' L) Concrete Arch Culvert with concrete wingwalls and aluminum guard rails spans an unnamed brook which empties into the Connecticut River just south of the Interstate 89 overpass in White River Junction.

Bridge No. 16 –River Road: This (6' W x 6' H ± x 21.5' L) Concrete Box Culvert with concrete wingwalls and aluminum guard rails spans an unnamed brook which empties into the Ottaquechee River north of the Taftsville Covered bridge in Quechee.

Bridge No. 17 – Tigertown Road: This (7' W x 5' H x 22' L) Concrete Box Culvert with concrete wingwalls and aluminum guard rails was constructed in 1960 and spans Tigertown Brook in West Hartford.

Bridge No. 25 – Dothan Road: This (11.1' W x 7' H x 46' L) Arch Culvert without headwalls, but with aluminum guard rails was constructed in 2001 over an unnamed brook just south of the Jericho Street intersection.

Bridge No. 26 – Jericho Street: This (8.75' W x 6.2' H x 41' L) Arch Culvert without headwalls, but with aluminum guard rails spans an unnamed brook just west of the Dothan Road intersection.

Bridge 28 – Podunk Road: This (11.3' W x 7' H x 92' L) Arch Culvert without wingwalls or guard rails was constructed in 1967 and spans Tigertown Brook just east of Tigertown Road in West Hartford.

Bridge 32 – Old River Road: This (19' W x 5.7' H x 41' L) Arch Culvert with both stone and concrete headwalls and aluminum guard rails was constructed in 1997 and spans Brook.

Town Owned and Maintained Short Bridges Continued:

Bridge No. 33 – Tigertown Road: This (12' W x 6'+ H x 25.5' L) Concrete Slab Bridge with concrete wingwalls and aluminum guard rails was constructed in 1982 and spans Tigertown Brook in West Hartford just south of the Norwich town line.

Bridge No. 57 – Quechee West Hartford Road: This (14' W x 5' H x 63' L) Arch Culvert with aluminum guard rails was constructed in 1950 and spans Dimmick Brook just east of Clay Road.

Bridge No. 60 – Wildlife Road: This (13' W x 8' H x 63' L) Arch Culvert without guard rails spans Jericho Brook just north of Jericho Street and was constructed in 1973.

Bridge No. 61 – Costello Road: This (6.5' W x 7.5' H x 120' L) Vertical Ellipse Culvert with concrete wingwalls and aluminum guard rails was constructed in 1967 and spans an unnamed brook just north of the Old Quechee Road intersection.

Bridge No. 62 – Old River Road: This (6.5' W x 7.5' H x 250' L) Vertical Ellipse Culvert with concrete wingwalls and aluminum guard rails was constructed in 1967 and spans an unnamed brook just west of the Old River Road intersection.

Bridge No. 63 – Hemlock Ridge Road: This (Twin 6.8' W x 5' H x 50' L) Arch Culvert with concrete headwalls and aluminum guard rails spans Dothan Brook within the Hemlock Ridge housing development and was constructed in 2003.

2.03 Bid Cost

Acceptance Term: Proposed bid cost shall remain valid for acceptance by the town for 180 calendar days from receipt.

Not to Exceed Bid Form: Consulting shall submit a Not to Exceed Bid Form for the hourly and reimbursable cost on Exhibit C (Not to Exceed Bid Form).

Cost Summary: The consultant shall provide a cost summary including the expected hours and hourly rates for all staff members and any subcontractors to be utilized for this project along with the anticipated reimbursable quantities and rates. This shall be attached as an Exhibit.

Bidder Responsibility: The consultant is responsible for ensuring their bid is adequate to achieve the goals of the project. You may submit a letter describing any recommendations or alternative methods you are proposing to accelerate the project or reduce costs.

SECTION 3 – BID REQUIREMENTS

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

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

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

3.04 PROPOSER'S POLITICAL CONTRIBUTIONS: The consultant shall affirm and certify (Exhibit A) that it complies with State of Vermont Title 17: Labor, Chapter 61: Campaign Finance, Sub-Chapter 3: §2941 Limitations of Contributions.

SECTION 4 - STANDARD TERMS FOR PROFESSIONAL SERVICES CONTRACT

ARTICLE 1 - SERVICES PROVIDED

Consultant shall provide all services necessary to complete the Services that are described in Section 2 Scope of Services on pages 6 through 10 which is incorporated herein by reference.

Consultant shall perform all services required under this Agreement in a good workmanlike manner consistent with industry standards and according to the specifications and performance standards established any governing agency. Town has the right to inspect and may reject any services provided by Consultant under this Agreement that, in the Town's determination, were not completed in a good workmanlike manner or that otherwise failed to satisfy the established specifications or performance standards.

ARTICLE 2 – COMPENSATION

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

ARTICLE 3 – TERM

The Agreement shall commence upon execution by the Town and shall terminate upon expenditure of all funds provided herein or on June 30th, 2025, whichever date is earlier.

ARTICLE 4 - INDEPENDENT CONTRACTOR

Consultant further acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Municipality and Consultant. No employee-related withholdings or deductions shall be made from payments due to the Consultant. Consultant shall not be entitled to receive any benefits from Municipality and shall not be eligible for workers' compensation or unemployment benefits.

ARTICLE 5 - ASSIGNMENT AND SUBCONTRACTING

This Contract is binding upon and inures to the benefit of the heirs, successors and assigns of the parties hereto. Neither party hereto may assign its rights or obligations under the Contract without the prior written consent of the other party. This Contract shall be governed by the laws of the State of Vermont.

The consultant shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Municipality and subject to such conditions and provisions as Municipality may deem necessary or desirable in its sole discretion. If Municipality permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Municipality certificates of insurance showing all of the coverages required in Article 13 of this Contract. The consultant shall be responsible for the performance of all subcontractors. Before paying a

claim that involves the use of materials or labor supplied by someone other than the Contractor, Municipality may require Contractor to supply proof of payment for such materials or labor. Contractor shall pay the subcontractor(s) for undisputed services provided by them within [30] days of receiving payment from Municipality.

ARTICLE 6 - THIRD PARTY

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

ARTICLE 7 - EQUIPMENT AND MATERIALS

Consultant warrants that it has the necessary equipment to provide the services required by this Agreement. All materials used or supplied under this Agreement shall be of first quality and meet the specifications established by any governing agency, if any. The consultant will be solely responsible for supplying, storing, maintaining, and replacing all equipment that is necessary for implementing the services under this contract. Municipality will not supply, nor will it pay for any repairs, maintenance, or replacement of, or new equipment expenses, or temporary work related to signs, cones, or other traffic controlling equipment.

ARTICLE 8 – TAX EXEMPTION

All items purchased under this contract will be exempt from the State of Vermont Sales Tax as provided for in 32 V.S.A. § 9701(5); § 9743(1)-(3). Blanket Certification of Exemption Forms will be furnished to the Proposer by the Finance Division. The consultant shall pay all legal costs and assessed penalties for improper use of the exemption certificate number.

ARTICLE 9 – PERSONNEL

Consultant is responsible for compliance with all applicable State and Federal laws. Contractor will manage his/her own personnel without general oversight by the Municipality and shall oversee and coordinate sub-contractors that are approved by Municipality. All drivers and equipment operators will be properly trained and have all certifications and valid licensing required to operate said equipment. The Contractor must certify to the Municipality that all drivers operating a commercial motor vehicle are in a federally mandated random drug and alcohol testing program that complies with Federal Motor Carrier Safety Administration (FMCSA) requirements.

Contractor alone shall be responsible for ensuring compliance with all applicable regulatory requirements including but not limited to those from FMCSA and Vermont Occupational Safety and Health Administration (VOSHA). The contractor further agrees to include this provision in all subcontracts.

ARTICLE 10 - EQUAL EMPLOYMENT OPPORTUNITY

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

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

ARTICLE 11 - SAFETY AND TRAFFIC CONTROL

The consultant alone shall be responsible for the safety and security at work sites and when working in or adjacent to public highways. The consultant is solely responsible for traffic control, which practices shall comply with the Manual on Uniform Traffic Control Devices, latest edition.

The consultant is responsible for contacting Dig Safe prior to any excavation. No excavation is authorized until after Dig Safe has marked all existing utilities. Prior to any excavation, the contractor shall notify Municipality of adjacent utilities when commencing of work may affect them.

ARTICLE 12 – INDEMNIFICATION

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

ARTICLE 13 - INSURANCE

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

- (1) General Liability Insurance, having a combined single limit of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate.
- (2) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- (3) Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.
- (4) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.
- (5) Consultant shall maintain errors and omissions insurance in the amount of \$1,000,000.00.
- (6) Consultant also shall maintain Workers' Compensation Insurance in such amounts as required by law for all employees and shall furnish to the Town evidence of same. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Consultant must provide certificates for all insurance policies naming the Town of Hartford as additionally insured for this project excluding Professional Liability Insurance indicating the above minimum coverages are in effect. All policies of insurance required hereunder shall contain a provision requiring a minimum of thirty (30) days advance written notice to the Town in the event of cancellation or diminution of coverage.

No warranty is made that the minimum coverage amounts listed above are adequate to cover and protect the interests of the Consultant for the Consultant's operations. These are the sole minimums that have been assigned to this project and must be met to protect the interests of the Town.

ARTICLE 14 – STANDARD OF CARE

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

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

ARTICLE 15: NON-APPROPRIATION

If this Contract extends into more than one fiscal year of the Municipality and if appropriations are insufficient to support this Contract, the Municipality may cancel at the end of the fiscal year. In the case that this Contract is a Grant that is funded in whole or in part by federal or State funds, and in the event federal or State funds become unavailable or reduced, the Municipality may suspend or cancel this Grant immediately, and the Municipality shall have no obligation to pay Contractor from municipal revenues.

ARTICLE 16 - DELAY IN PERFORMANCE

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

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

ARTICLE 17 - DEFAULT

The occurrence of any of the following shall constitute default by the consultant and, if not corrected within 10 days of Municipality providing Contractor written notice of the default, shall allow Municipality to terminate this contract:

- (1) Failure to adequately perform or deliver the required services.
- (2) Failure to provide the required bonds or other security acceptable to Municipality before starting any work if applicable.

- (5) Declaration of bankruptcy by the consultant.
- (6) Making a material misrepresentation to the municipality.
- (7) Persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or
- (8) Failure to perform any other material provision of the contract.

Upon default of the contract by Consultant, Municipality may withhold any payment due to the consultant for purposes of set-off until such time as the exact amount of damages due is determined. Such withholding shall not constitute default or failure to perform on the part of Municipality.

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, epidemic, strikes, wars, acts of God, acts of public authorities, or delays or defaults caused by public carriers; provided the non-performing party gives notice as soon as possible to the other party of the inability to perform.

The Municipality and the consultant agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable effort to mitigate its effects.

In addition to the above, in the event of a State or Federal Disaster Declaration, Municipality reserves the right to suspend certain provisions of this contract to conform with FEMA or Vermont Emergency Management regulations and directives.

Upon completion of the work or upon termination of the contract, the consultant shall remove from the vicinity of the work all equipment and all temporary structures, waste materials and rubbish resulting from its operations, leaving the premises in a neat and presentable condition. In the event of failure to do so, the same may be done by the Municipality at the expense of the consultant.

ARTICLE 18: REMEDIES

Default or breach of this contract by the consultant shall entitle the municipality to seek remedies under law and as provided by this Contract. In the event the contract is terminated by reason of default by the consultant, the municipality may recover the necessary costs of termination, including but not limited to, administrative, attorneys fees and legal costs, from the consultant. Except when caused by uncontrollable circumstances, if the consultant fails to meet any performance deadlines established by the contract, or fails to perform in accordance with the specification, terms, and conditions of the contract, the municipality shall have the right to purchase the services and materials from other sources on the open market or to purchase those items necessary to continue functioning until delivery from the consultant is complete. Municipality may deduct as damages from any money due or coming due to the consultant the differences between consultant's price and the higher price or the costs of temporary items. Municipality may require consultant, at consultant's sole expense, to re-perform any items of work provided for in the contract that do not meet the established specifications, standards, or Municipality directives.

Any remedies available to the municipality are cumulative and not exclusive. The seeking or exercising by the municipality of a remedy does not waive its right to seek or exercise any other remedy available to it at law, in equity, by statute, or under the contract.

ARTICLE 19 - TERMINATION

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

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

ARTICLE 20 - GOVERNING LAW AND VENUE

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

ARTICLE 21 - ARBITRATION

Should disputes arise between the Contractor and the Municipality about this contract or any related matter, the parties agree to arbitrate any such controversy, pursuant to the Vermont Arbitration Act, 12 V.S.A. § 5651 et seq.

ARTICLE 22 - CONTRACT DOCUMENTS

The contract shall constitute the entire agreement between the parties on the subject matters. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. There shall be no modifications or amendments to the contract or to the addendum unless said changes, modifications or amendments are in writing duly executed by the parties.

ARTICLE 23 – AMENDMENT

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

ARTICLE 24 - WAIVER

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

ARTICLE 25 - SEVERABILITY

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

ARTICLE 26 - TOWN'S RESPONSIBILITIES

The Town will furnish the consultant with all reports, records, and data in its possession that might be necessary or useful to complete the Services required under the contract at no expense.

ARTICLE 27 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

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

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



Town of Hartford, Vermont
Department of Public Works
Request for Bids
Town Bridge Inspection, Maintenance and Capital Improvement Plan
Project No. 2024-H2b
February 23, 2024

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished for this bid will be in full accordance with the applicable specifications applying thereto unless a Statement of Exceptions to the Request for Bids Requirements was submitted.

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

Entity Name: _____

Company Headquarters Address: _____

Local Office Address: _____

Phone Number: _____

Proposer's E-mail Address: _____

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

If a corporation, state of incorporation: _____

Federal Identification Number (or SSN for sole proprietorship): _____

Please include your IRS Form W9 with your Bid.

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

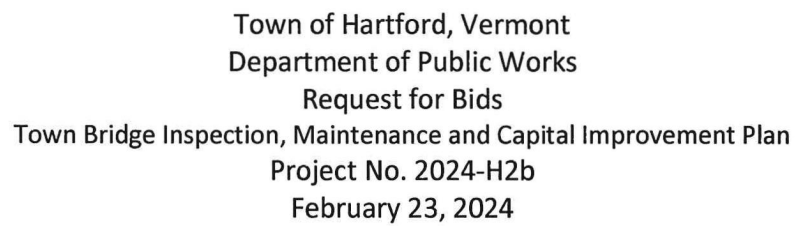
I certify stating that neither the proposer nor agents thereof, nor any other
party of the proposer has paid or agreed to pay directly or indirectly, any
person, firm or corporation, any money or valuable consideration for
assistance in procuring or attempting to procure the contract herein
referred to, and further agreeing that no such money or reward will
hereafter be paid. Yes ☐ No ☐

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this bid on behalf of your business entity.



Name of Proposing Company: _____

[illegible]



Town of Hartford, Vermont

Department of Public Works

Request for Bids

Project No. 2024-H2b

February 23, 2024

EXHIBIT C – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: _____

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company. Do not use the Town of Hartford as a reference.

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



Town of Hartford, Vermont

Department of Public Works

Request for Bids

Project No. 2024-H2b

February 23, 2024

EXHIBIT D – Not to Exceed Bid Form

FIRMS'S NAME: _____

Provide not to exceed cost for hourly and reimbursable fees of the task for each work zone listed below. Project costs will be paid on a time and materials basis with payments to the Consultant not to exceed this figure without justification and prior written approval of the Town of Hartford.

Total Dollars: _____
(Words)

(Figures)

All Cost: Estimate must include the consultant's anticipated labor, materials, and expenses, including, but not limited to subconsultant's cost, mileage, direct and indirect expenses.

Man Hours & Reimbursable Expenses: Consultants are required to attach a separate man hour labor rate sheet detailing proposed hours by labor class and reimbursable expense categories with associated rates to be used for determining the cost.

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

TOWN OF HARTFORD
171 BRIDGE STREET
WRI, VT 05001

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

Bid For: Town Bridge Insp. + CIP
DEPARTMENT: DPO
DATE: 3/29/2024
Tabulated BY: _____

	Name & Address of Bidder	Bid			
1	WEIGHT-PRICE 110 main st. Burlington, VT 05401	\$71,300			
2	Vhb 40 Iox Drive, B-100S-200 S. Burlington, VT 05403	\$165,991.39			
3	STANTEC CONSULTING WELLINGTON BUSINESS PARK SOUTHMEAD DRIVE S-200 AUBURN, NH 03032	\$35,750			
4					
5					
6					
2	Greensand Vertical Pressure Water Filter Rehab.				
①	Robins ROLLO CFS, INC. 68 MILL ST. Johnston, RI 02919	\$142,000			
②	Kingsbury Co. LLC 58 Center Rd Middlesex, VT 05602	\$310,000			

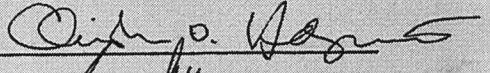
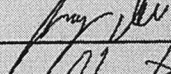
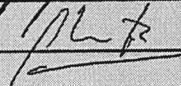
PROJ # 2024-HZB

PROJ # 2024-W1

ATTENDANCE SHEET

BID/DATE: 4/29/24

12:00 PM

	Printed Name	Company	Signature
1	CHRISTOPHER HOLZWARTH	TOH	
2	Jeremy Delise	TOH	
3	CLEMENTE VARGAS	KINGSBURY CO	
4			
5			
6			
7			
8			
9			
10			



AGENDA MEMORANDUM
April 16, 2024
Town Selectboard Meeting Item: 5g
Submitted by: Bryan Gazda, DPW Director

Subject: **Blaktop Change Orders for FY24 Paving and Reclamation Projects**

Background: The Town of Hartford awarded a contract to Blaktop, Inc. for pavement milling, road reclamation, structure adjustment, paving, shoulder gravel, and line striping work for FY24 paving and reclamations projects for \$685,119.58 coming from the \$775,000 of reserves dedicated to the projects. Other vendors supplying products or services needed for the projects are also funded from the reserves.

An overage was identified in the amount of \$15,576.72 with Blaktop to date. A corrective policy of the slips being processed through the project manager's office on a weekly basis before going to the bookkeeper's office will be enacted.

When the contract was prepared it was not known if the town would receive the additional grant revenue of \$200,000 that was applied for. Therefore, additional work to be indirectly funded by the revenue was not contracted but anticipated to be awarded with a change order if the grant and full reimbursement was received.

Subsequently the grant was approved and reimbursement for the work was received allowing for the additional work to be planned and scheduled subject to a change order. The current available balance between the reserves and the grant revenue for FY24 paving and reclamation projects is \$261,745.71.

Discussion: Two change orders are required: 1) a change order for the overage paid to date out of reserves 2) a change order to contract the additional work funded by the grant revenue & reserves.

Impact: The existing overage and final scope of work will utilize the remaining balance of \$261,745.71 dedicated to this project.

Recommendation It is the recommendation of DPW staff the Selectboard authorize the town manager to execute: Change Order #1 in the amount of \$15,576.72 to Blaktop Inc. to cover the overage paid to date and Change Order #2 in the amount of \$223,056 to Blaktop for the revised scope of work for a new contact amount of \$923,752.30. With the remaining balance of \$38,689.71 to be utilized following the purchasing policy for the supporting vendors and contracted services required to implement the plan.

CHANGE ORDER

No: #1

PROJECT: FY 24 Paving Projects

DATE OF ISSUANCE:

OWNER: Town of Hartford

OWNER's Project No. 2023-H3

CONTRACTOR: Blaktop, Inc.

CONTRACTOR's Project No. N/A

CONTRACT FOR: Fall 2023 (FY24) Overages

You are directed to make the following changes in the Contract Documents.

Description: 24 Fall Paving Overages

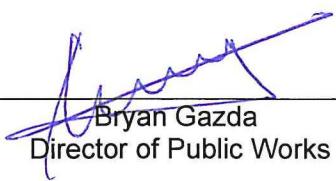
CHANGE IN CONTRACT TIME:	
Original Contract Price	Original Contract Time
\$685,119.58	90 Consecutive business days excepting natural disaster days and rain/weather restrictions.
	calendar days
Previous Change Orders No. <u>N/A</u> to No. <u>N/A</u>	Net Change from previous Change Order
\$0.00	0 Days
	calendar days
Contract Price prior to this Change Order	Contract Time Prior to this Change Order
\$685,119.58	90 Days
	calendar days
Net (INCREASE) (DECREASE) of this Change Order	Net (INCREASE) (DECREASE) of this Change Order
\$15,576.72	60 Days (May-June 2024)
	calendar days
Contract Price with all approved Change Orders	Contract Time with all approved Change Orders
\$700,696.30	To be complete by June 30, 2024
	days or date

RECOMMENDED:

APPROVED:

APPROVED:

By


Bryan Gazda
Director of Public Works

By

John Haverstock
Town Manager

By

Seth Ames, President
Blaktop, Inc.

CHANGE ORDER

No: #2

PROJECT: FY 24 Paving Projects

DATE OF ISSUANCE:

OWNER: Town of Hartford

OWNER's Project No. 2023-H3

CONTRACTOR: Blaktop, Inc.

CONTRACTOR's Project No. N/A

CONTRACT FOR: Spring 2024 Paving, Striping, Shoulder Stone, Utility Adjustments, and other minor associated items.

You are directed to make the following changes in the Contract Documents.

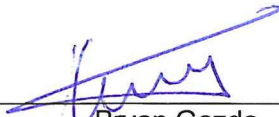
Description: See estimating plans for Fowler Lane, Quechee Hartland Road, East Gilson Avenue, and Quechee Main Street attached as exhibits.

CHANGE IN CONTRACT TIME:	
Original Contract Price	Original Contract Time
\$685,119.58	90 Consecutive business days excepting natural disaster days and rain/weather restrictions.
	calendar days
Previous Change Orders No. <u>N/A</u> to No. <u>N/A</u>	Net Change from previous Change Order
\$15,576.72	0 Days
	calendar days
Contract Price prior to this Change Order	Contract Time Prior to this Change Order
\$700,696.30	60 Days (May-June 2024)
	calendar days
Net (INCREASE) (DECREASE) of this Change Order	Net (INCREASE) (DECREASE) of this Change Order
\$223,056.00	0 Days
	calendar days
Contract Price with all approved Change Orders	Contract Time with all approved Change Orders
\$923,752.30	To be complete by June 30, 2024
	days or date

RECOMMENDED:

APPROVED:

APPROVED:

By 
Bryan Gazda
Director of Public Works

By _____
John Haverstock
Town Manager

By _____
Seth Ames, President
Blaktop, Inc.

Quechee Main Street Paving Calculations For FY24											3/15/2024
Item 1	Pavement	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$	Paint (ft)	Cost (ft)	Cost \$	Pave Cost
1.a	3" Type II & III (0+00 - 17+50)	1,750	24.5	3	814	\$85.00	\$69,176	7,000	\$0.18	\$1,260	\$70,436
		0	0.0	0.0	0	\$85.00	\$0	0	\$0.18	\$0	\$0
	Miles Paved	0.87			814			Pavement	Cost		\$70,436
	Center Line Feet	1,750						Cost of Shoulder Gravel Installation			\$1,925
Item 2	Milling	Length (ft)	Avg. Width (ft)	Grvl. Depth (in)	Tons	Cost/Ton	Cost \$	Sq YDS	Cost/SY	Cost \$	Reclaim Cost
2.a		100	24.5	3	47	\$0.00	\$0	272	\$3.17	\$863	\$863
	Miles Milled	0.02					\$0	Cost of Road Reclamation			\$863
Item 3	Structures to Adjust	Sewer MH	Drain MH	CB	WV	Cost/Structure	Cost \$				
3.a		0	0	0	0	\$1,000	\$0				\$0
								Cost of Structure Adjustments			\$0
Item 4	Box Cuts	Gravel	Gravel	Gravel	Gravel	Gravel	Gravel				Box Cut Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$				
4.a		0	24.5	24	0	\$13.50	\$0				\$0
								Cost of Box Cuts			\$0
Item 5	Underdrains	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe/Fabric	Pipe/Fabric		Underdrain Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
5.a		0	4	60	0	\$13.50	\$0	\$5.00	\$0		\$0
								Cost of Underdrain			\$0
Item 6	Culvert Replacements	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe	Pipe		Culvert Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
6.a		0	4	60	0	\$13.50	\$0.00	\$25.00	\$0.00		\$0
								Cost of Culverts			\$0
Item 7	Stone Ditch Allowance	Ditch Length	Ditch Width	Stone Depth	Stone	Stone	Stone	Fabric	Fabric		Stone Ditch Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost/SY	Cost		
7.a	Approximate	0	9.5	24	0	\$13.50	\$0	\$25.00	\$0.00		\$0
								Cost of Stone Ditches			\$0
Item 8	Miscellaneous Pavement	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$				Pave Cost
8.a		0	24.5	3	0	\$85.00	\$0				\$0
					0			Misc. Pave	Cost		\$0
Item 9	Miscellaneous	Subtotal	Percentage								Cost
9.a	Contingency	\$73,224	10.00%								\$7,322
	(Bonds, Erosion Control, Overages, Misc, Unforsen, Etc.)							Contingency	Cost		\$7,322
	LEGEND	Est cost	Unit					Total Estimated Paving Costs			\$80,546
	Paving	\$85.00	Ton								
	Center & Fogg Line Paint	\$0.18	LF								
	Gravel	\$13.50	Ton								
	Milling Pavement	\$3.17	SY								
	Adjust Structure(s)	\$1,000	Each								
	Underdrain Pipe/Fabric	\$5.00	LF								
	18" Culvert Pipe	\$25.00	LF								
	Ditch Stone	\$13.50	Ton								
	Ditch Filter Fabric	\$1.00	SY								

Blaktop = \$73,224 + 10% = \$80,546

Total = \$80,546

Progress Print
RELEASED FOR REVIEW
4/05/2024

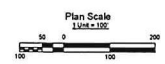
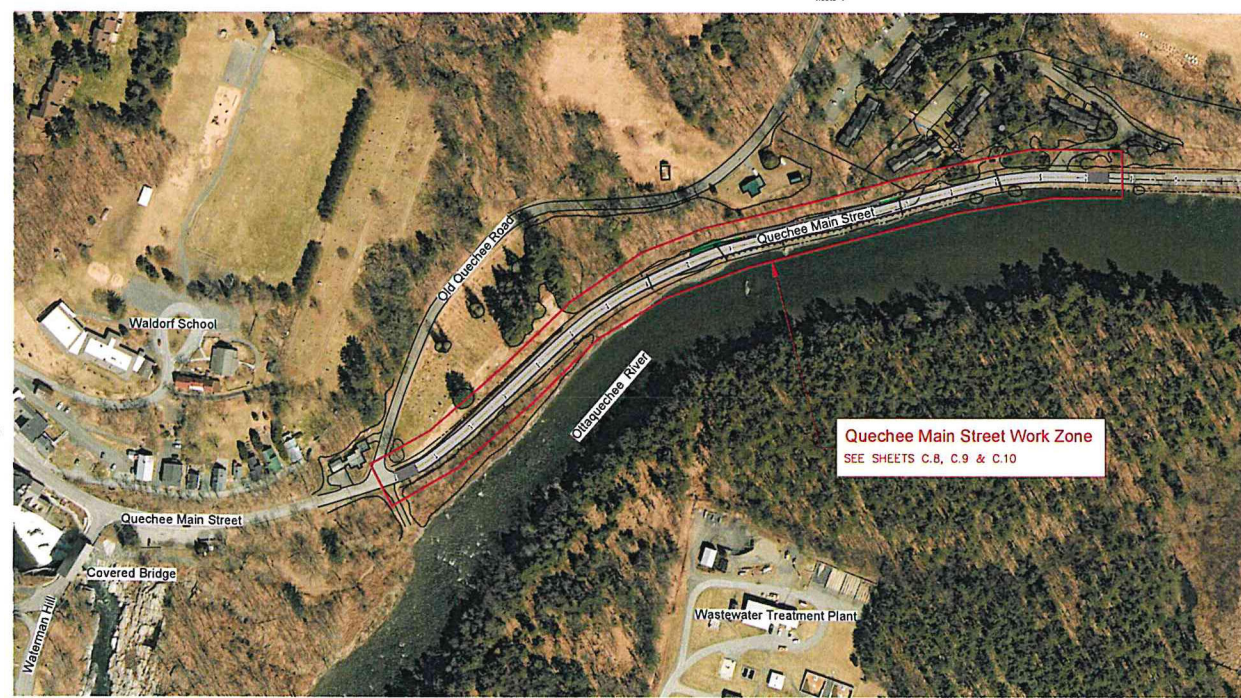


REVISIONS	
NO.	DESCRIPTION

FY24 Road Improvements
0+00 - 17+50 Quechee Main Street - TH 4
Quechee - Town of Hartford Vermont

DRAWN BY: C.E.P.
CHECKED BY: 4/29/24
DATE: 4/29/24
PROJ. NO. 2023-TH_4

S.2
SHEET NUMBER



Estimating Plan
RELEASED FOR REVIEW
3/15/2024

DRAFT

Quechee Main Street - TH 4
0+00 - 6+00

PARCEL 12-81-1
UNITED STATES OF AMERICA
ARMY CORPS OF ENGINEERS
684 WICHITA ROAD #1
(0 QUECHEE MAIN STREET)
CONCORD, MA 01742-2751

Plan Item	Description	Quantity	Estimate No.
①	COLD PLANE MILLING (1" DEPTH AT FINISHED JOINT TO FLUSH)	272 S.Y.	2.a
②	2" AVG. LAYER TYPE II AND 1" LAYER OF TYPE II ASPHALT (1" TOTAL AVERAGE) (QUANTITIES INCLUDE DRIVEWAY APRONS)	814 LN.	1.a

PARCEL 12-79-0
DAVID & HELEN CLARK
P.O. BOX 1172
(1823 QUECHEE MAIN STREET)
QUECHEE, VT 05058-1172
VOL. 344, PG. 382

PARCEL 12-0-CEM
QUECHEE CEMETERY ASSOCIATION
c/o ANN COLLINS
846 QUECHEE HARTLAND ROAD
W.L.J., VT 05051
VOL. 34, PG. 8

PARCEL 12-50-0
UNITED STATES OF AMERICA
ARMY CORPS OF ENGINEERS
888 SPRING ROAD #1
(0 QUECHEE MAIN STREET)
CONCORD, MA 01742-2751

PARCEL 12-193-0
TOWN OF HARTFORD
DEPARTMENT OF PUBLIC WORKS
175 AIRPORT ROAD
(0 QUECHEE MAIN STREET)
W.L.J., VT 05051

0+00
Begin Project

Ottawaqueche River

See Sheet C-8

VT GRID NORTH



REVISIONS

NO.	DATE	DESCRIPTION

FY 24 Improvements

0+00 - 6+00 Quechee Main Street - TH 4
Quechee - Town of Hartford Vermont

DRAWN BY: C.D.H.
CHECKED BY: 3/13/24
DATE: 3/13/24
PROJ. NO. 2023-148_C

C.8

SHEET NUMBER



Quechee Main Street - TH 4
6+00 - 12+00

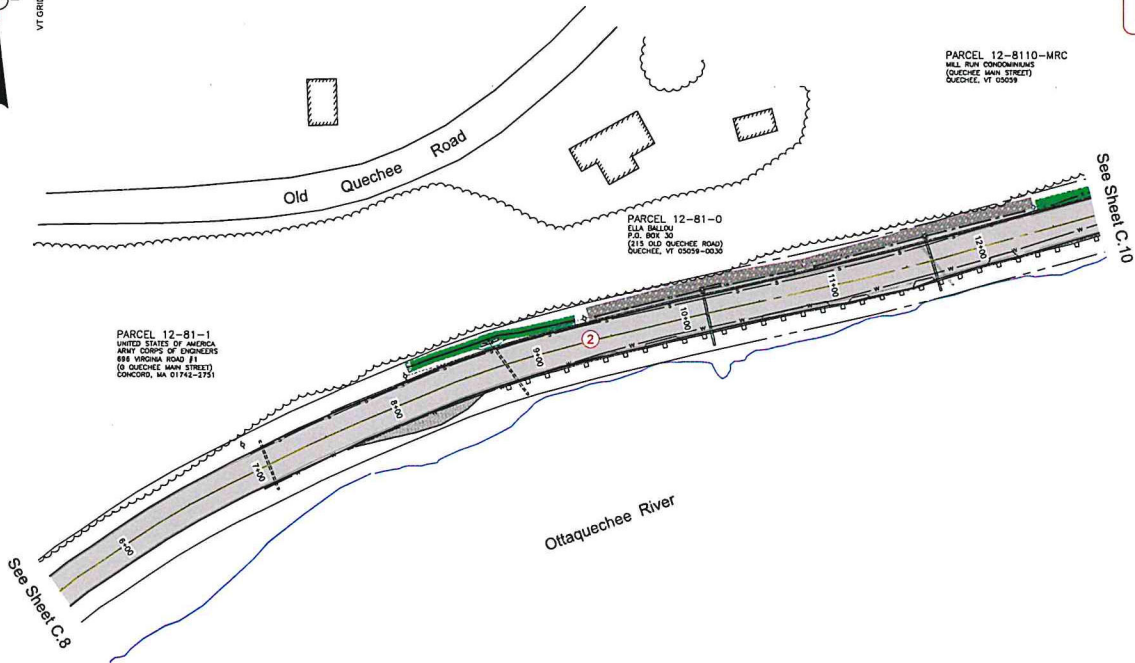
Estimating Plan
RELEASED FOR REVIEW
3/15/2024

DRAFT

PARCEL 12-8110-MRC
MILL RUN CONDOMINIUMS
(QUECHEE MAIN STREET)
QUECHEE, VT 05059

PARCEL 12-81-0
ELA BULLOU
P.O. BOX 30
(215 OLD QUECHEE ROAD)
QUECHEE, VT 05059-0030

PARCEL 12-81-1
UNITED STATES OF AMERICA
ARMY CORPS OF ENGINEERS
888 VIRGINIA ROAD (E)
(ON QUECHEE MAIN STREET)
CONCORD, MA 01742-2151



REVISED	DATE	DESCRIPTION

FY 24 Improvements
0+00 - 6+00 Quechee Main Street - TH 4
Quechee - Town of Hartford Vermont

DESIGNED BY:	CORCORAN
CHECKED BY:	
DATE:	3/15/24
PROJECT NO.:	2023-148-C

C.9
SHEET NUMBER

DRAFT

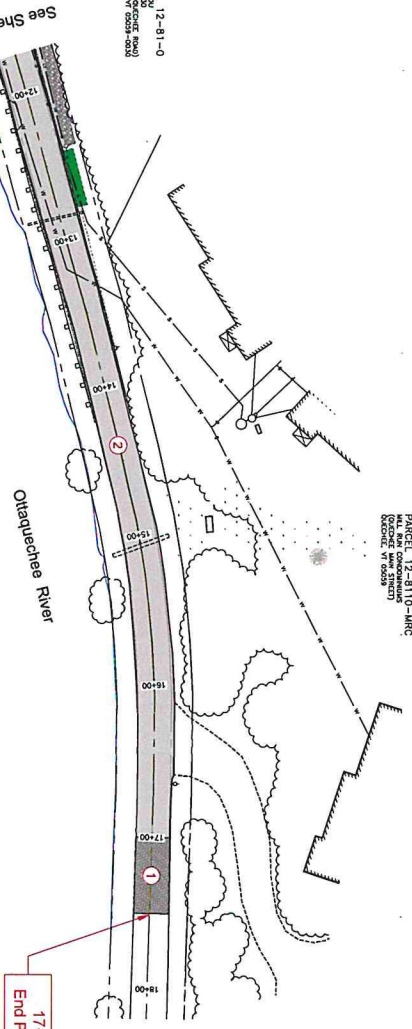
Quechee Main Street - TH 4
12+00 - 17+50

Estimating Plan
RELEASED FOR REVIEW
3/15/2024



PARCEL 12-81-0
P.O. BOX 20
QUECHEE, VT 05059-0020

PARCEL 12-81-0 -ARC
HALL, NEIL (CONTRACTOR)
QUECHEE, VT 05059



See Sheet C.9



C.9
SHEET NUMBER

DRAWN BY: C.B.J.
CHECKED BY:
DATE: 3/15/24
PROJ. NO. 20223-HR_C

FY 24 Improvements
0+00 - 6+00 Quechee Main Street - TH 4
Quechee - Town of Hartford Vermont

REVISIONS			
REV	DESCRIPTION	BY	DATE

Blaktop

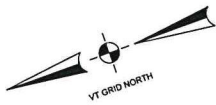
Quechee Hartland Road Paving Calculations For FY24											3/13/2024
2" Shim & 1" Overlay											
Item 1	Pavement	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$	Paint (ft)	Cost (ft)	Cost \$	Pave Cost
1.a	3" (0+00- 14+80 + 40') (1" Type III, 2" Type III)	1,480	27.5	3	773	\$85.00	\$65,666	5,920	\$0.18	\$1,066	\$66,732
	Miles Paved	0.31						Pavement	Cost		\$66,732
	Average width accounts for driveway and roadway aprons.										
	Center Line Feet	1,480						Cost of Shoulder Gravel Installation			\$1,628
Item 2	Milling	Length (ft)	Avg. Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Sq YDS	Cost/SY	Cost \$	Reclaim Cost
2.a		110	30.05	2	42	\$0.00	\$0	367	\$3.17	\$1,164	\$1,164
	Miles Reclaimed	0.02					\$0	Cost of Road Reclamation			\$1,164
Item 3	Structures to Adjust	Sewer MH	Drain MH	CB	WV	Cost/Structure	Cost \$				
3.a		6	0	2	15	\$1,000	\$23,000				\$23,000
								Cost of Structure Adjustments			\$23,000
Item 4	Box Cuts	Gravel	Gravel	Gravel	Gravel	Gravel	Gravel				Box Cut Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$				
4.a		0	24	24	0	\$13.50	\$0				\$0
								Cost of Box Cuts			\$0
Item 5	Underdrains	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe/Fabric	Pipe/Fabric		Underdrain Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
5.a		0	4	60	0	\$13.50	\$0	\$5.00	\$0		\$0
								Cost of Underdrain			\$0
Item 6	Culvert Replacements	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe	Pipe		Culvert Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
6.a		0	4	60	0	\$13.50	\$0.00	\$25.00	\$0.00		\$0
								Cost of Culverts			\$0
Item 7	Stone Ditch Allowance	Ditch Length	Ditch Width	Stone Depth	Stone	Stone	Stone	Fabric	Fabric		Stone Ditch Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost/SY	Cost		
7.a		375	6	12	171	\$13.50	\$2,306	\$1.00	\$250.00		\$2,556
								Cost of Stone Ditches			\$2,556
Item 8	Miscellaneous Items	Quantity				\$/Each	Cost \$				Misc. Cost
8.a	Drop Inlets	2				\$3,000.00	\$6,000				
8.b	Grass Ditch Stabilization	885				\$ 2.00	\$1,770	Misc. Items	Cost		\$7,770
Item 9	Miscellaneous	Subtotal	Percentage								Cost
9.a	Contingency	\$102,851	10.00%								\$10,285
	(Bonds, Overages, Misc. Unforsen, Etc.)							Contingency	Cost		\$10,285
	LEGEND	Est cost	Unit					Total Estimated Paving Costs			\$113,136
	Paving	\$85.00	Ton								
	Center & Fogg Line Paint	\$0.18	LF								
	Gravel	\$13.50	Ton								
	Milling Pavement	\$3.17	SY								
	Adjust Structure(s)	\$1,000	Each								
	Underdrain Pipe/Fabric	\$5.00	LF								
	18" Culvert Pipe	\$25.00	LF								
	Ditch Stone	\$13.50	Ton								
	Ditch Filter Fabric	\$1.00	SY								
	Shoulder Stone	\$0.55	LF								

Blaktop = \$92,524 + 10% = \$101,776

ToH = \$10,326 + 10% = \$ 11,358

Total = \$113,134

ToH



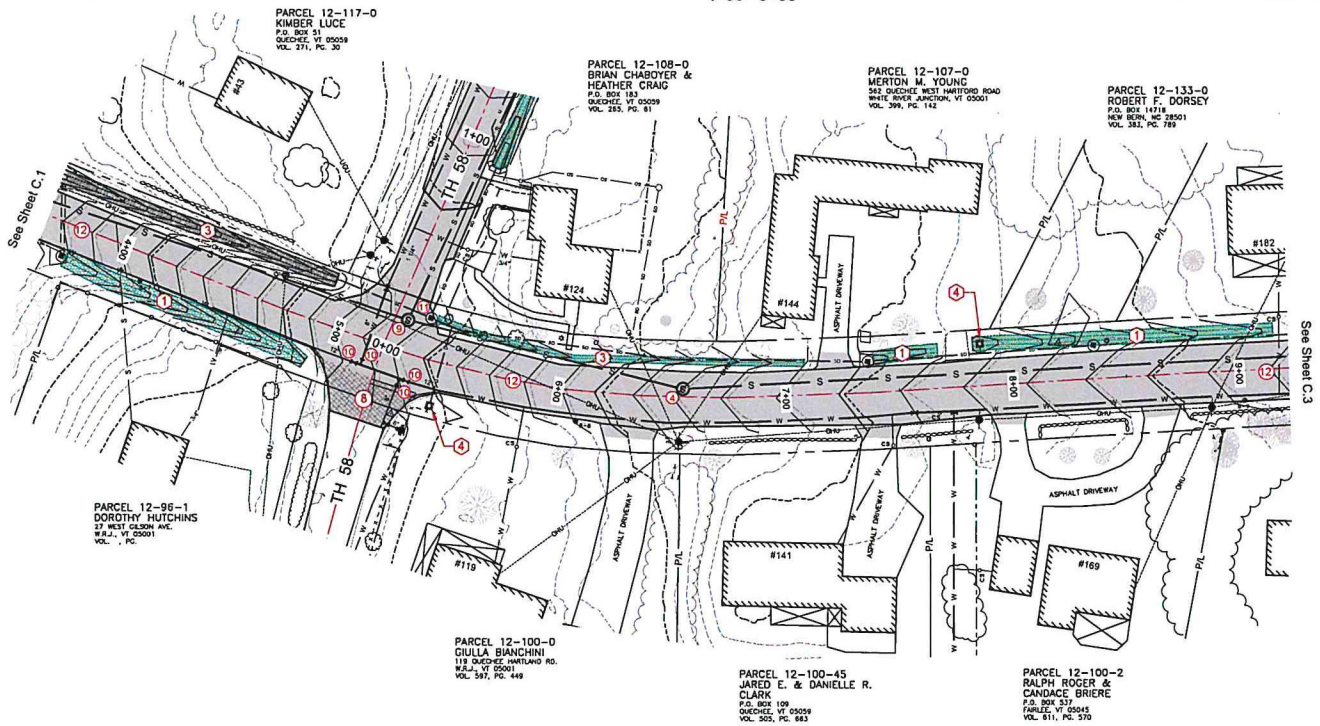
DRAFT

Quechee Hartland Road - TH 8
4+00 - 9+00

Estimating Plan
RELEASED FOR REVIEW
3/14/2024



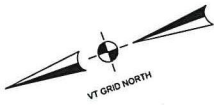
REVISIONS	
NO.	DESCRIPTION



FY 24 Improvements
4+00 - 9+00 Quechee Hartland Road - TH 8
Quechee - Town of Hartland Vermont

DRAWN BY:	C.B.A.
CHECKED BY:	
DATE:	3/11/2024
PROJ. NO.:	2024-H1_A

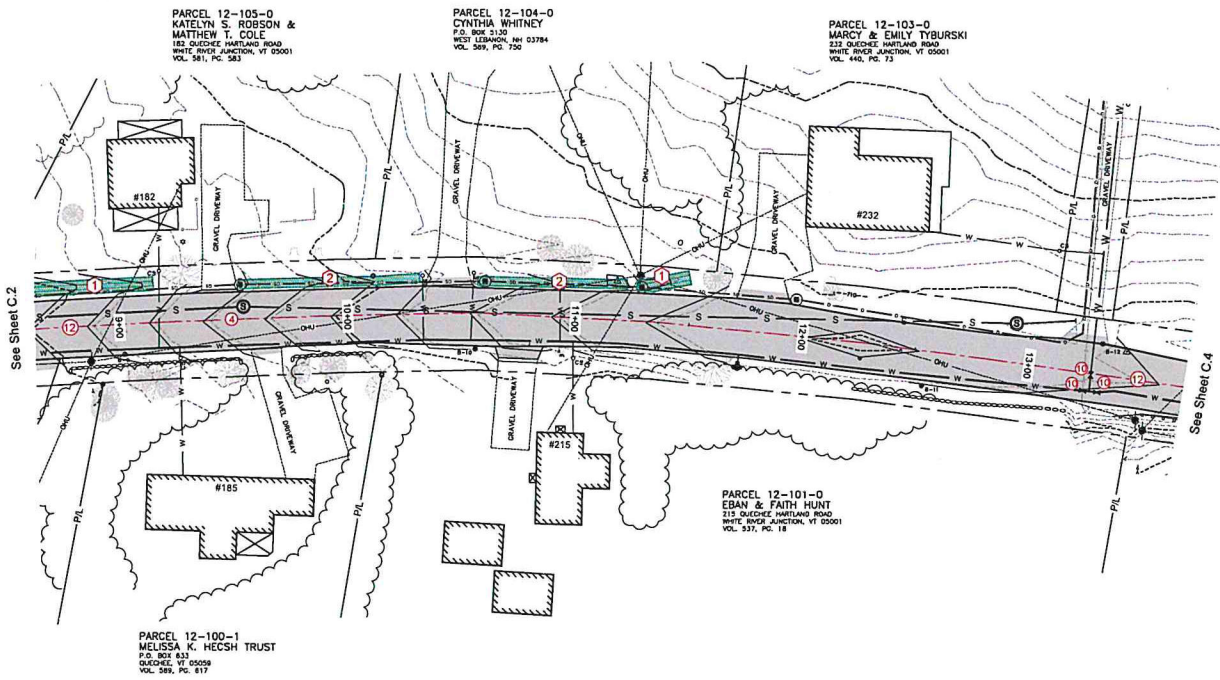
C.2
SHEET NUMBER



DRAFT

Quechee Hartland Road - TH 8
9+00 - 13+00

Estimating Plan
RELEASED FOR REVIEW
3/14/2024



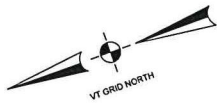
REVISIONS	
NO.	DESCRIPTION

FY 24 Improvements
9+00 - 13+00 Quechee Hartland Road - TH 8
Quechee - Town of Harford Vermont

DRAWN BY:	CSM
CHECKED BY:	
DATE:	3/14/2024
FILE NO.:	2024-TH_8

C.3

SHEET NUMBER



Quechee Hartland Road - TH 8
13+00 - 14+30

Estimating Plan
RELEASED FOR REVIEW
3/14/2024

DRAFT

PARCEL 12-103-0
MARCY & EMILY TYBURSKI
232 QUECHEE HARTLAND ROAD
WHITE RIVER JUNCTION, VT 05001
VOL. 440, PG. 73

PARCEL 12-102-0
KEVIN G. & CHERYL P. FRENCH
281 QUECHEE HARTLAND ROAD
WHITE RIVER JUNCTION, VT 05001
VOL. 210, PG. 297

PARCEL 12-145-0
NANCY B. FRENCH
208 QUECHEE HARTLAND ROAD
WHITE RIVER JUNCTION, VT 05001
VOL. 430, PG. 224

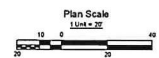
PARCEL 12-101-0
EBAN & FAITH HUNT
315 QUECHEE HARTLAND ROAD
WHITE RIVER JUNCTION, VT 05001
VOL. 537, PG. 18

PARCEL 12-100-9
WILLIAM & ERIN CLARK
280 CROSS STREET
WHITE RIVER JUNCTION, VT 05001

See Sheet C.3

End of Project
14+60

POND



REVISIONS	
NO.	DESCRIPTION

FY 24 Improvements
13+00 - 14+30 Quechee Hartland Road - TH 8
Quechee - Town of Hartford Vermont

DRAWN BY:	CEB
CHECKED BY:	
DATE:	3/14/2024
FILE NO.:	2024-H1_A

C.4
SHEET NUMBER

Blaktop

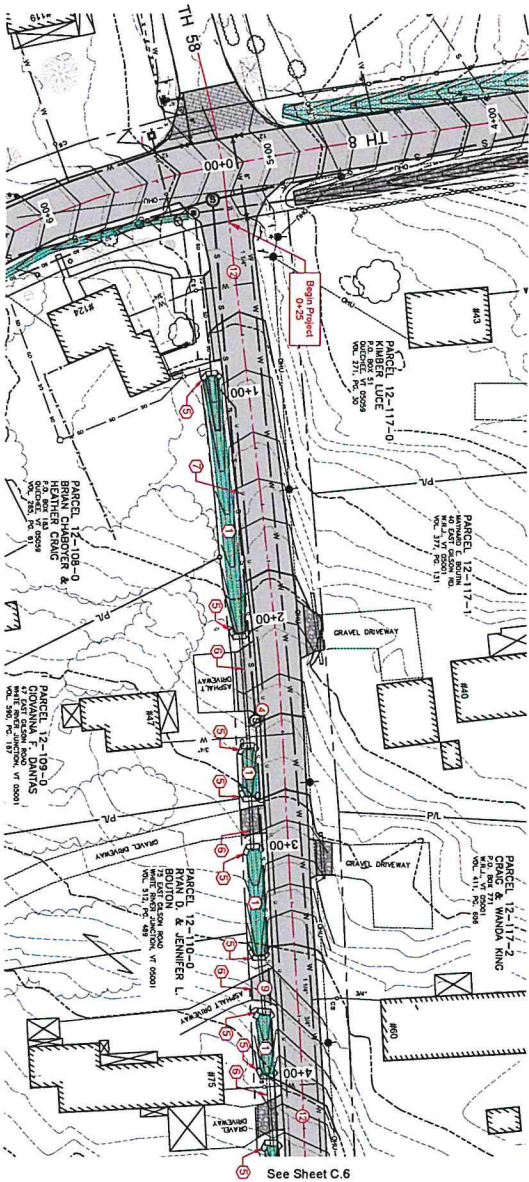
East Gilson Ave. Paving Calculations For FY24											3/13/2024
2" Shim and 1" Overlay											
Item	Pavement	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$	Paint (ft)	Cost (ft)	Cost \$	Pave Cost
1.a	3" Asphalt (0+25 - 5+82)	557	20.34	3	215	\$85.00	\$18,279	2,228	\$0.18	\$401	\$18,680
	(1" Type II, 2" Type III)										
	Miles Paved	0.31						Pavement	Cost		\$18,680
	Center Line Feet	557						Cost of Shoulder Gravel Installation			\$613
Item	Milling	Length (ft)	Avg. Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Sq YDS	Cost/SY	Cost \$	Reclaim Cost
2.a		0	20.34	2	0	\$0.00	\$0	0	\$4.50	\$0	\$0
	Miles Reclaimed	0.00					\$0	Cost of Road Reclamation			\$0
Item	Structures to Adjust	Sewer MH	Drain MH	CB	WV	Cost/Structure	Cost \$				
3.a		2	0	0	0	\$1,000	\$2,000				\$2,000
								Cost of Structure Adjustments			\$2,000
Item	Box Cuts	Gravel	Gravel	Gravel	Gravel	Gravel	Gravel				Box Cut Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$				
4.a		0	20.34	24	0	\$13.50	\$0				\$0
								Cost of Box Cuts			\$0
Item	Underdrains	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe/Fabric	Pipe/Fabric		Underdrain Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
5.a	4" Perforated PVC	465	4	42	494	\$13.50	\$6,673	\$5.00	\$2,325		\$8,998
								Cost of Underdrain			\$8,998
Item	Culvert Replacements	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe	Pipe		Culvert Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
6.a	15" HDPE Culverts	130	4	60	197	\$13.50	\$2,665.00	\$25.00	\$3,250.00		\$5,915
								Cost of Culverts			\$5,915
Item	Stone Ditch Allowance	Ditch Length	Ditch Width	Stone Depth	Stone	Stone	Stone	Fabric	Fabric		Ditch Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost/SY	Cost		
7.a	Approximate	0	6	12	0	\$13.50	\$0	\$25.00	\$0.00		\$0
								Cost of Stone Ditches			\$0
Item	Miscellaneous	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$				Cost
8.a	Underdrain Patch	465	4	3	35	\$85.00	\$3,001				
		Quantity LF				\$/LF					
8.b	Grass Ditch Stabilization	290				\$2.00	\$580	Misc.	Cost		\$3,581
Item	Miscellaneous	Subtotal	Percentage								Cost
9.a	Contingency	\$39,787	10.00%								\$3,979
	(Bonds, Erosion Control, Signs, Overages, Misc, Unforsen, Etc.)							Contingency	Cost		\$3,979
	LEGEND	Est cost	Unit					Total Estimated Paving Costs			\$43,765
	Paving	\$85.00	Ton								
	Center & Fogg Line Paint	\$0.18	LF								
	Gravel	\$13.50	Ton								
	Milling Pavement	\$3.17	SY								
	Adjust Structure(s)	\$1,000	Each								
	Underdrain Pipe/Fabric	\$5.00	LF								
	18" Culvert Pipe	\$25.00	LF								
	Ditch Stone	\$13.50	Ton								
	Ditch Filter Fabric	\$1.00	SY								
	Shoulder Stone	\$0.55	LF								

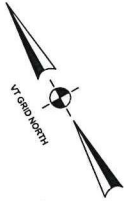
Blaktop = \$24,294 + 10% = \$26,723

ToH = \$15,493 + 10% = \$17,042

Total = \$43,765

ToH

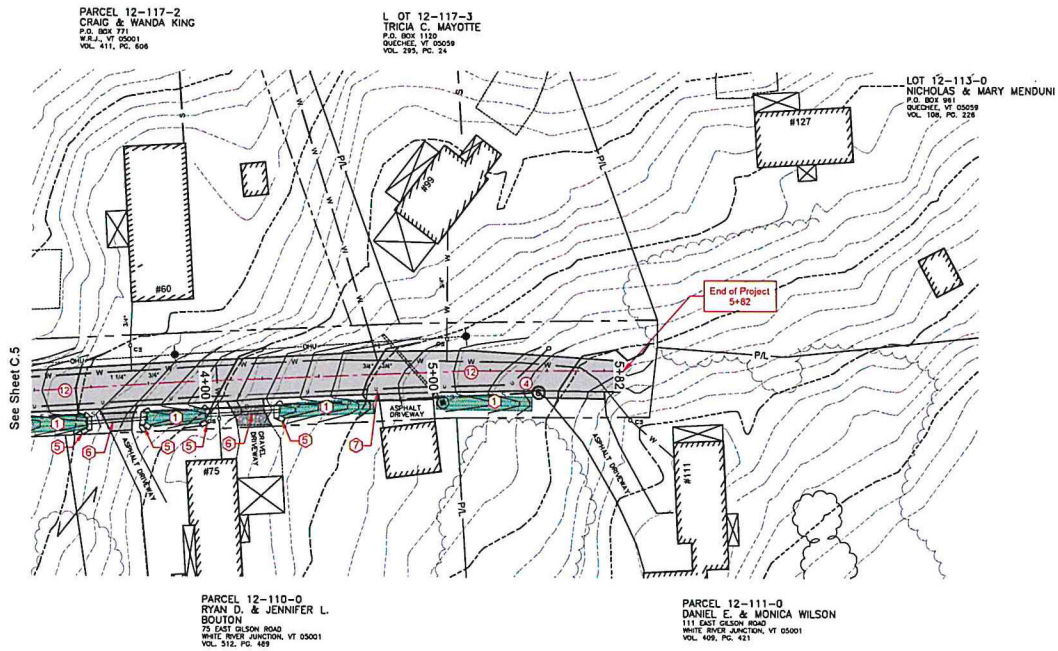




DRAFT

East Gilson Avenue - TH 58
4+00 - 5+70

Estimating Plan
RELEASED FOR REVIEW
3/14/2024



REVISIONS	DATE	BY	DESCRIPTION

FY 24 Improvements
4+00 - 6+00 East Gilson Avenue
Quechee - Town of Harford Vermont

DRAWN BY:	CSM
CHECKED BY:	
DATE:	3/14/2024
FILE NAME:	2024-41_C

C.6
SHEET NUMBER

Blaktop

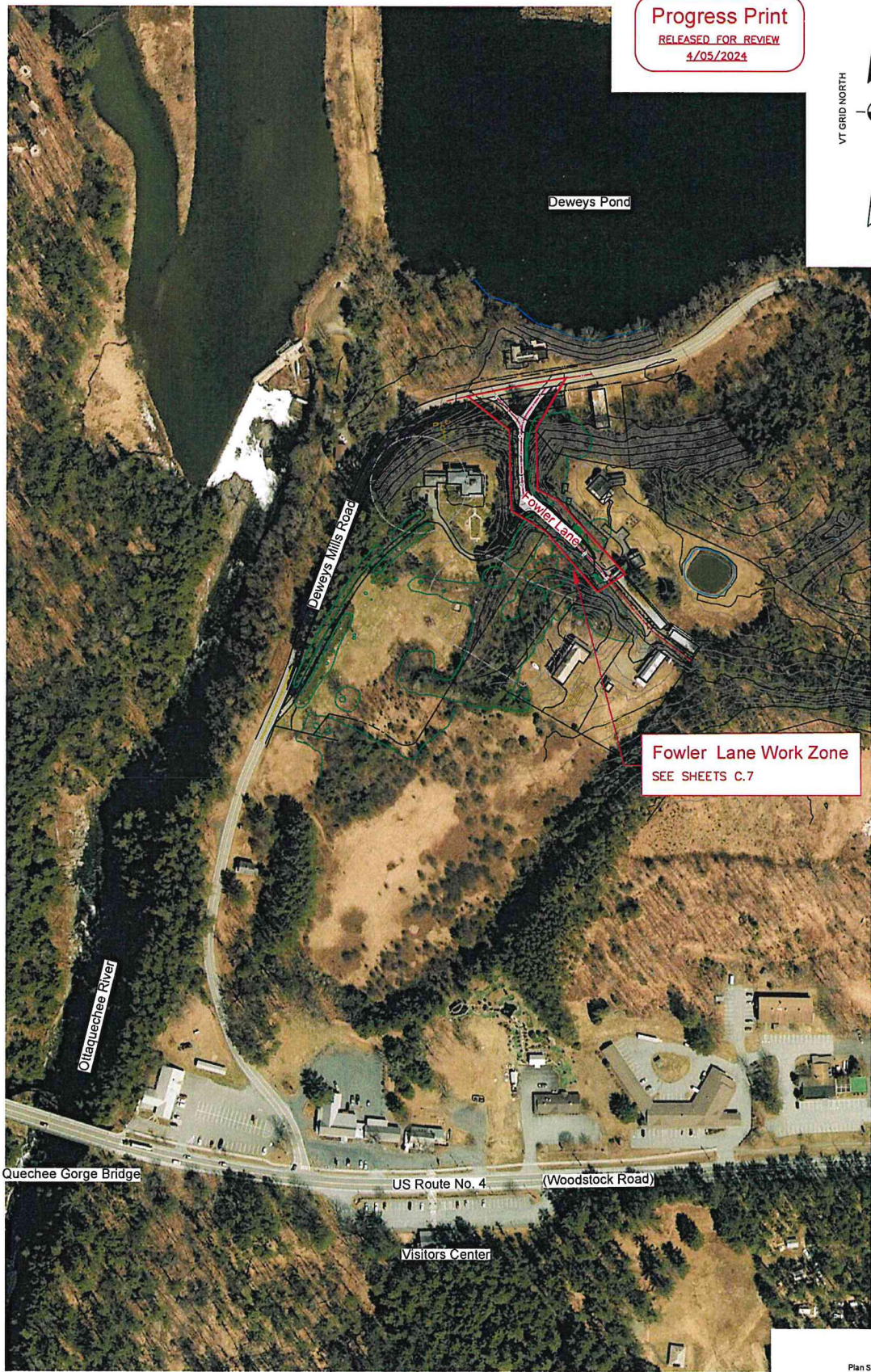
Fowler Lane Reclamation Calculations For FY24 (Remaining Work)											3/27/2024
Item 1	Pavement	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$	Paint (ft)	Cost (ft)	Cost \$	Pave Cost
1.a	Fowler Lane (480 + 85)	577	13	3	142	\$85.00	\$12,102	0	\$0.18	\$0	\$12,102
	Miles Paved	0.11			142			Pavement	Cost		\$12,102
	Shoulders (centerline feet)	577						Cost of Shoulder Gravel Installation			\$635
Item 2	Reclamation	Length (ft)	Avg. Width (ft)	Grvl. Depth (in)	Tons	Cost/Ton	Cost \$	Sq YDS	Cost/SY	Cost \$	Reclaim Cost
2.a	Fowler Lane	0	0	6	0	\$13.50	\$0	0	\$10.00	\$0	\$0
	Miles Reclaimed	0.00					\$0	Cost of Road Reclamation			\$0
Item 3	Structures to Adjust	Sewer MH	Drain MH	CB	WV	Cost/Structure	Cost \$				
3.a		0	0	0	0	\$0	\$0				\$0
								Cost of Structure Adjustments			\$0
Item 4	Box Cuts	Gravel	Gravel	Gravel	Gravel	Gravel	Gravel				Box Cut Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$				
4.a		0	18.25	24	0	\$13.50	\$0				\$0
								Cost of Box Cuts			\$0
Item 5	Underdrains	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe/Fabric	Pipe/Fabric		Underdrain Cos
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
5.a		0	4	60	0	\$13.50	\$0	\$5.00	\$0		\$0
								Cost of Underdrain			\$0
Item 6	Culvert Replacements	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe	Pipe		Culvert Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost		
6.a	18" HDPE	35	4	60	53	\$13.50	\$717.50	\$25.00	\$875.00		\$1,593
								Cost of Culverts			\$1,593
Item 7	Stone Ditch Allowance	Ditch Length	Ditch Width	Stone Depth	Stone	Stone	Stone	Fabric	Fabric		Ditch Cost
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost/SY	Cost		
7.a	Approximate	245	6	12	112	\$13.50	\$1,507	\$1.00	\$163.33		\$1,670
								Cost of Stone Ditches			\$1,670
Item 8	Miscellaneous	Quantity				\$/Each	Cost \$				Cost
8.a	Tree Removal	1				\$2,000.00	\$2,000				
		Quantity				\$/LF					
8.b	Grass Ditch Stabilization	100				\$2.00	\$200				
								Misc	Cost		\$2,200
Item 9	Miscellaneous	Subtotal	Percentage								Cost
9.a	Contingency	\$18,200	10.00%								\$1,820
	(Bonds, Erosion Control, Overages, Misc, Unforsen, Etc.)							Contingency	Cost		\$1,820
	LEGEND	Est cost	Unit					Total Estimated Paving Costs			\$20,020
	Paving	\$85.00	Ton								
	Center & Fogg Line Paint	\$0.18	LF								
	Gravel	\$13.50	Ton								
	Reclaim 8" Below Pavement	\$10.00	SY								
	Adjust Structure(s)	\$0	Each								
	Underdrain Pipe/Fabric	\$5.00	LF								
	18" Culvert Pipe	\$25.00	LF								
	Ditch Stone	\$13.50	Ton								
	Ditch Filter Fabric	\$1.00	SY								

ToH

Blaktop = \$12,737 + 10% = \$14,011

ToH = \$ 5,463 + 10% = \$ 6,009

Total = \$20,020



Progress Print
RELEASED FOR REVIEW
4/05/2024



To Quechee Main St.

Fowler Lane Work Zone
SEE SHEETS C.7

To Quechee

Quechee Gorge Bridge

US Route No. 4

(Woodstock Road)

Visitors Center

To W.R.J.



S.3 SHEET NUMBER	DRAWN BY: C.D.H.	FY24 Road Improvements Fowler Lane - TH 8 Quechee - Town of Hartford Vermont	REVISIONS			
	CHECKED BY:		REV.	DESCRIPTION	BY	
	DATE: 4/05/2024					
	PROJ. NO. FOWLER LANE					

Plan Item	Description	Quantity	Estimate No.
①	TYPE I GRASS LINED TRAPEZOIDAL DITCH	100 L.F.	2.5
②	TYPE I STONE LINED TRAPEZOIDAL DITCH	243 L.F.	7.2
③	STONE HEADWALL (RECYCLED GRANT CURBING FROM TAIL STOCKPILE)	2	2.2
④	18" HOPE CULVERT	32 L.F.	2.2
⑤	TREE REMOVAL	1	2.2

Plan Item	Description	Quantity	Estimate No.
⑧	2" AVG. LAYER TYPE II AND 1" LAYER OF TYPE III ASPHALT (1" TOTAL AVERAGE) (QUANTITIES INCLUDE DRIVEWAY APRONS)	142 TH.	3.2

DRAFT



Estimating Plan
RELEASED FOR REVIEW
3/14/2024



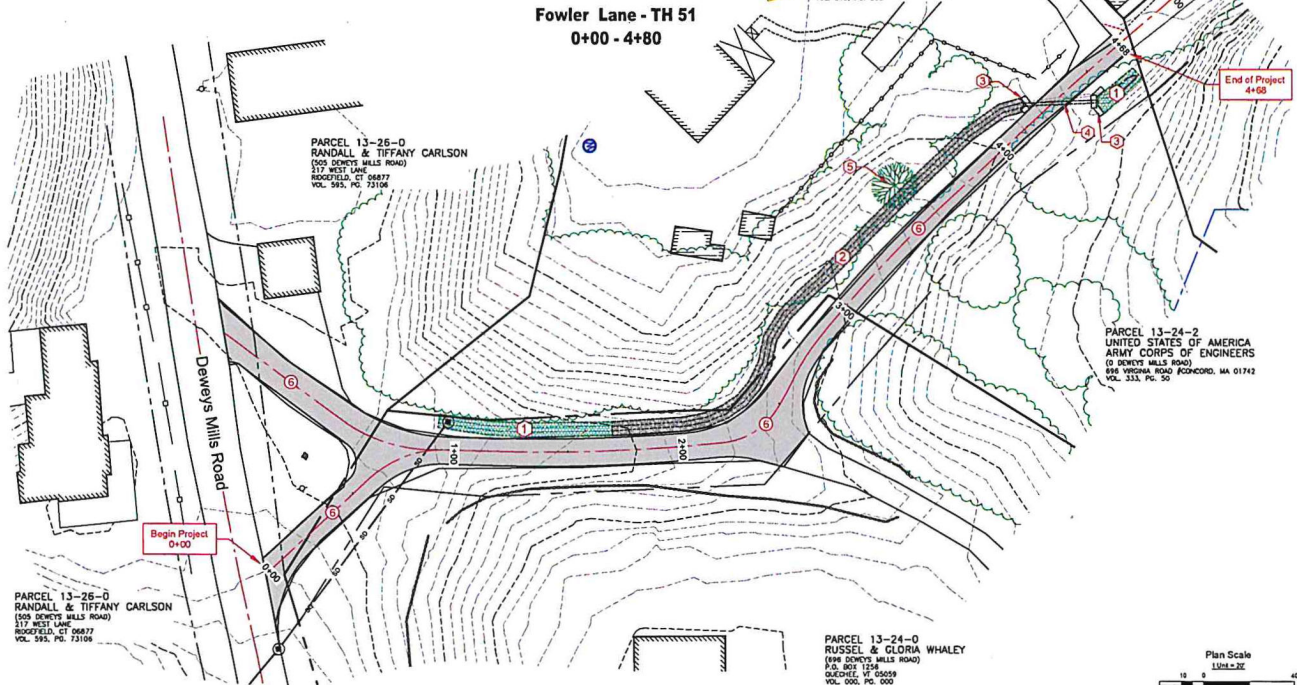
REVISIONS	DATE	BY	DESCRIPTION

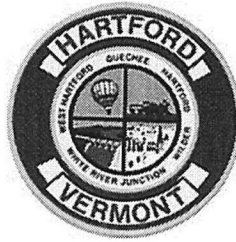
FY 24 Improvements

0+00 - 4+80 Fowler Lane - TH 51
Quechee - Town of Harford Vermont

DRAWN BY:	C.S.A.
CHECKED BY:	
DATE:	3/11/2024
PROJ. NO.:	2023-143

C.7
SHEET NUMBER





AGENDA MEMORANDUM

April 16, 2024

Town Selectboard Meeting Item: 5h

Submitted by: Bryan Gazda, Director of Public Works

Subject: VTrans FY 2025 Road in Aid Grant Program Letter of Intent (LOI)

Background: Annually, VTrans solicits LOI from municipalities for the Road in Aid grant program that incorporates best management practices (BMP) for hydrologically connected roads segments in accordance with our Municipal Roads General Permit. The purpose of the grant program is to minimize the impact from road drainage on bodies of surface waters.

Discussion: Submission of the LOI indicates our willingness to participate in the program but does not mandate participation. Work typically done under this grant program consists of the ditching and lining of new and existing drainage ditches with stone or grass, and the installation of culvert pipes and headwalls. See attached VTrans Grant in Aid Program overview for more information.

Impact: The State has allocated \$3million dollars for FY 25 for the Road in Aid grant program, with Town of Hartford's initial grant allocation of \$28,500, and a local share match of \$7,125. Local match contribution would utilize Summer Highway GLs 10-311-101-000 (Salaries) and 10-311-323.000 (Materials/Supplies) for in-kind expenses or GL # 10-311-318-000 Contracted Services, for contracted work.

Recommendation: Staff recommends the Selectboard authorize the submission of the FY 25 VTrans Grant in Aid Program LOI and authorize the Town Manager to sign the LOI.



**LETTER OF INTENT TO PARTICIPATE IN THE
SFY25 MUNICIPAL ROADS GRANTS-IN-AID
PROGRAM**

We, the Legislative Body of the Municipality of Hartford certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2025.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

(Duly Authorized Representatives) Date: _____

Municipality: Hartford

Primary Contact Name: Bryan Gazda, Director of Public Works

Address: 173 Airport Road White River Junction 05001
Street Address Town Zip

Email: bgazda@hartford-vt.org Phone: (802) 295-3622

Town Clerk (2nd contact): Lisa O'Niel Email: loniel@hartford-vt.org

Unique Entity Identifier (SAM #): SZNMKK8CHS4 Fiscal Year End Month (MM): 6

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email by May 10th, 2024 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.



INVITATION TO PARTICIPATE IN VTRANS MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

DUE: May 10th, 2024

TO: Vermont Municipal Officials
FROM: Ross Gouin – VTrans Municipal Roads Grants-In-Aid Program Manager
RE: Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program:

The Vermont Agency of Transportation (VTrans) invites your municipality to participate in the Municipal Roads Grants-in-Aid Program for State Fiscal Year 2025 (SFY25). This program provides funding for municipalities to implement best management practices (BMPs) in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP).¹

VTrans anticipates receiving funding to support BMP implementation under this program and intends to provide grant funds to participating Vermont municipalities that agree to the terms (see attached participation Letter of Intent). Your municipality must return the signed letter **by May 10th, 2024** to be eligible (page 3 of this invitation letter).

VTrans will offer funding to participating municipalities to implement BMPs on hydrologically connected road segments that currently do not meet standards.² A municipality's funding award depends upon:

- Awards are contingent upon Municipalities being compliant with MRGP requirements at the time of award.
- The number of hydrologically connected roads, sorted into five-mile increments.; and
- The number of participating municipalities. Additional funds may become available should some municipalities decide not to participate. **Refer to the attached VTrans Base "SFY25 initial" Offer for your municipality to see the amount of funding you are eligible to receive.**

Grants-in-Aid awards will be made available through VTrans. Municipalities will submit reimbursement requests for work completed directly to VTrans and VTrans will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected roads. At the discretion of each grantee, administration in support of these BMP's will also be an eligible expense, up to 10% of the total award, with a maximum not to exceed \$1500 per award.

Participating municipalities agree to:

- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Construct the eligible BMPs on hydrologically connected roads to bring road segments into full compliance with MRGP standards.
- Complete the project by September 30, 2025.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Document project costs using VTrans Invoicing Format and provide a minimum of 20% local match (cash or in-kind) for BMP construction. Invoicing form will be available here: <https://vtrans.vermont.gov/highway/Municipal-Grant-in-aid-Program>
- Match for BMP construction can include in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project.

¹ MRGP available at: <http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

² Hydrologically connected roads are those that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands) as defined by the MRGP.



- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are fully compliant with MRGP.

Eligible BMPs according to the MRGP Standards:

- Grass and stone-lined drainage ditches and stone check-dams;
- Turnouts, cross culverts, and other disconnection and infiltration practices;
- Lowering of high road shoulders;
- Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right of way and installation of culvert headwalls and outlet stabilization;
- Stabilizing conveyance zones;
- Addressing gully erosion on Class 4 roads; and
- Addition of gravel to meet roadway/travel lane standards.
- Stabilizing catch basin outlets.

Do not move forward with construction of any project until written authorization is received from VTrans. No work completed prior to an executed grant agreement will be eligible for reimbursement.

If you have any questions about the VTrans Municipal Grants-in-Aid Program, please contact Ross Gouin at 802-595-2381 or via email at ross.gouin@vermont.gov. For questions about the Municipal Roads General Permit please refer to the DEC website:

<http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

We look forward to hearing from you soon.

Sincerely,

Ross Gouin
VTrans Grants in Aid Program Manager

SFY 2025 Municipal Roads Grants-in-Aid Program initial Offer Based on 100% participation

Based on estimated hydrologically connected road miles, subject to available funding

Municipality Name	State Estimate: Connected road mile by range	SFY25 VTrans Initial Base Offer	20% Local Match (Cash or In-kind)	Total
Addison	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Albany	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Alburgh	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Andover	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Arlington	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Athens	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Bakersfield	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Baltimore	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Barnard	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Barnet	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Barre City	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Barre Town	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Barton Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Barton Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Belvidere	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Bennington	<50-55	\$24,000.00	\$6,000.00	\$30,000.00
Benson	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Berkshire	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Berlin	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Bethel	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Bloomfield	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Bolton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Bradford Town	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Braintree	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Brandon	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Brattleboro	<55-60	\$26,250.00	\$6,562.50	\$32,812.50
Bridgewater	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Bridport	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Brighton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Bristol Town	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Brookfield	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Brookline	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Brownington	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Burke	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Burlington	<50-55	\$24,000.00	\$6,000.00	\$30,000.00
Cabot	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Calais	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Cambridge	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Canaan	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Castleton	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Cavendish	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Charleston	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Charlotte	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Chelsea	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Chester	<50-55	\$24,000.00	\$6,000.00	\$30,000.00
Chittenden	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Clarendon	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Colchester	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Concord	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Corinth	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Cornwall	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Coventry	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Craftsbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Danby	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Danville	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Derby Line Village	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Derby Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Dorset	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Dover	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Dummerston	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Duxbury	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
East Haven	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
East Montpelier	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Eden	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Elmore	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Enosburg Falls Village	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Enosburg Town	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Essex Junction City	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Essex Town	<65-70	\$30,500.00	\$7,625.00	\$38,125.00
Fair Haven	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Fairfax	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Fairfield	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Fairlee	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Fayston	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Ferrisburgh	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Fletcher	<25-30	\$12,200.00	\$3,050.00	\$15,250.00

Franklin	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Georgia	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Glover	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Goshen	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Grafton	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Granby	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Grand Isle	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Granville	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Greensboro	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Groton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Guildhall	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Guilford	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Halifax	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Hancock	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Hardwick Town	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Hartford	<60-65	\$28,500.00	\$7,125.00	\$35,625.00
Hartland	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Highgate	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Hinesburg	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Holland	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Hubbardton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Huntington	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Hyde Park	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Ira	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Irasburg	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Isle La Motte	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Jamaica	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Jay	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Jericho	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Johnson	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Killington	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Kirby	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Landgrove	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Leicester	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Lerminston	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Lincoln	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Londonderry	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Lowell	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Ludlow Town	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Ludlow Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Lunenburg	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Lyndon	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Lyndonville	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Maidstone	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Manchester Town	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Manchester Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Marlboro	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Marshfield	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Mendon	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Middlebury	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Middlesex	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Middletown Springs	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Milton	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Monkton	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Montgomery	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Montpelier	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Moretown	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Morgan	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Morristown	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Mount Holly	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Mount Tabor	<10-03	\$4,500.00	\$1,125.00	\$5,625.00
New Haven	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Newark	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Newbury	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Newfane	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Newport City	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Newport Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
North Bennington	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
North Hero	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
North Troy	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Northfield	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Norton	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Norwich	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Old Bennington	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Orange	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Orleans	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Orwell	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Panton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Pawlet	<20-25	\$10,100.00	\$2,525.00	\$12,625.00

Peacham	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Peru	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Pittsfield	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Pittsford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Plainfield	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Plymouth	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Pomfret	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Poultney Town	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Poultney Village	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Pownal	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Proctor	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Putney	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Randolph	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Reading	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Readsboro	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Richford Town	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Richmond Town	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Ripton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Rochester	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Rockingham	<55-60	\$26,250.00	\$6,562.50	\$32,812.50
Roxbury	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Royalton	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Rupert	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Rutland City	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Rutland Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Ryegate	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Salisbury	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Sandgate	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Searsburg	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Shaftsbury	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Sharon	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Sheffield	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Shelburne	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Sheldon	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Shoreham	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Shrewsbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
South Burlington	<65-70	\$30,500.00	\$7,625.00	\$38,125.00
South Hero	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Springfield	<60-65	\$28,500.00	\$7,125.00	\$35,625.00
St Albans City	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
St Albans Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
St George	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
St Johnsbury	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Stamford	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Stannard	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Starksboro	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Stockbridge	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Stowe	<15-50	\$21,750.00	\$5,437.50	\$27,187.50
Strafford	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Stratton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Sudbury	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Sunderland	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Sutton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Swanton Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Swanton Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Thetford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Tinmouth	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Topsham	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Townshend	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Troy	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Tunbridge	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Underhill	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Vergennes	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Vernon	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Vershire	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Victory	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Waitsfield	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Walden	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Wallingford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Waltham	<05-05	\$5,000.00	\$1,250.00	\$6,250.00
Wardsboro	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Warren	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Washington	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Waterbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Waterford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Waterville	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Weathersfield	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Wells	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Wells River	<00-03	\$4,500.00	\$1,125.00	\$5,625.00

West Fairlee	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
West Haven	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
West Rutland	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
West Windsor	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Westfield	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Westford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Westminster	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Westmore	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Weston	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Weybridge	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Wheelock	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Whiting	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Whitingham	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Williamstown	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Williston	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Wilmington	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Windham	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Windsor	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Winhall	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Winooski	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Wolcott	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Woodbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Woodford	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Woodstock Town	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Woodstock Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Worcester	<10-15	\$6,000.00	\$1,500.00	\$7,500.00

\$3,000,050.00



VTrans Grants In Aid Program Team:

Ross Gouin- Mun. Highway & Stormwater Mitigation Program Manager

Christine Emmons - Grants in Aid Program Coordinator

Ashley Andrews – Assistant Grants in Aid Program Coordinator

VTrans Municipal Assistance: vtrans.vermont.gov/highway/local-projects



Grants In Aid

Formula Funded Grant:

VTrans sends out an initial offer with a set grant offer amount that is based upon hydrologically connected road miles. The final offer could be more if some municipalities do not accept the grant offer.

These are reimbursement grants, awards to Municipalities with reimbursement amount of 80% at completion, 20% local match.



Grants In Aid Program:

Eligible BMPs according to the MRGP Standards:

- Grass and stone-lined drainage ditches and stone check-dams;
- Turnouts, cross culverts, and other disconnection and infiltration practices;
- Lowering of high road shoulders;
- Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right of way and installation of culvert headwalls and outlet stabilization;
- Stabilizing conveyance zones;
- Addressing gully erosion on Class 4 roads;
- Addition of gravel to meet roadway/travel lane standards.
- Stabilizing catch basin outlets.





AGENDA MEMORANDUM

April 16, 2024

Town Selectboard Meeting Item: 5i

Submitted by: Bryan Gazda, Director of Public Works

Subject: Update on Curbside Recycling Agreement

Background: Whereas the Town of Hartford has a current agreement with Casella Waste Service, Inc., for the curbside collection of recycling materials (Exhibit A), that expires on June 30, 2024. Casella Waste Services, Inc., has informed the Department of Public Works that it will be modernizing its fleet of recycling trucks within the next 6-18 months and has determined the modernization will require the use of recycling totes for zero-sort collection, which eliminates the need for the driver to exit the truck. Currently, residents are not required to use recycling totes. In addition, the current revenue model in the agreement is outdated as it does not sustain the level of revenue to offset disposal costs.

Discussion: Director of Public Works, Bryan Gazda, has discussed the terms and conditions of the current agreement with Mr. David Allen, Division Manager, Casella Waste Services, Inc., regarding the potential impact on the curbside recycling program. With the modernization of the vehicle fleet, the need for recycling totes, and an outdated revenue/cost model, Mr. Allen informed Mr. Gazda, that Casella Waste Services cannot continue to operate under several of the current terms contained in the agreement past June 30, 2024. Realizing the Town will need additional time to evaluate these changes, Casella Waste Services, Inc., has agreed to continue curbside recycling for a period of 6 months or until December 31, 2024, under the general terms of the current agreement with several new terms as identified in Exhibit B.

Further discussion with the Selectboard is required regarding the continuance of the curbside recycling program and whether to consider a 6-month extension with Casella Waste Services, Inc., to allow for thoughtful discussion on this matter and or the issuance of a new Request for Proposal (RFP) for the continuance of the program.

Impact: Estimated FY 24 costs provided by Casella Waste Services, Inc. for the continuance of the program for a year are highlighted in Exhibit C. This cost does not include the costs for recycling totes. FY 25 funding for curbside service is \$275,000. Additionally, consideration needs to be given to the impact a discontinuance of the program will have on residents and the current operational capacity of the Transfer Station.

Recommendation: Staff recommends the Selectboard consider entering into a 6-month extension with Casella Waste Services, Inc., to allow time for further discussion regarding the continuance of the program and to authorize the Town Manager to sign the 6-month agreement, with Casella Waste Services, Inc., dated March 22, 2024.

**AGREEMENT FOR
RECYCLING COLLECTION SERVICES FOR RESIDENTIAL CURBSIDE
COLLECTION AND TRANSFER STATION SERVICES
Between the Town of Hartford and Casella Waste Management, Inc.**

THIS AGREEMENT is made this ~~26~~ day of ~~June~~ 2017 by and between the Town of Hartford, hereinafter referred to as the TOWN with its principal place of business at 171 Bridge Street, White River Junction, Vermont 05001 and Casella Waste Management, Inc. located at 1544 Woodstock Road, White River Junction, VT 05001, hereinafter referred to as CASELLA.

The TOWN wishes to employ CASELLA for the purpose of providing its residents and municipal locations with curbside recyclable materials collection services; and

The Town wishes to employ CASELLA for the purpose of hauling and disposing of municipal solid waste and construction and demolition debris, and hauling and processing recyclable materials from the TOWN's Transfer Station located at 2590 North Hartland Road; and

WHEREAS CASELLA is ready, willing, and able to perform the required services.

NOW THEREFORE, in consideration of these premises and the mutual covenants herein set forth, it is agreed by the parties hereto as follows:

1. SCOPE OF WORK

CASELLA shall provide services necessary to perform residential curbside recycling collection services and transfer station disposal, processing and hauling services as further described in the bid documents and Casella bid response attached hereto and incorporated herein as Exhibits A.1 through A.4.

Should it become necessary for the CASELLA to procure sub-contractor services (other than those identified in the technical proposal), this selection will be subject to TOWN approval. It is expected that any solicitations by CASELLA will include reference to applicable local, state and federal requirements, and that consideration of these policies and requirements will become an evaluation factor of the selection.

2. TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2016 for a term of five (5) years ending on June 30, 2021, with a one (1), three (3) year extension. Any additional extensions shall be by mutual written agreement of the TOWN and CASELLA.

3. COMPENSATION

The TOWN agrees to pay CASELLA and the CASELLA agrees to accept as full compensation for performance of all services and expenses encompassed under this Agreement as follows:

CURBSIDE COLLECTION SERVICES

Year One and Two - \$148,963

On the second anniversary date, (7/01/2018) and each anniversary date thereafter of the Agreement, this fee shall be adjusted by 100% of the Urban Consumers of the Northeast Region Index, but in no case will the increase be less than 2.5%, nor greater than 5.0%.

Additional Recyclable Materials Processing Fee = ACR (as defined below), less \$115 per ton, adjusted monthly

HAULING AND DISPOSAL FROM TOWN'S TRANSFER STATION

White River Junction, VT Fee = \$83/haul

Lebanon Landfill, NH Fee = \$92.50/haul

Zero-Sort Recycling and Plastics = ACR, less \$115 per ton, adjusted monthly

News/Mixed Paper and OCC – Pulp and Paper index midpoint – 80% to TOWN, 20% to CASELLA, plus a processing fee of \$25/ton

Glass – will be transported to the Lebanon Landfill and the disposal charge will be direct to TOWN from the Lebanon Landfill

MSW - shall be billed to TOWN by Lebanon Landfill directly.

CASELLA understands that this contract is funded through the Town's municipal operating budget. In the event that Town funds supporting this Agreement become unavailable or are reduced, the TOWN may terminate this Agreement immediately and shall not be obligated to pay any amounts from Town funds contracted but not disbursed.

Recycling Revenue Share and Pricing ACR Model:

CASELLA uses a formula called the Average Commodity Revenue (ACR). The ACR takes the percentage of Recyclable Materials by commodity and associates the revenue for each commodity to create the price for which a ton of Recyclable Materials is worth in any given month. Each month, the price per commodity fluctuates as the market does. Similarly, the value for Recyclable Materials changes as well.

The ACR formula: the ACR minus a \$115 per ton processing cost (the cost for CASELLA to process the material to a clean product to be sold to the market).

At no time shall the net cost to the town (ACR - \$115) exceed \$70.00/ton. However, if the ACR value is less than \$50/ton for 3 consecutive months, Casella has the right to re-open negotiations and establish a new recycling share formula, which would be implemented on the following July 1st anniversary date.

CASELLA shall submit an invoice to the TOWN by the fifth (5th) day of the month following the month services were provided. All invoices shall be due and payable in a strict net thirty (30)

days from date of invoice. Interest shall accrue on all past due invoices at the rate of one and one-half percent (1.5) per month.

4. PAYMENT PROCEDURES

CASELLA shall submit invoices to: Town of Hartford, 171 Bridge Street, White River Junction, Vermont 05001. Payment shall be made within 30 days of the TOWN's acceptance of the invoice.

5. GENERAL PROVISIONS

- A. Extent of Agreement: This Agreement and all Attachments specified herein represent the entire and integrated Agreement between the TOWN and CASELLA and supersede all prior negotiations, representations of Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both CASELLA and the TOWN.
- B. Governing Law: Unless otherwise specified, this Agreement shall be covered by the laws of Vermont.
- C. Insurance Requirement: CASELLA must show evidence that it has the following insurance coverage:
 - 1. Commercial General Liability: Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of ,at minimal, \$1,000,000 Combined Single Limit for each occurrence and \$2,000,000 in aggregate for each. CASELLA must list the TOWN as Additional Insured's on its Commercial General Liability Policy.
 - 2. Workers' Compensation & Employers Liability: Worker's Compensation Insurance and Employers Liability Insurance with limits of, at minimal, \$500,000 for any one occurrence.
- D. Indemnification: CASELLA agrees to hold the TOWN, its elected officials, employees and appointed staff, harmless and indemnify them against any expense claims, suits, including but not limited to reasonable attorney's fees related to or arising out CASELLA'S negligent acts, errors, or omissions relative to this Agreement.
- E. Termination of Agreement for Cause: If through any cause, one party shall fail to fulfill its obligations under this Agreement in a timely and proper manner, or if one party shall substantially violate one of the covenants, agreements or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination through the process outlined below and in Article 5.F. (Breach of Contract by CASELLA)

1. The TOWN shall give CASELLA, and CASELLA shall give the TOWN fifteen (15) days written notice of its intention to terminate this agreement for cause as outlined above. The specific cause(s) for termination must be stated in the notice for termination.
 2. In the event of termination, CASELLA shall be compensated by payment of an amount equal to the effort of CASELLA as of the date of termination for services not in dispute.
- F. Breach of Agreement by CASELLA: Failure by CASELLA to comply with any of the terms and conditions of this Agreement, except completion by the termination date, shall be deemed a material breach of this Agreement, and upon failure of CASELLA to remedy such breach within fifteen (15) days after written notice from the TOWN, the TOWN shall, to the full extent permitted by law, have each and all of the following rights and remedies:
1. The right to demand and receive from CASELLA the full refund of payments made; and
 2. Each and every additional right and remedy available to the TOWN either at law or in equity.
- G. Assignability: CASELLA shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or notation) without written approval of the TOWN, provided, however, that claims for money due or to become due to CASELLA from the TOWN under this Agreement may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly.
- H. Limitation of Liability: Neither party shall be liable to the other for special, incidental, exemplary, punitive or consequential damages including without limitation loss of use, loss of profits or revenues, or cost of substitute or re-performed services, suffered, asserted or alleged by either party or any third party arising from or relating to this Agreement, regardless of whether those damages are claimed under contract, warranty, indemnity, tort or any other theory at law or in equity.
- I. Force Majeure:
- a. "Force Majeure" means shall mean any act, event or condition materially and adversely affecting the ability of a party to perform or comply with any material obligation, duty or agreement required under this Agreement, if such act, event, or condition is beyond the reasonable control of the nonperforming party or its agents relying thereon, is not the result of the willful or negligent action, inaction or fault of the party relying thereon, and the nonperforming party has been unable to avoid or overcome the act, event or condition by the exercise of due diligence, including, without limitation: (i) an act of God, epidemic, landslide, lightning, earthquake, fire, explosion, storm, flood or similar occurrence; (ii) an act of public enemy, war, blockage, insurrection, riot, general unrest or restraint of government and people, civil disturbance or disobedience, sabotage, act of terrorism or similar occurrence; (iii) a strike, work slowdown, or similar industrial or labor action; (iv) an order or judgment (including without limitation a temporary restraining order, temporary injunction, preliminary injunction, permanent injunction, or cease and desist order) or other act of any federal, state, county or local court, administrative agency or governmental office or body which prevents a party's obligations as contemplated by this Agreement; or (v) adoption or change (including a change in



ESTABLISHED 1975

1544 Woodstock Road • White River Junction, VT 05001 p. 802-295-2660

11

Exhibit B

March 22, 2024

Bryan Gazda, MPA
Director of Public Works
Town of Hartford, VT 05047

bgazda@hartford-vt.org
Office - 1-802-295-3622, ext. 104
Cell - 1-802-547-3887

Dear Mr Gazda:

As discussed, by this letter, Casella and the Town of Hartford, Vermont mutually agree to extend our current agreement (adjusted for the term ending June 30, 2024) for curbside recycling services, hauling from your transfer facility and processing fees for managing your recyclables through 12/31/24 with the following exceptions effective July 1, 2024:

- The Zero Sort Recycling Processing fee formula will be adjusted as follows: ACR minus \$175 per ton
- The net cost cap of \$70 per ton will remain removed and will not apply. There will be no cap applied to the net cost per ton to the Town.
- All other fees and charges will be increased by 5%

Agreed,
For Casella Waste Management, Inc.

For the Town of Hartford, VT

David Allen

David Allen, Division Manager

Bryan Gazda, Director of Public Works

Cc Maryann Pellegrino, Casella WRJ

Exhibit C

Bryan Gazda

To: Bryan Gazda
Subject: RE: [External] FW: 6 month extension document

From: David Allen <David.Allen@casella.com>
Sent: Thursday, April 11, 2024 10:28 AM
To: Bryan Gazda <bgazda@hartford-vt.org>
Cc: Maryann Pellegrino <maryann.pellegrino@casella.com>
Subject: RE: [External] FW: 6 month extension document

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

Hi Brian

For the purpose of this year-over-year comparison (calendar years), this summary assumes same tons, same Average Commodity Revenue (ACR), and same number of roll off hauls for both years. Hartford's recycling volumes are very consistent. However, market values for your material fluctuate – sometimes significantly. As you know, there is no way to predicate future ACR values or your future net processing costs. Hope this helps.

Hartford 2023 - v - 2024 estimate			
Service Location	Service Type	2023	2024
Xsfer Services	Roll off hauls	\$ 33,680.00	\$ 35,532.40
Xsfer Services	Recycling Processing	\$ 15,225.00	\$ 19,500.00
Curbside Services	Collection	\$ 168,255.00	\$ 177,509.03
Curbside Services	Recycling Processing	\$ 84,000.00	\$ 113,750.00
Various other	Various	\$ 12,000.00	\$ 12,660.00
	Total	\$ 315,183.00	\$ 346,291.43

Let me know if you have questions or need additional information

David M. Allen
Division Manager

1544 Woodstock Road, White River Junction, VT 05001
p. 802-478-0780 • c. 603-543-7088
e. david.allen@casella.com • w. casella.com

CASELLA WASTE SYSTEMS, INC.
RECYCLING • SOLUTIONS • ORGANICS • COLLECTION • ENERGY • LANDFILLS

Lana Livingston

From: John Haverstock
Sent: Wednesday, April 10, 2024 2:12 PM
To: Lana Livingston
Subject: FW: Policy on Policies
Attachments: Policy on Policies Sample - with explanation.docx; Policy Recommendations.pptx; policy template option a.docx

For the packet, including Kim's email.

Thanks.

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

From: Kim Souza <ksouza@hartford-vt.org>
Sent: Sunday, April 7, 2024 11:29 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Sara Campbell <campbellsarao@gmail.com>; Pat Autilio <pifzid@gmail.com>
Subject: Re: Policy on Policies

Hi John.

Per your request, attached are several documents including:
The slide deck from the 10.19.2021 agenda memo.
A proposed blank policy template.
The proposed Policy on Policies.

You can review the 10.19.21 minutes where the board voted to direct the Town Manager to adopt the following actions around policy management.
Create a Policy on Policies.
Compile a complete list of existing policies for all departments.
Adopt a digital policy storage system that improves usability and meets accessibility requirements.

A 12.01.22 email from (then) HCOREI Chair, Sara Campbell indicated the following next steps for the Selectboard:

In my opinion the next steps for the Town/Selectboard are:

1. Adopt a template for Policies/Ordinances/Procedures
2. Review/Edit/Adopt a Policy on Policies
3. Implement the adoption of approved templating on existing Policies/Ordinances/Procedures
4. Implement the Policy on Policies on existing Policies/Ordinances/Procedures.

The full context of that email is included in this thread.

Subsequently, on 11.14.23, Ally Tufenkjian & Pat Autilio gave an overview and presentation on behalf of HCOREI with a request to follow through with the direction given by the Selectboard in 2021.

You can find the agenda with that memo here.

The minutes indicate that the Town Manager would check with department heads and no further action was taken at that time.

I hope that all makes sense. I've CC'd Pat Autilio and Sara Campbell of HCoreI to add anything I may have missed.

Thanks so much for your efforts to bring this much anticipated initiative to fruition!

Best,

Kim

Kim Souza

she|her|hers

Member, Hartford Selectboard

Hartford, Vermont

ksouza@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: John Haverstock <jhaverstock@hartford-vt.org>

Sent: Friday, April 5, 2024 4:30 PM

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

Cc: Lana Livingston <llivingston@hartford-vt.org>

Subject: RE: Policy on Policies

Thanks, Kim.

No rush. You, too!

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

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

Sent: Friday, April 5, 2024 4:27 PM

To: John Haverstock <jhaverstock@hartford-vt.org>

Cc: Lana Livingston <llivingston@hartford-vt.org>

Subject: Re: Policy on Policies

Will do.

I probably can't get to it until Sunday or Monday, but will send along that background info as well as a couple comments about the light pole banner policy plan.

Have a great weekend,

Kim

Kim Souza

she|her|hers

Member, Hartford Selectboard
Hartford, Vermont
ksouza@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: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, April 5, 2024 3:47 PM
To: Kim Souza <ksouza@hartford-vt.org>
Cc: Lana Livingston <llivingston@hartford-vt.org>
Subject: FW: Policy on Policies

Kim,

Could you please send me the latest draft of HCoreI's Policy on Policies (ideally with a supporting memo), which I will add to the packet in support of the April 16 meeting?

Thanks.

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

From: John Haverstock
Sent: Wednesday, October 25, 2023 8:11 AM
To: Kim Souza <ksouza@hartford-vt.org>; diversifiedpat@gmail.com
Cc: Michael Hoyt <mhoyt@hartford-vt.org>; Dan Fraser <dfraser@hartford-vt.org>
Subject: RE: Policy/Procedure/Ordinance Samples

Hi Kim.

Thanks for passing this along.

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

From: Kim Souza <ksouza@hartford-vt.org>
Sent: Tuesday, October 24, 2023 12:41 PM
To: John Haverstock <jhaverstock@hartford-vt.org>; diversifiedpat@gmail.com
Cc: Michael Hoyt <mhoyt@hartford-vt.org>; Dan Fraser <dfraser@hartford-vt.org>
Subject: Fw: Policy/Procedure/Ordinance Samples

Hi John.

I'm passing along these previous requests from myself and Sara Campbell (former Chair of HCoreI) which give a little more context to the request that the current HCoreI Chair (Pat Autilio) sent last weekend.

Please don't hesitate to ask (any of us) if you'd like any clarification or historical context.
Best,

Kim

Kim Souza
she|her|hers
Member, Hartford Selectboard
Hartford, Vermont
ksouza@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: Kim Souza <ksouza@hartford-vt.org>
Sent: Wednesday, April 26, 2023 10:57 AM
To: Gail Ostrout <gostROUT@hartford-vt.org>; Paula Nulty <pnulty@hartford-vt.org>
Cc: Michael Hoyt <mhoyt@hartford-vt.org>; Dan Fraser <dfraser@hartford-vt.org>; Sara Campbell <campbellsarao@gmail.com>
Subject: Fw: Policy/Procedure/Ordinance Samples

Hi All.

I'm bumping this back up on your radar to consider establishing an Ad Hoc Policy Committee.

The board voted in favor of implementing the recommendations to "create a policy on policies, to compile a complete list of existing policies for all departments and to adopt a digital policy storage system that improves usability and meets accessibility requirements" on October 19, 2021. The notes of that motion include "...Joe Major suggested to produce a timeline to keep this on the forefront."

Considering we are +/-1.5 yrs later, I think it's safe to say that we haven't kept this on the forefront as a priority.

What needs to happen in order to move this work forward and who should be tasked with doing it?
If a board member or HCOREI were to draft a policy committee draft charge that the board could consider, would that be helpful?

Can we get the template documents on an upcoming May agenda to edit &/or approve for use?

Gail/Paula: Do you think this work is better suited for staff rather than a committee? Personally, I think a committee could do a great deal of the legwork around the location of existing policies and the transfer of existing policies in to an adopted format.

Any guidance you can offer will be much appreciated.

Best,
Kim

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

From: Sara Campbell <campbellsarao@gmail.com>
Sent: Thursday, December 1, 2022 6:32 AM

To: Kim Souza <ksouza@hartford-vt.org>; Gail Ostrout <gostrout@hartford-vt.org>; Paula Nulty <pnulty@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>
Cc: Miriam Wood <miriamcwood@gmail.com>; Pat Autilio <pifzid@gmail.com>
Subject: Policy/Procedure/Ordinance Samples

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

Hi all - sorry for the delay on this - I wanted to be able to give samples of both a policy on policies and a variety of applications of the template.

Attached is a sample policy on policies and then three samples of current documents put into a template.

Policy On Policies SAMPLE
Noise Ordinance SAMPLE
Town Hall Flagpole Policy SAMPLE
Hartford Police Department Ride-Along Procedure SAMPLE

Please do not misconstrue any of my samples as recommendations for policy language or changes or a specific template - these documents are just for reference as a starting point for implementation of the policy recommendations adopted by the selectboard in October of 2021.

In my opinion the next steps for the Town/Selectboard are:

1. Adopt a template for Policies/Ordinances/Procedures
2. Review/Edit/Adopt a Policy on Policies
3. Implement the adoption of approved templating on existing Policies/Ordinances/Procedures
4. Implement the Policy on Policies on existing Policies/Ordinances/Procedures.

Let us know how/if we can help!

Sara

Sara Ormsby Campbell
919.923.1910
campbellsarao@gmail.com



Policy Title	SAMPLE * Policy on Policies	Policy ID	123
Keywords	Policy, Ordinance, Procedure		

Purpose of Policy

To establish governance on policy, procedure, and ordinance development, renewal, and retirement.

Policy Scope

All policies, procedures, and ordinances will follow a set structure, revision process and timeline.

Definitions

- **Policy:** A policy is a course of action, guiding principle, procedure, or strategy that is adopted by a municipal public body (e.g., a selectboard or board of library trustees). Policies are executive in nature and are oriented inwards to guide internal decision-making processes. Generally, policies apply to employees, town facilities or the public body itself. A policy is designed to influence and determine decisions in the course of conducting certain municipal affairs.
Although policies generally do not have regulatory enforcement authority as compared to ordinances, policies nevertheless are useful in that they clearly define a municipality's standards and set reasonable expectations for the applicable municipal topic.
- **Ordinances** An ordinance is a legislative act by the legislative body of a municipality (selectboard). In contrast to a policy, which governs internal operations, an ordinance is "an expression of municipal will affecting the conduct of the inhabitants generally, or of a number of them under some general designation." *City of Barre v. Perry & Scribner*, 82 Vt. 301 (1909). Municipal ordinances carry the state's authority and have the same effect within the municipality's limits as a state statute. Once adopted according to statutory process, they become legally enforceable local laws. A municipal ordinance is designated either as a civil or criminal offense and may carry a fine or penalty of up to \$800. A civil ordinance is generally enforced in the Vermont Judicial Bureau, the court that has statewide jurisdiction over civil violations.
- **Procedure:** A procedure is the counterpart to a policy; it is the instruction on how a policy is followed. It is the step-by-step instruction for how the policies outlined above are to be achieved. A policy defines a rule, and the procedure defines who is expected to do it and how they are expected to do it. Procedures answer questions like: How? When? Where?
- **Administrative policies and procedures:** are used by departments to inform other departments and staff of policies and procedures for the direction and management of town operations.
- **Departmental policies and procedures:** are used to inform and provide direction for internal departmental management and operation of city departments. They affect primary or exclusively single departments or divisions.
- **Owner:** Responsible party for the document, while a policy or ordinance may have many stakeholders, each document should have a single owner, often the role charged with implementing or enforcing the policy.

- **Reviewer/Writer:** Stakeholders who provide input into the content.
- **Approver:** Generally senior level personnel in the content area. The approver can be either a person (e.g., Bob Smith) or a role (e.g., Vice President, Human Resources).
- **Stakeholders:** an individual or group that has impact on or that can be affected by the policy.
- **Policy Library:** the repository for all policies and policy-related documents
- **Template:** A standard structure for all policies, ordinances and procedures including layout, font, style, branding etc.
- **Version control:** Readers should be able to easily discern which of several versions of a policy is the most recent. Version control can be maintained numerically (v.1, v.2, v.3) or by date. Best practice is to keep the version number/date in the footer of each page of the policy so it is obvious which version is being read.
- **Adoption:** Approval, Implementation and Notification of new policy or version to relevant audience.

Policy Template

1. All new and revised policies should conform to a common, agreed upon template.
2. The template should minimally include space for entering the following information (see also Proposed Policy Template.)
 - a. Effective Date
 - b. Date Approved
 - c. Date of last Revision
 - d. Expiration Date
 - e. Owner Role/Title
 - f. Owning Department
 - g. Policy Name
 - h. Policy Content
 - i. POLICY STATEMENT - Statement of Policy
 - ii. PURPOSE - Why implementing the policy and who it applies to
 - iii. PROCEDURE - How the policy is carried out/enforced
 - iv. REFERENCE - Links to background information or other relevant policies
 - v. Attachments
 - vi. Approver name(s), signature(s), date(s) signed

Policy Process

(this could also be a separate “Procedure” for developing a policy)

3. Proposing - Defining the need for the creation, revision or retirement of a written policy/ordinance/procedure. Gathering information from stakeholders and making recommendations.
 - a. Does the policy, as recommended, support the goals and objectives, represent good practice, is reasonable, adequately covers the subject, is consistent with existing policies, can be practically administered and have any cost implications?
 - b. Designate Policy Owner.
 - c. Designate Policy Approver(s).
 - d. Identify Stakeholders.
4. Writing/Editing - Drafting policy based on proposal information gathering
 - a. The policy/procedure/ordinance will be in the proper template.
 - b. The document will be drafted by the policy owner and reviewed by all reviewers/writers.
 - c. Keywords will be assigned.
 - d. Drafts will be crafted from feedback, comments, suggestions of stakeholders.
5. Approving - Draft is prepared for approval by owner and approved by Approver(s)
6. Implementing - Document once adopted will be posted with approval date, version number in the policy library. Adopted policies, procedures, and ordinances shall be published on the towns official webpage, shall be provided to the affected staff, and shall be available for public inspection at Town Hall.
7. Review, Update, Readopt, Version Control - all policies/procedures/ordinances will be reviewed when circumstances require but at a minimum of XX years and updated, revised, readopted or retired as necessary. Staff affected by updated policies should be notified and they will acknowledge receipt.
8. Retirement/Repealed - a document will be retired, repealed when no longer applicable to the town.

Responsible Owner:	Town Manager, Name Name	DEPT: Administration
Approved By:	Selectboard Chair, Name Name	Version # 3
Current Approval Date:	11/1/22	
Date Policy in Effect:	02/01/2021 (historical first implementation)	
Related Polices & Procedures:	This would be links to other related town policies	
Attachments/Links	VLCT - Municipal Policy and Ordinance Info Sheet https://www.vlct.org/resource/municipal-policies-and-ordinances-info-sheet VLCT Quick Guide to Ordinance Adoption, Amendment, or Repeal https://www.vlct.org/resource/quick-guide-ordinance-adoption-amendment-or-repeal	



Hartford

Vermont

Effective Date: 01/2020

Approved: 02/2020

Last Revised: 02/2022

Expiration: 02/2024

Owner: Name, Title

Policy Area: Department

NAME OF POLICY

POLICY STATEMENT

Statement of Policy

PURPOSE

Why implementing the policy and who it applies to

PROCEDURE

How the policy is carried out/enforced

REFERENCE

Links to back ground information or other relevant policies

Attachments:

No Attachments

Approval Signatures

Approver

Name of person, Title of Person

Date Signed

Name of person, Title of Person

Date Signed



HCOREI



Policy Recommendations

Hartford Committee On Racial Equity & Inclusion



HCOREI



Finding:

The Town policies are currently difficult to access and are not searchable.

Recommendation:

In order to promote transparency and accessibility of Town ordinances and policies, the Hartford Committee on Racial Equity & Inclusion (HCOREI) recommends that the Selectboard direct the Town Manager to adopt the following actions around policy management.

- Create a "Policy on Policies".
- Compile a complete list of existing policies for all departments.
- Adopt a digital policy storage system that improves usability and meets accessibility requirements.



HCOREI



Policy on Policies:

A single policy that determines how Town policies are

- created
- edited
- reviewed
- approved
- revised
- maintained
- implemented
- enforced
- communicated

... to employees and community members.

This is the foundation for developing a consistent process around how policies come into being and are applied to the community as a whole.



HCOREI



Ex.

Town of Hartford Social Media Policy*:

<https://www.hartford-vt.org/documentcenter/view/2782>

** Has this policy been distributed to all the employees to whom it applies?
To whom does it apply?*



HCOREI



Page | 1

SOCIAL MEDIA POLICY

POLICY STATEMENT

To set forth guidelines for the Town of Hartford personnel; allowing them to distinguish between acceptable and unacceptable posting of information on a town operated "social media" platform.

EXCERPT

Before any information can be shared or posted, you must obtain approval from the Department Head or Town Manager.

Have Fun with it! This is a great way to allow us to get our message out the way we want to. If we use this appropriately, it will allow us to build relationships with community members. However, it can also hurt our department if used inappropriately. Remember: "people will tell 2 people good things and 10 people bad things."

Always follow department protocols while using twitter. Make sure to check with the Department Heads, Supervisors or the Town Manager prior to sending out any information.



HCOREI



Complete List of Policies:

At minimum, this is a publicly accessible document containing a list of all known local policies and ordinances that employees of any and every department the Town of Hartford are expected to follow.*

Initially, this can simply be a complete list of policy names/titles and the departments to which they are applicable.

** not necessarily State or Federal policies which also apply to the Town; nice to have*



HCOREI



Ex.

Hartford School District's policy page:

<https://www.hsdvt.com/policies>



HCOREI



[Central Office](#) [Why Hartford](#) [Schools](#) [School Board](#) [Contact Us](#)

Hartford School District Policies

[Policy Table of Contents](#)

Section 1 – Ends Policies

- [Ends Monitoring Report - Kindergarten - Grade 5 and HACTC](#)
- [Ends Monitoring Report - Grades 6-12](#)

Section 2 – Executive Limitations

- [EL 1 Global Executive Constraint](#)
- [EL 2 Relationship with Students, Parents and Community](#) *[Monitoring Report]*
- [EL 3 Relationship with Staff](#) *[Monitoring Report]*
- [EL 4 Financial Condition and Activities](#) *[Monitoring Report]*
- [EL 5 Financial Planning and Budgeting](#) *[Monitoring Report]*
- [EL 6 Emergency CEO Succession](#) *Monitoring Report*
- [EL 7 Asset Protection](#) *[Monitoring Report]*
- [EL 8 Compensation and Benefits](#) *[Monitoring Report]*
- [EL 9 Communication and Support to the Board](#)
- [EL 10 Race and Equity](#)

Section 3 – Board – Management Delegation

- [B/SR 1 Global Governance-Management Connection](#)
- [B/SR 2 Unity of Control](#)
- [B/SR 3 Accountability of the Superintendent](#)
- [B/SR 4 Delegation to the Superintendent](#) *[Monitoring Report]*
- [B/SR 5 Monitoring Superintendent Performance](#) *[Monitoring Report]*

Section 4 – Governance Process

- [GP 1 Global Governance Commitment](#)



HCOREI



Ex.

Middlebury, Vermont's ordinance page:

http://www.townofmiddlebury.org/document_center/index.php#revize_document_center_rz2696



HCOREI



TOWN OF MIDDLEBURY *Vermont*

Home

search

Q

Home Government For Residents Town Notices Community

- Alcohol Consumption on Town Property
- Bicycles and Other Rideable Devices - Safe Operation of
- Commercial Activity on Town Property
- Junk & Junk Vehicles - Outdoor Storage of
- Noise - Regulation of
- Open Fires & Incinerators (Burn Permits)

Home > For Residents > Town Ordinances

Town Ordinances

Print This E-mail This

At left is a list of the mostly frequently requested Town of Middlebury Ordinances. A complete list of Ordinances can be found in the [Resource Library](#) on the right side of the main page of the website.

Lists Office

Middlebury Town Charter

Ordinances

- [Alcohol on Town Property](#)
- [Battell and Means Woods - Protection of Trees and Plants](#)
- [Bicycles and Other Rideable Devices](#)
- [Collection and Disposal of Solid Waste](#)
- [Commercial Activity on Town Property](#)
- [Discharge of Firearms](#)



HCOREI



System for Digital Policy Storage and Publication:

There are many document/content management systems available and we know of at least one Vermont town that is using a system specifically designed for the publication of municipal codes and ordinances.

Ex.
Municode (by CivicPlus)

CivicPlus® Acquires Municode

municode

POWERED BY CIVICPLUS

SOLUTIONS | RESOURCES | ABOUT US | CODE LIBRARY

Integrated Technology Solutions

Purpose-Built to Make

Civic Management Easier

★

We offer the only platform capable of seamlessly unifying your agendas, meetings, websites, and codes of ordinances for an improved civic experience regardless of the size of your local government.

For over 70 years, Municode has helped connect over 4,300 local governments with their communities by creating solutions that enable you to complete **The Circle of Governance™**.

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CODIFICATION SERVICES

MEETING MANAGEMENT

WEBSITE DESIGN

POLICIES & PROCEDURES SOFTWARE

SELF-PUBLISHING SOFTWARE

DOCUMENT ARCHIVAL TOOL

mc

MEETING MANAGEMENT

WEBSITE DESIGN

POLICIES & PROCEDURES SOFTWARE

SELF-PUBLISHING SOFTWARE

DOCUMENT ARCHIVAL TOOL

CODIFICATION SERVICES

1

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HCOREI



Ex.

Springfield, Vermont's ordinance publication & search:

https://library.municode.com/vt/springfield/codes/code_of_ordinances



HCOREI



mc Springfield, VT

Search or jump to

NOTIFICATIONS SIGN IN HELP Select Language

SHOW CHANGES MORE

Code of Ordinances

VERSION: APR 8, 2020 (CURRENT)

CODE OF ORDINANCES TOWN OF
SPRINGFIELD, VERMONT Amended

PART I - CHARTER

CHARTER COMPARATIVE TABLE

Chapter 1 - GENERAL PROVISIONS

Chapter 2 - ADMINISTRATION Amended

Chapter 4 - ALCOHOLIC BEVERAGES

Chapter 6 - ANIMALS

Chapter 8 - BUILDINGS AND BUILDING
REGULATIONS

Chapter 10 - CEMETERIES

Chapter 12 - HEALTH, SANITATION,
NUISANCES

Chapter 14 - LICENSES AND BUSINESS
REGULATIONS

Chapter 16 - PERSONNEL

Chapter 18 - PROTECTIVE SERVICES

Chapter 20 - STREETS, SIDEWALKS AND
OTHER PUBLIC PLACES

Chapter 22 - SUBDIVISIONS

Chapter 24 - TRAFFIC AND VEHICLES

Chapter 26 - UTILITIES

Chapter 28 - VEHICLES FOR HIRE

Code of Ordinances

OC, Revision

Online content updated on April 8, 2020

CODE OF ORDINANCES Town of SPRINGFIELD, VERMONT Codified through Ordinance No. 000, enacted Mmmm DD, YYYY. (Oc, Rev.)

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

NOTICE OF ADOPTION OF ORDINANCE

O-2020-1

The Town of Springfield Selectboard adopted Ordinance No. O-2020-1, classified as a minor amendment, to codify existing ordinances, at a regularly scheduled meeting on April 27, 2020. Other than codifying and digitizing existing ordinances from 1995 to September 23, 2019, gender neutrality throughout the code was implemented, the Municipal Code updates formatting, terminology and compliance with state laws as well as correcting annotations without making material changes in any lawful ordinance, purpose or intent. A copy of the newly adopted Town of Springfield Code of Ordinances may be viewed at <https://springfieldvt.govoffice2.com/> or requested at the Town Office at 96 Main Street between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Questions concerning the ordinance may be addressed to Walter E. Martone, Chair of the Selectboard at 96 Main Street, Springfield, VT 05156. A full text of adopted Ordinance No. O-2020-1 can be found on the Town of Springfield's Municipal Website <http://www.springfieldvt.govoffice2.com>. Ordinance No. O-2020-1 will become effective on June 27, 2020 unless a Petition In Opposition containing the signatures of five percent of the legal voters of the Town of Springfield is filed with the Town Clerk by 4:30 p.m. on June 10, 2020.

Springfield Selectboard

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 has not yet been codified.

Ordinance No. O-2020-3

Adopted 9/28/20



HCOREI



Design Process - Iteration:

The idea system may require multiple cycles of planning, implementation, rollout and community feedback.

HCOREI has been charged to review the Town's policies through a racial equity lens. In order to effectively evaluate policies, the residents, officials and employees of Hartford need to have equal access to documents in a standardized way.

With the help of the **Public Information Officer** managing this process, Hartford will be able to continuously improve access to policy information on an annual basis. This investment will ultimately increase the impact and value of the services that the Town provides to its residents by giving them an active view into the tools that govern and manage those services. It's like opening up the kitchen so that restaurant diners can see what's going into their meal.



HCOREI



Questions?



Efficient and Effective Selectboard Meetings in Manager Towns

Principles and Practices

1. The scarcest resource in local government is the elected official's time; agendas should reflect this value.
2. Selectboard Meetings are the primary work product of the Selectboard; good meetings are the responsibility of all members not just the Chair.
3. Selectboard Meetings are business meetings; the business to be conducted is the running of the Town. They are not the Town Square or the Town Meeting or a Facebook Page.
4. Much of the day-to-day operations has been delegated to the Manager. Let the Manager do operations and focus on items that require Selectboard action.
5. Agendas should be weighted roughly 70 / 30 between *action* items and *information* items; using meeting time to distribute information is inefficient.
6. Use the first part of the meeting to discuss items that require action, and the latter part of the meeting for reports and information sharing.
7. Each agenda item should have a memo, a cover sheet, or a title that makes the proposal or possible actions clear.
8. Fill the consent agenda with as many items as possible to leave time for discussion of difficult issues.
9. The public's right to comment should be limited to matters within the Board's jurisdiction and capped at two minutes. It's a comment; not a discussion or testimony.
10. Separate general public comment from comment on a particular topic.
11. Embed these limits and instructions within the agenda wherever possible.
12. General public comment is a one-way pipeline designed to inform the Board about an issue; don't try to problem solve, just take the information in.
13. Every agenda item should have a time limit; otherwise, the message is that time does not matter.
14. Establish a consistent rhythm for each item, such as: staff presentation, Board discussion, public comment, vote.

15. Review and adopt Rules of Procedure annually.
16. Deliver an annual orientation for new members to review roles and responsibilities, rules of procedure, expectations.
17. Cultivate a team atmosphere among the Board members and preserve the civility and decorum of the body.

Selectboard Rules of Procedure

PURPOSE. The Hartford Selectboard is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Selectboard meetings must always be open to the public, except as provided in 1 V.S.A. § 313 for executive session. The purpose of these meetings is to conduct the business of the Town efficiently and effectively, while still allowing a reasonable opportunity for public comment.

APPLICATION. This policy setting forth rules of procedure applies to the Selectboard. These rules apply to all regular, special, and emergency meetings of the body. The Selectboard adopts these rules to further its significant interest in conducting its meetings in an efficient and orderly fashion. To this end, the following rules are established for the conduct of all persons, including board members, staff members, and members of the public attending the body's meeting.

ORGANIZATION.

1. The body must annually elect a chair and a vice-chair, who will serve until the body's next annual meeting, unless otherwise removed. Vacancies in the offices of chair or vice-chair will be filled by majority vote of the body.
2. The chair of the body or, in the chair's absence, the vice-chair will preside over all meetings (i.e., presiding officer). If both the chair and the vice-chair are absent, a member selected by the body will act as presiding officer for that meeting.
3. A majority of the total membership of the body constitutes a quorum. If a quorum of the members of the body is not present at a meeting, no meeting will take place.
4. No single member of the body has the authority to represent or act on behalf of the body unless either by statute or by majority vote, the body has delegated such authority as recorded in its meeting minutes.
5. All members, including the chair and vice-chair of the body, are entitled to full participation in its proceedings, including the right to attend, speak, make motions, and vote.
6. Meetings of the body may be recessed (i.e., a brief break), or adjourned (i.e., postponed) and continued at a later date, time, and place certain. A motion stating the time and place that a meeting is either recessed or adjourned to must be made in public before the meeting is recessed or adjourned and such motion recorded in the meeting minutes.
7. These rules may be amended by majority vote of the body and must be readopted annually.

AGENDAS.

1. Each meeting must have an agenda with time allotted for each item of business to be considered. The chair, with assistance from the Town Manager, will create and manage the agenda. Those who wish to add an item(s) to the meeting agenda need to contact the Town Manager to request its inclusion by noon on the Wednesday before the meeting. The chair shall make the final decision regarding inclusion on the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be posted in or near the municipal office and at the following designated public places: [Insert Hartford locations] The agenda must also be made available to any person who requests it prior to the meeting.
3. All business will be conducted in the same order as it appears on the noticed agenda, unless voted otherwise, except that any addition to or deletion from the noticed agenda may be made as the first act of business at the meeting. No additions to or deletions from the agenda will be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, or postponing or tabling actions, may be made by majority vote of the body.
4. No binding action can be taken on matters not appearing on the agenda, unless when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.

MEETINGS.

1. Regular meetings will take place on [day and time, for example, the first and third Tuesday of the month at 7 p.m.] at [include a location accessible to the public].
2. Special meetings must be publicly announced at least 24 hours in advance by giving notice to: all members of the body, either orally or in writing, unless previously waived; an editor, publisher or news director, or radio station serving the area; and any person who has requested notice of such meetings. In addition, notices must be posted in the municipal clerk's office and at the following designated places in the municipality: [*include the location of at least two public places in municipality*].
3. Emergency meetings may be held without public announcement, without posting notice, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or a condition requiring immediate attention by the body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies themselves when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend a meeting electronically, voting by the body that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location,

the agenda for the meeting must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, must be physically present at each designated meeting location.

5. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means in order to vote.

MOTIONS AND VOTING.

1. Any member of the body may make a motion.
2. A member of the body may speak or make a motion after being recognized by the presiding officer.
3. Members of the body are not limited by the type of motions they may make (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.).
4. Motions made by members of the body require a second to proceed with discussion and/or action, if any.
5. The maker of a motion has the right to speak first once the motion has been seconded.
6. Members must limit their comments and motions to the meeting agenda item under consideration.
7. All motions must be phrased in the affirmative.
8. Responses to voice votes, when provided, must be expressed as either “yes” or “no.” Members may also abstain or recuse themselves from voting.
9. All motions require the approval of the majority of the total membership of the body to pass, unless the threshold has been reduced through a recusal due to a conflict of interest.
10. A member may change their vote up until such time as the vote is announced by the presiding officer.
11. Any member of the body may request a roll call vote. Whenever one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
12. The presiding officer must announce the result of all votes.
13. A motion to end or limit debate may be made at any time after a member has been recognized by the presiding officer. Motions to end or limit debate require a majority vote of the total membership of the body.

14. No member can speak more than once on any agenda item or motion until every other member choosing to speak thereon has been given the opportunity to do so.
15. A member of the body may call a point of order at any time, without being recognized, to bring attention to a potential rule violation. A point of order does not require a second or a vote.
16. The presiding officer will rule on all points of order and state their justification.
17. Any member may appeal the presiding officer's ruling on a point of order, without being recognized. An appeal requires a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.
18. The failure of the body to strictly adhere to any provision of this section will not invalidate any action taken, unless such action was taken by less than a majority of the total membership of the body or some other standard as specified by state law.

PUBLIC PARTICIPATION.

1. All meetings are conducted *in* the public; they are not meetings *of* the public.
2. At the beginning of each meeting, there will be a ten-minute public comment period for items not on the agenda. Public comment is limited to the business of the body (i.e., the public body's governmental functions, including any matter over which the body has supervision, control, jurisdiction, or advisory power).
3. Comments by the public must be addressed to the Selectboard as a whole not to any individual member.
4. Public comment is an opportunity for the public to comment. It is not the place for dialogue.
5. Comments shall be limited to two minutes per speaker unless additional time is granted by the presiding officer.
6. During each agenda item, the Selectboard will first hear from staff or the individual presenting the item and then have discussion among the Selectboard. At the conclusion of each agenda item, but before any action is taken by the public body, there will be an opportunity for public comment on the agenda item. Comments shall be limited to two minutes per speaker unless additional time is granted by majority vote.
7. Speakers will be taken on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive comments and to ensure that varied, especially opposing viewpoints, are heard.
8. Comment must first start with the individual's name and connection to the Town of Hartford.
9. Members of the public must be acknowledged by the presiding officer before speaking.

10. Chat on virtual meeting platforms will be disabled and not part of the public record.
11. Members of the public must wait their turn to speak and may not interrupt others.
12. Public comment must be germane to the item being discussed.
13. A member of the public can only speak more than once on the same agenda item, time permitting, with the consent of the presiding officer and only after every other member of the public has been given an opportunity to speak.
14. The balance of time not used by a speaker will expire and cannot be reserved or yielded to another.

ORDER.

1. Order and decorum must be observed by all persons present at the meeting, whether on the Selectboard or in the audience. Neither members of the Selectboard, nor members of the public, shall delay or interrupt the proceedings or peace of the meeting.
2. Members of the body and members of the public are prohibited from making personal, impertinent, or threatening remarks.
3. The presiding officer will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.
4. All electronic devices used by members of the body, the public, and others present must be silenced (i.e., turned off or put on "vibrate") during meetings.
5. All comments must be addressed to the presiding officer or the Selectboard as a whole.
6. The only people who may interrupt another from speaking are 1) a member of the body for a point of order directed towards the presiding officer, or 2) the presiding officer themselves, to enforce a rule.
7. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body.
8. Members of both the body and the public must obey all orders and rulings of the presiding officer. The presiding officer should adhere to the following process to address any disruption to a meeting and as needed to restore order, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
 - a. Call the meeting to order and remind the member of the body or the public of the applicable rules of procedure.
 - b. Declare a recess or table the issue under consideration.
 - c. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.

- d. Ask disorderly person(s) to leave the meeting room for the remainder of that meeting.
- e. Request law enforcement assistance in removing a disorderly person(s) from the meeting, when their conduct substantially impairs the effective conduct of the meeting, for the remainder of that meeting.

EFFECTIVE DATE. This policy will become effective immediately upon its adoption by the Town of Hartford Selectboard.

Approved by:

Michael Hoyt

Kim Souza

Lannie Collins

Ida Griesemer

Mary Erdei

Brandon Smith

Susan Buckholz

Town Manager

Date

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Town Lightpole Policy

Date: April 12, 2024

Background

A group working to honor Hartford veterans and other “hometown heroes” has been working on a project intended to honor such current and former Hartford residents with banners to be flown on Town lightpoles. Proposals to hang banners on Town lightpoles have come before the Town’s Selectboard quite rarely. Therefore, discussions have been ongoing regarding what sort of policy the Selectboard might want to adopt to govern this and future similar proposals, much as the Town adopted a flagpole policy to govern the process for third-party requests to hang flags on the Town Hall flagpole.

Discussion

Kim Souza generated a draft policy, which the Town Manager has tweaked with further input from Kim Souza and Mike Hoyt. Several members of Town staff have been asked to evaluate this draft policy and they have generated some comments, with more expected to come. This input will be provided to the full Selectboard in advance of the April 30 Selectboard meeting. In addition, GMP has been asked to provide an inventory of lightpoles within the Town of Hartford and for any GMP and/or State policies regarding the use of GMP-owned lightpoles. When received, this information will also be provided to the full Selectboard.

This matter has been placed on the April 16 Selectboard Agenda simply to preview the draft policy and let the Selectboard know that there will be a further discussion of the matter at the April 30 meeting.

Thank you.



Hartford

Vermont

Effective Date: 00/00/2024

Approved: 00/00/2024

Last Revised: 00/00/0024

Expiration: 00/00/0000

Owner: Selectboard

Policy Area: Department of Parks & Rec

Hartford Light Pole Banner Policy

POLICY STATEMENT

The Town of Hartford reserves the right to use lightpoles within its rights-of-way to hang its own content-neutral banners or no banners at all. The placing of banners by third parties on such lightpoles is a privilege extended as a courtesy in the Town of Hartford. All third-party requests to fly banners shall be reviewed and approved by the Town Selectboard, based upon a finding that such proposed banners represent or promote local, not-for-profit or cultural civic organizations, events or activities of particular interest or benefit to the greater Hartford community. Banners shall not be used for commercial advertising or to advertise or promote political candidates, parties or issues. The Hartford Selectboard shall have the authority to refuse the hanging of banners which do not benefit the community at large and/or which do not meet specifications set forth below.

PURPOSE

The purpose of this policy is to provide guidance regarding third-party requests to fly outdoor banners on lightpoles located within the public rights-of-way in the Town of Hartford.

PROCEDURE

Submissions of request should be provided to the Hartford Town Manager with the following information:

1. Organization name and a short narrative regarding why you would like the banners displayed.
(CONSIDER AN APPLICATION FORM ON WEBSITE & PAPER VERSIONS)
2. Description and date of event (if applicable).
3. Copy or drawing of proposed banner.
4. Time period you would like the banner to be displayed (maximum 30 days).
5. Correspondence can be emailed to JHaverstock@hartford-vt.org or mailed to John Haverstock, 171 Bridge Street, White River Junction, VT 05001. Please include contact information for the person in charge of delivering and picking up the banners.

Once approval has been issued by the Selectboard:

1. Lightpole banners shall not exceed a size of 24" x 47" and are installed by the Parks & Recreation Department at a cost of \$30 per banner. A maximum of 12 light poles may be used for display of banners per application. (CONSIDER MAP OF AVAILABLE LIGHT POLES IN ALL 5 VILLAGES).
2. Banners will need to be delivered to the Parks & Recreation Department at the Town Hall, 171 Bridge Street, at least three days, but not more than one week, prior to the display date.
3. Banners should be in some form of enclosed container along with contact information for the applicant.
4. Banners must be picked up within three days after being taken down (unless other arrangements are made through the Parks & Recreation Department). Unclaimed banners will be disposed of by Hartford Town Staff after five days from being taken down.

Lightpole Banner Specifications:

1. No commercial advertisement of any kind on banners (including sponsor logos) is permitted.
2. Banner size is 24" wide x 47" long. Banners slide onto 1" rods at top and bottom of banner.
3. A maximum of 12 light poles may be used for display of banners per application.
4. Banners may be displayed for a maximum of 30 days at a time, with a banner not eligible for flying any

PT Conv. Approved By:

longer than a total of 60 days within a calendar year (e.g., two 30-day runs).

5. Alternatively, banners may be installed by the approved third-party organization, which requires that an **XXXX** Permit be completed with the Department of Public Works. The permit application can be found on the Town website **XXXX**.

REFERENCE

Attachments:		No Attachments
Approval Signatures		
Approver		
Name of person, Title of Person		Date Signed
Name of person, Title of Person		Date Signed

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Check Date: 4/12/2024 - 4/12/2024

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.
13-0200	TIF TAX REVENUE					
031920	MUDGETT, JENNETT & KROGH-WISNER, PC				4/12/2024	1026
114292	TIF related costs - AUDIT		0.00	\$4,000.00	0.00	4,000.00
Desc:	TIF related costs - AUDIT	Acct:	13-500-101-8060	MISC - Direct Pay From Tax Revenue		
	Vendor Total:			4,000.00	0.00	4,000.00
13-0200	AMERICAN RECOVERY FUNDS			Bank Total:		4,000.00
25-0121	AMERICAN RECOVERY FUNDS					
041586	SANBORN, HEAD & ASSOCIATES, INC				4/12/2024	2009
05005.03,0064307	PROJ#15 SW GAS SYSTEM EVAL		0.00	\$7,888.00	0.00	7,888.00
Desc:	PROJ#15 SW GAS SYSTEM EVAL	Acct:	25-985-121-0109	ARPA - Solid Waste - Assessment		
	Vendor Total:			7,888.00	0.00	7,888.00
25-0121	Revaluation Reserve			Bank Total:		7,888.00
25-0174	Revaluation Reserve					
005048	BERNAICHE, NORMAND				4/12/2024	1064
04.02.2024	2025 REVAL CONSULTING 1/4		0.00	\$2,500.00	0.00	2,500.00
Desc:	2025 REVAL CONSULTING 1/4	Acct:	25-985-100-0174	Revaluation Exp		
	Vendor Total:			2,500.00	0.00	2,500.00
25-0174	Highway Infastructure			Bank Total:		2,500.00
25-0311	Highway Infastructure					
043876	STANTEC CONSULTING SERVICES, INC				4/12/2024	2002
66-2	Upper sykes&N Hartland Rd 03.08.24		3,700.83	\$3,700.83	0.00	3,700.83
Desc:	Upper sykes&N Hartland Rd 03.08.24	Acct:	11-316-018-2011	SIDEWALKS - ARBORETUM/ROUTE 5		
66-3	Upper sykes&N Hartland Rd 03.08.24		2,974.85	\$2,974.85	0.00	2,974.85
Desc:	Upper sykes&N Hartland Rd 03.08.24	Acct:	11-316-003-2014	LOWER SYKES MTN AVE SIDEWALKS		
	Vendor Total:			6,675.68	0.00	6,675.68
25-0311	Planning Capital Projects			Bank Total:		6,675.68
25-0622	Planning Capital Projects					
005226	BETTER CITY, LLC				4/12/2024	1001
1957	STRATEGIC PLANNING		0.00	\$2,490.00	0.00	2,490.00
Desc:	STRATEGIC PLANNING	Acct:	25-985-622-0035	Grant Match - ED Consultant FYE 2019		
Desc:	STRATEGIC PLANNING	Acct:	25-985-622-0040	Grant Match - ED Consultant FYE 2021		
	Vendor Total:			2,490.00	0.00	2,490.00
048300	VALLEY NEWS		VALLEY NEWS		4/12/2024	1002
123440,440034	ECONOMIC DEV COMMUNITY FORUM		0.00	\$352.00	0.00	352.00
Desc:	ECONOMIC DEV COMMUNITY FORUM	Acct:	25-985-622-0045	Grant Match - ED Consultant FYE 2022		
	Vendor Total:			352.00	0.00	352.00
25-0622	Dog Park			Bank Total:		2,842.00

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Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
73-7302	Dog Park					
035002	CASELLA WASTE MANAGEMENT, INC		CASELLA WASTE SERVICES		4/12/2024	1110
	9600044482FEB'24	TRASH PICK UP - FEB'24 - DOG PARK	0.00	\$87.81	0.00	87.81
	Desc:	TRASH PICK UP - FEB'24 - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	9600044482JAN'24	TRASH PICK UP - JAN'24 - DOG PARK	0.00	\$86.59	0.00	86.59
	Desc:	TRASH PICK UP - JAN'24 - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	9600044482MAR'24	TRASH PICK UP - MAR'24 - DOG PARK	0.00	\$90.50	0.00	90.50
	Desc:	TRASH PICK UP - MAR'24 - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:			264.90	0.00	264.90
73-7302	GENERAL FUND - MASCOMA			Bank Total:	264.90	
FUND 1 0	GENERAL FUND - MASCOMA					
000870	ADVANCE AUTO PARTS		ADVANCED AUTO PARTS		4/12/2024	90895
	6084408771366	PARTS	0.00	\$48.96	0.00	48.96
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084408771367	PARTS	0.00	\$73.47	0.00	73.47
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084409415918	RETURNED PARTS	0.00	\$-190.83	0.00	-190.83
	Desc:	RETURNED PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084409464417	PARTS	0.00	\$190.83	0.00	190.83
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084409515950	RETURNED PARTS	0.00	\$-305.76	0.00	-305.76
	Desc:	RETURNED PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084409615967	RETURNED PARTS	0.00	\$-258.46	0.00	-258.46
	Desc:	RETURNED PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084408264050	PARTS	0.00	\$29.43	0.00	29.43
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084409615968	RETURNED PARTS	0.00	\$-259.98	0.00	-259.98
	Desc:	RETURNED PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084409664559	PARTS	0.00	\$557.04	0.00	557.04
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084408715706	PARTS	0.00	\$356.59	0.00	356.59
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084408764196	ROTOR	0.00	\$259.98	0.00	259.98
	Desc:	ROTOR	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084408764204	PARTS	0.00	\$131.98	0.00	131.98
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	6084408764215	PARTS	0.00	\$894.04	0.00	894.04
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Desc:	PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			1,527.29	0.00	1,527.29
001170	AIRGAS, INC.		AIRGAS USA, LLC		4/12/2024	90896
	9148210613	MED O2	0.00	\$50.33	0.00	50.33
	Desc:	MED O2	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPLI		
	9148300660	SUPPLIES	0.00	\$72.96	0.00	72.96

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Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: SUPPLIES		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
9148339369	SUPPLIES		0.00	\$19.72	0.00	19.72
	Desc: SUPPLIES		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
9148339370	SUPPLIES		0.00	\$137.94	0.00	137.94
	Desc: SUPPLIES		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				280.95	0.00	280.95
001645	ALLIANCE MECHANICAL INC.		ALLIANCE GROUP INC.		4/12/2024	90897
071479	SERV CALL: ACCESS LIST & BACKUP DRI		425.00	\$425.00	0.00	425.00
	Desc: SERV CALL: ACCESS LIST & BACKUP DRI		Acct: 60-961-318-0000	CONTRACTED SERVICES		
M231406	Preventative Maintenance_WO M231406		2,625.00	\$2,625.00	0.00	2,625.00
	Desc: Preventative Maintenance_WO M231406		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:				3,050.00	0.00	3,050.00
001801	AMAZON CAPITAL SERVICES, INC				4/12/2024	90898
1NX9-XV96-6DP6	MATERIALS		0.00	\$86.59	0.00	86.59
	Desc: MATERIALS		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
16QF-GC97-1HFH	PARTS CRUISER		0.00	\$47.32	0.00	47.32
	Desc: PARTS CRUISER		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
1KN9-3HHQ-1Y7P	OFFICE SUPPLIES		0.00	\$731.68	0.00	731.68
	Desc: LAMPS, PEN CUPS, SD CARD READER, ST		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc: DUTY BELT, TATICAL BAG		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: ANT BAIT		Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		
	Desc: GUN CASE REPLACEMENT FOAM		Acct: 10-211-330-0000	HPD -OFFICE EQUIPMENT		
	Desc: IPAD CASE, WIRELESS MOUSE		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:				865.59	0.00	865.59
002260	AMERICAN TOWER CORPORATION				4/12/2024	90899
APR'24	TOWER RENTAL APR'24		0.00	\$2,163.20	0.00	2,163.20
	Desc: TOWER RENTAL APR'24		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
Vendor Total:				2,163.20	0.00	2,163.20
002845	ARC MECHANICAL CONTRACTORS, INC				4/12/2024	90900
100063	MAINTENANCE HEAT PUMPS - 11 UNITS		0.00	\$1,107.50	0.00	1,107.50
	Desc: MAINTENANCE HEAT PUMPS - 11 UNITS		Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
	Desc: MAINTENANCE HEAT PUMPS - 11 UNITS		Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
Vendor Total:				1,107.50	0.00	1,107.50
502577	BARTON, STACY		STACY BARTON		4/12/2024	91005
866616	REFUND		0.00	\$125.00	0.00	125.00
	Desc: REFUND		Acct: 10-514-325-0000	PR -REFUNDS		
Vendor Total:				125.00	0.00	125.00
004854	BENISTAR/HARTFORD		BESTCO HARTFORD		4/12/2024	90901
05012024	RETIREE HEALTH INS		0.00	\$2,373.77	0.00	2,373.77
	Desc: Retiree Insurance		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc: Retiree Insurance		Acct: 10-271-418-0100	DISP -RETIREE HEALTH INSURANCE		
	Desc: Retiree Insurance		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		

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	Desc:	Retiree Insurance	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
		Vendor Total:		2,373.77	0.00	2,373.77
005226	BETTER CITY, LLC			4/12/2024		90902
1957	STRATEGIC PLANNING		3,735.00	\$3,735.00	0.00	3,735.00
	Desc:	STRATEGIC PLANNING	Acct: 70-622-318-7072	Municipal Planning #07110-MP-2023-Ha		
		Vendor Total:		3,735.00	0.00	3,735.00
005800	BLAKTOP INC.			4/12/2024		90903
32575	GREEN PATCH - POTHOLES		0.00	\$489.44	0.00	489.44
	Desc:	GREEN PATCH - POTHOLES	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
		Vendor Total:		489.44	0.00	489.44
007745	BURGESS LOSS PREVENTION ASSOCIATES			4/12/2024		90905
3031	BACKGROUND CHECKS		0.00	\$3,785.00	0.00	3,785.00
	Desc:	BACKGROUND CHECKS	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
		Vendor Total:		3,785.00	0.00	3,785.00
007760	BURLINGTON COMMUNICATIONS			4/12/2024		90906
BCS14740	RADIO MAINTENANCE CONTRACT		0.00	\$140.00	0.00	140.00
	Desc:	RADIO MAINTENANCE CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
BCS14741	EQUIPMENT MAINTENANCE CONTRACT		0.00	\$450.00	0.00	450.00
	Desc:	EQUIPMENT MAINTENANCE CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
		Vendor Total:		590.00	0.00	590.00
008775	CAI TECHNOLOGIES			4/12/2024		90908
19363	TAX MAP MAINTENANCE		0.00	\$925.00	0.00	925.00
	Desc:	TAX MAP MAINTENANCE	Acct: 10-174-315-0000	ASE -RECRUITMENT & TRAINING		
		Vendor Total:		925.00	0.00	925.00
008650	CARGILL, INCORPORATED			4/12/2024		90907
2909367933-A	SALT - WINTER DEICING		0.00	\$916.35	0.00	916.35
	Desc:	SALT - WINTER DEICING	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
2909367933-B	SALT - WINTER DEICING		0.00	\$63,353.86	0.00	63,353.86
	Desc:	SALT - WINTER DEICING	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
		Vendor Total:		64,270.21	0.00	64,270.21
035002	CASELLA WASTE MANAGEMENT, INC		CASELLA WASTE SERVICES	4/12/2024		90961
0912555 A	TRASH PICK UP		0.00	\$192.09	0.00	192.09
	Desc:	WASTE SERVICES	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Desc:	WASTE SERVICES	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
0912555 B	TRASH PICK UP		0.00	\$78.23	0.00	78.23
	Desc:	TRASH PICK UP	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
9600004122MAR'24	TRASH PICK UP - MAR'24 - TH		0.00	\$263.10	0.00	263.10
	Desc:	TRASH PICK UP - MAR'24 - TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
9600004148MAR'24	TRASH PICK UP - MAR'24 - BUGBEE		0.00	\$317.62	0.00	317.62
	Desc:	TRASH PICK UP - MAR'24 - BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		

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9600291752MAR'24	TRASH PICK UP - MAR'24 - WABA	0.00	\$138.67	0.00	138.67	
Desc: TRASH PICK UP - MAR'24 - WABA	Acct: 10-530-318-0000		PR -CONTRACTED SERVICES			
Vendor Total:			989.71	0.00	989.71	
009075	CENTRAL VERMONT COMMUNICATIONS			4/12/2024	90909	
10399829	PAGERS MAR-MAY 2024	85.05	\$85.05	0.00	85.05	
Desc: PAGERS MAR-MAY 2024	Acct: 50-954-324-0000		TELEPHONE			
Desc: PAGERS MAR-MAY 2024	Acct: 55-954-324-0000		TELEPHONE			
Desc: PAGERS MAR-MAY 2024	Acct: 60-964-324-0000		TELEPHONE			
Desc: PAGERS MAR-MAY 2024	Acct: 65-964-324-0000		TELEPHONE			
Vendor Total:			85.05	0.00	85.05	
009140	CENTRAL VERMONT PROPERTIES			4/12/2024	90910	
9500261378	PIPE CROSSING - 243 SHERBROOKE	60.00	\$60.00	0.00	60.00	
Desc: PIPE CROSSING - 243 SHERBROOKE	Acct: 50-955-317-0000		PERMITS & LICENSES			
Vendor Total:			60.00	0.00	60.00	
009470	CHAMPLIN ASSOCIATES INC			4/12/2024	90911	
4524	SERVICE CALL: CONTROL PANEL	399.30	\$399.30	0.00	399.30	
Desc: SERVICE CALL: CONTROL PANEL	Acct: 65-963-318-0000		CONTRACTED SERVICES			
Vendor Total:			399.30	0.00	399.30	
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		4/12/2024	90912	
04.02.2024	CREDIT ON ACCOUNT	0.00	\$-95.51	0.00	-95.51	
Desc: CREDIT ON ACCOUNT	Acct: 10-325-326-0000		DPW -UNIFORMS			
4187654605	MECHANIC LAUNDER	0.00	\$44.81	0.00	44.81	
Desc: MECHANIC LAUNDER	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS			
4187654618	UNIFORMS	0.00	\$85.67	0.00	85.67	
Desc: UNIFORMS	Acct: 10-325-326-0000		DPW -UNIFORMS			
4188363307	UNIFORMS	0.00	\$85.67	0.00	85.67	
Desc: UNIFORMS	Acct: 10-325-326-0000		DPW -UNIFORMS			
Vendor Total:			120.64	0.00	120.64	
010285	CLIFFORD, ERIC	ERIC CLIFFORD		4/12/2024	90913	
03.31.24	REIMBURSEMENT	0.00	\$179.97	0.00	179.97	
Desc: UNIFORM ALLOWANCE REIMBURSEMENT, SU	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEANING			
Vendor Total:			179.97	0.00	179.97	
010420	COATES, THOMAS	THOMAS COATES		4/12/2024	90914	
APR'24	REIMBURSEMENT	229.75	\$229.75	0.00	229.75	
Desc: Ret Reimb Apr24	Acct: 65-963-418-0100		RETIRE HEALTH INSURANCE			
Vendor Total:			229.75	0.00	229.75	
010832	COMCAST			4/12/2024	90915	
0042221APR'24	INTERNET - 5133 VT RT 14 - APR'24	0.00	\$56.26	0.00	56.26	
Desc: INTERNET - 5133 VT RT 14 - APR'24	Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRARY			
0134242APR'24	INTERNET - LF	91.90	\$91.90	0.00	91.90	
Desc: INTERNET - LF	Acct: 30-971-324-0000		TELEPHONE			

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				148.16	0.00	148.16
011800	COUSINEAU FOREST PRODUCTS			4/12/2024		90916
2024310316	Residual surfacing for playground a		0.00	\$1,350.00	0.00	1,350.00
	Desc:	Residual surfacing for playground a	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				1,350.00	0.00	1,350.00
059847	COUTERMARSH, TOM		TOM COUTERMARSH		4/12/2024	91000
APR'24	REIMBURSEMENT		916.80	\$916.80	0.00	916.80
	Desc:	Ret Reimb Apr24	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Ret Reimb apr24	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Ret Reimb apr4	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Ret Reimb apr24	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				916.80	0.00	916.80
012665	DANIELS, WANDA		WANDA DANIELS		4/12/2024	90917
APR'24	REIMBURSEMENT		0.00	\$229.17	0.00	229.17
	Desc:	Ret Reimb apr24	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:				229.17	0.00	229.17
013200	DEAN, DAVID		DAVID DEAN		4/12/2024	90918
APR'24	REIMBURSEMENT		0.00	\$411.83	0.00	411.83
	Desc:	Ret reimb apr24	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
Vendor Total:				411.83	0.00	411.83
013551	DELISLE, TERRY M		TERRY M DELISLE		4/12/2024	90919
APR'24	REIMBURSEMENT		0.00	\$281.35	0.00	281.35
	Desc:	Ret Reimb apr24	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Vendor Total:				281.35	0.00	281.35
013653	DENNISON LUBRICANTS INC			4/12/2024		90920
3741162	FLUIDS		0.00	\$256.25	0.00	256.25
	Desc:	FLUIDS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
3742940	FLUIDS		0.00	\$199.89	0.00	199.89
	Desc:	HFD FLUIDS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc:	HPD FLUIDS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				456.14	0.00	456.14
013840	DIG SAFE SYSTEM, INC			4/12/2024		90921
39318	EXCAVATIONS REQUEST JAN-MAR 2024		81.00	\$81.00	0.00	81.00
	Desc:	EXCAVATIONS REQUEST JAN-MAR 2024	Acct: 50-955-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATIONS REQUEST JAN-MAR 2024	Acct: 55-955-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATIONS REQUEST JAN-MAR 2024	Acct: 60-965-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATIONS REQUEST JAN-MAR 2024	Acct: 65-965-313-0000	MEMBERSHIP DUES		
Vendor Total:				81.00	0.00	81.00
015090	EASTERN ANALYTICAL, INC			4/12/2024		90922
276222	SAMPLING/ANALYSIS		210.00	\$210.00	0.00	210.00

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	Desc: SAMPLING/ANALYSIS	Acct: 65-964-318-0000	CONTRACTED SERVICES			
	Vendor Total:		210.00	0.00		210.00
015375	ELECTRICAL INSTALLATIONS, INC			4/12/2024		90923
S2407801	UPGRADE QUECHEE SCADA WAT SYSTEM	16,000.00	\$16,000.00	0.00		16,000.00
	Desc: UPGRADE QUECHEE SCADA WAT SYSTEM	Acct: 55-953-318-0000	CONTRACTED SERVICES			
	Desc: UPGRADE QUECHEE SCADA WAT SYSTEM	Acct: 55-954-318-0000	CONTRACTED SERVICES			
	Vendor Total:		16,000.00	0.00		16,000.00
015500	ENDYNE, INC			4/12/2024		90924
474124	TESTING	90.00	\$90.00	0.00		90.00
	Desc: TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES			
482778	TESTING	90.00	\$90.00	0.00		90.00
	Desc: TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES			
483520	TESTING	18.00	\$18.00	0.00		18.00
	Desc: TESTING	Acct: 55-954-318-0000	CONTRACTED SERVICES			
483521	TESTING	72.00	\$72.00	0.00		72.00
	Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES			
483898	TESTING	90.00	\$90.00	0.00		90.00
	Desc: TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES			
	Vendor Total:		360.00	0.00		360.00
015615	ESRI, INC	ENVIRONMENTAL SYSTEM RESEARCH		4/12/2024		90925
94699929	ARGIS ANNUAL MEMBERSHIP	0.00	\$810.00	0.00		810.00
	Desc: ArcGIS Desktop Basic Concurrent Use	Acct: 10-622-318-0000	PDZ -CONTRACTED SERVICES			
	Vendor Total:		810.00	0.00		810.00
015815	EVANS GROUP INC	EVANS GROUP INC.		4/12/2024		90926
0061882-IN	DIESEL	0.00	\$3,578.57	0.00		3,578.57
	Desc: 1,200 Gallons ULS Diesel @ \$ 2.9675	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
0062144-IN	GAS/DIESEL	0.00	\$30,459.08	0.00		30,459.08
	Desc: 6,000 Gallons_Gas @ \$ 2.5499/Gallon	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
	Desc: 4,500 Gallons_Diesel @ \$ 2.9212/Gal	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
8442996	GAS - MAR'24	149.41	\$226.83	0.00		226.83
	Desc: GAS - MAR'24	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
	Desc: GAS - MAR'24	Acct: 50-954-319-0000	EQUIPMENT OPERATION-GAS			
	Desc: GAS - MAR'24	Acct: 55-954-319-0000	EQUIPMENT OPERATION - GAS			
	Desc: GAS - MAR'24	Acct: 60-961-319-0000	EQUIPMENT OPERATION-GAS			
	Desc: GAS - MAR'24	Acct: 65-963-319-0000	EQUIPMENT OPERATION-GAS			
	Desc: GAS - MAR'24	Acct: 30-971-319-0000	EQUIPMENT OPERATION-GAS			
8442998	FUEL	0.00	\$493.21	0.00		493.21
	Desc: FUEL	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS			
8442999	GAS - MARCH 2024	0.00	\$73.69	0.00		73.69
	Desc: GAS - MARCH 2024	Acct: 10-521-319-0000	PR -EQUIPMENT OPERATION-GAS			
8443000	GAS - MARCH 2024	0.00	\$4,382.98	0.00		4,382.98
	Desc: GAS - MARCH 2024	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
	Vendor Total:		39,214.36	0.00		39,214.36

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016390	FASTENAL COMPANY				4/12/2024	90927
	NHWES100541	BATTERIES	396.34	\$396.34	0.00	396.34
	Desc: BATTERIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	NHWES100574	PARTS	0.00	\$539.68	0.00	539.68
	Desc: Misc Parts_Shop Stock		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			936.02	0.00	936.02
017110	FISHER AUTO PARTS, INC				4/12/2024	90928
	301-185057	PARTS	0.00	\$228.48	0.00	228.48
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185317	PARTS	0.00	\$21.27	0.00	21.27
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185511	PARTS	0.00	\$83.65	0.00	83.65
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185554	PARTS	0.00	\$4.12	0.00	4.12
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185629	PARTS	0.00	\$136.31	0.00	136.31
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185631	PARTS	0.00	\$4.00	0.00	4.00
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185632	PARTS	0.00	\$29.99	0.00	29.99
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185633	PARTS	0.00	\$9.51	0.00	9.51
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185636	PARTS	0.00	\$19.46	0.00	19.46
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-185783	PARTS	0.00	\$109.72	0.00	109.72
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-186144	PARTS	0.00	\$49.24	0.00	49.24
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-186713	PARTS	0.00	\$45.00	0.00	45.00
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-186872	PARTS	0.00	\$34.26	0.00	34.26
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-348778	PARTS	0.00	\$69.16	0.00	69.16
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			844.17	0.00	844.17
017301	FOGG'S LUMBER AND HARDWARE				4/12/2024	90929
	253711/6	MATERIALS	0.00	\$42.99	0.00	42.99
	Desc: MATERIALS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	253884/6	MATERIALS	18.99	\$18.99	0.00	18.99
	Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	254674/6	MATERIALS	0.00	\$136.03	0.00	136.03
	Desc: MATERIALS		Acct: 10-625-323-0000	PDZ -MATERIALS & SUPPLIES		
	254888/6	MATERIALS	0.00	\$67.97	0.00	67.97
	Desc: MATERIALS		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES		
	254961/6	RETURNED MATERIALS	0.00	\$-2.00	0.00	-2.00

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc:	RETURNED MATERIALS	Acct:	10-625-323-0000	PDZ -MATERIALS & SUPPLIES		
255016/6		MATERIALS		21.75	\$21.75	0.00	21.75
	Desc:	MATERIALS	Acct:	60-961-323-0000	MATERIAL & SUPPLIES		
255333/6		MATERIALS		25.78	\$25.78	0.00	25.78
	Desc:	MATERIALS	Acct:	60-961-323-0000	MATERIAL & SUPPLIES		
255432/6		MATERIALS		0.00	\$6.99	0.00	6.99
	Desc:	MATERIALS	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
255763/6		MATERIALS		0.00	\$21.28	0.00	21.28
	Desc:	MATERIALS	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
255814/6		MATERIALS		0.00	\$44.98	0.00	44.98
	Desc:	MATERIALS	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
256101/6		MATERIALS		0.00	\$33.20	0.00	33.20
	Desc:	MATERIALS	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
256102/6		RETURNS		0.00	\$-16.60	0.00	-16.60
	Desc:	RETURNS	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
256110/6		MATERIALS		0.00	\$78.98	0.00	78.98
	Desc:	MATERIALS	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:					480.34	0.00	480.34
017850	GALLS, LLC				4/12/2024		90930
	027475201	UNIFORMS		0.00	\$431.72	0.00	431.72
	Desc:	EAR PIECES,JACKET, HOLSTER,HANDCUFF	Acct:	10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:					431.72	0.00	431.72
019390	GRAINGER				4/12/2024		90931
	9077506559	MATERIALS		134.67	\$134.67	0.00	134.67
	Desc:	MATERIALS	Acct:	65-964-323-0000	MATERIALS & SUPPLIES		
Vendor Total:					134.67	0.00	134.67
019392	GRANDSTAND APPAREL		GRANDSTAND APPAREL		4/12/2024		90932
	INV-7064	UNIFORMS		0.00	\$687.00	0.00	687.00
	Desc:	Coach Apparel	Acct:	10-514-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:					687.00	0.00	687.00
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		4/12/2024		90933
	20822960512APR'24	1732 QUECHEE MAIN ST		0.00	\$23.86	0.00	23.86
	Desc:	1732 QUECHEE MAIN ST	Acct:	10-314-329-0000	DPW -ELECTRICITY		
	36340000003APR'24	FROST PARK		0.00	\$23.86	0.00	23.86
	Desc:	FROST PARK	Acct:	10-521-329-0000	PR -ELECTRICITY		
	77700100009APR'24	POLE 1		0.00	\$54.91	0.00	54.91
	Desc:	POLE 1	Acct:	10-314-329-0000	DPW -ELECTRICITY		
	98340000003APR'24	A ST PUMP STN		34.63	\$34.63	0.00	34.63
	Desc:	A ST PUMP STN	Acct:	60-964-329-0000	ELECTRICITY		
	13611000004APR'24	HARTFORD VILLAGE		0.00	\$82.16	0.00	82.16
	Desc:	HARTFORD VILLAGE	Acct:	10-314-329-0000	DPW -ELECTRICITY		
	33490000008APR'24	DEPOT ST		0.00	\$58.50	0.00	58.50
	Desc:	DEPOT ST	Acct:	10-314-329-0000	DPW -ELECTRICITY		
	34591000004APR'24	RADIO TOWER		0.00	\$279.10	0.00	279.10

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: RADIO TOWER		Acct: 10-271-329-0000	DISP -ELECTRICITY		
44390000006	APR'24	BILLINGS FARM RD	0.00	\$59.35	0.00	59.35
	Desc: BILLINGS FARM RD		Acct: 10-314-329-0000	DPW -ELECTRICITY		
59511000008	APR'24	CAMPBELL ST	144.51	\$144.51	0.00	144.51
	Desc: CAMPBELL ST		Acct: 50-954-329-0000	ELECTRICITY		
67700100000	APR'24	RT 5 POLE 95	0.00	\$32.93	0.00	32.93
	Desc: RT 5 POLE 95		Acct: 10-314-329-0000	DPW -ELECTRICITY		
87700100008	APR'24	CHRISTIAN ST POLE 72-50	0.00	\$28.50	0.00	28.50
	Desc: CHRISTIAN ST POLE 72-50		Acct: 10-314-329-0000	DPW -ELECTRICITY		
89290000002	APR'24	HEMLOCK RIDGE	35.89	\$35.89	0.00	35.89
	Desc: HEMLOCK RIDGE		Acct: 50-954-329-0000	ELECTRICITY		
91611000000	APR'24	FERRY RD	222.89	\$222.89	0.00	222.89
	Desc: FERRY RD		Acct: 60-964-329-0000	ELECTRICITY		
98490000001	APR'24	ELM/GILLETTE	96.12	\$96.12	0.00	96.12
	Desc: ELM/GILLETTE		Acct: 60-964-329-0000	ELECTRICITY		
		Vendor Total:		1,177.21	0.00	1,177.21
020400	HACH COMPANY				4/12/2024	90934
	13976262	CHEMICALS	208.00	\$208.00	0.00	208.00
	Desc: CHEMICALS		Acct: 60-961-340-0000	CHEMICALS		
		Vendor Total:		208.00	0.00	208.00
020701	HANOVER, TOWN OF		TOWN OF HANOVER		4/12/2024	90935
	01968	ELAN FEES MAR'24	0.00	\$562.61	0.00	562.61
	Desc: ELAN FEES 2/29-03/28		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Desc: ELAN FEES MAR'24		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	01939	ELAN FEES JAN'24	0.00	\$562.61	0.00	562.61
	Desc: ELAN FEES 12/30-01/29		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
		Vendor Total:		1,125.22	0.00	1,125.22
021500	HARTFORD SCHOOL, TOWN OF		TOWN OF HARTFORD SCHOOL		4/12/2024	90937
	2024 TAXES#5	FYE 2024 Taxes Payment # 5	0.00	\$3,500,000.00	0.00	3,500,000.00
	Desc: FYE 2024 Taxes Payment # 5		Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
		Vendor Total:		3,500,000.00	0.00	3,500,000.00
021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		4/12/2024	90936
	110390,00415238	WATER - SENIOR CENTER	0.00	\$355.66	0.00	355.66
	Desc: WATER - SENIOR CENTER		Acct: 10-421-328-0000	SEN -WATER		
	112780,00415231	173 AIRPORT RD	0.00	\$830.96	0.00	830.96
	Desc: 173 AIRPORT RD		Acct: 10-321-328-0000	DPW -WATER		
	113640,00415233	BRIGGS PARK	0.00	\$90.02	0.00	90.02
	Desc: BRIGGS PARK		Acct: 10-521-328-0000	PR -WATER		
	121050,00415236	319 LATHAM WKS LN	585.58	\$585.58	0.00	585.58
	Desc: 319 LATHAM WKS LN		Acct: 60-961-328-0000	WATER		
	121051,00415237	319 LATHAM WKS LN	45.01	\$45.01	0.00	45.01
	Desc: 319 LATHAM WKS LN		Acct: 60-961-328-0000	WATER		
	130125,00415232	171 BRIDGE STREET - TH	0.00	\$307.23	0.00	307.23
	Desc: 171 BRIDGE STREET - TH		Acct: 10-161-328-0000	TH -WATER		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			2,214.46	0.00	2,214.46
021780	HAUSLER, SCOTT	SCOTT HAUSLER	4/12/2024		90938
03.31.2024	PETTY CASH	0.00	\$50.00	0.00	50.00
Desc:	Petty Cash	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			50.00	0.00	50.00
022600	HICKOK & BOARDMAN		4/12/2024		90939
30929	Advisory and Management Fees	723.12	\$4,775.00	0.00	4,775.00
Desc:	Advisory and Management Fees	Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-530-220-0000	PR -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance		
Desc:	Advisory and Management Fees	Acct: 30-975-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 50-954-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 50-955-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 55-955-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 60-961-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 60-965-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 65-963-220-0000	HEALTH INSURANCE		
Desc:	Advisory and Management Fees	Acct: 65-965-220-0000	HEALTH INSURANCE		
Vendor Total:			4,775.00	0.00	4,775.00
022703	HILL, MARY	MARY HILL	4/12/2024		90940
APR'24	REIMBURSEMENT	0.00	\$343.48	0.00	343.48
Desc:	Ret Reimb Apr24	Acct: 10-151-418-0100	TC -Retirees		
Vendor Total:			343.48	0.00	343.48
023473	INGRAM LIBRARY SERVICES LLC		4/12/2024		90941
81211630	BOOKS	0.00	\$41.16	0.00	41.16
Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
81211631	BOOKS	0.00	\$91.76	0.00	91.76
Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				132.92	0.00	132.92
024335	ISUN, INC				4/12/2024	90942
	INV-ISI-001995	SOLAR ARRAY FEB'24	2,242.87	\$2,242.87	0.00	2,242.87
	Desc:	SOLAR ARRAY FEB'24	Acct: 65-963-329-0000	ELECTRICITY		
	INV-ISI-002040	March 2024 SOLAR ARRAY	4,741.13	\$4,741.13	0.00	4,741.13
	Desc:	March 2024 SOLAR ARRAY	Acct: 65-963-329-0000	ELECTRICITY		
Vendor Total:				6,984.00	0.00	6,984.00
024650	JERM'S HOME SERVICES				4/12/2024	90943
	31279929-A	SERVICE CALL: MEN'S ROOM TOILET	0.00	\$12.94	0.00	12.94
	Desc:	SERVICE CALL: MEN'S ROOM TOILET	Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
	31279929-B	SERVICE CALL: MEN'S ROOM TOILET	0.00	\$596.71	0.00	596.71
	Desc:	SERVICE CALL: MEN'S ROOM TOILET	Acct: 10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
Vendor Total:				609.65	0.00	609.65
025600	KENNEY, RICHARD		RICHARD KENNEY		4/12/2024	90944
	APR'24	REIMBURSEMENT	575.48	\$575.48	0.00	575.48
	Desc:	Ret reimb Apr24	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				575.48	0.00	575.48
025715	KEY CHEVROLET OF WHITE RIVER				4/12/2024	90945
	43992-	ANNUAL INSPECTION	203.09	\$203.09	0.00	203.09
	Desc:	ANNUAL INSPECTION	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc:	ANNUAL INSPECTION	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:				203.09	0.00	203.09
026192	KURTZHALZ, KRISTIAN		KRISTIAN KURTZHALZ		4/12/2024	90946
	1049	PLOWING/SANDING MAR'24	0.00	\$5,645.00	0.00	5,645.00
	Desc:	PLOWING/SANDING MAR'24	Acct: 10-312-318-0000	DPW -CONTRACTED SERVICES		
	Desc:	PLOWING/SANDING MAR'24	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
Vendor Total:				5,645.00	0.00	5,645.00
027849	LEWIS, WILLIAM J.		WILLIAM J. LEWIS		4/12/2024	90947
	APR'24	REIMBURSEMENT	0.00	\$746.78	0.00	746.78
	Desc:	Ret reimb Apr24	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:				746.78	0.00	746.78
028500	LUNDRIGAN, SHAWN		SHAWN LUNDRIGAN		4/12/2024	90948
	APR'24	REIMBURSEMENT	0.00	\$345.56	0.00	345.56
	Desc:	Ret reimb apr24	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:				345.56	0.00	345.56
028849	MADISON NATIONAL LIFE INSURANCE				4/12/2024	90949
	2024 Q1	FICA/MEDICARE Q1 2024 STD CLAIMS	0.00	\$22.95	0.00	22.95
	Desc:	FICA/MEDICARE Q1 2024 STD CLAIMS	Acct: 10-012-200-0120	FICA/MEDICARE TAXES PAYABLE		
Vendor Total:				22.95	0.00	22.95

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029745	MARY HITCHCOCK MEMORIAL HOSPITAL	DARTMOUTH HITCHCOCK	4/12/2024		90950
04.02.2024	PARAMEDIC REFRSHER	0.00	\$1,200.00	0.00	1,200.00
Desc:	PARAMEDIC REFRSHER	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
Vendor Total:			1,200.00	0.00	1,200.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	4/12/2024		90951
243445328	WATER	14.82	\$14.82	0.00	14.82
Desc:	WATER	Acct: 30-974-328-0000	WATER		
244103758	WATER	14.82	\$14.82	0.00	14.82
Desc:	WATER	Acct: 30-974-328-0000	WATER		
244821251	WATER	14.82	\$14.82	0.00	14.82
Desc:	WATER	Acct: 30-974-328-0000	WATER		
245529030	OFFICE SUPPLIES	0.00	\$62.88	0.00	62.88
Desc:	OFFICE SUPPLIES	Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES		
245531369	OFFICE SUPPLIES	138.94	\$166.73	0.00	166.73
Desc:	OFFICE SUPPLIES	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 30-971-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			274.07	0.00	274.07
029886	MAYFIELD, WILLIAM BRETT	WILLIAM BRETT MAYFIELD	4/12/2024		90952
03.21.2024	YOUTH KARATE	0.00	\$540.00	0.00	540.00
Desc:	YOUTH KARATE	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			540.00	0.00	540.00
030250	MCNALL, KAREN	KAREN MCNALL	4/12/2024		90953
2024-2	CARD MAKING CLASS 03.27.2024	0.00	\$102.40	0.00	102.40
Desc:	CARD MAKING CLASS 03.27.2024	Acct: 10-515-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			102.40	0.00	102.40
031390	MODERN CLEANERS & TAILORS, INC		4/12/2024		90954
MAR'24	UNIFORM CLEANING	0.00	\$237.50	0.00	237.50
Desc:	FD UNIFORM CLEANING	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Desc:	PD UNIFORM CLEANING	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			237.50	0.00	237.50
500160	MONACO, DAVID	DAVID MONACO	4/12/2024		91003
866514	REFUND	0.00	\$110.00	0.00	110.00
Desc:	REFUND	Acct: 10-514-325-0000	PR -REFUNDS		
Vendor Total:			110.00	0.00	110.00
031660	MORE WASTE SOLUTIONS LLC	MORE WASTE SOLUTIONS LLC	4/12/2024		90955
66032	TRASH PICK-UP JAN-MAR 2024	0.00	\$90.00	0.00	90.00
Desc:	TRASH PICK-UP JAN-MAR 2024	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				90.00	0.00	90.00
031955	MUNICIPAL EMERGENCY SERVICES,INC		MUNICIPAL EMERGENCY SERVICES,INC		4/12/2024	90956
	IN2026542	UNIFORMS	0.00	\$253.00	0.00	253.00
	Desc:	UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	IN2024683	SAW BLADES	0.00	\$261.06	0.00	261.06
	Desc:	SAW BLADES	Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
	IN2025294	UNIFORMS	0.00	\$189.75	0.00	189.75
	Desc:	UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	IN2032439	EMBROIDER UNIFORMS	0.00	\$9.50	0.00	9.50
	Desc:	EMBROIDER UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	IN2028284-A	Tech / Water Equipment	0.00	\$7,071.20	0.00	7,071.20
	Desc:	Tech / Water Equipment	Acct: 10-221-331-0200	HFD -TECHNICAL/WATER EQUIPMEN		
	IN2028284-B	Tech / Water Equipment	0.00	\$5,384.80	0.00	5,384.80
	Desc:	Tech / Water Equipment	Acct: 10-221-331-0200	HFD -TECHNICAL/WATER EQUIPMEN		
Vendor Total:				13,169.31	0.00	13,169.31
032104	MVP SELECT CARE INC.				4/12/2024	90957
	MAR'24	HEALTH INS FEES MAR'24	27.50	\$237.50	0.00	237.50
	Desc:	Health Ins fees	Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-530-220-0000	PR -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance		
	Desc:	Health Ins fees	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Ins fees	Acct: 65-963-220-0000	HEALTH INSURANCE		
Vendor Total:				237.50	0.00	237.50
006950	N. A. MANOSH				4/12/2024	90904
	45689	Sludae hauling- 3 loads transferred	320.00	\$320.00	0.00	320.00

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: sludge hauling- 3 loads transferred	Acct: 65-963-318-0000	CONTRACTED SERVICES		
45457	SLUDGE HAULING	1,920.00	\$1,920.00	0.00	1,920.00
	Desc: SLUDGE HAULING	Acct: 65-963-318-0000	CONTRACTED SERVICES		
45689b	Sludge hauling- 3 loads transferred	1,920.00	\$1,920.00	0.00	1,920.00
	Desc: sludge hauling- 3 loads transferred	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			4,160.00	0.00	4,160.00
043315	NATIONAL CENTER FOR SAFETY INITIATI		4/12/2024		90975
43986	BACKGROUND CHECK	0.00	\$60.00	0.00	60.00
	Desc: BACKGROUND CHECK	Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		
	Desc: BACKGROUND CHECK	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING		
Vendor Total:			60.00	0.00	60.00
033270	NEW ENGLAND CHAPTER APWA	NEW ENGLAND CHAPTER APWA	4/12/2024		90958
04.09.2024	REGISTRATION FEE	62.50	\$75.00	0.00	75.00
	Desc: Administrative Professional Worksho	Acct: 10-325-315-0000	DPW -RECRUITMENT & TRAINING		
	Desc: Administrative Professional Worksho	Acct: 30-971-315-0000	RECRUITMENT & TRAINING		
	Desc: Administrative Professional Worksho	Acct: 50-955-315-0000	RECRUITMENT & TRAINING		
	Desc: Administrative Professional Worksho	Acct: 55-955-315-0000	RECRUITMENT & TRAINING		
	Desc: Administrative Professional Worksho	Acct: 60-965-315-0000	RECRUITMENT & TRAINING		
	Desc: Administrative Professional Worksho	Acct: 65-965-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			75.00	0.00	75.00
034925	NORTHEAST RESOURCE RECOVERY ASSC		4/12/2024		90959
137517	Freon & Scrap Pickup/Transportation	552.00	\$552.00	0.00	552.00
	Desc: Freon & Scrap Pickup/Transportation	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			552.00	0.00	552.00
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	4/12/2024		90960
0912602	Curbside Recycling_03/01/24 - 03/31	17,515.40	\$17,515.40	0.00	17,515.40
	Desc: Curbside Recycling_03/01/24 - 03/31	Acct: 30-931-318-0000	CONTRACTED SERVICES		
0912552	MSW/COMPOST/WOOD MAR'24	3,596.97	\$3,596.97	0.00	3,596.97
	Desc: MSW Transport_03/01/24 - 03/31/24	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: Compost/Clean Wood_03/01/24 - 03/31	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			21,112.37	0.00	21,112.37
036165	OSBORN, MATTHEW	MATTHEW J. OSBORN	4/12/2024		90962
01.03.2024	REIMBURSEMENT- MEMBERSHIP NNEC	0.00	\$370.00	0.00	370.00
	Desc: REIMBURSEMENT- MEMBERSHIP NNEC	Acct: 10-622-313-0000	PDZ -MEMBERSHIP DUES		
Vendor Total:			370.00	0.00	370.00
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC	4/12/2024		90963
MAR'24	POSTAGE	700.80	\$2,155.95	0.00	2,155.95
	Desc: Postage March 2024	Acct: 10-171-322-0000	FIN -POSTAGE		
	Desc: Postage March 2024	Acct: 10-151-322-0000	TC -POSTAGE		
	Desc: Postage March 2024	Acct: 10-511-322-0000	PR -POSTAGE		
	Desc: Postage March 2024	Acct: 10-622-322-0000	PDZ -POSTAGE		
	Desc: Postage March 2024	Acct: 10-175-322-0000	DEL -POSTAGE		

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Postage March 2024	Acct: 50-955-322-0000	POSTAGE		
		Desc: Postage March 2024	Acct: 55-955-322-0000	POSTAGE		
		Desc: Postage March 2024	Acct: 60-965-322-0000	POSTAGE		
		Desc: Postage March 2024	Acct: 65-965-322-0000	POSTAGE		
		Vendor Total:		2,155.95	0.00	2,155.95
037751	PONZONI, JOAN		JOAN M. PONZONI		4/12/2024	90964
	APR'24	REIMBURSEMENT	274.78	\$343.48	0.00	343.48
		Desc: Ret Reimb apr24	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Ret Reimb Apr 24	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Ret Reimb apr24	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Ret Reimb apr24	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Ret Reimb Apr 24	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
		Vendor Total:		343.48	0.00	343.48
038495	PRIORITY EXPRESS, INC.				4/12/2024	90965
	81722414	INTERLIBRARY LOAN PROG - MAR'24	90.64	\$90.64	0.00	90.64
		Desc: INTERLIBRARY LOAN PROG - MAR'24	Acct: 80-711-318-8046	Grant - 2023 Courier 01130.LSTA22 202		
		Vendor Total:		90.64	0.00	90.64
038790	QUADIENT LEASING USA, INC				4/12/2024	90966
	Q1256477	POSTAGE MACHINE Q4 FY24	99.98	\$119.97	0.00	119.97
		Desc: POSTAGE MACHINE Q4 FY24	Acct: 10-325-320-0000	DPW -EQUIPMENT OPER/MAINT - OFF		
		Desc: POSTAGE MACHINE Q4 FY24	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
		Desc: POSTAGE MACHINE Q4 FY24	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
		Desc: POSTAGE MACHINE Q4 FY24	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
		Desc: POSTAGE MACHINE Q4 FY24	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
		Desc: POSTAGE MACHINE Q4 FY24	Acct: 30-975-322-0000	POSTAGE		
		Vendor Total:		119.97	0.00	119.97
039510	RC CLEANING LLC		RC CLEANING LLC		4/12/2024	90967
	235	CLENAING SERVICES - MAR'24	0.00	\$409.80	0.00	409.80
		Desc: CLENAING SERVICES - MAR'24	Acct: 10-524-318-0000	PR -CONTRACTED SERVICES		
	233	Town Hall Cleaning MAR'24	0.00	\$2,718.08	0.00	2,718.08
		Desc: Town Hall Cleaning MAR'24	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
	234B	CLEANING MAR'24	0.00	\$1,097.00	0.00	1,097.00
		Desc: CLEANING MAR'24	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	234A	CLEANING MAR'24	0.00	\$339.09	0.00	339.09
		Desc: DISPATCH CLEANING	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
		Vendor Total:		4,563.97	0.00	4,563.97
040000	REYNOLDS AND SON INC				4/12/2024	90968
	3438127	REPAIRS	0.00	\$128.75	0.00	128.75
		Desc: REPAIRS	Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
		Vendor Total:		128.75	0.00	128.75
040375	RICKER, ALLYN		ALLYN RICKER		4/12/2024	90969
	APR'24	REIMBURSEMENT	0.00	\$660.87	0.00	660.87

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	Desc: Ret Reimb apr24	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Vendor Total:		660.87	0.00	660.87
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER	4/12/2024		90970
APR'24	REIMBURSEMENT	126.70	\$362.00	0.00	362.00
Desc: Ret Reimb 4/24		Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
Desc: Ret Reimb 4/24		Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb 4/24		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb 4/24		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb 4/24		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb 4/24		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		362.00	0.00	362.00
040490	RITLAND, THOMAS	THOMAS RITLAND	4/12/2024		90971
APR'24	REIMBURSEMENT	0.00	\$722.42	0.00	722.42
Desc: Ret Reimb Apr24		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Vendor Total:		722.42	0.00	722.42
053625	ROGER WILLIAMS UNIVERSITY	ROGER WILLIAMS UNIVERSITY-JST & RI	4/12/2024		90996
11103	PRE-EMPLOYMENT INVESTIGATIONS	0.00	\$750.00	0.00	750.00
Desc: PRE-EMPLOYMENT INVESTIGATIONS		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
	Vendor Total:		750.00	0.00	750.00
040751	ROGERS, LARRY	LARRY ROGERS	4/12/2024		90972
APR'24	REIMBURSEMENT	164.90	\$164.90	0.00	164.90
Desc: Ret reimb apr24		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		164.90	0.00	164.90
059941	ROY REFRIGERATION, LLC		4/12/2024		91001
10618	New Heater for Treatment Plant	6,180.00	\$6,180.00	0.00	6,180.00
Desc: New Heater for Treatment Plant		Acct: 50-952-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:		6,180.00	0.00	6,180.00
041450	SABIL & SONS, INC	SABIL & SONS, INC	4/12/2024		90973
11355	H-9 State Inspection & Required Rep	0.00	\$830.90	0.00	830.90
Desc: H-9 State Inspection & Required Rep		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
46145	PARTS	0.00	\$76.14	0.00	76.14
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
46146	PARTS	0.00	\$88.72	0.00	88.72
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		995.76	0.00	995.76
060305	SANTANDER LEASING LLC	SANTANDER BANK, N.A.	4/12/2024		91002
10078379	LADDER TRUCK PAYMENT#5	0.00	\$93,506.67	0.00	93,506.67
Desc: LADDER TRUCK PAYMENT#5 INT		Acct: 10-912-542-0017	TM -Lease I- Ladder Truck #002-002370		
Desc: LADDER TRUCK PAYMENT#5 PRINCIPAL		Acct: 10-912-542-0008	TM -Lease P- Ladder Truck #002-002370		
	Vendor Total:		93,506.67	0.00	93,506.67

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
500894	SECURSHRED	SECURSHRED			4/12/2024	91004
	453505	SHREDDING	0.00	\$24.00	0.00	24.00
	Desc:	SHREDDING	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	453516	SHRREDDING SERVICES	0.00	\$24.00	0.00	24.00
	Desc:	SHRREDDING SERVICES	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
	Vendor Total:			48.00	0.00	48.00
042155	SHELDON, GREGORY	GREGORY SHELDON			4/12/2024	90974
	03.27.2024	REIMBURSEMENT	0.00	\$156.89	0.00	156.89
	Desc:	ceiling tiles, fire block foam for	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Vendor Total:			156.89	0.00	156.89
043876	STANTEC CONSULTING SERVICES, INC				4/12/2024	90976
	66-1	Upper sykes&N Hartland Rd 03.08.24	26,702.71	\$26,702.71	0.00	26,702.71
	Desc:	Upper sykes&N Hartland Rd 03.08.24	Acct: 70-623-318-7022	CONTRACTED SERVICE(STP EH10(1E		
	Vendor Total:			26,702.71	0.00	26,702.71
044220	STERICYCLE, INC				4/12/2024	90977
	8006647940	MED DISPOSAL	0.00	\$32.75	0.00	32.75
	Desc:	MED DISPOSAL	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPLI		
	Vendor Total:			32.75	0.00	32.75
044560	STRATUS TELECOM LLC				4/12/2024	90978
	16613	FAX SERVICES - APR'24	0.00	\$135.83	0.00	135.83
	Desc:	FAX SERVICES - APR'24	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc:	FAX SERVICES - APR'24	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc:	FAX SERVICES - APR'24	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc:	FAX SERVICES - APR'24	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Vendor Total:			135.83	0.00	135.83
045484	TELEPHONE & NETWORK TECHNOLOGIES				4/12/2024	90979
	845525	TEL LICENSE	0.00	\$61.63	0.00	61.63
	Desc:	WILDIX COLLABORATION LICENSE	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Vendor Total:			61.63	0.00	61.63
046460	TRI-COUNTY CONTRACTORS SUPPLY, INC				4/12/2024	90980
	41604	MATERIALS	0.00	\$388.40	0.00	388.40
	Desc:	MATERIALS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			388.40	0.00	388.40
046549	TROJAN TECHNOLOGIES GROUP ULC	FIFTH THIRD BANK			4/12/2024	90981
	200/22453	Lamps & Driver Kit	3,625.28	\$3,625.28	0.00	3,625.28
	Desc:	Lamps & Driver Kit	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Vendor Total:			3,625.28	0.00	3,625.28
046951	TWIN STATE GARAGE DOOR, LLC				4/12/2024	90982
	19185	Service Call Bay 1 Door Repairs	0.00	\$3,287.50	0.00	3,287.50

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	Service Call_Bay 1 Door Repairs	Acct: 10-321-321-0100	DPW -REPAIRS & MAINT-BUILDING		
		Vendor Total:		3,287.50	0.00	3,287.50
047080	TWOHIG POLYGRAPH SERVICES LLC			4/12/2024		90983
	03.29.24	PRE-EMPLOYMENT POLYGRAPH	0.00	\$450.00	0.00	450.00
	Desc:	PRE-EMPLOYMENT POLYGRAPH	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
		Vendor Total:		450.00	0.00	450.00
047190	USABBLUEBOOK		USABBLUEBOOK	4/12/2024		90984
	INV00320205	ROOTS EQUIVALENT SYNTHETIC BLOWER	432.12	\$432.12	0.00	432.12
	Desc:	ROOTS EQUIVALENT SYNTHETIC BLOWER	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	INV00319929	M13 SPECIAL/LIGHT FIXTURES	431.92	\$431.92	0.00	431.92
	Desc:	M13 SPECIAL/LIGHT FIXTURES	Acct: 60-961-321-0100	REPAIRS & MAINT-BUILDING		
		Vendor Total:		864.04	0.00	864.04
048185	VALLEY IMAGING & AWARDS			4/12/2024		90985
	21135	Town Clerk Envelopes	0.00	\$222.50	0.00	222.50
	Desc:	Town Clerk Envelopes	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
		Vendor Total:		222.50	0.00	222.50
048300	VALLEY NEWS		VALLEY NEWS	4/12/2024		90986
	123440,440636	DOG LICENSING	0.00	\$132.00	0.00	132.00
	Desc:	DOG LICENSING	Acct: 10-151-312-0000	TC -ADVERTISING		
	129897,4433080	RFP ATHLETIC FIELD SERVICES	0.00	\$106.20	0.00	106.20
	Desc:	RFP ATHLETIC FIELD SERVICES	Acct: 10-511-312-0000	PR -ADVERTISING		
	129852,4434059	AD: BAG TURNED IN	0.00	\$270.90	0.00	270.90
	Desc:	AD: BAG TURNED IN	Acct: 10-211-312-0000	HPD -ADVERTISING		
	129897	ADS - FIN CHARGE	0.00	\$2.00	0.00	2.00
	Desc:	ADS - FIN CHARGE	Acct: 10-511-312-0000	PR -ADVERTISING		
	129897,4431530	RFP LYMAN POINT PARK	0.00	\$66.60	0.00	66.60
	Desc:	RFP LYMAN POINT PARK	Acct: 10-511-312-0000	PR -ADVERTISING		
	125911,4434242	SB AGENDA 04.16.2024	0.00	\$313.20	0.00	313.20
	Desc:	SB AGENDA 04.16.2024	Acct: 10-111-312-0000	SB -ADVERTISING		
		Vendor Total:		890.90	0.00	890.90
048575	VERIZON WIRELESS			4/12/2024		90987
	9960558750	CELL PHONES - MAR'24	135.63	\$4,182.44	0.00	4,182.44
	Desc:	Wireless	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc:	Wireless	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc:	Wireless	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc:	Wireless	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc:	Wireless	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc:	Wireless	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc:	Wireless	Acct: 10-325-324-0000	DPW -TELEPHONE		
	Desc:	Wireless	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc:	Wireless	Acct: 50-955-324-0000	TELEPHONE		
	Desc:	Wireless	Acct: 55-955-324-0000	TELEPHONE		
	Desc:	Wireless	Acct: 60-965-324-0000	TELEPHONE		

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Vendor ID	Vendor Name				Disc. Amt	Net Amt.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Wireless	Acct: 30-971-324-0000	TELEPHONE		
		Desc: Wireless	Acct: 10-174-324-0000	ASE -TELEPHONE		
		Desc: Wireless	Acct: 65-965-324-0000	TELEPHONE		
		Desc: Wireless	Acct: 10-411-318-0000	HEA -CONTRACTED SERVICES		
		Desc: Wireless	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		4,182.44	0.00	4,182.44
049401	VERMONT DEPT OF HEALTH				4/12/2024	90988
	1354	ENGRAVED PAPER	0.00	\$83.00	0.00	83.00
		Desc: ENGRAVED PAPER	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
		Vendor Total:		83.00	0.00	83.00
049875	VERMONT DRINKING WATER WEEK		VERMONT DRINKING WATER WEEK		4/12/2024	90989
	2024-134	Drinking Water Week Sponsorship	100.00	\$100.00	0.00	100.00
		Desc: Drinking Water Week Sponsorship	Acct: 50-954-313-0000	MEMBERSHIP DUES		
		Desc: Drinking Water Week Sponsorship	Acct: 55-954-313-0000	MEMBERSHIP DUES		
		Vendor Total:		100.00	0.00	100.00
050965	VERMONT RURAL WATER ASSOCIATION				4/12/2024	90990
	GARCIA 02.29.24	PRINCIPLES OF NITROGEN REMOVAL	70.00	\$70.00	0.00	70.00
		Desc: PRINCIPLES OF NITROGEN REMOVAL	Acct: 65-965-315-0000	RECRUITMENT & TRAINING		
		Vendor Total:		70.00	0.00	70.00
051400	VERMONT STATE TREASURER LICENSES		VERMONT STATE TREASURER		4/12/2024	90991
	2024 JAN-MAR	16 MARRIAGE LICENSES	0.00	\$1,040.00	0.00	1,040.00
		Desc: 16 MARRIAGE LICENSES	Acct: 10-151-316-0000	TC -STATE PAYMENT - LICENSES		
		Vendor Total:		1,040.00	0.00	1,040.00
051943	VISION SERVICE PLAN		VISION SERVICE PLAN		4/12/2024	90992
	APR'24	VISION INS	0.00	\$1,962.36	0.00	1,962.36
		Desc: Vision	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
		Vendor Total:		1,962.36	0.00	1,962.36
053040	WHITE RIVER CAR WASH				4/12/2024	90994
	MAR'24	CAR WASH - MARCH 2024	0.00	\$364.34	0.00	364.34
		Desc: CAR WASH - MARCH 2024	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		364.34	0.00	364.34
053000	WHITE RIVER COUNCIL ON AGING				4/12/2024	90993
	'24 Q4	CONTRACTED SERV APR-JUN 2024	0.00	\$5,000.00	0.00	5,000.00
		Desc: CONTRACTED SERV APR-JUN 2024	Acct: 10-421-318-0200	SEN -CONTRACT SERV SENIOR CTR		
		Vendor Total:		5,000.00	0.00	5,000.00
053215	WHITEWAY II, GRANT H		GRANT WHITEWAY		4/12/2024	90995
	03.22.2024	Lacrosse Clinics and Camp	0.00	\$1,568.00	0.00	1,568.00
		Desc: Lacrosse Clinics and Camp	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		1,568.00	0.00	1,568.00

Report Date: 4/11/24
3:47PM

Payment Manifest
by Vendor Name
Town of Hartford

Page: 21
User: florentina
ReportAPINHDPmtByDate

Check Date: 4/12/2024 - 4/12/2024

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.
054150	WISDOM & POWER LLC				4/12/2024	90997
	JAN-FEB'24	SOLAR ARRAY JAN-FEB'24	3,930.22	\$3,930.22	0.00	3,930.22
	Desc:	SOLAR ARRAY JAN-FEB'24	Acct: 50-952-329-0000	ELECTRICITY		
	Vendor Total:			3,930.22	0.00	3,930.22
054160	WITMER PUBLIC SAFETY, INC				4/12/2024	90998
	INV452078	CARBIDE SAW BLADE	0.00	\$269.12	0.00	269.12
	Desc:	CARBIDE SAW BLADE	Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
	Vendor Total:			269.12	0.00	269.12
054600	WOOD, JOHN G. JR		JOHN G. WOOD JR		4/12/2024	90999
	APR'24	REIMBURSEMENT	0.00	\$164.90	0.00	164.90
	Desc:	Ret reimb apr24	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Vendor Total:			164.90	0.00	164.90
FUND 1 0				Bank Total:	3,885,130.24	
Holdback Total						3,909,300.82
Batch Totals:			0.00	111,663.19	0.00	4,020,964.01

MICHAEL HOYT

KIM SOUZA

MARY M. ERDEI

SUSAN M. BUCKHOLZ

LANNIE J. COLLINS

IDA GRIESEMER

BRANDON SMITH

JOHN HAVERSTOCK

GAIL OSTROUT

JOSEPH MAJOR

TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, April 2, 2024, 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, Vice-Chair; Mary Erdei, Clerk; Lannie Collins, Member; Susan Buckholz, Member; Brandon Smith, Member; Ida Griesemer, Member; John Haverstock, Town Manager; Scott Hausler; Matt Osborn; Kathy Urffer; Heidi Duto; Will Adler

Present on Zoom: Lana Livingston

JAM LINK: <https://www.youtube.com/watch?v=4KjU3Gv9QLw>

- I. Call to Order the Selectboard Meeting at 6pm by Chair, Mike Hoyt.
- II. Pledge of Allegiance was recited and led by Selectboard Member, Lannie Collins.
- III. Local Liquor Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard Meeting and opened the Local Liquor License Board at 6:01PM.
 - a. Selectboard Member, Mary Erdei made the motion to Renew Montshire Services, LLC doing business as Bob's Service Center, 4 Ballardville Drive, White River Junction, VT 05001 for a 2nd Class liquor license and a Tobacco license. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
 - b. Selectboard Member, Ida Griesemer made the motion to Renew Northern Stage Company, 76 Gates Street, White River Junction, VT 05001 for a 1st Class Liquor License. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - c. Selectboard Member, Lannie Collins made the motion to Renew Perry Hospitality Group of Vermont doing business as The Quechee Inn at Marshland Farm, 1119 Quechee Main Street, Quechee, VT 05059 for a 1st and 3rd class and an Outside Consumption license. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.
 - d. Selectboard Vice Chair, Kim Souza made the motion to Renew Thyme Restaurant 85 North Main Street, White River Junction, Vermont 05001 for a 1st, 3rd and Outside Consumption License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - e. Selectboard Member, Lannie Collins made the motion to Renew the Public House at Quechee Gorge doing business as Public House Pub, 5813 Woodstock Road, Quechee, VT 05059 for a 1st and 3rd class and Outside Consumption liquor license. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Mike Hoyt closed the Local Liquor Control Board at 6:04pm and reopened the Selectboard Meeting.

- IV. Local Cannabis Control Board: None
- V. Order of Agenda: No changes were made.

VI. Selectboard

1. Public Comment: None
2. Selectboard Comments and Announcements

Sue Buckholz shared some quotes addressing the duties of a Selectboard member as she comes into the job. One is to leave your personal opinions at the door. She has attended two trainings for the Selectboard and the duties of a Selectboard Member with both trainings lining up with this and what the job is on a basic level. Still there is at least one Board member that still cannot follow these simple rules. As Board members they represent the people of Hartford. They need to listen and reflect on what they hear from them. She hopes she is on the right track.

Lannie Collins heard for a lot of citizens after the last snow storm. They had concerns about the road conditions. DPW is very short staffed and they did an excellent job with the people they have. The Selectboard needs to focus more on infrastructure to support DPW. It all comes down to who you vote to represent you on the Selectboard.

Mike Hoyt will be attending the school information meeting Saturday 10am at the school.

3. Appointments:
 - a. **Selectboard Vice Chair, Kim Souza made the motion to Re-Appoint Patrick Autilio to the Hartford Committee On Equity and Inclusion (HCOREI) for a two year term beginning April 2, 2024 and ending April 1, 2026. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.**
 - b. **Selectboard Member, Mary Erdei made the motion to Re-Appoint David Crocco to the Hartford Parks & Recreation Commission for a three year term beginning on April 2, 2024 and ending April 1, 2027. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**
 - c. **Selectboard Member, Brandon Smith made the motion to re-Appoint Sadie (Sarah) Woods to the West Hartford Library Board of Trustees for a term beginning on April 2, 2024 and ending March 4, 2025. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**
4. Town Manager's Report (6:40)
<https://www.hartford-vt.org/Archive.aspx?ADID=478>
Significant Activity Reports Link:
<https://www.hartford-vt.org/Archive.aspx?ADID=476>
5. Board Reports, Motions & Ordinances
 - a. Remarks from Connecticut River Conservancy on Re-Licensing of Wilder Dam. Presentation only by Kathy Urffer and Scott Hausler
Link to the presentation:
https://www.hartford-vt.org/DocumentCenter/View/9994/CRC-PowerPoint_GRH-relicensing_102023
 - b. Authorize Submission of Town Comments to F.E.R.C.
Presentation by Scott Hausler and Matt Osborn

Selectboard Member, Mary Erdei made the motion to Recommend the Selectboard authorize the Town Manager to submit on its behalf the Town of Hartford Comments related to the Federal Energy Regulatory Commission (FERC) relicensing of the Wilder Dam. Selectboard Member, Sue Buckholz seconded the motion. 6 were in favor and 1 (Collins) not in favor. The motion passed.

- c. Arbor Day Proclamation; Link: <https://www.hartford-vt.org/DocumentCenter/View/9995/Arbor-Day-Proclamation>

Selectboard Member, Ida Griesemer made to motion to approve the Arbor Day Proclamation. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

- d. Parks & Recreation Month, Link: <https://www.hartford-vt.org/DocumentCenter/View/9996/Parks--and-Rec-Month-July>

Selectboard Member, Mary Erdei made the motion to approve the Proclamation for Parks and Rec month of July 2024. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- e. Continued Discussion of Selectboard Liaisons
Selectboard Member, Ida Griesemer made the motion to appoint Mary Erdei to HCoreI. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Note: Sue Buckholz will be the Parks & Rec Commission Liaison.

Link to the Liaison 2024 List: <https://www.hartford-vt.org/DocumentCenter/View/9997/2024-Boards-And-Commissions-Selectboard-Liaisons>

- f. Consider Adoption of Selectboard Calendar Cycle
Selectboard Member, Brandon Smith made the motion that the Selectboard adopt the proposed Annual Selectboard Calendar Cycle for the remainder of calendar year 2024. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Conservation Commission- Mary Erdei

The meeting began with new nominations and elections to the Conservation Commission. The new slate of officers include Mike Harris, Katie Mann and Chris Beetham. Expenditures for the upcoming year fall primarily with Green-Up Day and Trails Day. Sky Claude's family forest frolic events are continuing with March's meeting uncovering salamanders and grubs in the woods with more families engaged and her next event scheduled for April 13th, from 10 am until children's attention wanes.

Upcoming Conservation events and attractions include:

April 20th—Vernal Pool Day

April 27th—Invasive Plants day

Forestry Workshop on April 18th at Hanover's Howe library partnering with Hanover Conservation and others

May 4th— Green Up Day

May 18th—Bird Walk with Ted Levin

And other events ongoing of environmental interest like the salamander meander, and the fact that a 4th kestrel box was established on Christian Street at the same time a kestrel was flying overhead. There are many events planned for this month and in the near future for all to be involved.

Hartford Committee on Racial Equity & Inclusion (HCOREI) Kim Souza

HCOREI met on March 20th and was joined by 2 members from the Special Needs Support Center who gave an overview of their Special Needs Information Program (SNIP), which is a program to help emergency responders identify and respond to vulnerable residents with special needs. The program uses information voluntarily provided by families and is intended to aid police dispatchers and officers & EMS in their response to calls for assistance that may involve individuals with disabilities. This may include locating a missing person, medical emergency, crisis situation, behavioral episode, or other interactions. The information program is an expansion of an existing database which identifies community members who have Alzheimer's disease and dementia.

The committee also received updates on the Community Safety Review process, the Welcoming & Engaging Communities Cohort, the School District's Gender Inclusivity Policy, the Ann Reynolds Memorial Award, the status of the Windsor County NAACP development and current and anticipated committee vacancies. For more details, please refer to the [03.20.24 meeting minutes](#).

VIII. Consent Agenda:

Approve Payroll Ending: 3/30/2024

Approve A/P Manifest of: 3/29/2024 & 4/4/2024

Approve Meeting Minutes of: 3/19/2024 & 3/27/2024

Approve Minutes of 2/20/2024

Note: Already Approved Selectboard Meetings are: 4/16/2024 and 4/30/2024

Selectboard Vice Chair, Kim Souza made the motion to approve Payroll Ending: 3/30/2024; Approve A/P Manifest of: 3/29/2024 & 4/4/2024 and minutes 3/19/2024 and 3/27/2024. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

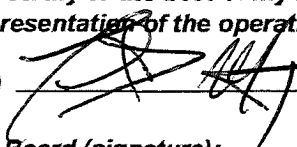
Selectboard Member Vice Chair, Kim Souza made the motion to approve the February 20, 2024 Minutes. Selectboard Member, Mary Erdei seconded the motion. 4 were in favor (Hoyt, Souza, Erdei, Collins). The motion passed.

IX. Adjourn the Selectboard Meeting

Selectboard Vice Chair, Kim Souza made the motion to close the Selectboard Meeting at 8:15pm. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

Internal Financial Controls Checklist for Municipalities – Cities and Towns

Document referenced in 24 V.S.A. § 1571(d)

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		✓		
Do you reconcile bank and ledger balances monthly?	✓			
Are checks always written to specified payees and not to cash?	✓			
Does the same individual open the mail and deposit checks?		✓		
Are pre-numbered checks used for all bank accounts?		✓		
Are unopened bank statements delivered directly to the treasurer as received?	✓			
Do you always provide a numbered receipt for any cash payment made to the town?	✓			
Have select board members attended financial trainings?				
Are bank statements reconciled on a regular basis?	✓			
Does someone other than the treasurer review bank reconciliations?	✓			
Have you deposited town monies anywhere other than a town account?		✓		
Have you deposited any non-town monies into a town account?		✓		
Is interest in town accounts apportioned to each account?	✓			
Have there been any changes in authorized signatures during the fiscal year?	✓			Town Manager
Has a signature stamp ever been used for any town account	✓			
Has there ever been a theft, or unauthorized use of town funds or equipment?		✓		
Are financial records maintained in a computerized system?	✓			
Does the town have written policies and procedures for financial operations?	✓			
Does each town official have copies of these policies and procedures?	✓			
Have you attended trainings on recordkeeping?				
Are checks written by the same individual who approves payments?		✓		
Are you a participant in any business which does business with the town?		✓		
Do you maintain separate pages, columns or running balances for each fund?	✓			
Do elected town auditors attend financial trainings?	✓			
Are bank accounts and fund balances reconciled on a monthly basis?	✓			
Does the town loan money to town employees?		✓		
As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: <u>HARTFORD</u> , Vermont.				
Preparer: (signature) 	(printed name): <u>Treasurer</u>	Title:		
Received by Select Board (signature): _____ on (date): _____				