



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, May 14, 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)
Renewals:
 - a. Consider Renewal of: Quechee Club, Inc. d/b/a Murphy Farm, 78 Murphy Rd., Quechee, VT 05059 (1st Class, 3rd Class, Outside Consumption) (Tabled 4/30/2024)
 - b. Consider Renewal of: Little Istanbul, Inc. d/b/a Little Istanbul, 27 North Main Street, White River Jct., Vt 05001 (2nd Class)
- IV. Local Cannabis Control Board: None
- V. Order of Agenda (6:15)
- VI. Selectboard
 1. Public Comment (6:17)
 2. Selectboard Comments and Announcements (6:25)
 3. Appointments
 - a. Consider the Appointment of Pat Cook to the Sister Cities Committee for a three year term beginning May 14, 2024 and ending May 13, 2027.
 - b. Consider the Appointment of Michael F. Copp to the Town of Hartford Tree Board for a three year term beginning May 14, 2024 and ending May 13, 2027.
 4. Town Manager's Report (6:45)
Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=481>
 5. Board Reports, Motions & Ordinances
 - a. Refresher on Municipal Role in Liquor Licensing and Cannabis Regulation (6:50)
 - b. Update from the Planning Commission (7:10)
 - c. Discussion/Update of Properties Subject to Hazard Mitigation (7:25)
 - d. Hartford Community Coalition Request for Opioid Settlement Funds (7:35)
 - e. Discuss Community Nurse Position (7:50)
 - f. Continued Discussion of Town Lightpole Banner Policy (8:05)
 - g. Consider New Selectboard Rules of Procedure (8:25)
 - h. Consider New Selectboard Code of Conduct (8:45)
 - i. Grant for Abundant Sun Survey Analysis (9:05)
 - j. Consider Selectboard Training Options (9:10)
- VII. Commission Reports (9:20)
- VIII. Consent Agenda (9:25)
Approve Payroll Ending: 5/11/2024
Approve A/P Manifest of: 5/10/2024 & 5/16/2024
Approve Meeting Minutes of: 4/30/2024 & 4/16/2024 as updated minutes
Selectboard Meetings Already Approved: 5/28/2024
- IX. Executive Session (9:30)
 - a. Evaluation of a Public Official
 - b. Discuss Pending Litigation
- X. Adjourn the Selectboard Meeting

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

Please Note: The Hartford Selectboard offers public viewing of meetings live at Town Hall, and additionally as a courtesy generally on YouTube, Channel 1085, and Zoom. If a member of the public has technical difficulties

accessing this meeting remotely, please alert us by emailing Selectboard@hartford-vt.org.

For the packet...Murphy's Farm Liquor Board item.

Thanks.

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

From: Brian Kelley <brian.kelley@quecheeclub.com>
Sent: Wednesday, May 8, 2024 2:01 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: QLLA Murphy's Farm

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

John,

Thanks for connecting this week. I have attached three google map photos of the Murphy's Farm site. Going to try and help everyone out by suggesting we implement removable traffic barriers on the driveway to prevent vehicle traffic from entering in areas in which outdoor consumption would occur during events or operating hours at Murphys Farm. I highlighted in yellow the area on the driveway where would put up the traffic barrier. The barrier would also have 'no parking beyond this point' signage. Parking would be allowed in the grass off of the driveway. The barriers would be removed when Murphy's Farm is not open for business or an event.

The third photo I can explain in more detail during the meeting but here are the highlights. This is a dated photo so the red x represents a temporary tent that is no longer there. The blue boxes represent our tent structure on one side and new kids recreation camp building on the other side. Kids camp programming would not be operating when Murphy's Farm would be open.

The red dots represent boulders that block vehicle traffic from entering the cart path.

Important to note that google maps lists the driveway as Lakeland Dr however this is a driveway off of Murphy's Road that dead ends at the boulders (red dots) so no through traffic.

I also included two jpegs of an example of a traffic barrier and no parking beyond this point sign for the proposal.

Let me know your thoughts or if you have any other ideas? Been doing this same presentation for years so hopefully the Selectboard would be willing to accept this proposal so all can move on :)

BK



Brian P. Kelley, CCM, P.G.A.
General Manager/COO

Phone (802) 299-2123

Email brian.kelley@quecheeclub.com **Web**
www.quecheeclub.com



**Distinguished
Club** from **BOARDROOM**
magazine



Quechee Club

Ottauquechee River

Quechee Main St

Ottauquechee River

Quechee West Hartford Rd

Whitney Pension Associates

Pheasant Trace

Quechee Main St

Sugar Hill

Quechee Main St

Ottauquechee River

Lakeland Dr

Lakeland Dr

Murphy Farm
Temporarily closed

Lakeland Dr

Murphys Rd

Murphys Rd

Murphys Rd

Lake Pinneo Beach

Murphys Rd

Google

Quechee H
Balloon

Lakeland Dr

Lakeland Dr

Murphy Farm
Temporarily closed

Lakeland Dr

Murphys Rd

Murphys Rd

Murphys Rd

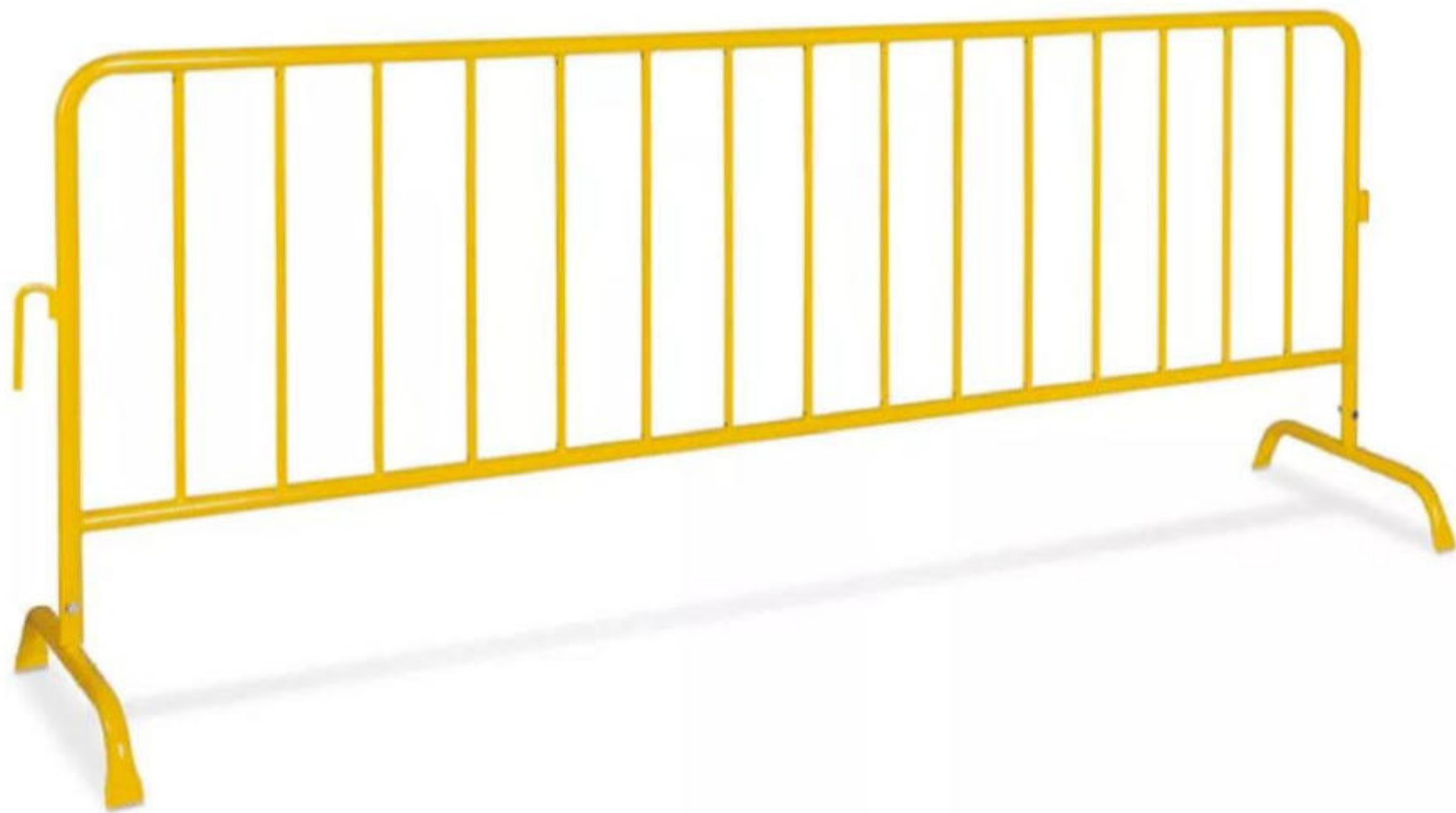


Murphy Farm
Temporarily closed

Murphys Rd

Murphys Rd

Lake H





**NO
PARKING
BEYOND
THIS
POINT**



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: 3/20/24 Applicant: Quechee Club Inc.
Doing Business As: Murphy Farms
Mailing Address: 3268 Quechee Main St. Quechee VT 05059
Telephone Number(s): [REDACTED] E-mail: [REDACTED]
Other Contact Name: (if applicable) [REDACTED]

Please list below ALL licensees, directors, owners, stockholders name & dates of birth: Brian Kelley [REDACTED]

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

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

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

[Signature]
Licensee's Signature

Brian Kelley
Printed Name

3/20/24
Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 39049
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Quechee Club, Inc.
Business ID: 0001151
Business Address: P.O Box 1301,
Quechee, Vermont 05059
Entity Type: Business Corporation
Phone: 802-295-9356
Management Type if LLC:
Email: brian.kelley@quecheeclub.com

People Information

- **Person:**
Nicolas Karabelas

Business Role: Registered Agent
Email: nick.karabelas@quecheeclub.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** Nicolas Karabelas
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5829	Chittenden District	Vehicle Operation- Careless or Negligent	Sun Jun 03 00:00:00 GMT 2012

Location/ Premises Detail

Location Name:

Murphy Farm

Do you lease this Premises:**Health License:**

Food:ID # 6426

Lodging:

Location Address:78 Murphy Road,
Quechee, Vermont 05059**Vermont Tax Department:**

03-0314894

Local Jurisdiction/ Town Clerk:

Hartford

Education Details**Student Name:**

Autumn Lanseigne

Training Completion Date:

Mon Dec 12 00:00:00 GMT 2022

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)**License Type:**

First Class

License Number:

LP-012609

Licensee Name:

Murphy Farm

License Status:

License Active - Ready for Renewal

Licensee Address:78 Murphy Road ,
Quechee, Vermont 05059**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
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Payment and Acknowledgement**Signed by:**

Nicolas Karabelas

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-03-07 17:51:02

State of Vermont / DLL Payment Status:**Local Application Fee:**

115

Local Control Payment Status:

false



Application ID: DLL - Application - 39055
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Quechee Club, Inc.
Business ID: 0001151
Business Address: P.O Box 1301,
Quechee, Vermont 05059
Entity Type: Business Corporation
Management Type if LLC:
Phone: 802-295-9356
Email: brian.kelley@quecheeclub.com

People Information

- **Person:**
Nicolas Karabelas

Business Role: Registered Agent
Email: nick.karabelas@quecheeclub.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** Nicolas Karabelas
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5829	Chittenden District	Vehicle Operation- Careless or Negligent	Sun Jun 03 00:00:00 GMT 2012

Location/ Premises Detail

Location Name:

Murphy Farm

Do you lease this Premises:**Health License:**

Food:ID # 6426

Lodging:

Location Address:78 Murphy Road,
Quechee, Vermont 05059**Vermont Tax Department:**

03-0314894

Local Jurisdiction/ Town Clerk:

Hartford

Education Details**Student Name:**

Autumn Lanseigne

Training Completion Date:

Mon Dec 12 00:00:00 GMT 2022

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)**License Type:**

Third Class

License Number:

LP-012610

Licensee Name:

Murphy Farm

License Status:

License Active - Ready for Renewal

Licensee Address:78 Murphy Road ,
Quechee, Vermont 05059**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
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Payment and Acknowledgement**Signed by:**

Nick Karabelas

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-03-07 18:09:12

State of Vermont / DLL Payment Status:**Local Application Fee:**

0

Local Control Payment Status:

false



Application ID: DLL - Application - 39040
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Quechee Club, Inc.	Business ID: 0001151
Business Address: P.O Box 1301, Quechee, Vermont 05059	Entity Type: Business Corporation
Phone: 802-295-9356	Management Type if LLC:
Email: brian.kelley@quecheeclub.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-012611
Licensee Name: Murphy Farm	License Status: License Active - Ready for Renewal
Licensee Address: 78 Murphy Road , 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
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Event Premises Details

Location Name:

Murphy Farm

Start date and time of event

End date and time of event

Location Address:

78 Murphy Road,
Quechee, Vermont 05059

**Approximate Number of
Persons Expected**

Local Jurisdiction/ Town Clerk:

Hartford

Describe the type of event/ OCP Area:

Diagram is on file, no changes. Located
at 593 Murphys Rd, White River Junction,
VT 05001

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2024-03-07 17:10:25

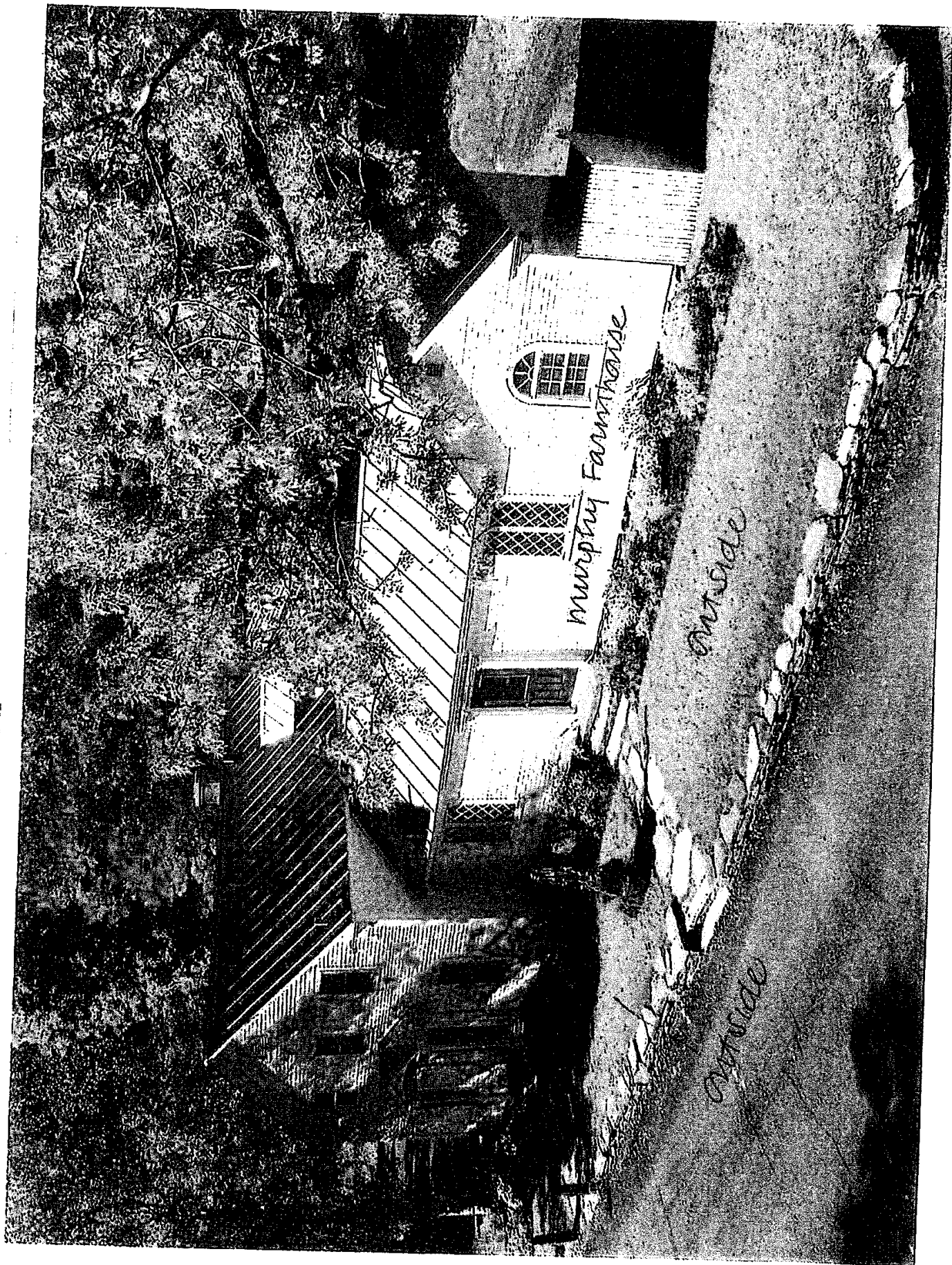
State of Vermont / DLL Payment Status:

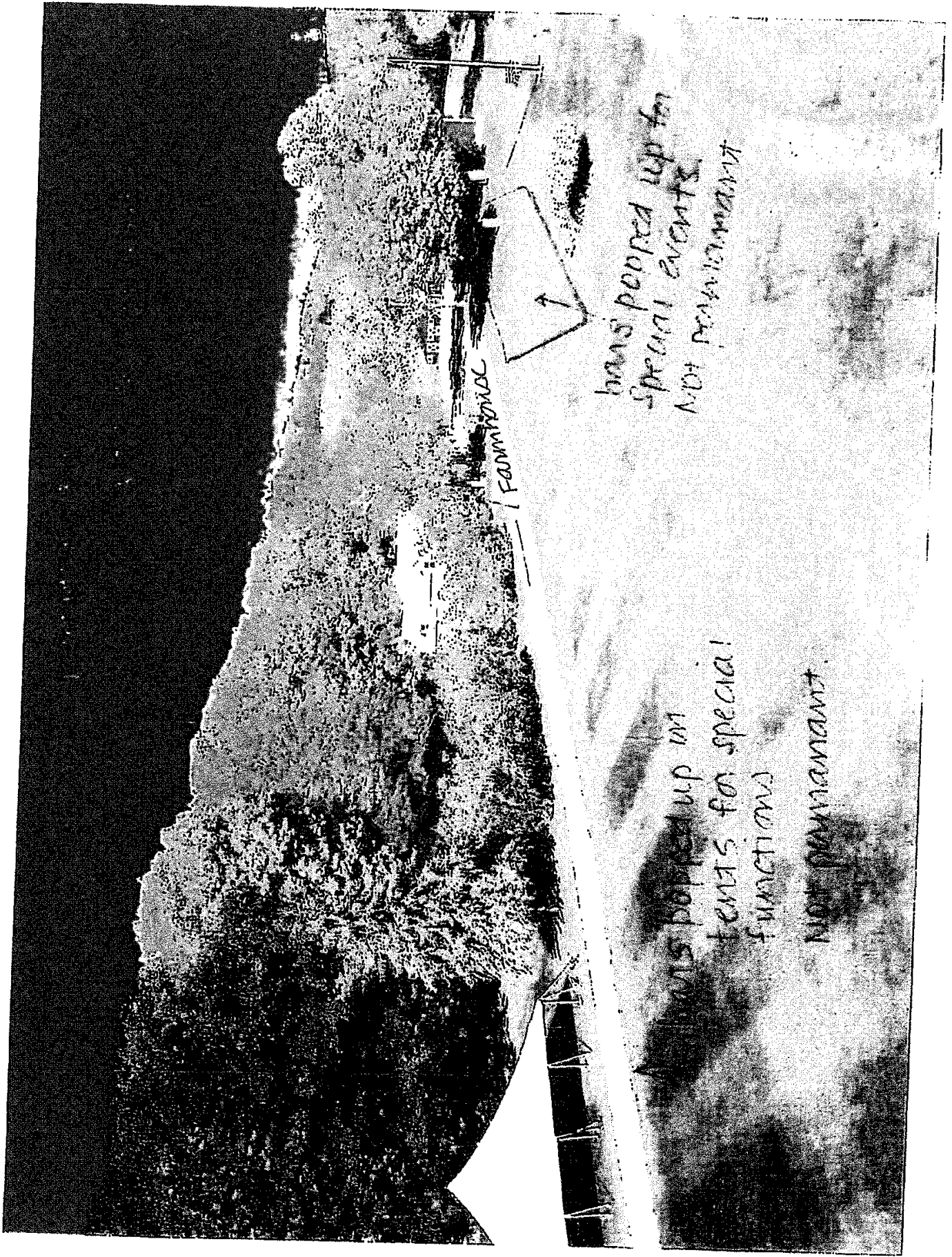
Local Application Fee:

0

Local Control Payment Status:

false





bans popped up for
special events
NOT permanent

bans popped up in
tents for special
functions
NOT permanent

fairground

tent / event
area
not permanent

Murphy
Farm
House

Road / Driveway

Murphy Farm

Swimming area.
(not permanent)

tree

Lake Pineda



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 3/20/2024

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.

Quechee Club Inc. *(Quechee Base Lodge; Murphy's Farm)*
3268 Quechee Main Street

Brian Kelley

Choose an item.

Choose an item.



Fire Inspection Report

Hartford Fire Department



Inspection

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

Scheduled 03/18/2024 08:00
Inspected On 03/20/2024 10:15
Finished At 03/20/2024 12:00

Scheduled Beebe

Inspection Length 0.00

Next Inspection

Occupant

Occupant Name Murphy Farm
Building Name
Contact Name Larry Gould
Address 593 MURPHYS RD
City, State and Zip Quechee, VT 05059-
Phone 802-299-2133

Owner

Owner / Company QUECHEE LAKES LANDOWNERS ASSOC
Contact Name
Address P O BOX 1301
City, State and Zip QUECHEE, VT 05059-
Phone

Comments

All violations have been corrected 4/11/2024

Violation Summary

Status	Violation	Location
Closed	10.11.1 - Premises Identification New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. 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. Comments: - New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.	Street side of building

Required Action:- Building shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.
Address number SHALL NOT be less than 4" in size.

- The 911 address for the Murphy Farm is 593 Murphy Farm Rd

Closed

210.8(B) - GFCI Outlets

Bathroom

All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel. ie (Bathroom, Garage, Outdoors, Crawl spaces, Unfinished basements, Kitchen, Sinks, Boathouses, Bathrooms, Laundry Areas)

210.8(B) Other Than Dwelling Units.

All single-phase receptacles rated 150 volts to ground or less, 50 amperes or less and three-phase receptacles rated 150 volts to ground or less, 100 amperes or less installed in the following locations shall have ground-fault circuit-interrupter protection for personnel.

(1)

Bathrooms

(2)

Kitchens

(3)

Rooftops

Exception: Receptacles on rooftops shall not be required to be readily accessible other than from the rooftop.

(4)

Outdoors

Exception No. 1 to (3) and (4): Receptacles that are not readily accessible and are supplied by a branch circuit dedicated to electric snow-melting, deicing, or pipeline and vessel heating equipment shall be permitted to be installed in accordance with 426.28 or 427.22, as applicable.

Exception No. 2 to (4): In industrial establishments only, where the conditions of maintenance and supervision ensure that only qualified personnel are involved, an assured equipment grounding conductor program as specified in 590.6(B)(3) shall be permitted for only those receptacle outlets used to supply equipment that would create a greater hazard if power is interrupted or having a design that is not compatible with GFCI protection.

(5)

Sinks — where receptacles are installed within 1.8 m (6 ft) from the top inside edge of the bowl of the sink

Exception No. 1 to (5): In industrial laboratories, receptacles used to supply equipment where removal of power would introduce a greater hazard shall be permitted to be installed without GFCI protection.

Exception No. 2 to (5): For receptacles located in patient bed locations of general care (Category 2) or critical care (Category 1) spaces of health care facilities other than those covered under 210.8(B)(1), GFCI protection shall not be required.

(6)

Indoor wet locations

(7)

Locker rooms with associated showering facilities

(8)

Garages, service bays, and similar areas other than vehicle exhibition halls and showrooms

(9)
Crawl spaces — at or below grade level

(10)
Unfinished portions or areas of the basement not intended as habitable rooms

Comments: - GFCI in first bathroom not operating correctly

Required Action:- Repair/Replace

Closed	9.9 - Portable Fire Extinguishers Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.	2nd Floor
Comments: - No fire extinguisher noted in the upstairs living area.		
Required Action:- Unit shall have an all purpose fire extinguisher (ABC) Dry Chemical installed. 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	11.5.1.11 - Clothes Dryers Clothes dryers shall be cleaned to maintain the lint trap and keep the mechanical and heating components free from excessive accumulations of lint.	Basement
Comments: - Clothes dryers shall be cleaned to maintain the lint trap and keep the mechanical and heating components free from excessive accumulations of lint.		
Required Action:- Provide proof of cleaning within the past 12 months		

Closed	10.18.1 - Storage of Combustible Materials Storage of combustible materials shall be orderly.	Basement
Comments: - Lint from dryer, empty bottles of laundry detergent as well as other discarded items noted to be cluttered around/near the laundry dryer area.		
Required Action:- Dispose of unneeded item, Keep area clear of combustible materials		

Tickler History

Date	Type	Inspector	Narrative
03/25/2024	Emailed Notice	Beebe, Alan	An email was sent to larry.gould@quecheeclub.com Message: Larry, Attached is the inspection report for the Murphy Farm building. Please let me know if you have any questions. Also, please let me know when you will be ready for a quick follow-up inspection Alan Beebe, Deputy Fire Marshal Hartford Fire Dept 603-359-6418

10 VT-TP 5/28/24
TM 5-1-24



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



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: 3/27/24 Applicant: Little Istanbul INC

Doing Business As: Little Istanbul

Mailing Address:

306 Runnals Rd, WRTJ, VT 05001

Telephone Number(s): [REDACTED] E-mail: [REDACTED]

Other Contact Name: (if applicable) [REDACTED]

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

Vural Oktay - [REDACTED]

Jacqueline Oktay - [REDACTED]

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

Jacqueline Oktay - 10/10/23, Hartford, speeding

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

Jacqueline Oktay
Printed Name

3/28/24
Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 40207
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Little Istanbul, Inc.
Business ID: 0009596
Business Address:
,
,
Entity Type: Business Corporation
Management Type if LLC:
Phone:
Email: littleistanbulgifts@gmail.com

People Information

- **Person:** Jacqueline Oktay

Business Role: Business Principal
Email: littleistanbulgifts@gmail.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** Jacqueline Oktay
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5840	Hartford	Speeding	Tue Oct 10 00:00:00 GMT 2023

Location/ Premises Detail

Location Name:

Little Istanbul

Do you lease this Premises:**Location Address:**27 North Main Street,
White River Junction, Vermont 05001**Health License:**

Food:

Lodging:

Vermont Tax Department:**Local Jurisdiction/ Town Clerk:**

Hartford

Education Details**Student Name:****Training Completion Date:****Mode of Training:****Type of Training:****Foundational License (if applicable)****License Type:**

Second Class

License Number:

LP-020449

Licensee Name:

Little Istanbul

License Status:

License Active - Ready for Renewal

Licensee Address:27 North Main Street ,
White River Junction, Vermont 05001**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
D-03031	Articles of Organization	LN-021700
D-03032	Other	LN-021700
D-03033	Lease or proof of ownership	LN-021700
D-03034	Lease or proof of ownership	LN-021700
D-03035	Sales and Use tax documents	LN-021700
D-03036	Federal Employee Identification #	LN-021700
D-03031	Articles of Organization	LN-021700
D-03032	Other	LN-021700
D-03033	Lease or proof of ownership	LN-021700
D-03034	Lease or proof of ownership	LN-021700
D-03035	Sales and Use tax documents	LN-021700
D-03036	Federal Employee Identification #	LN-021700

Payment and Acknowledgement

Signed by:
Jacqueline Oktay

Date of Submission:
2024-03-22 16:12:33

Local Application Fee:
70

State of Vermont / DLL Application Fee:
70.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 4/1/2024

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.

Little Istanbul Inc DBA Little Istanbul
306 Runnals Rd White River Jct Vt

Vural Oktay

Jacqueline Oktay

Choose an item.



Fire Inspection Report

Hartford Fire Department



Inspection

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

Scheduled 04/17/2024 12:00

Scheduled Beebe

Inspected On 05/01/2024 13:30

Finished At 05/01/2024 13:45

Inspection Length 0.25

Next Inspection

Occupant

Occupant Name Little Istanbul
Building Name
Contact Name Jacqueline Oktay
Address 27 N MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone

Owner

Owner / Company RAILROAD ROW LLC
Contact Name
Address PO BOX 267
City, State and Zip HANOVER, NH 03755-
Phone

Comments

There were no violations on this inspection.

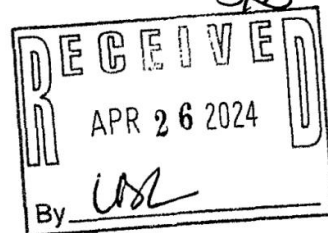
Violation Summary

Status	Violation	Location
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Tickler History

Date	Type	Inspector	Narrative
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5/14/24 Agenda
SB



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: Sister Cities

I. APPLICANT DATA:

Name: Pat Cook

Address: 207 Summer St Hartford Village

Mailing: PO Box 924 Hartford VT 05047

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

Email Address: [REDACTED]

How long have you been a Hartford resident? 44 yrs.

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

II. EDUCATION:

High School: Hartford High Year Graduated: 1966

College 1: UVM Degree Earned: B.A

Course of Study: Psychology/Math Year: 1970

College 2: Castleton Degree Earned: Masters

Course of Study: Education - Library

Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Town of Hanover - The Howe Library	7/2015 - Present	Circulation Ass't	
Town of Hartford - Dothan Brook School	7/1/94 - 6/30/14	Library Media Specialist	
" " "	7/1/93 - 6/30/94	Paraprofessional & Substitute Library	
Town of Hartford Hartford Village School	7/1/84 - 6/30/88	Paraprofessional Librarian	
Town of Hartford	7/1/91 - 6/30/93		
	7/1/88 - 6/30/91	Treasurer Assistant	

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? Two nights a month

I could meet M, T, W, Thurs evenings

I'm available in afternoons Monday, Tuesday, Thursday & Friday

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Enjoy serving the Town of Hartford

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

Worked in the Treasurer's office

Presently am a Justice of the Peace

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

~~Presently~~ Chairman of Board of Trustees for the Hartford Library

- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? _____

Housing, Social Climate

- f. What might some solutions be? Continue to pursue multiplex housing -

apartments for families, singles (studio type) Retrofitting existing empty buildings for these purpose.

Encourage more all inclusive town social events. Ensure any Town of Hartford employee has an all inclusive perspective.

- g. Other hobbies/interests: Poetry Writing, Playing water Volleyball at UVAC, Making greeting cards by recycling old ones
Reading

V. REFERENCES: (Please list three)

Name: Greg Cook

Telephone: [REDACTED]

Name: Cathy Finnegan

Telephone: [REDACTED]

Name: Kate Townsend

Telephone: [REDACTED]

Pat Cook

APPLICANTS SIGNATURE

4/26/24

DATE

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

ADVISORY BOARD/COMMISSION (RE)-APPOINTMENT APPLICATION

Application for appointment(s) or re-appointment: Tree Board for the Town of Hartford

I. APPLICANT DATA:

Name: Michael F. Copp _____

Address: 149 Dothan Road/PO Box 192

Hartford, VT 05047

Telephone: (Home) _____ (Work) _____ (Other) 603-788-6634

Email Address: mcopp@hartfordvt.com

How long have you been a Hartford resident? 44 years (life)

Are you a registered voter? Yes _____

II. EDUCATION:

High School: Hartford High School Year Graduated: 1997

College 1: River Valley Community College Degree Earned: Certificate

Course of Study: Certificate of Advanced Tool Machining Year: 2015

College 2: River Valley Community College Degree Earned: Associates Degree

Course of Study: Associates Degree of Science: STEAM Studies Year: 2015

College 3: Colby Sawyer College Degree Earned: Bachelors Degree

Course of Study: Bachelors Degree of Natural Science Year: 2018

College 4: American College of Health Care Sciences Degree Earned: Masters Degree

Course of Study: Master Degree in Holistic Nutrition Year: 2022

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Cornerstone Community Center/Hartford VT/January 1,2024 to Present/ Learning Center</u> <u>Director/Overseeing summer and school programs and all STEAM related activities within the center.</u>			
<u>SAU 43/Newport NH/April 2017 to January 2024/7th Grade Science Teacher/Core Classroom teacher for 7th Grade Science, long term- Consumer and Science Food teacher (2017), Summer Camp Counselor (2017), CTE Summer Program (2018), General Substitute for varied classes in multiple levels.</u>			
<u>Copp Engineering/January 2003 to Present/ Owner-Operator/ Civil Engineering – Residential sub-surface waste system designs from site surveying, drafting, and submission for final state approval. Basement and concrete design and installation. Road and drainage design with plant and tree implementation as needed. Maintain Certifications and Licenses in System Design and Installation through the State of New Hampshire</u> <u>Reason for Leaving: I still have licenses and do jobs on the side, although I am pursuing a career in education.</u>			
<u>Sentential Alarm Systems/Lebanon NH/ January 2006 to Present/ VICE PRESIDENT Education and Operations Officer, CO-OWNER/ 10 + years designing, installing, and testing Fire and Life Safety Systems. Developing, testing, maintaining, and installing fire sprinkler systems, fire alarm systems, fire extinguishers, and range suppression systems, Executive operations management, as well as directing and ensuring the education of employees, and Operations, quality, and safety control.</u> <u>Reason for Leaving: I prefer to remain a board member/owner (Family company)</u>			
<u>River Valley Community College/Claremont NH/ January 2016 to June 2017/ Biology Lab Technician/Assistant/ Prepped Labs for students, made nutrient plates, prepped microscopes, and started yeast. Lab and class prep for the following: Microbiology, Chemistry, Biology 1 and 2, Botany, Physics, and genetics as they were offered, assisted in class as needed.</u> <u>Adjunct Professor/ Spring 2016/ Advanced machine tool program (blueprints and engineering and 2 classes of CNC and 3d printing level one)</u> <u>Reason for Leaving: The science department had changed, and they needed a full-time lab tech, and I never intended to make the position a career.</u>			
<u>Upper Valley Tutor/White River Junction VT/ January 2010 to January 2018 / On-Call Tutor/ On-Call Tutor to students struggling to obtain their GED, Assist with all subjects that students requested guidance with</u> <u>Reason for Leaving: The founder passed away in 2018 ending the program.</u>			
<u>Ion Energy Corporation IEC/White River Junction VT/ January 2000 to March 2015/ Lead Tech/CEO/ Research and development in Green Energy Technologies and the impact on pollinators, Analyzing new systems for efficiency and ensuring that the product meets the criteria, Achieve the status of "mission accomplished," helping to stabilize local green energy companies, and the company's framework was acquired through a merger.</u> <u>Reason for Leaving: The company and its patents were sold, as was the goal.</u>			

Corrections State of Vermont/State of Vermont/ January 2009 to 2010/ Corrections Officer/ State academy class 102, South East Correctional Facility, Supervised inmates on the work camp farm, Security and Transport of Inmates.

Reason for leaving: I tried it for a year and I struggled with having young children and working 3rd shift.

IV. PROFESSIONAL EXPERIENCE:

- a. **If you were appointed to a board or commission which meets in the evenings, how many nights a month could you serve?** Please provide days of the week which you are generally available. Would you be available for evening meetings?
Evenings after 530pm would be best. Availability will be as needed.
- b. **Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?**
I have an interest in trees. I spent several years pursuing my undergraduate degrees in biology and tree science. As a hobby, I propagate and graft apple trees. As a lifelong Hartford resident, I have an educational background and life experiences that would benefit the community.
- c. **What are your past experiences in Municipal, State or Federal Government?**
I was a Corrections officer for the State of Vermont for over a year, an educator in New Hampshire for three years, and now an educator in Vermont.
- d. **What civic or social organizations have belonged to and what positions did you hold?**
I have been an educator for a local community college, positions held are described within my experience section of the application.
- 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?** Regarding the Tree Board, my experience would help me review the town of Hartford's current environmental stance regarding planted or maintained species. And I would review for the benefit of the residents and the environment.
- f. **Other hobbies/interests:** Environmental Wellness, Agriculture/tree and plan gardening, Community Wellness, and food security/sovereignty.

REFERENCES: (Please list three)

Name: **Deb Kerwin** Telephone: [REDACTED]

Name: **Dr. Melinda Laro** Telephone: [REDACTED]

Name: **Jessica Hiscoe** Telephone: [REDACTED]


APPLICANTS SIGNATURE

4/25/2024
DATE

Town Manager's Report

May 14, 2024

Wilder Dam Re-Licensing

The Town has submitted its Comment to the Federal Energy Regulatory Commission (FERC). A reminder to all that comments may be filed until May 22, 2024.

Tax Sale Process Update

May 17 is the deadline by which seriously delinquent taxpayers were to either bring their taxes current or set up a mutually-agreeable payment plan. Once this deadline passes, the Town will refer accounts which remain seriously delinquent to an attorney with whom the Town has worked in the past, to begin title search work and other steps in preparation for a potential sale of delinquent tax liens.

Room 1 Electricity

An electrician has been consulted and an estimate should be forthcoming for the installation of a Room 1 ceiling outlet (to enable JAMS to hang "owls" overhead) and installation of electrical outlets at several locations in the Selectboard table for connecting laptops/phone chargers, without the need for unsightly and dangerous electrical cords on the floor.

Welcoming and Engaging Cohort

The final meeting of this year's Welcoming and Engaging cohort of Vermont towns and organizations will take place in Montpelier on the morning of May 14. It has been a pleasure working with Lt. Commander Connie Kelley and Kim Souza on this project.

Capital Improvement Plan

Town staff is working to review the history of Town capital planning and to discuss options for moving forward to revive those efforts and to routinize the process of planning for and budgeting for future capital needs. This will hopefully assure that the Town has resources available, when needed, to improve, replace and/or create Town infrastructure to serve the needs of residents in the future.

Town Manager Activities

On May 1, the Town Manager had a lunch meeting with the Lebanon City Manager and the Hanover Town Manager to discuss municipal and regional issues having to do with garbage and recycling. There was more trash talk on May 7 in an Upper Valley leadership meeting facilitated by Vital Communities.

The Town Manager has met with a community outreach team from the Hanover Coop, which has coop locations in Hanover, Lebanon and here in Hartford.

The Town Manager will be out of the office on Thursday and Friday of next week (May 16 and 17) to attend VTCMA's (Vermont Town and City Manager's Association) Spring Conference.

a. l.

Lana Livingston

From: John Haverstock
Sent: Thursday, May 9, 2024 11:35 AM
To: Prevost, Martin
Cc: Lana Livingston
Subject: RE: Town Liquor Board Training Opportunities

Great.

You're on the agenda Tuesday night (meeting commences at 6:00 pm) for a brief intro and refresher on the Town's role in the process....

Thanks, Martin.

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

From: Prevost, Martin <Martin.Prevost@vermont.gov>
Sent: Thursday, May 9, 2024 10:59 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Town Liquor Board Training Opportunities

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

John, Sorry for the delay. I can make almost any date work and May 14 will work as well. Let me know. Martin

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, May 7, 2024 3:44 PM
To: Prevost, Martin <Martin.Prevost@vermont.gov>
Subject: RE: Town Liquor Board Training Opportunities

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

Hi Martin.

Just following up on my earlier email, below....

Thanks.

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

From: John Haverstock
Sent: Friday, May 3, 2024 8:14 AM

To: Prevost, Martin <Martin.Prevost@vermont.gov>
Subject: RE: Town Liquor Board Training Opportunities

Hello again, Martin.

Would the evening of Tuesday, May 14 at roughly 6:15 pm work for you?

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

From: Prevost, Martin <Martin.Prevost@vermont.gov>
Sent: Wednesday, April 24, 2024 7:12 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Town Liquor Board Training Opportunities

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

John, I think that time allotment would be plenty unless they have lots of questions. Martin

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, April 24, 2024 4:42 PM
To: Prevost, Martin <Martin.Prevost@vermont.gov>
Cc: Lisa O'Neil <loneil@hartford-vt.org>
Subject: RE: Town Liquor Board Training Opportunities



You don't often get email from jhaverstock@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.

Hi Martin.

I will let the Selectboard know of your gracious offer. How much time do you think it would take to provide the Board with an overview of the licensing process, the State and Town roles? For example, would 15-20 minutes suffice?

Thanks.

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

From: Prevost, Martin <Martin.Prevost@vermont.gov>
Sent: Wednesday, April 17, 2024 2:42 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Town Liquor Board Training Opportunities

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

Mr. Haverstock, ,

I personally have provided this service to your town board in the past and would certainly be willing to provide it again. Depending on when and how, I may need to assign it to one of my team members but, we would be happy to provide this for you.

Please reach out to me for scheduling a time and method.

Martin

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

Sent: Wednesday, April 17, 2024 2:00 PM

To: Prevost, Martin <Martin.Prevost@vermont.gov>

Subject: Town Liquor Board Training Opportunities

 You don't often get email from jhaverstock@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, Mr. Prevost.

Hartford Town Clerk Lisa O'Neil suggested that I contact you regarding the appetite that Hartford's Selectboard may have for training regarding the State and Town liquor board roles in reviewing liquor license applications and specifically defining the Town's role in the process. What tools are in the Town's regulatory review toolbelt, so to speak.

Is such training/consultation available and, if so, how can we arrange for same?

Many thanks for your time and attention.

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

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Lana Livingston

From: John Haverstock
Sent: Thursday, May 9, 2024 11:37 AM
To: Lana Livingston
Subject: FW: Cannabis Control Board Discussion with Selectboard

For the packet.

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

From: Lisa O'Neil <loneil@hartford-vt.org>
Sent: Wednesday, May 1, 2024 3:07 PM
To: John Haverstock <jhaverstock@hartford-vt.org>; Kim Souza <ksouza@hartford-vt.org>
Subject: Re: Cannabis Control Board Discussion with Selectboard

Hi, John,

I am not comfortable informing the Hartford Cannabis Control Board on the rules/regulations pertaining to Cannabis Licensing. I was not involved in the development of the local application (it was created by the former Town Manager and adopted by the Board). The webinar Kim and I attended was an update/general overview. at one point she and I discussed getting together to compare notes and our understanding of what we heard, but we have not had a chance to do that. I would recommend reaching out to the State CCB as Kim mentioned in her reply to invite someone to. if you are trying to do both DLL & CCB, the Board may want to consider doing this as a workshop rather than part of a regular meeting so they can really dive in, as needed. Below is the link to the Commission and CCB staff for your reference: <https://ccb.vermont.gov/members>. If I remember correctly, Gabriel Gilman was part of the webinar presentation Kim & I attended a year or so ago.

Lisa

Lisa M. O'Neil

Hartford Town Clerk

171 Bridge St.

White River Jct., VT 05001

802-295-2785

loneil@hartford-vt.org

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

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, May 1, 2024 2:37 PM
To: Kim Souza <ksouza@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
Subject: Cannabis Control Board Discussion with Selectboard

Kim and Lisa.

As you know, the Board wishes to receive a refresher on its Liquor Board role from Martin Prevost, at State Liquor Control.

The Selectboard also feels that Cannabis Control Board training is also in order, ideally the same night as Liquor Board training. Are you two ready to address the Selectboard on its role regarding Cannabis Control Board? I recall hearing that you attended a seminar on this topic a while back....

Thanks.

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

3.

Lana Livingston

From: John Haverstock
Sent: Thursday, May 9, 2024 11:37 AM
To: Lana Livingston
Subject: FW: Selectboard Training

For the packet.

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

From: Kim Souza <ksouza@hartford-vt.org>
Sent: Wednesday, May 1, 2024 6:31 PM
To: John Haverstock <jhaverstock@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
Subject: Re: Selectboard Training

Thanks again, John.

It's unfortunate that they can't provide a presentation, but if all members read through the information provided, that should be sufficient since we don't actually have that much authority over the process. If anything, perhaps the board should endeavor to become more familiar with the town's zoning regulations which is where we have the most jurisdiction.

I can't seem to find a 'zoning regulations' document on the town website. How would one access all the regulations?

Perhaps the ZBA is the body that should be acting as the LCC!

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: Wednesday, May 1, 2024 5:37 PM
To: Kim Souza <ksouza@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
Subject: Fwd: Selectboard Training

Kim and Lisa,
FYI...
John

Get Outlook for iOS

From: Crowley, Patrick <Patrick.Crowley@vermont.gov>
Sent: Wednesday, May 1, 2024 4:02 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: Selectboard Training

You don't often get email from patrick.crowley@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 John -

Thanks for reaching out. We get frequent requests from municipalities for trainings. But we're also a fairly small agency, so we don't really have the capacity to fulfill each request.

We made this page on our website which answers a few of the most common questions: [Information for Municipalities | Cannabis Control Board \(vermont.gov\)](#)

In the future, I'm hoping to put together an educational event for municipalities. I've been talking with League of Cities and Towns a little bit about the idea.

Let me know if there are any specific questions that I might be able to answer over email.

Patrick Crowley | Outreach and Education Manager
Vermont Cannabis Control Board
89 Main Street, Montpelier, VT 05620-7001
ph. 802.636.7548
<https://ccb.vermont.gov/>

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, May 1, 2024 3:24 PM
To: CCB - Info <CCB.Info@vermont.gov>
Subject: Selectboard Training

You don't often get email from jhaverstock@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.

I wonder whether a staffer of yours would be willing to present a relatively brief training for our Selectboard, which is somewhat unsure of its regulatory role in this area. Remote would be fine. On a parallel path, we are seeking training from the State liquor board.

Thanks.

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

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.

Lana Livingston

From: John Haverstock
Sent: Thursday, May 9, 2024 11:36 AM
To: Lana Livingston
Subject: FW: Cannabis Control Board Recording and other Assets

For the packet.

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

From: Kim Souza <ksouza@hartford-vt.org>
Sent: Wednesday, May 8, 2024 4:42 PM
To: Selectboard <selectboard@hartford-vt.org>; John Haverstock <jhaverstock@hartford-vt.org>
Subject: Fw: Cannabis Control Board Recording and other Assets

Hi Selectboard.

Please do not reply all.

From what I understand, the Cannabis Control Board does not currently have staff available to provide individual town presentations as we'd hoped.

Of course, any of us can refer to the [CCB Municipal Guidance document](#) as well as FAQs on the state's [Cannabis Control Board website](#).

In addition to those resources, I'm passing along the [video recording of the 12/05/23 VLCT Webinar](#) on the topic which highlighted a significant amount of useful information. You may need to log in to VLCT's MAP (Municipal Access Portal) to access the video.

Please consider reviewing the documents &/or the recording to become familiar with the role of a Local Cannabis Control Commission.

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: Adele Taplin <ataplin@vlct.org>
Sent: Wednesday, May 8, 2024 3:29 PM
To: Kim Souza <ksouza@hartford-vt.org>
Subject: Cannabis Control Board Recording and other Assets

You don't often get email from ataplin@vlct.org. Learn why this is important

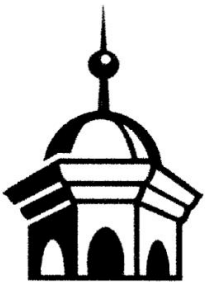
[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Kim

Your registration should allow you access without a fee to the recording and other assests. Please make sure you are logged in to MAP and then try using this link [Cannabis Control Board Update 2023 | Vermont League of Cities and Towns \(vlct.org\)](#)

Should you have any problems, feel free to contact me directly.

Thank you,
Adele



Adele Taplin
Communications Associate, Events and Programs
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Cell: 802-793-2101
ataplin@vlct.org
Pronouns: she, her, hers
VLCT.ORG



AGENDA MEMORANDUM

May 14, 2024

Town Selectboard Meeting Items: 5.c.

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

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

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

According to the Vermont Emergency Management, “mitigation is the ongoing effort to lessen the impact of natural disasters on people and property. The Federal Emergency Management Agency has designated mitigation as the cornerstone of emergency management.” Vermont Emergency Management also believes that the best response to natural disaster is to prevent or diminish its impact before it occurs. Some properties that are significantly damaged by natural disasters are eligible for funding to remove structures to prevent repeated significant damage and address public safety.

The federal grant covers 75% of eligible project costs, which includes land, structures, demolition and removal, sealing wells and filling septic systems, disconnection of utilities, hazardous waste survey, and normal fees related to property transfers. The Program requires a 25% local match which the state will be providing for eligible properties. Any FEMA grants, insurance proceeds and outstanding debts on the property related to the flood event are deducted from the amount the property owner receives. The State Buyout program covers 100% of eligible costs as well. Any expenditures not covered by FEMA or the State are the responsibility of the property owners. The Town acquired nine properties impacted by Tropical Storm Irene through the FEMA and Vermont Buyout Programs. The Town also authorized proceeding with a Buyout application for 361 South Street in December of 2023.

Discussion: The property owner of 43 Country Lane is seeking participation in the HMGP Buyout Program due to slope failure and erosion resulting in slope destabilization and ongoing damage to the house. This determination was made a few weeks ago by the State Geologist Ben DeJong and Hartford Fire Marshall Tom Peltier. Current monitoring every few days shows that the conditions are deteriorating further.

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

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

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

Action: If the Selectboard is in favor of pursuing state review of possible participation in the FEMA HMG Buyout Program and State Buyout Program for 43 Country Lane, then authorize the Town Manager to execute the necessary documents and submit to the state, with the understanding that Selectboard approval is required to go forward with a purchase.

Attachments:

- Status Information from Tom Peltier, Hartford Fire Marshall
- Sample FEMA Forms

Information From Hartford Fire Marshal Tom Peltier

43 Country Lane

Hazard Level: High (Until Further Evaluation)

Initial Plan - April 24, 2024

Building(s) do have concern with the proximity of the slope and certain areas having a more defined change in slope profile. The structure does have some visible signs of damage. The owner was on site today and was advised of the situation and steps moving forward. The driveway was taped off due to cracking and proximity to the failing slope. State Geologist will be active in further evaluation and determinations.

Most Recent Update - May 6, 2024

A site evaluation was conducted today of the noted property - The conditions have continued to get worse. The driveway cracking/sinkholes have expanded and new ones have formed. The slope erosion and shifting has increased and shown a decent amount of change. I took photos and sent them over to the State Geologist to review.

FEMA MODEL DEED RESTRICTION

DUE NOW

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- i. The request by the Grantee, through the State, to the FEMA Regional Administrator must include a signed statement from the proposed transferee that it acknowledges and agrees to be bound by the terms of this section, and documentation of its status as a qualified conservation organization if applicable.
- ii. The Grantee may convey a property interest only to a public entity or to a qualified conservation organization. However, the Grantee may convey an easement or lease to a private individual or entity for purposes compatible with the uses described in paragraph (a), of this section, with the prior approval of the FEMA Regional Administrator, and so long as the conveyance does not include authority to control and enforce the terms and conditions of this section.
- iii. If title to the Property is transferred to a public entity other than one with a conservation mission, it must be conveyed subject to a conservation easement that shall be recorded with the deed and shall incorporate all terms and conditions set forth in this section, including the easement holder's responsibility to enforce the easement. This shall be accomplished by one of the following means:

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

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

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

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

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

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

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

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

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

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

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

STATE OF VERMONT, COUNTY OF _____, SS.

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

Before me, _____
Notary Public

NOTARY SEAL:

Commission Expires:_____

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
DECLARATION AND RELEASE

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

PAPERWORK BURDEN DISCLOSURE NOTICE

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

PRIVACY ACT STATEMENT

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

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

ROUTINE USE(S):

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

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

DECLARATION AND RELEASE

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

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

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

By my signature I certify that:

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

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

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

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

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

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

PROPERTY OWNER QUESTIONNAIRE INCLUDING DUPLICATION OF BENEFITS

DUE NOW

This information is confidential

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

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

INFORMATION ABOUT THE PROPERTY:

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

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

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

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

Tenant Name(s)

Tenant Phone Number

Do you have flood insurance? _____ Yes _____ No

If yes, have you submitted a claim for damage to the building? _____ Yes _____ No

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

If yes, how much was the claim payment amount? \$_____

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

Describe any repairs you have made:

--

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

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

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

Date

Print Owner's Name

Print Owner's Name

Signed

Signed

STATE OF VERMONT, COUNTY OF _____, SS.

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

Before me, _____
Notary Public

NOTARY SEAL:

Commission Expires: _____

ASSIGNMENT OF COVERAGE D
DUE NOW

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

Date: _____

Name of Flood Insurance Policy Holder: _____

Flood Insurance Policy Number: _____

Name of Insurer: _____

Policy Term: _____

Address of Insured Structure: _____

Date of Loss: _____

Type of Mitigation Measure: _____

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

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

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

Signature

STATE OF VERMONT, COUNTY OF _____, SS.

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

Before me, _____
Notary Public

NOTARY SEAL:

Commission Expires: _____

PRIVACY ACT RELEASE

DUE NOW

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

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

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

DATE

Printed Owner's Name

Printed Owner's Name

Signed Owner's Name

Signed Owner's Name

Property Address to be Mitigated

City/State/Zip Code

If Applicable:

Flood Insurance Policy Number: _____

Insurance Agent's Phone Number: _____

Insurance Provider/Company: _____

Insurance Company's Five Digit Company Code: _____

Commission Expires:

CONSENT TO DISCLOSE HOME ADDRESS

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

Name:

Home Address:

Signed:

Date:

MAINTENANCE AGREEMENT

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

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

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

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

the duly authorized

(title)

of _____
(name of applicant)

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

Signature: _____

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

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

1. Seller affirms that I/we own the property located at *(legal address)* 361 South Street, Hartford, VT, hereinafter referred to as "property."
2. Subgrantee has notified Seller that the Subgrantee may wish to purchase the referenced property, and, if Seller agrees to sell, Seller must permanently relocate from property.
3. Subgrantee has identified that the purchase offer valuation of the property as of *(date)* TBD is \$ TBD, as determined by appropriate valuation procedures implemented by Subgrantee and based on FEMA acquisition requirements provided in 44 C.F.R. Part 80, and relevant program guidance as documented below (*e.g., Pre-Disaster Mitigation, Hazard Mitigation Grant Program, Flood Mitigation Assistance*). Hazard Mitigation Grant Program
4. Subgrantee has notified the Seller that **neither the State nor the Local Government will use its eminent domain authority to acquire the property for open-space purpose if the Seller chooses not to participate, or if negotiations fail.**
5. Subgrantee has notified Seller that if the Seller agrees to sell the property to the Subgrantee the transaction is voluntary and the Seller is not entitled to relocation benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which are available to property owners who must sell their properties involuntarily.
6. Subgrantee affirms that it has provided the notifications and explained the information described in the preceding paragraphs to the seller, and property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.
7. This Agreement shall expire on *(date of closing)* TBD, unless Seller has voluntarily sold Property to the Subgrantee by that date.

Property Owner Signature

Date

Property Owner Signature

Date

Subgrantee's Authorized Agent Signature

Date

PAPERWORK BURDEN DISCLOSURE NOTICE

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

Lana Livingston

From: John Haverstock
Sent: Thursday, May 9, 2024 12:01 PM
To: Lana Livingston
Subject: FW: Additional Financial Questions

From: Gail Ostrout <gostrout@hartford-vt.org>
Sent: Thursday, May 9, 2024 8:46 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Additional Financial Questions

John

Attached is the available selectboard training in fund 10 and the approved uses of Opioid settlement funds. The balance as of 4.30.2024 in the Opioid settlement fund is \$85,680.36.

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

d.

Lana Livingston

From: John Haverstock
Sent: Thursday, May 9, 2024 11:43 AM
To: Lana Livingston
Subject: FW: National Opioids Settlement Funding Request
Attachments: HCC National Opioids Funding 5.3.24 Application.pdf

For the packet.

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

From: Emily Zanleoni <emilyz@hccvt.org>
Sent: Friday, May 3, 2024 7:27 PM
To: Gail Ostrout <gostrout@hartford-vt.org>
Cc: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: National Opioids Settlement Funding Request

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

Thank you Gail and John for the consideration. I look forward to hearing from you.

Em

Emily Musty Zanleoni, LCMHC, NCC, CPS (she/hers)
Executive Director, HCC
PO Box 4343 White River Jct., VT 05001



Check out our [website](#)

Find us on [FB](#) and [on Instagram](#)

[Language Matters & Words have Power](#): Words to Avoid When Talking About Addiction



HCC Staff is trained to train others in:

Adult Mental Health First Aid - Adults supporting other adults

Youth Mental Health First Aid - Adults supporting youth

Teen Mental Health First Aid - Youth supporting you

Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work.

~ Vince Lombardi

It's easier to build strong children than to repair broken men

~Frederick Douglass

On Fri, May 3, 2024 at 2:18 PM Gail Ostrout <gostrout@hartford-vt.org> wrote:

Emily,

Attached please find the application to request funds from the Town of Hartford's National Opioids Settlement Fund.

Upon completion please return to either the Town Manager's office so you maybe placed on an upcoming agenda for the board to review your request.

Pending their approval we would then proceed to disbursing the funding in accordance with the regular accounts payable process.

Thank you.

Gail Ostrout

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

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 VT

National Opioids Funding Request Checklist

Check Mark When Item Completed

1. Funding Request completed by applicant __5.3.2024__

2. Received by Town Staff _____

3. Notify Applicant of Board Meeting Date _____

4. Copy of Agenda _____

5. Copy of Minutes _____

Upon Approval by Board

6. Obtain new vendor documents _____

a. W-9 _____

b. Contract for services _____

c. Insurance _____

7. Requisition completed _____

8. Check Created _____

9. Check Released _____

10. Schedule Applicant to Present Event / Activity results to board _____

National Opioids Settlement Funding Request

Section One: Overview

Please provide an overview of your proposal, including:

- Brief description of the proposal
- Purpose and key anticipated outcomes
- Individuals or communities served
- Amount of funding requested
- Overview of how funds will be spent
- Timeline

The Hartford Community Coalition is working with the Hypertherm HOPE Foundation to bring Chris Herren, former NBA player, to the Upper Valley for an evening event in the early Fall 2024. HCC will seize the opportunity to pay the extra cost to have Chris do a presentation specifically at Hartford High School for our students during an all-school meeting.

Section Two: Organization information

Please provide your organization's mission statement, if any.

The Hartford Community Coalition is a collaborative group of community members working to promote mental health and prevent youth substance use and summer food insecurity in support of a healthy, inclusive, vibrant, and resilient Hartford.

Tell us about the history of your organization.

HCC was created in response to the three youth suicide deaths in our community in 2013. Nearly 25 agencies came together to better understand the needs of our youth and the dynamics in our community. HCC began from a deep caring for, and commitment to all members of our community. And is made up of a collaborative group of community members designed to support and promote the wellness of individuals and families. Our grass-roots coalition acts to reduce the stigma and impact of alcohol and drug use, food insecurity, and mental health, in support of the development of a healthy, safe, and resilient Hartford.

Each program, volunteer, and employee reflects the integrity of our organization by uplifting and supporting our community members to maximize the well-being of our neighbors. We had been a volunteer organization that relied on the time and resources of our neighbors until becoming a nonprofit organization in 2018. We then applied for and received a federal Drug-Free Communities grant to hire our inaugural Executive Director at the beginning of 2020.

Tell us about your current programs and activities.

As a community anti-drug coalition that engages in drug prevention efforts, our youth prevention programming consists of an evidence-based practice through which middle and high school aged youth bring meaning to their Youth Risk Behavior Survey data (YRBS), are encouraged to lead and address youth health and well-being issues, and connect with their peers, school, and community. Through youth leadership, partnerships with adults, participatory action research, and peer and community engagement, participants not only experience personal growth and build their capacity for future civic engagement, but also effect sustainable change in youth behavior, community and school culture. This year, some middle school students chose to create a VT Kids Against Tobacco (VKAT) group to target some of the current legislation.

We hold our annual Block Party on the Wednesday after high school graduation to celebrate Hartford, bring the community together, and share the resources available to residents. This idea was borrowed from Rutland's Project VISION (community coalition).

We partner with our Police Department to promote safe drug disposal twice a year with the reminder that we now have a 24/7 drop box at HPD. We also are working on partnering with HPD and Officer Ebbighausen (Community Engagement) to bring more of Project VISION programming and community engagement to Hartford.

Part of prevention is promoting mental health awareness and wellness. Our 3 main staff are trained in Mental Health First Aid, and we partner with many community organizations to sponsor and/or organize other trainings or webinars for youth and those that work with/care for them.

After our first community forum in 2014, HCC realized the school district does not have the capacity to run a summer meals program. Hartford has almost 60% of its students at the White River School eligible for free/reduced meals at school - and therefore our middle and high school qualify as schools in need. HCC created a summer meals program specifically to feed youth who would normally be fed at school during the school year. This program is open to anyone 18 years old and under, and mainly funded by reimbursement funds from the USDA through the VTAOE.

Please describe a few top accomplishments of your organization within the last three years.

The middle school SAP and HCC were contacted by Substance Abuse and Mental Health Services Administration (SAMHSA) to be part of a presentation during this year's 20th Annual SAMHSA Prevention day in Washington, D.C. They were impressed that we had such a robust middle school prevention group. The SAP brought 4 middle school students via train to Washington, D.C. in January 2024. The students spoke to a packed room of over 150 people, and were the youngest individuals in the room.

For 2 years in a row, our *Getting to Y* students have been recognized as individual Prevention Champions by the state's prevention coalition, Prevention Works!VT. Last year, Kaylee, a senior, was recognized for her commitment and leadership to our prevention efforts from 6th-12th grade. This year, Zayla, an 8th grader, was recognized for her work to create a VKAT group at the Hartford Memorial Middle School and her presentation in Washington, D.C.

Growing from an all-volunteer organization to a nonprofit with a small staff is not easy, especially through a pandemic. HCC continues to have community support from organizations, groups, families, schools and youth to do our work and make a difference in the lives of our children. In the last 5 years with federal funds we have created a part time year-round staff of 4 employees (one being our Accountant who only works 4 hours/mo); we have implemented *Getting to Y* programming in both the middle and high school and have recently added the high school's *Hope Happens Here* (athletes focusing on mental health) group to our roster; we continue to hold community forums and conversations around challenging topics; and we made time to develop our first-ever strategic plan just last year.

Please provide your IRS EIN number.

82-4272638

Please list key staff involved with this project

Emily Zanleoni, HCC Executive Director

Section Three: Proposal details

Please describe the problem or need which you seek to solve.

Substance use, misuse and disorders. We create and support efforts to discourage or prevent misuse of opioids and other substances through evidence-based programs and/or strategies.

Please describe the purpose and objectives of your proposal.

This project could feel like a one-and-done type of event. However, we are making a specific choice to "go big" and partner with a local foundation that is also feeling the difficulty getting families and community members to attend events and prevention offerings. Bringing a former NBA player, who grew up in Massachusetts, to our small high school will be the spark we need to ignite more youth, parents/caregivers, and families to have the prevention conversations earlier and often.

Please provide details regarding the design and strategy of your proposal.

One of our objectives from our strategic plan is to increase our engagement with the community around the science and physical reasons why substance use is not healthy at a young age. Bringing Chris Herren to Hartford High School will jump-start our use of SAMHSA's evidence-based *Talk They Hear You* campaign, empowering caregivers with the skills to have age-appropriate conversations often about age-restricted products, specifically alcohol and drugs. This multi-media campaign will include messages on social media, on the listserve, in parent newsletters, in HCC's monthly newsletter, in a direct mailing to all Hartford zip codes.

Please provide an overview of your proposed timeline.

We will bring Chris Herren, former NBA player, to the Upper Valley in late September/early October 2024. He will do a presentation to Hartford High School during the day and then a community event at the Lebanon Opera House in the evening.

Please provide your proposed detailed / itemized budget.

REVENUE

Hypertherm HOPE Foundation	8500
Town of Hartford	5500
City of Lebanon	1500
Hartford Community Coalition	500
TOTAL	16000

EXPENSES

Contractor fee:

evening community event @ Lebanon Opera House	7000
Hartford high School day event	5500

Travel/incidentals:

hotel	300
flight	350
car rental	300
per diem	140

use of LOH/union tech cost

2400

TOTAL

15990

Please list any partners in this proposal, the partner's role and your relationship with them.

Stacey Chiocchio, Hypertherm HOPE Foundation
Jamie Bean, Hypertherm Substance and Recovery Task Force
Kristen Coates, Lebanon Opera House

Please describe your plan for sustainability of the project or initiative after the grant award has been exhausted.

This presentation will allow us to present our youth with a personal perspective around addiction and jump-start our use of SAMHSA's evidence-based *Talk They Hear You* campaign, empowering caregivers with the skills to have age-appropriate conversations often about age-restricted products, specifically alcohol and drugs. This campaign costs only our time and any mailing costs which are already covered by federal funding. We will use this event to energize and reconnect people to the power of prevention.

Section Four: Evaluation information

Please describe the desired measurable outcomes and their anticipated timeline. Specifically identify how your project meets the Core Strategies and Approved Uses identified in Exhibit E List of Opioid Remediation Uses.

As a Drug-Free Communities grantee, we are currently implementing evidence-informed prevention such as, our *Not In Our House* campaign to reduce social and physical access of substances in the home or from parents/adults; our *Talking Matters* video series and *We are Worthwhile* campaign to reduce stigma; educational curriculum *You and Me. Vape Free* Stanford's Vaping Prevention programming; and training of our coalition members in evidence-informed implementation including SAMHSA's Strategic Prevention Framework.

We will use this event as a jump-start to SAMHSA's *Talk They Hear You* multi-media campaign, and to kick-off our *Getting to Y* evidence-based prevention and implementation programming at the middle and high schools.

Please describe how you intend to measure and report on the effectiveness of the proposal.

We will do an all-school survey asking our students about the effectiveness of the event and possible ways they could/would like to get involved with our prevention programming.

Section Five: Supplementary information

Please include any supplementary documents which you feel will be helpful to the board.

<https://chrisherren.com/>

Chris Herren, a former professional basketball player, has built a community around substance use prevention and recovery. He has shown us that even the best can falter, and even the most desperate can rise. An author, motivational speaker and wellness advocate, Chris has founded three organizations that provide programs and services with the goal of overcoming setbacks and navigating life's challenges.

Section Six: Contact information

Name.

Emily Zanleoni

Email address.

emilyz@hccvt.org

Website.

<https://www.hccvt.org/>

Phone number.

Em's cell: 818-515-1214

Address.

PO Box 4343 White River Junction, VT 05001

Date Submitted: 5.3.2024

Received by Town of Hartford Employee: _____

Exhibit E
List of Opioid Remediation Uses

Schedule A
Core Strategies

Settling States and Exhibit G Participants may choose from among the abatement strategies listed in Schedule B. However, priority may be given to the following core abatement strategies (“Core Strategies”).¹

G. PREVENTION PROGRAMS

1. Funding for media campaigns to prevent opioid use (similar to the FDA’s “Real Cost” campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

E-3 Schedule B
Approved Uses

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.

6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).

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7. Engaging non-profits and faith-based communities as systems to support prevention.
8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and

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to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid

settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).



AGENDA MEMORANDUM
March 14, 2024

Submitted by: Scott D. Cooney, Fire Chief

Subject: Community Nurse Program

Background: On October 31, 2023, Chief Cooney discussed interest in possible town adoption of a community nurse program. Dr. Don Kollisch, Md and Hartland community nurse Katie Williams, R.N. participated in the discussion and spoke of successful programs elsewhere in the Upper Valley (Norwich, Hartland, Lebanon, Hanover, etc.). The Selectboard expressed its support for the idea and approved setting aside funding for a community nurse position in the FY25 General Fund budget. The Select Board has proposed, and the voters have approved, a FY2025 budget which contains \$75,000 toward the hiring of a community nurse, as a one-year pilot program.

Discussion: Research continued, with the Town Manager discussing the topic in an Upper Valley leadership meeting and with the Town Manager and Fire Chief discussing the topic with others in the regional community nurse field (community nurses, program administrators, interested community members etc.). Additionally, the HR Director has researched documentation and compensation benefits with municipalities employing a community nurse position and is researching coverage with VLCT. Based on the research and regional collaboration, we developed the attached job description. The Nurse will work with a fully staffed emergency services department including Fire/EMS, Police, Dispatch, and the Bugbee Senior Center, a community nurse professional group, and local healthcare organizations to help guide their work in the coordination of relevant health programming and outreach. This position is not a replacement for visiting nurse services. The position will be under the direct

supervision of the Fire Chief. The Town will begin the process advertising the position for a July 1, 2024, start date.

Financial Impact: This position is funded for FY2025 for a total of \$75,000, through a combination of General Fund money and some encumbered funds from prior year(s). This is a Part-time, Non-exempt, Non-benefitted 25-hours per week position at \$36.00 per hour.

Recommendation: None. Informational only

Town of Hartford, Vermont

Community Nurse Job Description

FLSA Designation: Part-time, Non-exempt
Non-benefitted, 25/hours per week

Pay Classification: Grade 6

Nature and Scope of Position

The focus of the Community Nurse is on home visiting, teaching, coaching, and integration of services, as well as prevention of disease and promotion of health for individuals and the Hartford community. The Nurse will work with a fully staffed emergency services department including Fire, Police, Dispatch, and EMS, the Bugbee Senior Center, a community nurse professional group, and local healthcare organizations to help guide their work in the coordination of relevant health programming and outreach. This position is not a replacement for visiting nurse services.

Supervision Received

Receives direct supervision from the Fire Chief.

Essential Job Functions

The following is a list of the more common duties and responsibilities attributable to the position. This list is not all-inclusive and may be amended from time to time as circumstances may dictate.

- Collaborate with Town staff and local organizations to conduct comprehensive health assessments of the community.
- Make home visits to assess individual and family physical and social wellness.
- Develop and implement individualized care plans based on the assessed needs of clients.
- Collaborate with interdisciplinary healthcare teams to coordinate care and support services for patients.
- Educate individuals, families, and the community on health promotion, disease prevention, nutrition, and hygiene, and self-management strategies to improve health outcomes and promote healthy behaviors.
- Participate in community outreach initiatives, health screenings, assisting with advanced care planning.
- Advocate for patients' rights and access to healthcare services, and referring patients to organizations in the area including aging, food banks, and social service agencies.
- Stay informed about current healthcare trends, evidence-based practices, and community resources to enhance the quality of care provided.
- Document community-based assessments, interventions, and outcomes in the REDCap system, adhering to regulatory standards and organizational policies.

- Maintain confidentiality and professionalism in all interactions with individuals, families, and community partners.

Requirements of Work

- Sitting, standing, stooping, crouching, kneeling
- Ability to hear, speak, have visual acuity
- Ability to climb stairs or ramps, occasionally lifts up to 25 pounds
- Ability to drive to local residences, area health care facilities, and other locations
- Ability to communicate information and ideas so others will understand, exchange accurate information.

Required Training, Experience, Knowledge, Skills, and Abilities

- Active Vermont Registered Nurse (RN) license with an excellent professional record
- Bachelor of Science in Nursing degree preferred.
- Minimum 3 years previous nursing experience with a focus on community health, public health, hospice, or home health preferred.
- Understanding of local resources
- Strong assessment and critical thinking skills.
- Excellent verbal and written communication and interpersonal abilities, with the capacity to work effectively with diverse populations.
- Ability to work autonomously and as part of a collaborative team.
- Exceptional time management skills.
- Valid driver's license and access to reliable transportation for home visits.
- CPR certification.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements.
- Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any given time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Hartford is an Equal Employment Opportunity employer.

Community Nurse

Part-time

Hanover NH	\$ 36	Budgeted range \$35-37/hr
Hartland VT	\$ 40	\$20,200 appropriation, approx 10hr/week
Lebanon NH	\$ 36	Up to \$49/hr
Glassdoor	\$ 42	
GovHR VT		
GovHRUS		
Salary US	\$ 35	
Zippia US	\$ 34	
Zippia VT	\$ 34	
ZipRecruiter US	\$ 38	
ZipRecruiter VT	\$ 36	
	\$ 36	

25hrs/wk X 50wk/yr X \$36.25	\$ 45,313
FICA	\$ 3,466
Workers Comp	\$ 3,743
TOTAL	\$ 52,522

Grade 6 on Town Payscale

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Town Lightpole Policy

Date: May 2, 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

The Town has drafted a lightpole Policy, as reported to the full Selectboard at its meeting of April 16, 2024. Several members of Town staff have been asked to evaluate this draft policy and they have generated some comments, which have previously been distributed. The attached draft policy was revised by the Town Manager based on discussions at the April 30 Selectboard meeting.

This revised draft leaves open the questions of (a) the duration banners may be hung; (b) where they may be hung; and (c) how many may be hung within a specified Village(s).

I have revised the dimensions of acceptable banners to allow some flexibility and to work within standardized banner dimensions.

I have also drafted/revised an Application form and a waiver of liability to protect the Town if an organization wishes to hang/remove banners itself.

Thank you.

Attachments



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 Lightpole 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 on Town lightpoles by third parties is a privilege extended as a courtesy. 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 hang banners on lightpoles located within the public rights-of-way within the Town of Hartford.

PROCEDURE

Submissions of requests should be provided to the Hartford Town Manager on an application containing the following information:

1. Organization name and a short narrative regarding why it would like the banners displayed.
2. Description and date of event (if applicable).
3. Copy or drawing of proposed banner.
4. Time period the Organization would like the banner to be displayed (maximum [redacted] days).
5. Specification as to how many banners are to be hung and in which locations/Village(s).
6. Completed applications can be emailed to JHaverstock@hartford-vt.org or mailed/delivered to John Haverstock, 171 Bridge Street, White River Junction, VT 05001. Please include contact information for the responsible representative for the applicant organization.

Once approval has been issued by the Selectboard:

1. Lightpole banners shall not exceed a standard size of approximately 24" x 48" and are installed either by Town staff (for a fee of \$30.00 per banner) or by the third-party applicant organization itself, after the Town's Selectboard has approved the proposal and the Town has received the organization's waiver of liability, if applicable. The applicant organization shall be responsible for using existing brackets, rods and other hardware and/or provide their own such materials for installation.
2. A maximum of [redacted] lightpoles may be used for display of banners per application within each specified Village.
3. Unclaimed banners will be removed and disposed of by Hartford Town Staff after five days from the Town permit's expiration.

Lightpole Banner Specifications:

1. No commercial advertisement of any kind on banners (including sponsor logos) is permitted.
2. Banner size is approximately 24" wide x 48" long. Banners slide onto 1" rods at top and bottom of

banner.

3. A maximum of [REDACTED] lightpoles per specified Village(s) may be used for display of banners per application.
4. Banners may be displayed for a maximum of [REDACTED] days at a time, with a banner not eligible for flying any longer than a total of [REDACTED] days within a calendar year.
5. Banners are to be installed either by Town staff or by the approved third-party applicant organization, but only after Selectboard approval of the application and the Town's receipt of the applicant organization's waiver of liability, protecting the Town, if applicable. The permit application can be found on the Town website www.hartford-vt.org.

REFERENCE

Attachments:

Permit Application
Waiver of Liability

Approval Signatures

Approver	
Name of person, Title of Person	Date Signed
Name of person, Title of Person	Date Signed



**TOWN OF HARTFORD
APPLICATION TO INSTALL BANNERS
IN THE PUBLIC RIGHT-OF-WAY**

Organization Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Email: _____

Location Of Banner Poles: _____

Could add check boxes for known street/banner locations

Dates Banners will be hung: ____/____/____ Date removed: ____/____/____
____/____/____ ____/____/____

Organization/Responsible Person hanging the Banners: _____

Phone: _____ Email: _____

Equipment to be used to hang/remove Banners: _____

I undersigned, understand that it is my responsibility to:

- Contact DPW before hanging or removing Banners.
- Maintain a safe travel path for vehicles/bikes and pedestrians.
- Maintain the Banners in a safe manner.
- Remove the improvement if it is determined to be a public safety hazard or hindrance to highway maintenance activities.
- The Town of Hartford is not responsible for damage to a banner if caused by the Town during the removal of a Banner for public safety or other maintenance reasons.

Signature: _____ Date: ____/____/____

FOR OFFICIAL USE ONLY

Application Reviewed by: _____ Date: ____/____/____

Selectboard Decision: Approved _____ Denied _____ Approved with Modifications _____

Reason Denied: _____

Approved with Modifications: _____

Volunteer Service Agreement

Municipality Name: _____

Municipal contact in charge of volunteer: _____

Scope and duration of volunteer work or services (to be specified by municipality):

Volunteer Acknowledgement

I, _____, affirm my desire to provide uncompensated volunteer services to the Town of Hartford as such services are described above.

In performing the specified volunteer service, I acknowledge that:

- I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from safely performing the tasks that are required by the above scope of work;
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them;
- I assume full responsibility for my own safety and agree to hold the Town of Hartford harmless for any injury to me or damage to my property, except where such injury or damage results from the negligence of the municipality or its employees;
- I am a volunteer worker and therefore am not covered by the Town's workers' compensation policy;
- I will perform the volunteer service in compliance with any and all standards and specifications established by the Town of Hartford and further agree to use any personal protective equipment (if any is required) in accordance with guidance from the Town.

Volunteer: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Attest: _____

Date: _____

(municipal representative)

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Selectboard Rules of Procedure

Date: April 25, 2024

Background

During my brief tenure as Town Manager, there have been several views expressed from Selectboard members regarding the adequacy of Selectboard Rules of Procedure, adopted in 2019, and whether they are being observed. On March 27, 2024, Dominic Cloud presided over a Selectboard workshop focused on how the Selectboard could conduct more efficient and effective meetings and he generated materials he recommended that the Selectboard consider adopting as new Rules of Procedure. This packet also contains a VLCT model set of Selectboard Rules of Procedure.

Discussion

Town staff stand ready to commit to writing any Rules of Procedure which the Selectboard chooses to adopt. The Selectboard will, of course, want to consider the fate of any provisions of the current Rules of Procedure which are not reflected in any new Rules of Procedure.

Thank you.

Attachments

Hartford Selectboard Rules of Procedure

May 7, 2019

The purpose of this document is to provide guidelines and protocols for Selectboard members. This document is intended to be reviewed each year at the annual board Organizational Meeting. These rules may be amended at any regularly scheduled Selectboard meeting with the affirmative vote of at least 5 of members. Vermont Statutes Annotated, especially the Vermont Open Meeting Law (1 VSA 310-314) and the Town of Hartford Charter (24 VSA 123A) are the governing documents for the Selectboard. Except where contravened explicitly by VSA or this document, all Selectboard meetings shall be conducted according to the most recent revision of Robert's Rules of Order as needed to maintain proper decorum, with attention paid to procedures appropriate for small groups.

General Duties and Goals of the Hartford Selectboard

1. To set and monitor the strategic direction of the Town of Hartford, Vermont, and to communicate this direction to the Town Manager.
2. To establish a proposed annual operating budget for the Town of Hartford and to submit this budget and municipal bonds to be brought to a vote in the general election.
3. To hire, evaluate, and manage the Town Manager.
4. To review and monitor its own conduct, performance, and operating procedure.
5. To represent the town at town functions.
6. To develop familiarity with state and municipal statutes that legally describe the roles and obligations of Selectboard members, constrain the board's purview, and obligate its actions.
7. To process the business that comes before it in an efficient, open, and understandable manner that builds public confidence in the decisions reached by the board.
8. To maintain cordial and cooperative relations with their fellow board members, town employees, and fellow Hartford residents.

Selectboard Officers; Organizational Meeting

Within 48 hours of the results of Town Meeting voting being announced, the Selectboard shall hold an Organizational Meeting to seat new members and elect the offices of Chair, Vice Chair, and Clerk. Newly elected members are responsible for taking the Oath of Office,

administered by the Town Clerk (or any other official empowered to swear in the newly elected Selectboard members) in advance of this meeting or else arranging for the Town Clerk to be present at the meeting to do so.

To effect this policy, the Selectboard shall set a date and time for this Organizational Meeting at the same time that it warns the Town Meeting Elections. Typically this will be the Thursday evening following the Tuesday Election. In the case of a Special Town Meeting being called under the provisions of the Charter, the second day after the special election would be the date. In the event of a recount, the Organizational Meeting will take place after the recount has concluded and a duly elected board is formed.

The Organizational Meeting shall be called to order by the incumbent Chair or Vice Chair or Clerk or most senior incumbent member, in that order of priority. The Town Clerk shall give the Oath of Office to any new members not already sworn in. Once this is completed, the presiding officer shall call for the election of a new Chair.

Upon the election of a new Chair (or full slate of officers, if all three positions were moved together), the newly elected Chair shall preside for the remainder of the business of the Selectboard's Organizational Meeting, including the election of Vice Chair and Clerk as needed and discussion of this document (Hartford Selectboard Rule of Procedure). At any duly warned meeting of the Selectboard after the adjournment of the Organizational Meeting, the affirmative vote of four (4) Selectboard members shall be required to initiate a reorganization of the board and open the floor for the election of new officers.

Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting. If a member plans to offer a motion, that motion may be written and distributed in advance.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Robert's Rules of Order, Newly Revised, Board policies and procedures, and the Town Charter.
4. There is generally no limit to the number of times a member can speak to a question. However, members should obtain the floor by being recognized by the Chair before making motions or speaking, so long as such formalities do not significantly detract from the natural flow of a productive discussion. Any member may request to regain the floor if they did not relinquish it or have it formally removed.
5. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
6. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without prior consent of the Town Manager.

7. Selectboard members shall not directly contact the Town's attorney without the prior authorization of the Chair and Town Manager.
8. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the town on a specific subject as long as they receive prior permission from the Chair.
9. As described in Robert's Rules, any Chair decision, including those described in this document, may be overridden by majority of the Board present.
10. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the town, including but not limited to: responding to press inquiries, engaging in dialog with citizens, posting on the town listserv or social media sites, publishing opinion pieces, or blogging.

Selectboard Chair, Additional Responsibilities

The role of Selectboard Chair is critical to the successful operation of the Selectboard in that they must provide the leadership to keep the Selectboard on track while building the necessary consensus to ensure it is the Selectboard, not the Chair alone, that is making the necessary decisions. As such:

1. Voting by unanimous consent is encouraged when the Chair expects no significant debate, provided that members are given clear and sufficient opportunity to object or call for discussion, and that what is being voted on is stated in clear terms. Otherwise, motions made but not seconded will not be entertained.
2. The Chair need not restate a motion unless clarification is needed.
3. The Chair may speak in discussion, can make motions for voting by unanimous consent or on request of the board, usually votes on all questions, and casts the last vote.
4. The Chair is the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.
5. Along with the Town Manager, the Chair is the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached the Chair shall operate under the rules of Selectboard member interaction with the press and public.
6. The Chair shall set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.
7. The Chair shall bring each meeting to order at the appropriate time, call the roll, and ensure that a quorum exists so that the Town's business may be done. If a quorum does not exist within a reasonable amount of time, postpone the meeting to a future date no later than the next scheduled Selectboard meeting.

8. The Chair shall be in control of each meeting and set a respectful meeting tone and appropriate decorum. Ensure that the meetings are run professionally and that all participants behave civilly with no personal attacks.
9. The Chair is the official head of the Town for all ceremonial purposes or appoint a substitute.
10. The Chair shall disseminate relevant information to other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
11. The Chair has signatory authority on behalf of the Selectboard for accounts payable, vendor manifests, and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, board approval shall be sought at the next meeting of the board.
12. The Chair has the authorization to contact the Town's attorney to conduct Town business.
13. **The Chair will only call an emergency meeting when specifically authorized by the open meeting law and upon review of any other relevant state laws that may include more specific restrictions.**

Selectboard Vice Chair, Additional Responsibilities

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is indisposed.

Selectboard Clerk, Additional Responsibilities

The role of the Clerk is to see to it that minutes of Selectboard meetings are taken and subsequently brought to the board for approval. Such minutes shall comply with Vermont Statute and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting length), what motions are made and seconded and by whom, and the roll call of any votes taken. It is generally understood that staff will record the minutes and failing that, the Clerk will do so.

Meeting Attendance

1. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals during roll call.
2. Should a Selectboard member find they are unexpectedly unable to be at a meeting at the scheduled time of the meeting, they will immediately notify (preferably by phone) the Chair, Vice Chair, or Town Manager of the delay and anticipated time of arrival or an inability to attend. Voice mail is not considered notification.

Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending off-site seminars and workshops such as trainings from the Vermont League of Cities and Towns.

Liaison Assignments

Selectboard shall assign liaisons from willing members to the Town boards and commissions, and the School Board, such that every board and commission has a Selectboard liaison. Liaisons are encouraged but not required to attend the meetings of these boards and commissions; if regular attendance is not possible, the liaison should be in regular contact with the Chair of the board or commission.

Generally speaking, the role of the Selectboard liaison is to be a conduit for information, helping coordinate the activities of the various boards and commissions with the Selectboard, not an active or voting participant in the work of those boards and commissions.

Public Participation

All meetings of the Board are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

1. Near the beginning of the meeting, citizens may have an opportunity to make general comments, with the expectation that each speaker will not exceed 5 minutes.
2. At the conclusion of discussion of each agenda item, but before any action is taken by the Board at each meeting, there may be time afforded for open public comment. This opportunity is at the discretion of the Chair and the Board.
3. By majority vote, the Board may increase the time for public comment and its place on the agenda, or end the comment period of an individual or entirely.
4. Comment by the public or members of the Board must be addressed to the Chair or to the Board as a whole, and not to any individual member of the Board or public.
5. Members of the public must be acknowledged by the Chair before speaking.
6. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.

7. Order and decorum shall be observed by all persons present at the meeting. Neither members of the Board, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the Board and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
8. Members of the Board and members of the public shall comply with the orders of the Chair or other presiding member. The Chair should adhere to the following process to restore order and decorum of a meeting, 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 members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Request that disorderly person(s) be removed from the meeting.

Departing Member Recognition

When a member has served at least one full term and leaves the Selectboard, whether by reaching the end of a term and not seeking re-election, not being re-elected, or via resignation, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during at least one full term, they shall also be presented with a gavel.

Dominic's Procedure

Town of Hartford
Draft Rules of Procedure
For Consideration and Discussion, March 27, 2024
Dominic Cloud, Vermont League of Cities and Towns

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

MODEL RULES OF PROCEDURE FOR MUNICIPAL PUBLIC BODIES

HOW TO CUSTOMIZE AND ADOPT THESE MODEL RULES OF PROCEDURE

CUSTOMIZE

While these model rules do not closely adhere to Robert's Rules of Order, they do recognize its utility by incorporating the more familiar and easier to follow elements that we believe best enable public bodies to conduct their business in an orderly fashion. We've also built some flexibility into these rules to allow members to make any type of motion (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.) they want so long as they're aware of their consequences.

We invite public bodies to customize these rules to suit their community's needs, being sure to give careful consideration to each of its elements in light of their municipality's resources and community's expectations. Opportunities for editing these rules are designated with [brackets] and/or "Optional" italicized text. Public bodies must remove, replace, or accept the customizable language before adopting the rules.

Please note, however, that **not all sections are customizable**. Some highlighted sections (e.g., Section II. Agendas; Section III. Meetings; and Section VII. Minutes) mirror State law and are only included to remind public bodies of their legal obligations and therefore must be left unchanged.

ADOPT

These rules are administrative in nature, rather than regulatory, which means they're relatively simple to adopt. Generally, all that is required for adoption is a majority vote by a public body at a duly warned public meeting. The rules can take effect as soon as they're adopted, or at a later date as specified by the body. Since the rules only apply to those bodies that adopt them, no other body is precluded from adopting their own rules of procedure. Keep in mind that elected public bodies have the independent authority to adopt their own rules of procedure, appointed ones may be directed to adopt those rules favored by their governing authority.

HOW TO USE THESE MODEL RULES OF PROCEDURE

Rules of procedure can be challenged in court both "on their face" (i.e., as written) and "as applied" (i.e., as implemented). While we've taken every effort to carefully craft these rules to avoid the former, we cannot guarantee that result, and it is up to you to avoid the latter.

Rules of procedure only work as well as they're followed, which requires applying them fairly and consistently without distinction between who the speaker is or what their position is and regardless of whether they attend in-person or via remote means.

This responsibility largely falls on the shoulders of the presiding officer or "chair" of the public body administering the rules. Presiding over a meeting involves a mix of judgement and assertiveness. Some say that you either have it or you don't; in reality, presiding and leading are very much learned skills which are accessible to all. The Vermont Institute for Government's publication, "[Born To Chair: An Introduction to the Science and Art of Chairing a Board Meeting](#)" is great resource for new and seasoned presiding officers alike to help hone those skills.

This model has been developed for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any rules, nor does it make any express or implied guarantee of legal enforceability or legal compliance, or that any rules of procedure are appropriate for any particular municipality. While every effort is made to provide members with the most accurate information possible, these documents do not constitute legal advice. Each municipality is advised to seek legal counsel to review any proposed rules of procedure before adoption and/or use. VLCT PACIF members are advised to seek input from their municipality's loss control consultant regarding insurance considerations and risk avoidance.

For individual assistance, please contact the Municipal Assistance Center at vlct.org/AskVLCT, emailing info@vlct.org, or calling 1-800-649-7915.

Please copy below the dotted line and paste into a new document

[Name of Public Body] Rules of Procedure for Meetings

[Municipality Name]

PURPOSE. The [board, council, committee, commission, etc.] of [municipality] is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. A "meeting" is defined as a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. 1 V.S.A. § 310(3)(A). Meetings of the [board, council, committee, commission, etc.] of [municipality] 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 public body efficiently and effectively, while still allowing a reasonable opportunity for public comment.

APPLICATION. This policy setting forth rules of procedure applies to the [board, council, committee, commission, etc.] of the [municipality], referred to below as "the body." These rules apply to all regular, special, and emergency meetings of the body. These rules do not apply to municipal quasi-judicial proceedings. The [board, council, committee, commission, etc.] of [municipality] 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.

I. 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 body may vote to remove the chair or vice-chair at any time and elect a new chair or vice-chair by [unanimous/two-thirds/majority] vote.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. These rules may be amended by [unanimous/two thirds/majority] vote of the body and must be readopted annually.

II. AGENDAS.

1. Each regular and special meeting of the body must have an agenda with time allotted for each item of business to be considered by the body. The [chair/municipal manager/municipal administrator/municipal clerk/other] will create and manage the body's agenda. Notwithstanding the [chair's/municipal manager's/municipal administrator's/municipal clerk's/other's] authority over the agenda, the body, in its discretion, may amend the final content of the agenda before or, to some extent, during the body's next meeting. Those who wish to add an item(s) to the meeting agenda need to contact the [chair/municipal manager/municipal administrator/municipal clerk/other] to request its inclusion on the agenda. All requests for additional agenda items must be provided at least [at minimum 60/at most 72] hours in advance of a regular and [at minimum 36/at most 48] hours in advance of a special meeting to be considered.
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 in the municipality: [include the location of at least two public places in municipality]. [IF THE PUBLIC BODY/MUNICIPALITY HAS A DESIGNATED/MAINTAINED WEBSITE, INSERT THE FOLLOWING: "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 on [identify the website and its URL]."] 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 [unanimous/two-thirds/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. Nor can the agenda item entitled "other business" be used for taking binding action.

III. 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.

IV. 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 [*only after/without*] 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.), though all members should be aware of the consequences of the motion they make and/or approve.
4. Motions made by members of the body [*do/do not*] require a second to proceed with discussion and/or action, if any.
5. The maker of a motion has the right to speak first in debate once the motion has been [*seconded*], restated by the presiding officer, and the member is recognized by the presiding officer.
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. All motions must be restated by the presiding officer prior to a vote.
9. Responses to voice votes, when provided, must be expressed as either "yes" or "no." Members may also abstain or recuse themselves from voting.

10. All motions require the approval of the majority of the total membership of the body to pass, unless the threshold has been increased by the body, or as otherwise modified by state law.
11. A member may change their vote up until such time as the vote is announced by the presiding officer.
12. 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.
13. The presiding officer must announce the result of all votes and what action, if any, the body has taken.
14. *[OPTIONAL: The collective silent acquiescence of the body in response to a motion will signify its unanimous consent.]*
15. Motions to end or limit debate *[will/will not]* be entertained. *[IF REQUIRED, INSERT THE FOLLOWING: "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 [two-thirds/majority] vote of the total membership of the body."]*
16. 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.
17. 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.
18. The presiding officer will rule on all points of order and state their justification.
19. Any member may appeal the presiding officer's ruling on a point of order, without being recognized. An appeal *[does/does not]* require a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.
20. 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.

V. PUBLIC PARTICIPATION.

1. All meetings of the body are conducted in the public; they are not meetings of the public.
2. All meetings of the body are open to the public.
3. Meetings of the body are a limited public forum.

4. Members of the public will be afforded a reasonable opportunity to express their opinions about matters considered by the body, so long as order is maintained according to these rules.
5. Public comment is open to all members of the general public, not just residents of *[municipality]*.
6. At the *[beginning/end/conclusion/discussion]* of each agenda item, but before any action is taken by the public body at each meeting, there may be *[number]* minutes afforded for open public comment. By *[unanimous/two-thirds/majority]* vote, the body may increase the time for open public comment and its place on the agenda.
7. No member of the public may speak longer than *[number]* minutes without the consent of the presiding officer.
8. Speakers will be taken on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive or irrelevant comments and to ensure that varied, especially opposing viewpoints, are heard.
9. Speakers may be asked, but not compelled, to state their name and/or address.
10. Members of the public must be acknowledged by the presiding officer before speaking.
11. Members of the public must wait their turn to speak and may not interrupt others.
12. Public comment must be germane to an item on the agenda.
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.
15. Members of the public do not have the right to vote on meeting agenda items.
16. Public comment under "other business" 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).
17. Meetings may be recorded by any member of the public unless doing so constitutes an actual disruption to the proceedings of the meeting. *[OPTIONAL, ONLY AFTER CONSULTING WITH TOWN ATTORNEY: Meetings may not be recorded by any member of the public.]*

VI. ORDER.

1. Order must be observed by all persons attending the meeting, whether in-person or electronically.
2. 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.

3. [OPTIONAL: No signs or posters are permitted inside the meeting room.]
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.
6. No person may disrupt, disturb, or otherwise impede (except for a point of order) the orderly conduct of the meeting or interrupt any person while they're speaking.
7. 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.
8. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body.
9. Members of the body should be addressed by their official title (e.g., selectperson, commissioner, committee member, etc.) followed by their last name. Members of the public should likewise be addressed as either "the Speaker" or by some similar title of respect (e.g. Mr., Ms., Sir, Madam, Mx., etc.).
10. 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.

VII. MEETING MINUTES.

1. Minutes must be taken of every meeting of the body.

2. Minutes must give a "true indication of the business of the meeting," which may require supplementing the following statutorily required elements: members present; active participants at the meeting; motions, proposals, and resolutions made, offered, and considered and what disposition is made of the same; the result of any votes taken; and a record of individual votes if a roll call is taken.
3. Minutes must be available for inspection five calendar days after the meeting.
4. Minutes must be posted no later than five calendar days after the meeting to an official website, if one exists, that is maintained or has been designated as the official website of the body.
5. [OPTIONAL: Minutes must be approved by a majority of the total membership of the body.]
6. [IF THE PUBLIC BODY APPROVES MINUTES, INSERT THE FOLLOWING: "Minutes can be amended by concurrence of a majority of the total membership of the body."]

VIII. EFFECTIVE DATE. This policy will become effective immediately upon its adoption by the *[name of municipal legislative body]*.

Adopted (Date): _____

Signatures:

_____	_____
_____	_____

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Selectboard Code of Conduct

Date: May 3, 2024

Background/Discussion

The current Selectboard Rules of Procedure may soon be replaced by the Selectboard based largely upon a recent Selectboard workshop led by Dominic Cloud on the topic of "Conducting Efficient and Effective Selectboard Meetings." If so, much of the content of the current Selectboard Rules of Procedure may be lost, unless the Selectboard adopts a companion set of materials to guide Selectboard members beyond simply conducting efficient and effective meetings. Therefore, I have reviewed the current Selectboard Rules of Procedure and drafted the attached rough draft of what such a document might look like and to spur discussion.

Thank you.

Attachment

Selectboard Code of Conduct

Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Board policies and procedures and the Town Charter.
4. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
5. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not to the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without the prior consent of the Town Manager.
6. Selectboard members shall not directly contact the Town's attorney (with the exception of the legal staff of the Vermont League of Cities & Towns) without the prior authorization of the Chair and Town Manager.
7. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the Town on a specific subject if they receive prior permission from the Chair.
8. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the Town, when, for example, responding to press inquiries, engaging in dialogue with citizens, posting on the Town listserv or social media sites, publishing opinion pieces, or blogging.

Selectboard Chair, Additional Responsibilities

1. The Chair is the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.
2. Along with the Town Manager, the Chair is the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached on a topic, the Chair shall operate under the rules of Selectboard member interaction with the press and public.
3. The Chair shall set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.

4. The Chair shall be in control of each meeting, setting a respectful meeting tone and maintaining appropriate decorum. The Chair shall ensure that the meetings are run professionally and that all participants behave civilly with no personal attacks.
5. The Chair is the official head of the Town for all ceremonial purposes or shall appoint a substitute.
6. The Chair shall disseminate relevant information to the other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
7. The Chair has signatory authority on behalf of the Selectboard for all accounts payable, vendor manifests and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, Board approval shall be sought at the next meeting of the Board.
8. The Chair has the authorization to contact the Town's attorney to conduct Town business.

Selectboard Vice Chair, Additional Responsibilities

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is unavailable.

Selectboard Clerk, Additional Responsibilities

The role of the Clerk is to see to it that the minutes of Selectboard meetings are taken and subsequently brought to the Board for approval. Such minutes shall comply with Vermont statutes and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting's length), what motions are made and seconded and by whom, and the roll call of any votes taken. It is generally understood that staff will record the minutes and, failing that, the Clerk will do so.

Meeting Attendance

1. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals during roll call.
2. Should a Selectboard member find that they are unexpectedly unable to participate at a meeting at the scheduled time of the meeting, they will immediately notify the Chair, Vice Chair or Town Manager of the inability to participate or delay and anticipated time of arrival.

Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending seminars and workshops such as trainings from the Vermont League of Cities and Towns.

Liaison Assignments

See Selectboard Committee Liaison Policy.

Departing Member Recognition

After a member has served at least one full term and leaves the Selectboard, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during their one or more full terms of service, the outgoing member shall also be presented with a gavel.

AGENDA MEMORANDUM

May 14, 2024

Submitted by: Kim Souza, Selectboard Vice Chair

Subject: Proposed Use of Grant Funds for Abundant Sun Data Analytics

Background: In late 2022 the Town of Hartford participated in VLCT's first Welcoming and Engaging Communities Cohort facilitated by Abundant Sun. Kim Souza was appointed as the town's representative in the program. As part of the cohort, eight municipalities, including Hartford, participated in a Belonging & Inclusion Index survey which was conducted to assess the satisfaction of the organizational culture of the towns. Members of staff, volunteers as well as appointed and elected representatives, completed the survey. The results were provided to the municipalities in 2024, but due to a transition in leadership, there was no formal presentation of the data analytics.

In 2023-24, Hartford participated in the 2nd VLCT Welcoming & Engaging Cohort with John Haverstock, Connie Kelley and Kim Souza as the appointed town representatives. Once again, members of town staff, volunteers, appointed and elected representatives completed the Belonging & Inclusion Index survey.

Abundant Sun has analyzed the data and can provide the Hartford specific detailed analysis with context from both surveys to the Selectboard in public session for a fee of \$1,500. Vermont Community Foundation has offered grant funding to cover the \$1,500 expense of the data analytics and presentation so there is no cost to the town.

Financial Impact: None.

Recommended Motion: Move that the Selectboard accept the \$1,500 Vermont Community Foundation grant and engage with Abundant Sun to provide a presentation of the Belonging & Inclusion Index survey to the Hartford Selectboard.



April 18, 2024

John Haverstock, Town Manager
Town of Hartford
171 Bridge Street
White River Jct, VT 05001

Dear John:

We are pleased to share that your organization is being awarded a grant from the Equitable & Inclusive Communities grant round of the VT COVID-19 Response Fund. The VT COVID-19 Response Fund was created in 2020 with the support of generous fundholders and external partners, and has been designed to tackle both immediate needs of Vermonters, and long-term recovery and resilience. The grant details are as follows:

Grantee:	Town of Hartford
Grant Amount:	\$1,500.00
Grant Number:	20242601
Grant Purpose:	To support the Town of Hartford's participation in the VLCT Welcoming and Engaging Communities cohort

Payment and Terms of Award: The grant payment is enclosed. Deposit of this check signifies your intention to comply with the stated grant purpose and the official terms and conditions of this grant summarized in the enclosed Terms of Award.

Report Guidelines: Six months into the grant term, October 2024, we request that you complete a brief report on work completed with the grant to date, including updates on grant activities, successes, and challenges. We will request the summary be submitted through our Online Grants Manager (www.vermontcf.org/OGM) - the same system through which you applied.

If making any public announcement about this grant, please acknowledge the grant is from the VT COVID-19 Response Fund of the Vermont Community Foundation. In addition, feel free to keep us updated during the grant term on any noteworthy accomplishments. If you have questions or experience changes in your plans and are having trouble fulfilling the grant purpose, please contact us at 802-388-3355, ext. 222.

We wish you much success and are pleased to be of help in your important work.

Sincerely,

Jennifer Barrett
Manager for Grantmaking & Analysis

Enclosures; cc: **Kim Souza**



Terms of Award – Equitable & Inclusive Communities Grant

A grant is awarded for the purpose(s) described in the Resolution below and subject to any conditions included therein. **Deposit of the grant check will indicate acceptance of, and agreement with, these Terms of Award.**

RESOLUTION

Award Date: April 2024

1. **Grantee:** Town of Hartford
2. **Grant Amount:** \$1,500.00
3. **Grant Number:** 20242601
4. **Grant Purpose:** To support the Town of Hartford's participation in the VLCT Welcoming and Engaging Communities cohort
5. **Payment Plan:** One payment

PROVISIONS

1. **PAYMENT OF AWARD** - Payment has been issued with this Terms of Award. If the Payment Plan consists of more than one payment, the Grantee agrees that it has not provided any consideration to the Vermont Community Foundation in exchange for the pledge of future payments and will not rely on those payments to its detriment or otherwise in planning its activities.
2. **EXPENDITURE OF GRANT FUNDS** - The award is made only for the charitable Purpose(s) stated in the Grant Purpose. No part of any grant may be used for the benefit of a private donor, political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research. No part of this grant may be awarded to a secondary grantee without the express permission of the Vermont Community Foundation to do so. However, if the Grantee has made the election to lobby referred to in Section 501(h) of the Internal Revenue Code, then this grant may be used for such purposes if stated in the Grant Purpose and a copy of form 5768 is forwarded to the Vermont Community Foundation.
3. **REVIEW** - The Vermont Community Foundation reserves the right to visit the Grantee organization from time to time to review and discuss the program or project funded with this award. Grantee agrees to maintain adequate books and records of its receipts and expenditures and to make its book and records relating to the grant available to the Vermont Community Foundation for review and inspection.
4. **RETURN OF GRANT FUNDS TO THE VERMONT COMMUNITY FOUNDATION** -
 - (a) Grant funds should be expended within 18 months after payment is issued. At the end of this period, any unexpended grant funds must be returned to the Vermont Community Foundation, unless a written request for an extension of time has been approved by the Vermont Community Foundation.

(continued other side)



(b) Grant payments subsequent to the initial grant payment, as stated in the Payment Plan, that have not been qualified for and paid within 18 months of the scheduled grant payment date, revert to the uncommitted balances of the Vermont Community Foundation component fund, and the grant will be cancelled.

(c) Grant funds will be returned if the Foundation determines that the Grantee has not performed in accordance with the Terms of Award or met the conditions described in the Grant Purpose.

(d) Unexpended grant funds will be immediately returned if the Grantee loses its charitable status as provided for under Section 501(c)(3) of the Internal Revenue Code.

5. REPORTS - Six months into the grant term, October 2024, we request that you complete a brief report on work completed with the grant to date, including updates on grant activities, successes, and challenges. We will request the summary be submitted through our Online Grants Manager (www.vermontcf.org/OGM) - the same system through which you applied.



Vermont Office:
240 Maple Street,
Burlington,
Vermont 05401

Email: andrew@abundantsun.com

April 22, 2024

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

Dear Kim,

Letter of Engagement

This agreement is made between the following Parties: **Abundant Sun LLC** whose Designated Office Mailing Address is 240 Maple Street, Burlington, Vermont 05401 USA (the Supplier) and **Town of Hartford Selectboard** of 171 Bridge Street, White River Junction, VT 05001 (the Purchaser).

Thank you for being a client of Abundant Sun! This letter sets out our terms of proposal/engagement. If the terms of our engagement are acceptable, please sign a copy of this engagement letter and email your confirmation to andrew@abundantsun.com

Please contact me if you wish to discuss, any aspect of the terms of this engagement.

Purpose and Scope

This engagement of Abundant Sun is to provide the following services:

Production of Hartford Inclusion and Belonging Survey 2024 Results Pack including 2022-24 comparison data.

It is envisaged this engagement will be completed by the end of June 2024.

Confidentiality

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

Pricing

Unless otherwise stated in writing, professional fees for this engagement are \$1,500.

An invoice will be issued when work commences, and the results pack will be supplied within 30 days of this.

Invoices are to be settled by ACH payment into the Abundant Sun LLC account where possible.

The terms of our payment are strictly within 30 days of invoices. An itemised account of all charges, costs and disbursements will be provided on the invoice. Accounts overdue by more than 30 days may incur interest charges and/or administration fees.

We thank you for the opportunity to continue to provide services to you. We hope that this letter accurately reflects our discussions to date, and that you are now happy to proceed on this basis. Once you are satisfied with the terms of our engagement, would you please sign and date and return a copy of this letter.

Yours sincerely



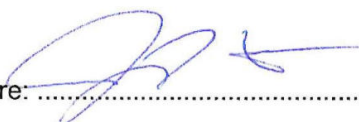
Andrew Wakelin
Commercial Director

Purchaser's Agreement:

I confirm our agreement to proceed on the basis as outlined in the above letter.

Name: John Haverstock

Position: Town Manager - Hartland, VT

Signature: 

Date: 4/25/2024

AGENDA MEMORANDUM

May 14, 2024

Submitted by: Kim Souza, Selectboard Vice Chair

Subject: Selectboard Training Coordination

Background: Hartford's Strategic Plan for Equity & Inclusion includes the objective of town leadership training in diversity, equity and inclusion (DEI). There has been some consensus that some training &/or workshops focusing on board collaboration and communication could be beneficial in addition to the DEI training.

The board first voted to delegate me (Kim Souza) as 'Selectboard Training Coordinator' on June 14, 2022, and then again in 2023. If the current Selectboard would like me to take the lead on researching options for training during 2024-25, I would be happy to volunteer for that assignment and report back to the board with recommendations.

Financial Impact: At this time, \$19,678 has been encumbered from previous fiscal years to cover the cost of multiple Selectboard training and strategic planning sessions. 10-111-315-0000: \$14,678 + 10-111-318-0000: \$5,000. See attached for reference. Additional funds may be available through grant opportunities.

Recommended Motion: Move that the Selectboard delegate Vice Chair, Kim Souza, to research and coordinate a plan for board development trainings and a strategic planning session and to effectuate a plan pending Selectboard approval.

Run: 5/09/24
8:41AM

Open PO by Department Detail

Town of Hartford
Period/Year: 1/2021 - 12/2024
111 Through 111

Page: 1
User: gostrout
ReportPO_byDept

Dept. 111	Vendor ID: 021175	PO No: 11354
Job No:	Vendor Name: HARTFORD, TOWN OF	Date: 9/02/2022

Detail:

Item No: 1	Desc: Training	Status: Open
Account No: 10-111-315-0000	Desc: SB -RECRUITMENT & TRAINING	
Ordered: Qty: 1.0000	Price: 15,000.0000 Ext. Price: 15,000.00	Rec. Amt: 322.00 Balance: 14,678.00
Item No: 1	Desc: Contracted Servcies	Status: Open
Account No: 10-111-318-0000	Desc: SB -CONTRACT SERVICES	
Ordered: Qty: 1.0000	Price: 5,000.0000 Ext. Price: 5,000.00	Rec. Amt: 0.00 Balance: 5,000.00
Total:		19,678.00

Department Total:	19,678.00
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Final Total:	19,678.00
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TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, April 16, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted 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; Lori Hirshfield; Bryan Gazda; Chris Holzwarth; Rick Vincent; Heidi Duto; Will Adler; Todd Campbell; David McInnis; Dillon

Zoom: Lana Livingston; Gail Ostrout; Matt Bogaczyk; Taylor Sisson; Sophia Schintzel; Chris Lathrop; Megan Savage; Michael Redmond

JAM Link: <https://www.youtube.com/watch?v=ienkwei-ehw>

- I. Call to Order the Selectboard Meeting by Chair Mike Hoyt at 6:00PM.
- II. Pledge of Allegiance was recited and led by Ida Griesemer.
- III. Local Liquor Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard meeting and opening the Local Liquor Control Board.
 - a. Selectboard Clerk, Mary Erdei made the motion to Renew Simon Pearce US, Inc. d/b/a Simon Pearce Restaurant; 1760 Quechee Main Street, Quechee, VT 05059 for a 1st Class and 3rd Class License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - b. Selectboard Vice Chair, Kim Souza made the motion to Renew Simon Pearce US, Inc. d/b/a Simon Pearce Glass, 1760 Quechee Main Street, Quechee, VT 05059 for a 2nd Class License. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
 - c. Selectboard Member, Brandon Smith made the motion to Renew Simon Pearce US, Inc. d/b/a Parker House Bar & Bistro, 1792 Quechee Main St., Quechee, VT 05059 for a 1st Class, 3rd Class and Outside Consumption License. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - d. Selectboard Vice Chair, Kim Souza made the motion to Renew Wicked Awesome BBQ, 93 Beswick Drive, White River Junction, VT 05001 for a 1st Class and Outside Consumption License. Selectboard Clerk, Mary Erdei seconded the motion. 6 were in favor and 1 (Collins) abstained. The motion passed.
 - e. Selectboard Member, Ida Griesemer made the motion to Renew Crazy Chris's Elixir Corp d/b/a Elixir, 188 Main Street, White River Junction, VT 05001 for a 1st Class and 3rd Class License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - f. Selectboard Member, Lannie Collins made the motion to Renew Squeaky Wheel Inc. d/b/a The Filling Station, 70 Gates Street, White River Junction, VT 05001 for a 1st Class and 3rd Class License. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - g. Selectboard Clerk, Mary Erdei made the motion to Renew Northern Hospitality LTD Partnership d/b/a Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001 for a 1st Class and 3rd Class License. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- h. Selectboard Member, Brandon Smith made the motion to Renew Jake's Quechee Market Inc., d/b/a Jake's Quechee Market, 7161 Woodstock Road, Quechee, VT 05059 for a 2nd Class and Tobacco License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Mike Hoyt closed the Local Liquor Control Board and reopened the Selectboard Meeting at 6:12 PM.

- IV. Local Cannabis Control Board: None
V. Order of Agenda: Add Minutes from March 27, 2024 to the consent agenda for approval.
VI. Selectboard

1. Public Comment: NONE
2. Selectboard Comments and Announcements
Selectboard Clerk, Mary Erdei congratulated Joe Major on his Senate Candidacy.
3. Appointments
 - a. Selectboard Vice Chair, Kim Souza made the motion to Re-Appoint Denise Welch-May to the Design Review Committee for a Three Year Term beginning April 16, 2024 and ending April 15, 2027. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

4. Town Manager's Report

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 Tuesday, April 23 at 4:30 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 – May 22, 2024.

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
Selectboard Vice Chair, Kim Souza made the motion that the Selectboard sign the Amended Resolution for the Municipal Planning Grant to assign the Primary Municipal Authorizing Official as Town Manager, John Haverstock, the Alternate Municipal Authorizing Official as Michael Hoyt and the Grant Administrator as Planning and

Development Director, Lori Hirshfield. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- b. Review of Proposed Utility Appraiser Contract
Selectboard Member, Ida Griesemer made the 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. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- c. VTrans Update on Route 5 Project – presentation by Matt Bogaczyk; Taylor Sisson and Sophia Schintzel from VTrans.
- d. Update on Gates Street/Fairview Terrace – presentation by Chris Lathrop, Engineer from Dubois and King.
- e. Review Walking Bridge Repair Bids presented by Chris Holzwarth.
Selectboard Clerk, Mary Erdei made the motion 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. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
- f. Bridge Assessment and Highway Capital Plan Discussion
Selectboard Member, Brandon Smith made the motion to approve the Town Manager to sign a contract with Stantec Consulting Services, Inc. for \$35,700 and to approve reasonable change orders based upon inspection discoveries up to a maximum contract value of \$50,000. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
- g. FY24 Paving Contract Change Order
Selectboard Member, Lannie Collins made the motion to 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. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
- h. Highway Grant-in-Aid Letter of Intent presented by Bryan Gazda
Selectboard Vice Chair, Kim Souza made the motion to authorize the submission of the FY25 VTrans Grant-in-Aid Program Letter of Intent and authorize the Town Manager to sign the Letter of Intent. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
- i. Update on Curbside Recycling
Selectboard Clerk, Mary Erdei made the motion to enter 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. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

- j. Consider Adoption of Proposed Policy on Policies
Selectboard Vice Chair, Kim Souza made the motion that the Selectboard adopt the proposed template for Town of Hartford Policies and that the Selectboard also adopt the proposed Policy on Policies as presented. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

This policy is effective immediately and not retroactive.

- k. Preview Draft New Selectboard Rules of Procedure discussion only.
Selectboard Members now have a proposed Draft of Selectboard Rules of Procedure provided by Dominic Cloud and the current Policy. They will review it, compare to current policy, and present their suggestions at the April 30th Selectboard Meeting.
- l. Preview Draft of Lightpole Banner Policy
The Lightpole policy will be reviewed and considered for adoption at the April 30th Selectboard meeting.

VII. Commission Reports

VIII. Consent Agenda: Selectboard Member, Ida Griesemer made the motion to approve the Consent Agenda. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 4/13/2024

Approve A/P Manifest of: 4/12/2024 & 4/18/2024

Approve Meeting Minutes of: 4/2/2024 & 3/27/2024

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 & 3/27/2024

IX. Adjourn the Selectboard Meeting: Selectboard Vice Chair, Kim Souza made the motion to close the Selectboard Meeting at 8:45PM. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, April 30, 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; Lannie Collins, Member; Susan Buckholz, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock; Joe Major; Gail Ostrout; Scott Cooney; Chris Holzwarth; Dennis Brown; Mary Kay Brown; Heidi Duto; Patti Holmes; Scott Holmes; Susanne Abetti; Nancy Nutile-McMenemy; Scott Hausler; Mary Lou Scelza; Teary Armstrong;

Present Participants on Zoom: Lana Livingston; Paula Nulty; Marcy Bartlett; Marie Alvin;

Absent: Mary Erdei, Clerk;

JAM Link: <https://www.youtube.com/watch?v=WleTnDgbEcM>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6:00PM.
- II. Pledge of Allegiance was recited and led by Patti Holmes.
- III. Local Liquor Control Board: Selectboard Chair, Mike Hopy recessed the Selectboard Meeting at 6:01PM and opened the Local Liquor Control Board.
 - a. Selectboard Member, Lannie Collins made the motion to Approve the NEW 3rd Class License for Putnam's Vineyard, LLC d/b/a Putnam's Vineyard, 188 South Main Street, White River Jct., VT 05001. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - b. Selectboard Member, Lannie Collins made the motion to approve the Renewal of Cumberland Farms, Inc. d/b/a Cumberland Farms #8007, 1167 Hartford Ave., White River Jct., VT 05001 for a 2nd Class & Tobacco License & Tobacco Endorsement. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - c. Selectboard Vice Chair, Kim Souza made the motion to approve the Renewal of Blood's Catering & Party Rentals, Inc., 1147 Hartford Ave, White River Jct., VT 05001 for a 1st & 3rd Class License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
 - d. Selectboard Member, Lannie Collins made the motion to approve the Renewal of Quechee General Store, 5573 Woodstock Rd., Quechee, VT 05059 for 2nd Class License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - e. Selectboard Member, Ida Smith made the motion to approve the Renewal of Neshobe River Company, LLC d/b/a Foley Brothers Brewery, 5573 Woodstock Rd., Quechee, VT 05059 for a 1st Class License and an Outside Consumption License. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - f. Selectboard Vice Chair, Kim Souza made the motion to approve the Renewal of Veterans of Foreign Wars Post 2571 d/b/a VFW Post 2571, White River Jct., VT 05001 for a 1st and 3rd Class License. Selectboard Member, Sue Buckholz seconded the motion. 5 were in favor, 1 recused (Collins) and the motion passed.

- g. Selectboard Member, Brandon Smith made the motion to approve the Renewal of Fontinalis, LLC d/b/a Fontinalis, 27 North Main St., White River Jct., VT 05001 for a 2nd Class License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- h. Selectboard Member, Ida Griesemer made the motion to approve the Renewal of Wolf Tree Hospitality, LLC d/b/a Wolf Tree, 40 Currier St., White River Jct., VT 05001 for a 1st Class, 3rd Class and Outside Consumption License. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- i. Selectboard Member, Brandon Smith made the motion to approve the Renewal of Quechee Club, Inc. d/b/a Quechee Club, 3268 Quechee Main St., Quechee, VT 05059 for a 1st Class, 3rd Class and Outside Consumption License. Selectboard Member, Ida Smith seconded the motion. All were in favor and the motion passed.
- j. Consider Renewal of: Quechee Club, Inc. d/b/a Murphy Farm, 78 Murphy Rd., Quechee, VT 05059 (1st Class, 3rd Class, Outside Consumption) This item was tabled to be reviewed at the next Selectboard Meeting May 14, 2024.
- k. Selectboard Member, Lannie Collins made the motion to approve the Renewal of Quechee Club, Inc. d/b/a Quechee Base Lodge, 3369 Quechee Main St., Quechee, VT 05059 for 1st Class, 3rd Class & Outside Consumption License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
- l. Selectboard Vice Chair, Kim Souza made the motion to approve the Renewal of The Skinny Pancake – Quechee LLC, d/b/a The Skinny Pancake, 7161 Woodstock Road, Quechee, VT 05059 for a 1st Class, 3rd Class & Outside Consumption License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- m. Selectboard Member, Lannie Collins made the motion to approve the Renewal of The Midway Oil Corporation d/b/a Mobile Station, 906 Hartford Ave., White River Jct., VT 05001 for a 2nd Class & Tobacco License and a Tobacco Endorsement. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- n. Selectboard Member, Lannie Collins made the motion to approve the Renewal of The Quechee Pizza Chef, 5893 Woodstock Road, Quechee, VT 05059 for a 1st Class & Outside Consumption License. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- o. Selectboard Member, Ida Griesemer made the motion to approve the Renewal of The Hanover Consumer Cooperative Society, Inc., d/b/a Co-op Food Stores, 209 Maple St., White River Jct., VT 05001 for a 2nd Class License. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.
- p. Selectboard Member, Brandon Smith made the motion to approve the Renewal of Stacy Hopkins d/b/a Scavenger Gallery, 41 South Main Street, White River Jct., VT 05001 for a 2nd Class 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 6:26PM and reopened the Selectboard Meeting.

- IV. Local Cannabis Control Board: None
- V. Order of Agenda – There were no changes to the order of agenda.
- VI. Selectboard

- 1. Public Comment

Marcy Bartlett, from Wilder thanked the Board and Town for the anticipated water upgrades in Wilder. She has noticed lots of surveying being done in Wilder. She would be interested in the funding sources for this project. Town Manager, John Haverstock said there will be more information for DPW in the future. She also inquired about the wording on the 2nd School voting. It seemed to not be the same wording as on the Town ballot. Marcy also noted that #4 on the school ballot redefines quorum and vacancies for voting. She would hope that they will not have to resort to this and everyone would attend the meetings as they should.

- 2. Selectboard Comments and Announcements

Vice Chair, Kim Souza would like the Board to have a conversation soon about what professional development they would like this year. They should think about certain areas that interest the members. Kim offered to seek out what is available. The Selectboard Members should send suggestions to John. Sue Buckholz asked that “what is appropriated for Selectboard Members to comment on” should be addressed.

- 3. Appointments

- a. **Selectboard Member Lannie Collins made the motion to Re-Appoint Joe Major to the Hartford Committee on Racial Equity & Inclusion (HCOREI) for a two-year term beginning April 30, 2024 and ending April 29, 2026. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**

- 4. Town Manager’s Report

Liquor Board Training Opportunity

After the April 16 Selectboard hearing, a member of the Hartford Selectboard expressed concern to me that the Town’s Liquor Board was acting as little more than a “rubber stamp” in processing applications, perhaps owing to insufficient training on the proper role of a town’s liquor board. Lisa O’Neil and I have discussed the matter and Martin Prevost from the State’s liquor commission has offered to address the Selectboard/Liquor Board about the role you all play in the regulatory process. Apparently, he has provided this service to the Town in the past and can do it in approximately 15-20 minutes. I would appreciate hearing the views of the Selectboard on this.

361 South Street

The Town continues to work with FEMA, Vermont Emergency Management, the State Geologist and others to develop a plan to expeditiously demolish the house at 361 South Street and to attempt to stabilize the eroding bank nearby. Every step is being made to hold FEMA and the State to their promises to fully reimburse the Town for the planned buy-out and for the emergency need to demolish and remove the residence and stabilize the bank.

Charter Revision Process

Thanks to the Town Clerk and our entire State legislative delegation for their work in reporting election results and pressing ahead with legislation to enact charter revision proposals approved by Hartford’s voters at Town meeting and the special School District elections. A bill has been drafted and we hope that both the House and Senate will swiftly vote to approve it and send it to the Governor’s desk for his signature.

Policy on Policies

The Policy on Policies recently adopted by the Selectboard has undergone very minor tweaks to put the Policy on Policies into the also adopted Policy Template format. Please take the time tonight to sign off on the Policy on Policies over here on the signature table.

Town Manager Activities

Tonight, we will discuss the new Communications Specialist position (fka Public Information Officer). Our plan is to discuss the Community Nurse pilot program at the May 14 meeting.

Thanks to Scott Farnsworth for providing an excellent and inspiring tour of the Hartford Area Career & Technical Center on April 23 for myself and Selectboard members, Sue Buckholz, Brandon Smith, Ida Griesemer, and Kim Souza. If there are other Selectboard members wishing a tour of the facility, please let me know. HR Director Paula Nulty and I have recently met with Bryan Gazda, Chris Holzwarth and Jeremy Delisle to discuss several topics, particularly how we can retain key staff and get more aggressive on recruitment to fill the several vacancies within the Highway, Water and Wastewater divisions. One additional idea surfaced, namely the desire for more interaction between DPW and the Selectboard, perhaps to include periodic DPW updates on infrastructure planning—again Highway, Water and Wastewater.

Significant Activity Reports Link:

<https://www.hartford-vt.org/Archive.aspx?ADID=480>

5. Board Reports, Motions & Ordinances

- a. Review March 2024 Financial Reports – presented by Gail Ostrout, Finance Director.
- b. ARPA (American Rescue Plan Act) Fund Status Report – presented by Gail Ostrout, Finance Director
- c. Covered Bridge Half Marathon Road Closure Request – presented by Fire Chief Scott Cooney.

Selectboard Member, Lannie Collins made the motion to authorize the Town Manager to close Dewey Mills Road as indicated in the application and issue a street closure permit to Covered Bridges Half Marathon for June 2, 2024. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- d. Ambulance Billing Write-Off – presented by Fire Chief, Scott Cooney.
Selectboard Member, Lannie Collins made the motion to authorize the Town Manager to direct the Finance Director and the fire department to write-off \$159,567.86 as uncollectable ambulance debt. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

- e. Review and Adopt Local Emergency Management Plan – presented by Fire Chief, Scott Cooney.
Selectboard Member, Lannie Collins made the motion to adopt the 2024 Local Emergency Management Plan. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

- f. Discuss Communications Specialist Position (formerly known as Public Information Officer) – presented by Paula Nulty, HR.
Selectboard Vice Chair, Kim Souza made the motion that the

Selectboard supports the Town Manager to proceed with the recruitment and hiring of a Communications and Media Specialist, to become a regular Town employee. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- g. Rehab of Green Sand Media Filter for WRJ Wastewater Facility – presented by Chris Holzwarth, Project Manager.
Selectboard Member, Brandon Smith made the motion That the Selectboard approve the Town Manager to award Carbon Filtration Systems, Inc. a phased contract spanning FY24 and FY25 for \$142,000 to rehabilitate two Greensand Vertical Pressure Water Filters with work on the second filter specifically to begin on or after July 1, 2024, and to approve any reasonable change orders in accordance with the purchasing policy. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- h. Zoning Board of Adjustment Committee Update – presented by Chris Lowe, Vice Chair of the Zoning Board of Adjustment.
- i. Hometown Hero Program the discussion continued. The Selectboard would like to first establish a Lightpole policy.
- j. Discuss Policy on Lightpole Banners. Discussion continued and the proposed policy was reviewed. The Selectboard will come back to this on the 14th with any proposed changes.
- k. Consider Revision of Selectboard Rules of Procedure – tabled.
- l. Fairview Terrace Declaration of Official Intent was read out loud by Chair, Mike Hoyt.
Selectboard Vice Chair, Kim Souza made the motion to adopt the Fairview Terrace Declaration of Official Intent. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Kim Souza

The Planning Commission met on April 15th. They elected officers. The Environmental Sustainability Coordinator will be scheduling a workshop with the Planning Commission & ZBA and Energy Commission to review changes to the newly revised State Energy Code which will be effective in July. Two applications from Black Rock Investments were continued to May 20th. After extensive discussion, Application #24-01 for a Site Development Plan for a car wash on Sykes Mountain Avenue was also continued to May 20th.

The Hartford Committee on Racial Equity & Inclusion (HCOREI) met on April 17th. The committee will be coming before the board at a future meeting to discuss amending the membership constitution portion of the groups charge and the committee chair will request a staff liaison position to be considered by the Town Manager. Updates were provided for the Community Safety Review, the VLCT Welcoming and Engaging Communities Cohort, IDEAL Vermont & the NAACP Windsor County Chapter

development.

- VIII.** Consent Agenda: **Selectboard Vice Chair, Kim Souza made the motion to accept the consent agenda. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**
Please Note: Lannie Collins let it be known that at the last meeting he did not vote on the Wicked Awesome BBQ Local Liquor renewal.

Approve Payroll Ending: 4/27/2024

Approve A/P Manifest of: 4/26/2024 & 5/2/2024

Approve Meeting Minutes of: 4/16/2024

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

- IX.** Adjourn the Selectboard Meeting
Selectboard Member, Sue Buckholz made the motion to adjourn the Selectboard Meeting at 9:30PM. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.

Mike Hoyt, Chair
4/30/2024 Meeting

Report Date: 5/10/24
12:04PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 5/10/2024 - 5/10/2024

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ReportAPINHDPmtByDate

Bank ID	Bank Name						
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0174	Revaluation Reserve						
059793	TYLER TECHNOLOGIES, INC				5/10/2024	1065	
	060-115302	2025 REVALUATION CONTRACT 15%	15%	0.00	\$40,350.00	0.00	40,350.00
	Desc:	2025 REVALUATION CONTRACT 15%	Acct:	25-985-100-0174	Revaluation Exp		
		Vendor Total:			40,350.00	0.00	40,350.00
060110	NATIONAL - METER		NATIONAL BUSINESS TECHNOLOGIES LLC		5/10/2024	1066	
	IN608610-A	METER COPIER - 03.29-04.28 2024		0.00	\$138.87	0.00	138.87
	Desc:	METER COPIER - APR 2024- VALUATIO	Acct:	25-985-100-0174	Revaluation Exp		
		Vendor Total:			138.87	0.00	138.87
25-0174	WABA Reserve				Bank Total:	40,488.87	
25-0530	WABA Reserve						
038340	PREFERRED CONTRACTORS, INC				5/10/2024	1	
	I4423	Fitting valve replacement on cold f		0.00	\$457.40	0.00	457.40
	Desc:	Fitting valve replacement on cold f	Acct:	25-985-530-0530	WABA		
	I4287	Glycol for floor		0.00	\$2,301.85	0.00	2,301.85
	Desc:	Glycol for floor	Acct:	25-985-530-0530	WABA		
		Vendor Total:			2,759.25	0.00	2,759.25
25-0530	Planning Capital Projects				Bank Total:	2,759.25	
25-0622	Planning Capital Projects						
005226	BETTER CITY, LLC				5/10/2024	1003	
	1975	STRATEGIC PLANNING 04.30.24		0.00	\$2,010.00	0.00	2,010.00
	Desc:	STRATEGIC PLANNING 04.30.24	Acct:	25-985-622-0040	Grant Match - ED Consultant FYE 2021		
	Desc:	STRATEGIC PLANNING 04.30.24	Acct:	25-985-622-0045	Grant Match - ED Consultant FYE 2022		
		Vendor Total:			2,010.00	0.00	2,010.00
021700	HARTGEN ARCHEOLOGICAL				5/10/2024	1004	
	6047-NOM-03	TAFT'S FLATS HISTORIC DISTRICT NOMI		0.00	\$435.70	0.00	435.70
	Desc:	TAFT'S FLATS HISTORIC DISTRICT NOMI	Acct:	25-985-622-0049	Grant Advertising History of Performing /		
	Desc:	TAFT'S FLATS HISTORIC DISTRICT NOMI	Acct:	25-985-622-0050	Grant Match CLG		
		Vendor Total:			435.70	0.00	435.70
25-0622	Dog Park				Bank Total:	2,445.70	
73-7302	Dog Park						
021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		5/10/2024	1111	
	310025,00416511	WATSON DOG PARK		0.00	\$45.01	0.00	45.01
	Desc:	WATSON DOG PARK	Acct:	73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
		Vendor Total:			45.01	0.00	45.01
021764	HATHORN, LEE		LEE HATHORN		5/10/2024	1112	
	05.04.2024	REIMBURSEMENT-MATERIALS KIOSK		0.00	\$176.46	0.00	176.46
	Desc:	REIMBURSEMENT-MATERIALS KIOSK	Acct:	73-511-318-7302	CONTRACTED SERVICES(DOG PARK		

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Payment Manifest
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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.
Vendor Total:				176.46	0.00	176.46
035002	CASELLA WASTE MANAGEMENT, INC		CASELLA WASTE SERVICES	5/10/2024		1113
9600044482APR'24	TRASH PICK UP - APR'24	DOG PARK	0.00	\$87.65	0.00	87.65
Desc: TRASH PICK UP - APR'24		DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
Vendor Total:				87.65	0.00	87.65
502910	FADDEN, LINDA L.		LINDA L. FADDEN	5/10/2024		1114
05.06.24	REIMBURSEMENT-PLYWOOD RAMPS		0.00	\$92.36	0.00	92.36
Desc: REIMBURSEMENT-PLYWOOD RAMPS		Acct: 73-511-318-7302		CONTRACTED SERVICES(DOG PARK		
Vendor Total:				92.36	0.00	92.36
502936	LEAVITT, JAMES		JAMES LEAVITT	5/10/2024		1115
05.04.2024			0.00	\$222.99	0.00	222.99
Desc: MATERIALS FOR DOG PARK-REIMBURSEMEN		Acct: 73-511-318-7302		CONTRACTED SERVICES(DOG PARK		
Vendor Total:				222.99	0.00	222.99
73-7302	Trees Matter		Bank Total:		624.47	
73-7304	Trees Matter					
035050	NORTHERN NURSERIES INC		5/10/2024		1035	
180820	COMPOST/TOP SOIL		0.00	\$254.00	0.00	254.00
Desc: COMPOST/TOP SOIL		Acct: 73-511-318-7304		CONTRACTED SERVICES(TREES MA`		
Vendor Total:				254.00	0.00	254.00
73-7304	Community Dev -RLF		Bank Total:		254.00	
91-7092	Community Dev -RLF					
019750	GREEN MOUNTAIN ECONOMIC DEV CORP		5/10/2024		2001	
1917	HBRLF DUES OCT-DEC 2023		0.00	\$1,650.00	0.00	1,650.00
Desc: HBRLF DUES OCT-DEC 2023		Acct: 91-623-318-7092		Comm Dev - RLF Exp		
1918	HBRLF DUES JAN-MAR 2024		0.00	\$1,650.00	0.00	1,650.00
Desc: HBRLF DUES JAN-MAR 2024		Acct: 91-623-318-7092		Comm Dev - RLF Exp		
Vendor Total:				3,300.00	0.00	3,300.00
91-7092	GENERAL FUND - MASCOMA		Bank Total:		3,300.00	
FUND 1 0	GENERAL FUND - MASCOMA					
000870	ADVANCE AUTO PARTS		ADVANCED AUTO PARTS	5/10/2024		91168
6084410764972	PARTS AMB 19		0.00	\$66.84	0.00	66.84
Desc: PARTS AMB 19		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
6084411065228	PARTS		0.00	\$279.94	0.00	279.94
Desc: AMB 19		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
6084411416337	PARTS		0.00	\$114.37	0.00	114.37
Desc: UTILITY		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
6084412071642	PARTS		0.00	\$183.99	0.00	183.99
Desc: AMB 16		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
6084412105918	PARTS		0.00	\$337.66	0.00	337.66

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Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: AMB 22		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084412116471	PARTS		0.00	\$169.98	0.00	169.98
	Desc: AMB 19		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084410705379	PARTS AMB 19		0.00	\$134.37	0.00	134.37
	Desc: PARTS AMB 19		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				1,287.15	0.00	1,287.15
001028	AGRI-CYCLE ENERGY, LLC				5/10/2024	91169
	0000032550	SCHEDULED SERVICE	188.55	\$188.55	0.00	188.55
	Desc: SCHEDULED SERVICE		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:				188.55	0.00	188.55
001170	AIRGAS, INC.		AIRGAS USA, LLC		5/10/2024	91170
	9149123160	MED O2	0.00	\$108.15	0.00	108.15
	Desc: MED O2		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:				108.15	0.00	108.15
001642	ALLARD'S PORTABLE TOILETS LLC				5/10/2024	91171
	8912	PORTABLE TOILETS	0.00	\$925.00	0.00	925.00
	Desc: Monthyl portable toilets		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				925.00	0.00	925.00
001670	ALTA CONSTRUCTION EQUIPMENT				5/10/2024	91172
	SP6/36251	PARTS	0.00	\$69.25	0.00	69.25
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				69.25	0.00	69.25
001801	AMAZON CAPITAL SERVICES, INC				5/10/2024	91173
	196G-H399-JMDM	UNIFORMS & SUPPLIES	0.00	\$661.22	0.00	661.22
	Desc: Uniform Allowance items- polos and		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: Range supplies, cash box		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc: SUPPLIES		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	197M-VLF7-1WH4	RETURNS	0.00	\$-27.98	0.00	-27.98
	Desc: RETURNS		Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		
	1CPP-JTWC-PVQD	RETURNS	0.00	\$-73.90	0.00	-73.90
	Desc: RETURNS		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	1J4P-76H7-GVC7	SUPPLIES	0.00	\$31.53	0.00	31.53
	Desc: Phone Chargers and box cutter blade		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
Vendor Total:				590.87	0.00	590.87
004850	BEN'S UNIFORMS INC.				5/10/2024	91174
	30798	UNIFORM	0.00	\$1,189.00	0.00	1,189.00
	Desc: New Officer Uniform- Goslin		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				1,189.00	0.00	1,189.00
005226	BETTER CITY, LLC				5/10/2024	91175
	1975	STRATEGIC PLANNING 04.30.24	3,015.00	\$3,015.00	0.00	3,015.00
	Desc: STRATEGIC PLANNING 04.30.24		Acct: 70-622-318-7072	Municipal Planning #07110-MP-2023-Ha		

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				3,015.00	0.00	3,015.00
005520	BIG STATE INDUSTRIAL SUPPLY				5/10/2024	91176
	1558303	SUPPLIES	239.40	\$239.40	0.00	239.40
	Desc: SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				239.40	0.00	239.40
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC		5/10/2024	91177
	85284644	MED SUPPLIES	0.00	\$6.99	0.00	6.99
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	85284645	MED SUPPLIES	0.00	\$6.99	0.00	6.99
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	85284646	MED SUPPLIES	0.00	\$6.99	0.00	6.99
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	85309670	MED SUPPLIES	0.00	\$1,314.65	0.00	1,314.65
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	85334814	MED SUPPLIES	0.00	\$83.16	0.00	83.16
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:				1,418.78	0.00	1,418.78
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV		BSN SPORTS INC.		5/10/2024	91178
	925517681	SUPPLIES BASEBALL	0.00	\$218.00	0.00	218.00
	Desc: SUPPLIES BASEBALL		Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES		
Vendor Total:				218.00	0.00	218.00
009028	CEMETERY SOLUTIONS, LLC				5/10/2024	91179
	05.01.2024	2024 MOWING - DEPOSIT	0.00	\$1,000.00	0.00	1,000.00
	Desc: 2024 MOWING - DEPOSIT		Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contractor		
Vendor Total:				1,000.00	0.00	1,000.00
009140	CENTRAL VERMONT PROPERTIES				5/10/2024	91180
	9500262225	PIPE CROSSING - RENTAL	50.00	\$50.00	0.00	50.00
	Desc: PIPE CROSSING - RENTAL		Acct: 50-955-317-0000	PERMITS & LICENSES		
	9500262265	PIPE CROSSING - RENTAL	15.00	\$15.00	0.00	15.00
	Desc: PIPE CROSSING - RENTAL		Acct: 50-955-317-0000	PERMITS & LICENSES		
Vendor Total:				65.00	0.00	65.00
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M		5/10/2024	91181
	4186917853	MATS	0.00	\$45.94	0.00	45.94
	Desc: MATS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	4188363244	UNIFORM CLEANING	0.00	\$44.22	0.00	44.22
	Desc: LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	4189069387	UNIFORM CLEANING	0.00	\$44.22	0.00	44.22
	Desc: LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	4189797468	UNIFORM CLEANING	0.00	\$44.81	0.00	44.81
	Desc: LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	4190516320	MECHANIC LAUNDRY CLEANING	0.00	\$44.22	0.00	44.22
	Desc: MECHANIC LAUNDRY CLEANING		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		

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4190516395	UNIFORMS	0.00	\$85.67	0.00	85.67
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
4191233157	UNIFORMS	0.00	\$85.67	0.00	85.67
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
4191233164	MECHANIC LAUNDRY CLEANING	0.00	\$44.22	0.00	44.22
Desc: MECHANIC LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:			438.97	0.00	438.97
010832	COMCAST			5/10/2024	91182
0042221MAY'24	INTERNET - LIBRARY	0.00	\$56.02	0.00	56.02
Desc: INTERNET - LIBRARY		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRA		
0134242MAY'24	INTERNET - LF	91.90	\$91.90	0.00	91.90
Desc: INTERNET - LF		Acct: 30-971-324-0000	TELEPHONE		
0257118APR'24	INTERNET - STN#2	0.00	\$143.39	0.00	143.39
Desc: INTERNET - STN#2		Acct: 10-221-324-0000	HFD -TELEPHONE		
Vendor Total:			291.31	0.00	291.31
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT		5/10/2024	91183
9431-1034130	BOX EXT	0.00	\$5.07	0.00	5.07
Desc: BOX EXT		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:			5.07	0.00	5.07
011848	CRAFTSTUDIES, INC.			5/10/2024	91184
05.07.2024	SPRING PROGRAMS	0.00	\$2,592.00	0.00	2,592.00
Desc: Spring Programs		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			2,592.00	0.00	2,592.00
012868	SBA TOWERS II, LLC			5/10/2024	91185
IN13841240	TOWER RENTAL MAY'24	0.00	\$1,050.00	0.00	1,050.00
Desc: TOWER RENTAL MAY'24		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
Vendor Total:			1,050.00	0.00	1,050.00
013575	DELL MARKETING L.P.			5/10/2024	91186
10731734596	MONITORS - RECORDS	0.00	\$208.79	0.00	208.79
Desc: Computer Monitors for New Records P		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
10733827373	CABLES	0.00	\$85.89	0.00	85.89
Desc: Server cables		Acct: 10-271-320-0200	DISP -EQUIPMENT MAINT - COMPUTE		
10741671070	2 MONITORS	0.00	\$417.58	0.00	417.58
Desc: 2 DELL MONITORS		Acct: 10-171-330-0000	FIN -OFFICE EQUIPMENT		
10743223017	DMF LAPTOP	0.00	\$1,975.30	0.00	1,975.30
Desc: DMF LAPTOP		Acct: 10-221-330-0000	HFD -OFFICE EQUIPMENT		
Vendor Total:			2,687.56	0.00	2,687.56
014423	DUBOIS & KING, INC			5/10/2024	91187
627943L,224204	GATES/FAIRVIEW RETAINING WALL 2.15.	0.00	\$22,335.96	0.00	22,335.96
Desc: GATES/FAIRVIEW RETAINING WALL		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
627943L,424218	GATES/FAIRVIEW RETAINING WALL 4.25.	0.00	\$12,156.00	0.00	12,156.00
Desc: GATES/FAIRVIEW RETAINING WALL 04.25		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		

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Vendor Total:				34,491.96	0.00	34,491.96
014447	DUFRESNE GROUP				5/10/2024	91188
18340	WILDER WATER MAIN FD - JAN'24		11,680.40	\$11,680.40	0.00	11,680.40
	Desc:	WILDER WATER MAIN FD - MAR'24	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE		
Vendor Total:				11,680.40	0.00	11,680.40
015090	EASTERN ANALYTICAL, INC				5/10/2024	91189
277474	TESTING		210.00	\$210.00	0.00	210.00
	Desc:	TESTING	Acct: 65-964-318-0000	CONTRACTED SERVICES		
Vendor Total:				210.00	0.00	210.00
015280	EBBIGHAUSEN, KARL		KARL EBBIGHAUSEN			5/10/2024 91190
04.29.2024	TRAINING REIMBURSEMENT		0.00	\$281.00	0.00	281.00
	Desc:	TRAINING REIMBURSEMENT	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:				281.00	0.00	281.00
015500	ENDYNE, INC				5/10/2024	91191
482250	TESTING		220.00	\$220.00	0.00	220.00
	Desc:	TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
485328	TESTING		90.00	\$90.00	0.00	90.00
	Desc:	TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
485369	TESTING		140.00	\$140.00	0.00	140.00
	Desc:	TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
485370	TESTING		65.00	\$65.00	0.00	65.00
	Desc:	TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
485460	TESTING		90.00	\$90.00	0.00	90.00
	Desc:	TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
485759	TESTING - MAXFIELD		0.00	\$18.00	0.00	18.00
	Desc:	TESTING - MAXFIELD	Acct: 10-528-318-0000	PR -CONTRACTED SERVICES		
486558	TESTING		90.00	\$90.00	0.00	90.00
	Desc:	TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
486559	TESTING		18.00	\$18.00	0.00	18.00
	Desc:	TESTING	Acct: 55-954-318-0000	CONTRACTED SERVICES		
486560	TESTING		72.00	\$72.00	0.00	72.00
	Desc:	TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
Vendor Total:				803.00	0.00	803.00
015815	EVANS GROUP INC		EVANS GROUP INC.			5/10/2024 91192
8557948	GAS - APR'24		53.51	\$53.51	0.00	53.51
	Desc:	GAS - APR'24	Acct: 50-954-319-0000	EQUIPMENT OPERATION-GAS		
	Desc:	GAS - APR'24	Acct: 55-954-319-0000	EQUIPMENT OPERATION - GAS		
	Desc:	GAS - APR'24	Acct: 65-963-319-0000	EQUIPMENT OPERATION-GAS		
8557951	FUEL - APR'24		0.00	\$1,050.05	0.00	1,050.05
	Desc:	FUEL - APR'24	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS		
8557952	GAS - APR'24		0.00	\$520.69	0.00	520.69
	Desc:	GAS - APR'24	Acct: 10-527-319-0000	PR -EQUIPMENT OPERATION-GAS		
	Desc:	GAS - APR'24	Acct: 10-521-319-0000	PR -EQUIPMENT OPERATION-GAS		

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	Desc: GAS - APR'24	Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
8557953	PATROL GAS - APR'24	0.00	\$4,397.14	0.00	4,397.14
	Desc: PATROL GAS - APR'24	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Vendor Total:			6,021.39	0.00	6,021.39
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	5/10/2024	91193	
1218184	MATERIALS	150.80	\$150.80	0.00	150.80
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
1219125	MATERIALS	0.00	\$1,649.47	0.00	1,649.47
	Desc: Pipe, PVC Coup, Cold Patch_Sykes Av	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			1,800.27	0.00	1,800.27
017110	FISHER AUTO PARTS, INC		5/10/2024	91194	
301-183068	PARTS	44.07	\$44.07	0.00	44.07
	Desc: PARTS	Acct: 30-971-323-0000	MATERIAL & SUPPLIES		
301-184939	PARTS	14.96	\$14.96	0.00	14.96
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-186236	PARTS	17.97	\$17.97	0.00	17.97
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-186896	PARTS	13.96	\$13.96	0.00	13.96
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-187247	PARTS	0.00	\$22.34	0.00	22.34
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-187310	PARTS	117.84	\$117.84	0.00	117.84
	Desc: PARTS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
301-187579	PARTS	0.00	\$9.22	0.00	9.22
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-187791	PARTS	30.14	\$30.14	0.00	30.14
	Desc: PARTS	Acct: 65-964-323-0000	MATERIALS & SUPPLIES		
301-188472	PARTS	0.00	\$138.93	0.00	138.93
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-188890	PARTS	0.00	\$9.22	0.00	9.22
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-189879	PARTS	34.28	\$34.28	0.00	34.28
	Desc: PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-189900	PARTS	0.00	\$10.00	0.00	10.00
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-190060	PARTS	184.99	\$184.99	0.00	184.99
	Desc: PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: PARTS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
301-349265	PARTS	0.00	\$75.55	0.00	75.55
	Desc: PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			723.47	0.00	723.47
017301	FOGG'S LUMBER AND HARDWARE		5/10/2024	91195	
258501/6	MATERIALS	57.25	\$57.25	0.00	57.25
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
258527/6	KEYS	0.00	\$39.90	0.00	39.90

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	Desc: KEYS		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
259986/6		MATERIALS - MAXFIELD	0.00	\$18.99	0.00	18.99
	Desc: MATERIALS - MAXFIELD		Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES		
260133/6		MATERIALS	0.00	\$56.98	0.00	56.98
	Desc: MATERIALS		Acct: 10-528-321-0100	PR -REPAIRS & MAINT-BUILD & GROU		
260253/6		MATERIALS	9.52	\$9.52	0.00	9.52
	Desc: MATERIALS		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
261382/6		PARTS	0.00	\$29.16	0.00	29.16
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
261639/6		MATERIALS	0.00	\$41.99	0.00	41.99
	Desc: MATERIALS		Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				253.79	0.00	253.79
017850	GALLS, LLC				5/10/2024	91196
027688206		EVIDENCE BOXES	0.00	\$65.99	0.00	65.99
	Desc: Evidence Boxes- Rifles		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
027699717		EVIDENCE BOXES	0.00	\$62.99	0.00	62.99
	Desc: Evidence Boxes- Handguns		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
027712738		HANDCUFFS	0.00	\$46.40	0.00	46.40
	Desc: Handcuffs		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
027758839		UNIFORM	0.00	\$200.00	0.00	200.00
	Desc: Tactical Pants		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				375.38	0.00	375.38
019390	GRAINGER				5/10/2024	91197
9100311845		MATERIALS	57.45	\$57.45	0.00	57.45
	Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
9109201989		WATER HOSE	73.82	\$73.82	0.00	73.82
	Desc: WATER HOSE		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:				131.27	0.00	131.27
019750	GREEN MOUNTAIN ECONOMIC DEV CORP				5/10/2024	91198
1884		FYE 2024 MEMBERSHIP FEE	0.00	\$5,386.00	0.00	5,386.00
	Desc: FYE 2024 MEMBERSHIP FEE		Acct: 10-622-313-0000	PDZ -MEMBERSHIP DUES		
019750	GREEN MOUNTAIN ECONOMIC DEV CORP				5/10/2024	91199
1919		Downtown Vibrancy Prog Jan-Apr'24	2,525.00	\$2,525.00	0.00	2,525.00
	Desc: Downtown Vibrancy Prog Jan-Apr'24		Acct: 70-622-318-7073	Downtown Vibrancy Fund 07110-DVF-2C		
Vendor Total:				7,911.00	0.00	7,911.00
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		5/10/2024	91200
28933000003APR'24		MAPLE ST SEWER PUMP	316.31	\$316.31	0.00	316.31
	Desc: MAPLE ST SEWER PUMP		Acct: 60-964-329-0000	ELECTRICITY		
33490000008MAY'24		DEPOT ST	0.00	\$58.97	0.00	58.97
	Desc: DEPOT ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
33833000004APR'24		MAXFIELD PUMP STA	149.32	\$149.32	0.00	149.32
	Desc: MAXFIELD PUMP STA		Acct: 60-964-329-0000	ELECTRICITY		
34926000000APR'24		PARK/LEHMAN	0.00	\$126.23	0.00	126.23
	Desc: PARK/LEHMAN		Acct: 10-314-329-0000	DPW -ELECTRICITY		

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3634000003MAY'24	FROST PARK	0.00	\$23.86	0.00	23.86	
Desc: FROST PARK		Acct: 10-521-329-0000	PR -ELECTRICITY			
37762000000APR'24	N MAIN ST	0.00	\$45.49	0.00	45.49	
Desc: N MAIN ST		Acct: 10-314-329-0000	DPW -ELECTRICITY			
38035000009APR'24	OLCOTT COMMERCE PARK	329.89	\$329.89	0.00	329.89	
Desc: OLCOTT COMMERCE PARK		Acct: 60-964-329-0000	ELECTRICITY			
39065357434APR'24	CURRIER ST	0.00	\$89.65	0.00	89.65	
Desc: CURRIER ST		Acct: 10-314-329-0000	DPW -ELECTRICITY			
39135140109APR'24	120 LESLE DR PAVILLION C	0.00	\$25.30	0.00	25.30	
Desc: 120 LESLE DR PAVILLION C		Acct: 10-528-329-0000	PR -ELECTRICITY			
39424000006APR'24	PUBLIC SAFETY	0.00	\$767.47	0.00	767.47	
Desc: PUBLIC SAFETY		Acct: 10-221-329-0000	HFD -ELECTRICITY			
Desc: PUBLIC SAFETY		Acct: 10-211-329-0000	HPD -ELECTRICITY			
Desc: PUBLIC SAFETY		Acct: 10-271-329-0000	DISP -ELECTRICITY			
41082200001APR'24	291 SUGAR HILL LN	321.88	\$321.88	0.00	321.88	
Desc: 291 SUGAR HILL LN		Acct: 55-954-329-0000	ELECTRICITY			
43382200004APR'24	EASTMAN HILL PUMP	263.71	\$263.71	0.00	263.71	
Desc: EASTMAN HILL PUMP		Acct: 55-954-329-0000	ELECTRICITY			
43833000003APR'24	BRIDGE ST TRAFFIC LGTS	0.00	\$88.97	0.00	88.97	
Desc: BRIDGE ST TRAFFIC LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY			
44390000006MAY'24	BILLINGS FARM	0.00	\$61.50	0.00	61.50	
Desc: BILLINGS FARM		Acct: 10-314-329-0000	DPW -ELECTRICITY			
44926000009APR'24	STREET LIGHTS	0.00	\$2,314.64	0.00	2,314.64	
Desc: STREET LIGHTS		Acct: 10-314-329-0000	DPW -ELECTRICITY			
48832000003APR'24	ARBORETUM LN	77.73	\$77.73	0.00	77.73	
Desc: ARBORETUM LN		Acct: 60-964-329-0000	ELECTRICITY			
48933200007APR'24	VILLAGE GREEN BALOON FEST	0.00	\$26.01	0.00	26.01	
Desc: VILLAGE GREEN BALOON FEST		Acct: 10-521-329-0000	PR -ELECTRICITY			
49424000005APR'24	VA CUTOFF WTR STOR TANK	32.38	\$32.38	0.00	32.38	
Desc: VA CUTOFF WTR STOR TANK		Acct: 50-954-329-0000	ELECTRICITY			
49662156394APR'24	SYKES MTN AVE	0.00	\$122.79	0.00	122.79	
Desc: SYKES MTN AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY			
49672200000APR'24	RTE WEST HTFD	0.00	\$534.71	0.00	534.71	
Desc: RTE WEST HTFD		Acct: 10-314-329-0000	DPW -ELECTRICITY			
49762000005APR'24	BRIDGE ST PUMP STN	123.88	\$123.88	0.00	123.88	
Desc: BRIDGE ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY			
50776120219APR'24	1103 N MAIN ST	0.00	\$82.43	0.00	82.43	
Desc: 1103 N MAIN ST		Acct: 10-314-329-0000	DPW -ELECTRICITY			
53833000002APR'24	MUNICIPAL BLDG	0.00	\$1,017.51	0.00	1,017.51	
Desc: MUNICIPAL BLDG		Acct: 10-161-329-0000	TH -ELECTRICITY			
57303200000APR'24	HIGH ST MAIN ST	849.24	\$849.24	0.00	849.24	
Desc: HIGH ST MAIN ST		Acct: 65-964-329-0000	ELECTRICITY			
59511000008MAY'24	CAMPBELL ST	140.94	\$140.94	0.00	140.94	
Desc: CAMPBELL ST		Acct: 50-954-329-0000	ELECTRICITY			
62592200000APR'24	WOODSTOCK RD QUE SALT SHED	0.00	\$91.35	0.00	91.35	
Desc: WOODSTOCK RD QUE SALT SHED		Acct: 10-314-329-0000	DPW -ELECTRICITY			
62713200004APR'24	WOODSTOCK RD HEAT TAPE	24.57	\$24.57	0.00	24.57	
Desc: WOODSTOCK RD HEAT TAPE		Acct: 55-954-329-0000	ELECTRICITY			

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6559000009APR'24	DEPOT ST	719.60	\$719.60	0.00	719.60	
Desc: DEPOT ST		Acct: 60-962-329-0000	ELECTRICITY			
67003200002APR'24	WILLARD RD	0.00	\$343.15	0.00	343.15	
Desc: WILLARD RD		Acct: 10-221-329-0000	HFD -ELECTRICITY			
67303200009APR'24	78 MURPHYS RD	351.01	\$351.01	0.00	351.01	
Desc: 78 MURPHYS RD		Acct: 65-964-329-0000	ELECTRICITY			
67399084366APR'24	120 LESLE DR PAVILLION B	0.00	\$49.93	0.00	49.93	
Desc: 120 LESLE DR PAVILLION B		Acct: 10-528-329-0000	PR -ELECTRICITY			
67700100000MAY'24	RT 5 POLE 95	0.00	\$35.52	0.00	35.52	
Desc: RT 5 POLE 95		Acct: 10-314-329-0000	DPW -ELECTRICITY			
68053200009APR'24	RT 14 W HARTFORD LIB	0.00	\$130.65	0.00	130.65	
Desc: RT 14 W HARTFORD LIB		Acct: 10-524-329-0000	PR -ELECTRICITY			
71013200002APR'24	WHITMAN BROOK	550.22	\$550.22	0.00	550.22	
Desc: WHITMAN BROOK		Acct: 65-964-329-0000	ELECTRICITY			
74713200009APR'24	WOODSTOCK RD	0.00	\$38.74	0.00	38.74	
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	DPW -ELECTRICITY			
74856156851APR'24	97 S MAIN ST CHARGING STATION	0.00	\$290.17	0.00	290.17	
Desc: 97 S MAIN ST CHARGING STATION		Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA			
74872200006APR'24	LAKE PINNEO WELL	876.69	\$876.69	0.00	876.69	
Desc: LAKE PINNEO WELL		Acct: 55-953-329-0000	ELECTRICITY			
74972200005APR'24	WHEELOCK RD	28.12	\$28.12	0.00	28.12	
Desc: WHEELOCK RD		Acct: 55-954-329-0000	ELECTRICITY			
77303200008APR'24	LAKE PINNEO WW PUMP	70.01	\$70.01	0.00	70.01	
Desc: LAKE PINNEO WW PUMP		Acct: 65-964-329-0000	ELECTRICITY			
77700100009MAY'24	POLE 1	0.00	\$59.82	0.00	59.82	
Desc: POLE 1		Acct: 10-314-329-0000	DPW -ELECTRICITY			
78840100008APR'24	RAILRD ROW	0.00	\$119.44	0.00	119.44	
Desc: RAILRD ROW		Acct: 10-521-329-0000	PR -ELECTRICITY			
80082200009APR'24	NOYES LN	441.01	\$441.01	0.00	441.01	
Desc: NOYES LN		Acct: 55-954-329-0000	ELECTRICITY			
82948328248APR'24	PROSPECT ST TEMP	0.00	\$130.38	0.00	130.38	
Desc: PROSPECT ST TEMP		Acct: 10-314-329-0000	DPW -ELECTRICITY			
84443200005APR'24	WATERMAN HL COVERED BRIDGE	0.00	\$45.49	0.00	45.49	
Desc: WATERMAN HL COVERED BRIDGE		Acct: 10-314-329-0000	DPW -ELECTRICITY			
87303200007APR'24	QUECHEE HARTLAND RD	311.29	\$311.29	0.00	311.29	
Desc: QUECHEE HARTLAND RD		Acct: 65-964-329-0000	ELECTRICITY			
87700100008MAY'24	CHRISTIAN ST POLE 72-50	0.00	\$28.79	0.00	28.79	
Desc: CHRISTIAN ST POLE 72-50		Acct: 10-314-329-0000	DPW -ELECTRICITY			
87833000000APR'24	MAPLE ST TRAFFIC LGT	0.00	\$87.92	0.00	87.92	
Desc: MAPLE ST TRAFFIC LGT		Acct: 10-314-329-0000	DPW -ELECTRICITY			
89290000002MAY'24	HEMLOCK RIDGE	38.90	\$38.90	0.00	38.90	
Desc: HEMLOCK RIDGE		Acct: 50-954-329-0000	ELECTRICITY			
91611000000MAY'24	FERRY RD	211.73	\$211.73	0.00	211.73	
Desc: FERRY RD		Acct: 60-964-329-0000	ELECTRICITY			
91624000005APR'24	SOLID WASTE ADMIN	44.22	\$44.22	0.00	44.22	
Desc: SOLID WASTE ADMIN		Acct: 30-971-329-0000	ELECTRICITY			
92124869873APR'24	43 HIGHLAND AVE WABA PUMP HOUSE	0.00	\$59.22	0.00	59.22	
Desc: 43 HIGHLAND AVE WABA PUMP HOUSE		Acct: 10-530-329-0000	PR -ELECTRICITY			

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97303200006APR'24	NOYES LN PUMP	32.38	\$32.38	0.00	32.38	
Desc: NOYES LN PUMP		Acct: 65-964-329-0000	ELECTRICITY			
97762000004APR'24	N MAIN ST HWY	0.00	\$61.33	0.00	61.33	
Desc: N MAIN ST HWY		Acct: 10-314-329-0000	DPW -ELECTRICITY			
98340000003MAY'24	A ST PUMP STN	33.24	\$33.24	0.00	33.24	
Desc: A ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY			
98490000001MAY'24	ELM/GILLETTE	53.89	\$53.89	0.00	53.89	
Desc: ELM/GILLETTE		Acct: 60-964-329-0000	ELECTRICITY			
01013200009APR'24	1299 QUE MAIN ST	493.18	\$493.18	0.00	493.18	
Desc: 1299 QUE MAIN ST		Acct: 65-964-329-0000	ELECTRICITY			
02624000002APR'24	SOLID WASTE	49.00	\$49.00	0.00	49.00	
Desc: SOLID WASTE		Acct: 30-971-329-0000	ELECTRICITY			
04013200003APR'24	BENTLEY RD PUMP	173.70	\$173.70	0.00	173.70	
Desc: BENTLEY RD PUMP		Acct: 65-964-329-0000	ELECTRICITY			
04832000006APR'24	S MAIN ST PUMP WW	117.76	\$117.76	0.00	117.76	
Desc: S MAIN ST PUMP WW		Acct: 60-964-329-0000	ELECTRICITY			
08303200003APR'24	DEWEY FAMILY RD	176.06	\$176.06	0.00	176.06	
Desc: DEWEY FAMILY RD		Acct: 65-964-329-0000	ELECTRICITY			
09732000006APR'24	319 LATHAM WKS LN	11,723.93	\$11,723.93	0.00	11,723.93	
Desc: 319 LATHAM WKS LN		Acct: 60-961-329-0000	ELECTRICITY			
09832000005APR'24	BRIGGS PARK	0.00	\$53.31	0.00	53.31	
Desc: BRIGGS PARK		Acct: 10-521-329-0000	PR -ELECTRICITY			
11013200008APR'24	HENDEE WAY - WW	69.11	\$69.11	0.00	69.11	
Desc: HENDEE WAY - WW		Acct: 65-964-329-0000	ELECTRICITY			
13414587553APR'24	120 LESLE DR PAVILLION a	0.00	\$700.69	0.00	700.69	
Desc: 120 LESLE DR PAVILLION A		Acct: 10-528-329-0000	PR -ELECTRICITY			
13611000004MAY'24	HARTFORD VILLAGE	0.00	\$86.44	0.00	86.44	
Desc: HARTFORD VILLAGE		Acct: 10-314-329-0000	DPW -ELECTRICITY			
13833000006APR'24	LYMAN POINT PARK	0.00	\$35.73	0.00	35.73	
Desc: LYMAN POINT PARK		Acct: 10-521-329-0000	PR -ELECTRICITY			
15631100003APR'24	173 AIRPORT RD	0.00	\$331.72	0.00	331.72	
Desc: 173 AIRPORT RD		Acct: 10-321-329-0000	DPW -ELECTRICITY			
18303200002APR'24	142 IZZO PL	1,552.14	\$1,552.14	0.00	1,552.14	
Desc: 142 IZZO PL		Acct: 65-963-329-0000	ELECTRICITY			
20822960512MAY'24	1732 QUECHEE MAIN ST	0.00	\$26.01	0.00	26.01	
Desc: 1732 QUECHEE MAIN ST		Acct: 10-314-329-0000	DPW -ELECTRICITY			
21257439196APR'24	HILLSIDE RD	0.00	\$203.70	0.00	203.70	
Desc: HILLSIDE RD		Acct: 10-221-329-0000	HFD -ELECTRICITY			
23490000009APR'24	200 CRANBERRY LN	3,386.12	\$3,386.12	0.00	3,386.12	
Desc: 200 CRANBERRY LN		Acct: 50-952-329-0000	ELECTRICITY			
23833000005APR'24	RT 5 HIGHLAND AVE	0.00	\$81.40	0.00	81.40	
Desc: RT 5 HIGHLAND AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY			
27333200007APR'24	ALDEN PARTRIGE	56.86	\$56.86	0.00	56.86	
Desc: ALDEN PARTRIGE		Acct: 65-964-329-0000	ELECTRICITY			
27762000001APR'24	262 N MAIN ST - SENIOR CTR	0.00	\$649.99	0.00	649.99	
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS			
Vendor Total:			33,316.44	0.00	33,316.44	

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021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		5/10/2024	91201
	411270,00417173	142 IZZO PL	148.48	\$148.48	0.00	148.48
	Desc: 142 IZZO PL		Acct: 65-963-328-0000	WATER		
	310020,00411097	WATSON ATHLETIC FIELD	0.00	\$89.08	0.00	89.08
	Desc: WATSON ATHLETIC FIELD		Acct: 10-521-328-0000	PR -WATER		
	312650,00416513	WATER - PUBLIC SAFETY	0.00	\$1,119.67	0.00	1,119.67
	Desc: WATER - PUBLIC SAFETY		Acct: 10-221-328-0000	HFD -WATER		
	Desc: WATER - PUBLIC SAFETY		Acct: 10-211-328-0000	HPD -WATER		
	410265,00417174	131 WILLARD RD	0.00	\$347.91	0.00	347.91
	Desc: 131 WILLARD RD		Acct: 10-221-328-0000	HFD -WATER		
	410266,00417175	131 WILLARD RD	0.00	\$296.91	0.00	296.91
	Desc: 131 WILLARD RD		Acct: 10-221-328-0000	HFD -WATER		
	Vendor Total:			2,002.05	0.00	2,002.05
021500	HARTFORD SCHOOL, TOWN OF		TOWN OF HARTFORD SCHOOL		5/10/2024	91202
	2024 TAXES#6	FYE 2024 TAXES PAYMENT # 6	0.00	\$2,500,000.00	0.00	2,500,000.00
	Desc: FYE 2024 TAXES PAYMENT # 6		Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
	Vendor Total:			2,500,000.00	0.00	2,500,000.00
021700	HARTGEN ARCHEOLOGICAL				5/10/2024	91203
	6047-NOM-03	TAFT'S FLATS HISTORIC DISTRICT NOMI	2,237.30	\$2,237.30	0.00	2,237.30
	Desc: TAFT'S FLATS HISTORIC DISTRICT NOMI		Acct: 70-625-318-7032	CLG#07110-VT-23-10002 Taft's Flat Nat		
	Vendor Total:			2,237.30	0.00	2,237.30
021709	HARTFORD YOUTH LACROSSE CLUB				5/10/2024	91204
	05.07.2024	Hartford Youth Lacrosse Payment	0.00	\$7,295.00	0.00	7,295.00
	Desc: Hartford Youth Lacrosse Payment		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			7,295.00	0.00	7,295.00
021783	HAVERSTOCK, JOHN S		JOHN S HAVERSTOCK		5/10/2024	91205
	04.26.2024	Reimbursement	0.00	\$29.41	0.00	29.41
	Desc: Reimbursement		Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
	APR'24	Transportation Allowance APR'24	0.00	\$333.33	0.00	333.33
	Desc: Transportation Allowance APR'24		Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
	Vendor Total:			362.74	0.00	362.74
022810	HOCKEY BOARD DOCTOR				5/10/2024	91206
	4054	Dasher Board end of season cleaning	0.00	\$625.00	0.00	625.00
	Desc: Dasher Board end of season cleaning		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			625.00	0.00	625.00
023122	HORIZON BUSINESS GROUP, LLC				5/10/2024	91207
	2211589	MED SUPPLIES	0.00	\$282.85	0.00	282.85
	Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:			282.85	0.00	282.85
023437	IMAGE TREND, INC				5/10/2024	91208

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	PS-INV107192	AMB PCR SOFTWARE	0.00	\$535.00	0.00	535.00
	Desc:	AMB PCR SOFTWARE	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Vendor Total:			535.00	0.00	535.00
023473	INGRAM LIBRARY SERVICES LLC			5/10/2024		91209
	81775881	BOOKS	0.00	\$10.81	0.00	10.81
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	81775878	BOOKS	0.00	\$20.04	0.00	20.04
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	81775879	BOOKS	0.00	\$33.63	0.00	33.63
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	81775880	BOOKS	0.00	\$10.85	0.00	10.85
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	81775882	BOOKS	0.00	\$33.07	0.00	33.07
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	81775883	BOOKS	0.00	\$11.38	0.00	11.38
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	81775884	BOOKS	0.00	\$16.48	0.00	16.48
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:			136.26	0.00	136.26
024335	ISUN, INC			5/10/2024		91210
	INV-ISI-002124	SOLAR ARRAY APR'24	4,279.65	\$4,279.65	0.00	4,279.65
	Desc:	SOLAR ARRAY APR'24	Acct: 65-963-329-0000	ELECTRICITY		
	Vendor Total:			4,279.65	0.00	4,279.65
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC			5/10/2024		91211
	3146	Install Spring Bulbs in-Town Plante	0.00	\$400.00	0.00	400.00
	Desc:	Install Spring Bulbs in-Town Plante	Acct: 10-622-312-0100	PDZ -MARKETING PROMOTION		
	Vendor Total:			400.00	0.00	400.00
024800	JOE'S EQUIPMENT SERVICE			5/10/2024		91212
	1-144283	FUEL PUMP	0.00	\$31.85	0.00	31.85
	Desc:	FUEL PUMP	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
	1-144431	BACKPACK BLOWER	0.00	\$649.99	0.00	649.99
	Desc:	BACKPACK BLOWER	Acct: 10-521-331-0000	PR -DEPARTMENT EQUIPMENT		
	Vendor Total:			681.84	0.00	681.84
025175	SANEL NAPA WEST LEBANON		SANEL NAPA - WEST LEBANON		5/10/2024	91213
	55473,175141	PARTS	0.00	\$104.48	0.00	104.48
	Desc:	PARTS	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
	55473,175621	PARTS	0.00	\$50.02	0.00	50.02
	Desc:	PARTS	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
	Vendor Total:			154.50	0.00	154.50
026040	KOFILE, INC		KOFILE, INC		5/10/2024	91214
	INV-KT-015583	3 LAND RECORDS+3 REAMS RECORD PAPER	0.00	\$995.04	0.00	995.04
	Desc:	3 LAND RECORDS+3 REAMS RECORD PAPER	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		

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026192	KURTZHALZ, KRISTIAN	KRISTIAN KURTZHALZ		5/10/2024	91215
1057	Sykes Mtn Ave Catch Basins/Storm Dr	0.00	\$6,380.00	0.00	6,380.00
Desc:	Sykes Mtn Ave Catch Basins/Storm Dr	Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES		
Vendor Total:			6,380.00	0.00	6,380.00
026759	LOWERY PROPERTY SERVICES			5/10/2024	91216
2781	Spring cleanup services for parks	0.00	\$5,500.00	0.00	5,500.00
Desc:	Spring cleanup services for parks	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			5,500.00	0.00	5,500.00
027712	LEOMBRUNO, ALEYA	ALEYA LEOMBRUNO		5/10/2024	91217
04.29.2024	TRAINING REIMBURSEMENT	0.00	\$90.00	0.00	90.00
Desc:	TRAINING REIMBURSEMENT	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:			90.00	0.00	90.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		5/10/2024	91218
4333626,39189	#2OIL 350G@\$3.86 PUBLIC SAFETY	0.00	\$1,331.07	0.00	1,331.07
Desc:	#2OIL 350G@\$3.86 PUBLIC SAFETY	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Desc:	#2OIL 350G@\$3.86 PUBLIC SAFETY	Acct: 10-211-327-0000	HPD -BUILDING HEAT		
Desc:	#2OIL 350G@\$3.86 PUBLIC SAFETY	Acct: 10-271-327-0000	DISP -Building - Heat		
4935943,33833	PROPANE 61.7G@\$1.6443 STN#2	0.00	\$102.69	0.00	102.69
Desc:	PROPANE 61.7G@\$1.6443 STN#2	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Vendor Total:			1,433.76	0.00	1,433.76
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK		5/10/2024	91219
700000516APR'24	PHYSICALS	0.00	\$962.00	0.00	962.00
Desc:	PHYSICAL	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
Vendor Total:			962.00	0.00	962.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		5/10/2024	91220
246364054	OFFICE SUPPLIES	0.00	\$91.21	0.00	91.21
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
246238978	STAMP	0.00	\$28.49	0.00	28.49
Desc:	STAMP	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
245929863	MAG BOARD	0.00	\$124.99	0.00	124.99
Desc:	MAG BOARD	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
246047304	PAPER	64.99	\$64.99	0.00	64.99
Desc:	PAPER	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
246153013	TONER/BINDERS	155.99	\$202.18	0.00	202.18
Desc:	TONER/BINDERS	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc:	TONER/BINDERS	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
246259394	TONER	0.00	\$107.09	0.00	107.09
Desc:	TONER	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
246307593	PAPER BLUE	59.94	\$59.94	0.00	59.94
Desc:	PAPER BLUE	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	PAPER BLUE	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		

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246313115	FOLDERS		0.00	\$37.43	0.00	37.43
Desc:	FOLDERS	Acct: 10-622-323-0000		PDZ -MATERIAL & SUPPLIES		
246388420	ADMIN FILE		0.00	\$1,358.59	0.00	1,358.59
Desc:	Admin File	Acct: 10-121-320-0000		TM -EQUIP OPERATION/MAINT-OFFIC		
246398931	OFFICE SUPPLIES		0.00	\$13.64	0.00	13.64
Desc:	OFFICE SUPPLIES	Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
Vendor Total:				2,088.55	0.00	2,088.55
030250	MCNALL, KAREN		KAREN MCNALL		5/10/2024	91221
2024-3	CARD MAKING CLASS 04.24.24		0.00	\$72.00	0.00	72.00
Desc:	CARD MAKING CLASS 04.24.24	Acct: 10-515-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:				72.00	0.00	72.00
031390	MODERN CLEANERS & TAILORS, INC				5/10/2024	91222
APR'24	Uniform Cleaning APR'24		0.00	\$303.50	0.00	303.50
Desc:	HPD Uniform Cleaning APR'24	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	Uniform Cleaning APR'24	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:				303.50	0.00	303.50
031438	MONAGHAN SAFAR PLLC				5/10/2024	91223
23925	LEGAL: SW ID-81 EASEMENTS		602.00	\$602.00	0.00	602.00
Desc:	LEGAL: SW ID-81 EASEMENTS	Acct: 55-955-318-0000		CONTRACTED SERVICES		
23924	LEGAL: GENARAL MATTERS		0.00	\$742.50	0.00	742.50
Desc:	LEGAL: GENARAL MATTERS	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
23926	LEGAL: WILDER DAM RE-LICENSING		0.00	\$135.00	0.00	135.00
Desc:	LEGAL: WILDER DAM RE-LICENSING	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
Vendor Total:				1,479.50	0.00	1,479.50
031730	MORSE, MARTHA		MARTHA MORSE		5/10/2024	91224
SOFTWARE UPDATE	TRAINING REIMBURSEMENT		0.00	\$89.00	0.00	89.00
Desc:	TRAINING REIMBURSEMENT	Acct: 10-271-315-0000		DISP -RECRUITMENT & TRAINING		
Vendor Total:				89.00	0.00	89.00
031955	MUNICIPAL EMERGENCY SERVICES,INC		MUNICIPAL EMERGENCY SERVICES,INC		5/10/2024	91225
IN2035151	UNIFORMS		0.00	\$88.34	0.00	88.34
Desc:	WINTER COAT	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN2041248	UNIFORMS		0.00	\$126.50	0.00	126.50
Desc:	UNIFORMS	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN2042686	SHIPPING COST		0.00	\$28.14	0.00	28.14
Desc:	SHIPPING	Acct: 10-221-322-0000		HFD -POSTAGE		
IN2042705	SCBA FLOW TESTS		0.00	\$382.38	0.00	382.38
Desc:	SCBA FLOW TESTS	Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
IN2039940	UNIFORMS		0.00	\$183.36	0.00	183.36
Desc:	UNIFORMS	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN1926745	UNIFORMS		0.00	\$503.25	0.00	503.25
Desc:	UNIFORMS	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN2037320	UNIFORMS		0.00	\$56.00	0.00	56.00
Desc:	UNIFORMS	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
IN2039967	UNIFORMS		0.00	\$235.65	0.00	235.65
Desc: WINTER COAT SHELL		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
IN2044190	HYDRO		0.00	\$132.93	0.00	132.93
Desc: HYDRO		Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
IN2045024	SCBA REPAIRS		0.00	\$602.54	0.00	602.54
Desc: SCBA REPAIRS		Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
Vendor Total:				2,339.09	0.00	2,339.09
032104	MVP SELECT CARE INC.				5/10/2024	91226
APR'24	FSA/HRA		27.50	\$240.00	0.00	240.00
Desc: FSA/HRA		Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-271-220-0000		DISP -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-312-220-0000		DPW -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-325-220-0000		DPW -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-511-220-0000		PR -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-514-220-0000		PR -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-530-220-0000		PR -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-530-418-0100		PR -RETIREE HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-622-220-0000		PDZ -HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 10-622-418-0100		PDZ -Retiree Health Insurance		
Desc: FSA/HRA		Acct: 30-975-220-0000		HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 50-954-220-0000		HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 50-955-220-0000		HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 60-961-220-0000		HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
Desc: FSA/HRA		Acct: 65-963-220-0000		HEALTH INSURANCE		
Vendor Total:				240.00	0.00	240.00
033445	CASELA, WILLIAM				5/10/2024	91227
05.02.2024	REIMBURSEMENT - MEALS		0.00	\$89.00	0.00	89.00
Desc: REIMBURSEMENT - MEALS		Acct: 10-181-311-0000		IT -TRAVEL & MEETINGS		
Vendor Total:				89.00	0.00	89.00
034785	NORTHEAST COMMUNITY SOLAR LLC				5/10/2024	91228
1124	SOLAR ARRAY APR'24		889.69	\$1,278.33	0.00	1,278.33
Desc: Solar electricity for April 2024		Acct: 10-321-329-0000		DPW -ELECTRICITY		
Desc: Solar electricity for April 2024		Acct: 60-961-329-0000		ELECTRICITY		
Vendor Total:				1,278.33	0.00	1,278.33

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034925	NORTHEAST RESOURCE RECOVERY ASSC				5/10/2024	91229
137913	TRANSPORTATION/SCRAP FEE		398.53	\$398.53	0.00	398.53
Desc:	TRANSPORTATION/SCRAP FEE	Acct:	30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:				398.53	0.00	398.53
034940	NORTHEAST RESCUE SYSTEMS, INC				5/10/2024	91230
20241461	GAUGE REPLACEMENT		0.00	\$457.00	0.00	457.00
Desc:	GAUGE REPLACEMENT	Acct:	10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
Vendor Total:				457.00	0.00	457.00
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS			5/10/2024	91231
0922222	MSW APR'24		3,322.71	\$3,322.71	0.00	3,322.71
Desc:	MSW Transport_04/01/24 - 04/30/24	Acct:	30-974-318-0000	CONTRACTED SERVICES		
0922274	CURBSIDE REC APR'24		18,551.84	\$18,551.84	0.00	18,551.84
Desc:	CURBSIDE REC APR'24	Acct:	30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:				21,874.55	0.00	21,874.55
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES			5/10/2024	91232
9600306162APR'24	TRASH PICK UP - APR'24	MAXFIELD	0.00	\$150.00	0.00	150.00
Desc:	TRASH PICK UP - APR'24	MAXFIELD	Acct:	10-527-318-0000	PR -CONTRACTED SERVICES	
0922225 A	TRASH PICK UP - APR'24		0.00	\$192.19	0.00	192.19
Desc:	TRASH PICK UP - APR'24	FD	Acct:	10-221-318-0000	HFD -CONTRACTED SERVICES	
Desc:	TRASH PICK UP - APR'24	DIS	Acct:	10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF	
9600004122APR'24	TRASH PICK UP - APR'24	- TH	0.00	\$263.10	0.00	263.10
Desc:	TRASH PICK UP - APR'24	- TH	Acct:	10-161-318-0000	TH -CONTRACTED SERVICES	
9600291752APR'24	TRASH PICK UP - APR'24	WABA	0.00	\$138.67	0.00	138.67
Desc:	TRASH PICK UP - APR'24	WABA	Acct:	10-521-318-0000	PR -CONTRACTED SERVICES	
0922225 B	TRASH PICK UP - APR'24		0.00	\$78.24	0.00	78.24
Desc:	TRASH PICK UP - APR'24	PD	Acct:	10-211-318-0000	HPD -CONTRACTED SERVICES	
9600004148APR'24	TRASH PICK UP - APR'24	BUGBEE	0.00	\$317.62	0.00	317.62
Desc:	TRASH PICK UP - APR'24	BUGBEE	Acct:	10-421-318-0000	SEN -CONTRACTED SERVICES	
Vendor Total:				1,139.82	0.00	1,139.82
035050	NORTHERN NURSERIES INC				5/10/2024	91233
183369	TURFACE		0.00	\$676.00	0.00	676.00
Desc:	Turface conditioner	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
182546	ATHLETIC FIELD MARKER		0.00	\$101.25	0.00	101.25
Desc:	ATHLETIC FIELD MARKER	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				777.25	0.00	777.25
035360	NOTT'S EXCAVATING INC				5/10/2024	91234
125267,4	S MAIN ST MUNI PARKING LOT 04.15.24		8,423.77	\$8,423.77	0.00	8,423.77
Desc:	S MAIN ST MUNI PARKING LOT 04.15.24	Acct:	13-921-316-8072	WRJ Parking Lot - Construction Phase2		
Vendor Total:				8,423.77	0.00	8,423.77
036187	OTTER CREEK ENGINEERING, INC.				5/10/2024	91235
22270	PROJ#6 NUTT.HARRISON&LATHAM JUN'23		1,057.50	\$1,057.50	0.00	1,057.50

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	Desc:	PROJ#6 NUTT,HARRISON&LATHAM JUN'23	Acct:	50-009-200-0000	CONSTRUCTION IN PROGRESS	
	Vendor Total:			1,057.50	0.00	1,057.50
037450	PIKE INDUSTRIES INC				5/10/2024	91236
	1271443	STONE		0.00	\$154.08	0.00 154.08
	Desc:	STONE	Acct:	10-311-323-0000	DPW -MATERIAL & SUPPLIES	
	1270581	STONE		0.00	\$325.98	0.00 325.98
	Desc:	4-6" Erosion Stone/3/4" Stone	Acct:	10-312-323-0000	DPW -MATERIAL & SUPPLIES	
	1270680	STONE		0.00	\$950.08	0.00 950.08
	Desc:	4-6" Erosion Stone/3/4" Crushed Sto	Acct:	10-312-323-0000	DPW -MATERIAL & SUPPLIES	
	1271644	STONE		0.00	\$143.44	0.00 143.44
	Desc:	STONE	Acct:	10-311-323-0000	DPW -MATERIAL & SUPPLIES	
	Vendor Total:			1,573.58	0.00	1,573.58
037551	PITNEY BOWES BANK INC		PITNEY BOWES BANK INC		5/10/2024	91237
	APR'24	POSTAGE		1,167.97	\$2,085.32	0.00 2,085.32
	Desc:	Postage	Acct:	10-121-322-0000	TM -POSTAGE	
	Desc:	Postage	Acct:	10-171-322-0000	FIN -POSTAGE	
	Desc:	Postage	Acct:	10-151-322-0000	TC -POSTAGE	
	Desc:	Postage	Acct:	10-511-322-0000	PR -POSTAGE	
	Desc:	Postage	Acct:	10-622-322-0000	PDZ -POSTAGE	
	Desc:	Postage	Acct:	10-175-322-0000	DEL -POSTAGE	
	Desc:	Postage	Acct:	50-955-322-0000	POSTAGE	
	Desc:	Postage	Acct:	55-955-322-0000	POSTAGE	
	Desc:	Postage	Acct:	60-965-322-0000	POSTAGE	
	Desc:	Postage	Acct:	65-965-322-0000	POSTAGE	
	Vendor Total:			2,085.32	0.00	2,085.32
037855	PLACE, CODY J		CODY J PLACE		5/10/2024	91238
	2024	REIMBURSEMENT UVAC MEMBERSHIP		0.00	\$469.00	0.00 469.00
	Desc:	UVAC MEMBERSHIP	Acct:	10-221-318-0000	HFD -CONTRACTED SERVICES	
	Vendor Total:			469.00	0.00	469.00
038495	PRIORITY EXPRESS, INC.				5/10/2024	91239
	81722418	INTERLIBRARY LOAN PROG		131.50	\$131.50	0.00 131.50
	Desc:	INTERLIBRARY LOAN PROG	Acct:	80-711-318-8046	Grant - 2023 Courier 01130.LSTA22 202	
	Vendor Total:			131.50	0.00	131.50
039994	REXEL USA, INC.		REXEL		5/10/2024	91240
	S139270074.001	MISC EQUIPMENT		0.00	\$185.53	0.00 185.53
	Desc:	MISC EQUIPMENT	Acct:	10-221-316-0000	HFD -FIRE SAFETY EDUCATION	
	S138932856.003	RETURNED MATERIALS		-30.46	\$-30.46	0.00 -30.46
	Desc:	RETURNED MATERIALS	Acct:	55-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	
	Vendor Total:			155.07	0.00	155.07
040250	RICHARD ELECTRIC, INC.				5/10/2024	91241
	50849	SERVICE CALL		132.00	\$132.00	0.00 132.00
	Desc:	SERVICE CALL	Acct:	60-964-318-0000	CONTRACTED SERVICES	

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Vendor Total:				132.00	0.00	132.00
041450	SABIL & SONS, INC		SABIL & SONS, INC		5/10/2024	91242
46311	W-4 PARTS		7.74	\$7.74	0.00	7.74
	Desc:	W-4 PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc:	W-4 PARTS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
46320	Brake Kit/Misc Parts (H-8)		0.00	\$622.34	0.00	622.34
	Desc:	Brake Kit/Misc Parts (H-8)	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
11650	H-1 SERVICE		0.00	\$110.00	0.00	110.00
	Desc:	H-1 SERVICE	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
11604	Troubleshoot/Repair/ Check Engine/M		3,350.80	\$3,350.80	0.00	3,350.80
	Desc:	Troubleshoot/Repair/ Check Engine/M	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:				4,090.88	0.00	4,090.88
042155	SHELDON, GREGORY		GREGORY SHELDON		5/10/2024	91243
05.05.2024	TRAINING REIMBURSEMENT		0.00	\$362.84	0.00	362.84
	Desc:	TRAINING REIMBURSEMENT	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:				362.84	0.00	362.84
042400	SHERWIN WILLIAMS CO		SHERWIN WILLIAMS CO		5/10/2024	91244
71646	MATERIALS		0.00	\$206.97	0.00	206.97
	Desc:	MATERIALS	Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GROU		
Vendor Total:				206.97	0.00	206.97
042720	SIRCHIE AQUISITION COMPANY, LLC		SIRCHIE ACQUISITION COMPANY, LLC		5/10/2024	91245
0642783-IN	Fingerprint Spray		0.00	\$63.17	0.00	63.17
	Desc:	Fingerprint Spray	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
Vendor Total:				63.17	0.00	63.17
043315	NATIONAL CENTER FOR SAFETY INITIATI				5/10/2024	91246
45007	BACKGROUND CHECKS		0.00	\$60.00	0.00	60.00
	Desc:	BACKGROUND CHECKS	Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		
	Desc:	BACKGROUND CHECKS	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING		
Vendor Total:				60.00	0.00	60.00
043400	MILTON CAT		SOUTHWORTH-MILTON, INC.		5/10/2024	91247
INV3233671	PARTS		0.00	\$146.03	0.00	146.03
	Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				146.03	0.00	146.03
043930	STAPLES CONTRACT & COMMERCIAL		STAPLES ADVANTAGE		5/10/2024	91248
7000463012	SUPPLIES		0.00	\$282.15	0.00	282.15
	Desc:	Toner and ID lanyard	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc:	Erasers	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc:	Cable protector	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc:	Thumbdrives and Binders	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc:	pen holder, padded evidence envelop	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc:	kleenex	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		

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	Desc:	water,trash bin, recycle bin, penci	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
		Vendor Total:		282.15	0.00	282.15
044220	STERICYCLE, INC			5/10/2024		91249
	8006951310	MED DISPOSAL	0.00	\$32.75	0.00	32.75
	Desc:	MED DISPOSAL	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
		Vendor Total:		32.75	0.00	32.75
044560	STRATUS TELECOM LLC			5/10/2024		91250
	16976	FAX SERVICES - MAY'24	0.00	\$135.83	0.00	135.83
	Desc:	FAX SERVICES - MAY'24	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc:	FAX SERVICES - MAY'24	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc:	FAX SERVICES - MAY'24	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc:	FAX SERVICES - MAY'24	Acct: 10-271-324-0000	DISP -TELEPHONE		
		Vendor Total:		135.83	0.00	135.83
045290	TARDIE, CRISTINA		CRISTINA TARDIE		5/10/2024	91251
	04.20.2024	PLASTIC BOXES	17.94	\$17.94	0.00	17.94
	Desc:	PLASTIC BOXES	Acct: 25-985-100-0174	Revaluation Exp		
		Vendor Total:		17.94	0.00	17.94
045483	TELEFLEX LLC			5/10/2024		91252
	9508290101	MED SUPPLIES	0.00	\$1,345.50	0.00	1,345.50
	Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
		Vendor Total:		1,345.50	0.00	1,345.50
046000	TI-SALES INC			5/10/2024		91253
	INV0170063	METERS	3,630.72	\$3,630.72	0.00	3,630.72
	Desc:	METERS	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
		Vendor Total:		3,630.72	0.00	3,630.72
046068	TIP TOP TIRE, LLC			5/10/2024		91254
	51722	VT STATE INSPECTION	0.00	\$80.90	0.00	80.90
	Desc:	VT STATE INSPECTION	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	51721	VT STATE INSPECTIONS	65.00	\$65.00	0.00	65.00
	Desc:	VT STATE INSPECTIONS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		145.90	0.00	145.90
046950	TWIN STATE SAND AND GRAVEL CO			5/10/2024		91255
	113267	TWIN PACK	0.00	\$107.31	0.00	107.31
	Desc:	TWIN PACK	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
		Vendor Total:		107.31	0.00	107.31
047075	TWO RIVERS-OTTAUQUECHEE REGION CO			5/10/2024		91256
	24-143	DOWNTOWN VIBRANCY PROG 04.30.2024	6,014.01	\$6,014.01	0.00	6,014.01
	Desc:	DOWNTOWN VIBRANCY PROG 04.30.2024	Acct: 70-622-318-7073	Downtown Vibrancy Fund 07110-DVF-2C		
		Vendor Total:		6,014.01	0.00	6,014.01

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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.
047080	TWOHIG POLYGRAPH SERVICES LLC				5/10/2024	91257
	04.22.2024	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		5/10/2024	91258
	INV00353640	MATERIALS	227.51	\$227.51	0.00	227.51
	Desc:	pH Buffer pack, plugs, pens	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	INV00356508	CALCULATOR	26.95	\$26.95	0.00	26.95
	Desc:	CALCULATOR	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	SCN086813	RETURN - CALCULATOR	-26.95	\$-26.95	0.00	-26.95
	Desc:	RETURN - CALCULATOR	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	INV00354761	MATERIALS	503.30	\$503.30	0.00	503.30
	Desc:	3-Piece Filter Funnel	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	SCN086764	RETURNS	-503.30	\$-503.30	0.00	-503.30
	Desc:	RETURNS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:			227.51	0.00	227.51
047297	UNITED STATES POSTAL SERVICE				5/10/2024	91259
	04.18.2024	POSTAGE	0.00	\$200.00	0.00	200.00
	Desc:	POSTAGE - HFD	Acct: 10-221-322-0000	HFD -POSTAGE		
	Desc:	POSTAGE - HPD	Acct: 10-211-322-0000	HPD -POSTAGE		
	Vendor Total:			200.00	0.00	200.00
047497	UPPER VALLEY AQUATIC CENTER				5/10/2024	91260
	3153	PERSONAL TRAINING	0.00	\$1,920.00	0.00	1,920.00
	Desc:	PERSONAL TRAINING	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Vendor Total:			1,920.00	0.00	1,920.00
047797	UPPER VALLEY PLOW & TRAILER SALES				5/10/2024	91261
	116	PARTS	0.00	\$1,451.15	0.00	1,451.15
	Desc:	rotars, breaks, bearing on 2011 tru	Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
	Desc:	PARTS	Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
	Vendor Total:			1,451.15	0.00	1,451.15
048300	VALLEY NEWS		VALLEY NEWS		5/10/2024	91262
	123440,443263	PEDESTRIAN & BICYCLE PLAN	0.00	\$176.00	0.00	176.00
	Desc:	PEDESTRIAN & BICYCLE PLAN	Acct: 10-622-312-0000	PDZ -ADVERTISING		
	125977,4434798	PLANNING NOTICE&AGENDA 05.20.24	0.00	\$354.60	0.00	354.60
	Desc:	PLANNING NOTICE&AGENDA 05.20.24	Acct: 10-622-312-0000	PDZ -ADVERTISING		
	125977,4434579	ZBA AGENDA 05.15.24	0.00	\$221.40	0.00	221.40
	Desc:	ZBA AGENDA 05.15.24	Acct: 10-621-312-0000	PDZ -ADVERTISING		
	Vendor Total:			752.00	0.00	752.00
048310	VALLEY TURF SERVICES				5/10/2024	91263
	1550	Lacrosse Field Lining/set-up	0.00	\$1,750.00	0.00	1,750.00
	Desc:	Lacrosse Field Lining/set-up	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				1,750.00	0.00	1,750.00
048575	VERIZON WIRELESS				5/10/2024	91264
	9963051549	CELL PHONES - APR'24	164.67	\$2,857.84	0.00	2,857.84
	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		
	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:				2,857.84	0.00	2,857.84
049649	VERMONT, STATE OF		VERMONT DEPT OF PUBLIC SAFETY		5/10/2024	91265
	89649/1	FINGERPRINTING	0.00	\$13.25	0.00	13.25
	Desc:	FINGERPRINTING	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
Vendor Total:				13.25	0.00	13.25
050251	VERMONT LEAGUE OF CITIES AND TOWNS		VLCT PROPERTY & CASUALTY		5/10/2024	91266
	2023 PACIF WC AUDIT	2023 CALENDAR YEAR WC AUDIT FINAL	0.00	\$19,132.00	0.00	19,132.00
	Desc:	Calendar Year 2023 4th Qtr	Acct: 10-211-250-0000	HPD -WORKERS COMP		
	Desc:	Calendar Year 2023 4th Qtr	Acct: 10-221-250-0000	HFD -WORKERS COMP		
Vendor Total:				19,132.00	0.00	19,132.00
050455	VERMONT LIFE SAFETY LLC				5/10/2024	91267
	50458	FIRE ALARM INSPECTION	0.00	\$464.00	0.00	464.00
	Desc:	FIRE ALARM INSPECTION	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:				464.00	0.00	464.00
051370	VETERANS COUNCIL TOWN OF HARTFORD				5/10/2024	91268
	FOGGS 257306/6	432 FLAGS @ 13 CEMETERIES+MONUMENTS	0.00	\$475.20	0.00	475.20
	Desc:	432 FLAGS @ 13 CEMETERIES+MONUMENTS	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
Vendor Total:				475.20	0.00	475.20
051400	VERMONT STATE TREASURER LICENSES		VERMONT STATE TREASURER		5/10/2024	91269
	2024 JAN-APR	692 DOG LICENSES	0.00	\$3,460.00	0.00	3,460.00
	Desc:	692 DOG LICENSES	Acct: 10-151-316-0000	TC -STATE PAYMENT - LICENSES		
Vendor Total:				3,460.00	0.00	3,460.00

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051943	VISION SERVICE PLAN	VISION SERVICE PLAN		5/10/2024	91270
MAY'24	VISION INS MAR'24	0.00	\$1,994.84	0.00	1,994.84
Desc:	VISION INS MAR'24	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
Vendor Total:			1,994.84	0.00	1,994.84
052000	VITAL COMMUNITIES			5/10/2024	91271
2355	UVTMA FY 2024 DUES	0.00	\$3,184.00	0.00	3,184.00
Desc:	UVTMA FY 2024 DUES	Acct: 10-622-313-0000	PDZ -MEMBERSHIP DUES		
Vendor Total:			3,184.00	0.00	3,184.00
053040	WHITE RIVER CAR WASH			5/10/2024	91272
APR'24	CAR WAS - APR'24	0.00	\$313.14	0.00	313.14
Desc:	CAR WASH - APR'24	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			313.14	0.00	313.14
053150	SWISH WHITE RIVER LTD			5/10/2024	91273
W615665	CLEANING SUPPLIES	0.00	\$563.10	0.00	563.10
Desc:	CLEANING SUPPLIES	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
W615664	CLEANING SUPPLIES	0.00	\$229.80	0.00	229.80
Desc:	CLEANING SUPPLIES	Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES		
Vendor Total:			792.90	0.00	792.90
053650	WILSON TIRE INC			5/10/2024	91274
535942	PD-9 TIRES	0.00	\$180.75	0.00	180.75
Desc:	PD-9 TIRES	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			180.75	0.00	180.75
053695	WIND RIVER ENVIRONMENTAL LLC			5/10/2024	91275
6293070	Sewer line cleanout pumper truck se	0.00	\$556.48	0.00	556.48
Desc:	Sewer line cleanout pumper truck se	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
53695	Town Halls sewer line cleanout	0.00	\$478.09	0.00	478.09
Desc:	Town Halls sewer line cleanout	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			1,034.57	0.00	1,034.57
054150	WISDOM & POWER LLC			5/10/2024	91276
MAR'24	SOLAR ARRAY MAR'24	1,965.11	\$1,965.11	0.00	1,965.11
Desc:	SOLAR ARRAY MAR'24	Acct: 50-952-329-0000	ELECTRICITY		
Vendor Total:			1,965.11	0.00	1,965.11
055310	ZOLL MEDICAL CORPORATION			5/10/2024	91277
3952717	CIRCUIT VENT	0.00	\$299.00	0.00	299.00
Desc:	CIRCUIT VENT	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			299.00	0.00	299.00
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		5/10/2024	91278
22404	ZAMBONI KNIFE	0.00	\$41.00	0.00	41.00
Desc:	ZAMBONI KNIFE	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				41.00	0.00	41.00
059941	ROY REFRIGERATION, LLC				5/10/2024	91279
10844	INSTALL NEW FUEL PUMP		2,255.84	\$2,255.84	0.00	2,255.84
	Desc:	Replace Heating Oil Fuel Pump QWWTP	Acct: 65-963-318-0000	CONTRACTED SERVICES		
10849	REPLACE EXPANSION TANK ON GLYCOL LO		4,307.82	\$4,307.82	0.00	4,307.82
	Desc:	REPLACE EXPANSION TANK ON GLYCOL LO	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:				6,563.66	0.00	6,563.66
060110	NATIONAL - METER		NATIONAL BUSINESS TECHNOLOGIES LLC		5/10/2024	91280
IN609402	METER COPIER - APR 2024		119.24	\$198.22	0.00	198.22
	Desc:	METER-COPIER-NOV'23 DPW V1178	Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT		
	Desc:	METER COPIER - APR 2024 DPW V1178	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc:	METER COPIER - APR 2024 DPW V1178	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc:	METER COPIER - APR 2024 DPW V1178	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc:	METER COPIER - APR 2024 DPW V1178	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Desc:	METER COPIER - APR 2024- TC V1179	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
IN608610-A	METER COPIER - 03.29-04.28 2024		0.00	\$373.05	0.00	373.05
	Desc:	METER COPIER - APR 2024 - PLANN	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
	Desc:	METER COPIER - APR 2024 - FD	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
	Desc:	METER COPIER - APR 2024 - REC	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
	Desc:	METER COPIER - APR 2024 - FIN	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
	Desc:	METER COPIER - APR 2024 TM	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
IN607209	METER - COPIER - DIS		0.00	\$145.73	0.00	145.73
	Desc:	METER - COPIER - DIS	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Vendor Total:				717.00	0.00	717.00
060111	NATIONAL - LEASES		NATIONAL BUSINESS TECHNOLOGIES		5/10/2024	91281
82427946	LEASE COPIER - STN2		0.00	\$59.25	0.00	59.25
	Desc:	LEASE COPIER - STN2	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:				59.25	0.00	59.25
060124	GREEN MAPLE, LLC		GREEN MAPLE, LLC		5/10/2024	91282
221062	SOLAR ARRAY - MAR 2024		3,709.70	\$15,609.62	0.00	15,609.62
	Desc:	March 2024 solar electricity	Acct: 10-530-329-0000	PR -ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 10-161-329-0000	TH -ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 10-211-329-0000	HPD -ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 10-271-329-0000	DISP -ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 55-953-329-0000	ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 60-962-329-0000	ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
	Desc:	March 2024 solar electricity	Acct: 30-971-329-0000	ELECTRICITY		
	Desc:	March 2024 solar electricity	Acct: 65-964-329-0000	ELECTRICITY		
212050	SOLAR ARRAY - FEB 2024		1,981.97	\$8,339.31	0.00	8,339.31
	Desc:	February 2024 solar electricity	Acct: 10-530-329-0000	PR -ELECTRICITY		
	Desc:	February 2024 solar electricity	Acct: 10-161-329-0000	TH -ELECTRICITY		
	Desc:	February 2024 solar electricity	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Desc:	February 2024 solar electricty	Acct: 10-211-329-0000	HPD -ELECTRICITY		

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	Desc:	February 2024 solar electricity	Acct:	10-271-329-0000	DISP -ELECTRICITY	
	Desc:	February 2024 solar electricity	Acct:	55-953-329-0000	ELECTRICITY	
	Desc:	February 2024 solar electricity	Acct:	60-962-329-0000	ELECTRICITY	
	Desc:	February 2024 solar electricity	Acct:	10-421-329-0000	SEN -ELECTRICITY / GAS	
	Desc:	February 2024 solar electricity	Acct:	30-971-329-0000	ELECTRICITY	
	Desc:	February 2024 solar electricity	Acct:	65-964-329-0000	ELECTRICITY	
Vendor Total:				23,948.93	0.00	23,948.93
060300	SANTAGATE, CORIANDER		CORIANDER R. SANTAGATE		5/10/2024	91283
04.29.24	TRAINING REIMBURSEMENT		0.00	\$90.00	0.00	90.00
	Desc:	TRAINING REIMBURSEMENT	Acct:	10-211-315-0000	HPD -RECRUITMENT & TRAINING	
Vendor Total:				90.00	0.00	90.00
061582	M & T BANK / WILMINGTON TRUST				5/10/2024	91285
TH09 AR1-099 0501202	TH09 AR1-099 WWTF REV LOAN		426,602.63	\$426,602.63	0.00	426,602.63
	Desc:	AR1-099 Principal	Acct:	60-961-542-0100	DEBT PRINCIPAL- AR1-099	
	Desc:	AR1-099 Admin Fee	Acct:	60-961-542-0102	DEBT ADMIN FEES- AR1-099	
061582	M & T BANK / WILMINGTON TRUST				5/10/2024	91284
2024 HT02 RF3-069	RF3-069 WILDER WELL LOAN		173,936.58	\$173,936.58	0.00	173,936.58
	Desc:	RF3-069 Principal	Acct:	50-954-542-0101	DEBT PRINCIPAL RF3-069	
	Desc:	RF3-069 Interest	Acct:	50-954-542-0100	DEBT INTEREST RF3-069	
	Desc:	RF3-069 Admin Fee	Acct:	50-954-542-0102	DEBT ADMIN FEE RF3-069	
061582	M & T BANK / WILMINGTON TRUST				5/10/2024	91286
TH18 RF1-202 0501202	RF1-202 MAPPING REV LOAN		1,568.70	\$1,568.70	0.00	1,568.70
	Desc:	RF1-202 Principal	Acct:	65-019-100-0100	RF1-202-1.0 Qucheer W/W Mapping Lo	
Vendor Total:				602,107.91	0.00	602,107.91
500690	MIDDLEBURY FENCE CO., LLC				5/10/2024	91287
122842	Fence replacement from storm fema c		5,922.75	\$5,922.75	0.00	5,922.75
	Desc:	Fence replacement from storm fema c	Acct:	12-500-521-0002	STORM 7.9.23 CONTRACTED SERVIC	
Vendor Total:				5,922.75	0.00	5,922.75
500894	SECURSHRED		SECURSHRED		5/10/2024	91288
456131	SHREDDING		0.00	\$24.00	0.00	24.00
	Desc:	SHREDDING	Acct:	10-161-318-0000	TH -CONTRACTED SERVICES	
Vendor Total:				24.00	0.00	24.00
500952	PRIMMER PIPER EGGLESTON & CRAMER P				5/10/2024	91289
B04982-00015-284392	LEGAL: FAIRVIEW TERRACE PROJECT		0.00	\$270.00	0.00	270.00
	Desc:	LEGAL: FAIRVIEW TERRACE PROJECT	Acct:	10-141-318-0000	LEG -CONTRACTED SERVICES	
Vendor Total:				270.00	0.00	270.00
501035	HEDGES, CHARLES		CHARLES HEDGES		5/10/2024	91290
04.24.2024	REIMBURSEMENT - DUTY BOOTS		0.00	\$107.99	0.00	107.99
	Desc:	DUTY BOOTS	Acct:	10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS	
Vendor Total:				107.99	0.00	107.99
502361	WUNDERLICH, MAX		MAX WUNDERLICH		5/10/2024	91291

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JAN-APR'24	REIMBURSEMENT UVAC MEMBERSHIP		0.00	\$240.00	0.00	240.00
Desc: REIMBURSEMENT UVAC MEMBERSHIP		Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
Vendor Total:				240.00	0.00	240.00
502430	LIVINGSTON, LANA		LANA LIVINGSTON		5/10/2024	91292
08.15.2023	DENTAL		0.00	\$25.00	0.00	25.00
Desc: Dental		Acct: 10-121-230-0000		TM -DENTAL		
Vendor Total:				25.00	0.00	25.00
502934	ZUCCOTTI, MILENA		MILENA ZUCCOTTI		5/10/2024	91293
866992	REFUND CRAFT STUDIES		0.00	\$150.00	0.00	150.00
Desc: REFUND CRAFT STUDIES		Acct: 10-514-325-0000		PR -REFUNDS		
Vendor Total:				150.00	0.00	150.00
502935	MURPHY, JENNA		JENNA MURPHY		5/10/2024	91294
866995	REFUND FOOTBALL CAMP		0.00	\$70.00	0.00	70.00
Desc: REFUND FOOTBALL CAMP		Acct: 10-514-325-0000		PR -REFUNDS		
Vendor Total:				70.00	0.00	70.00
FUND 1 0			Bank Total:		3,396,282.03	
Holdback Total					3,446,154.32	
Batch Totals:		0.00	721,320.46	0.00		4,167,474.78

MICHAEL HOYT

KIM SOUZA

MARY M. ERDEI

SUSAN M. BUCKHOLZ

LANNIE J. COLLINS

IDA GRIESEMER

BRANDON SMITH

JOHN HAVERSTOCK

GAIL OSTROUT

JOSEPH MAJOR