



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, June 25, 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)
 1. Consider Renewal of: Vural Oktay, Inc., d/b/a Tuckerbox, 1 South Main Street, White River Jct., VT 05001 (1st Class, 3rd Class, Outside Consumption)
 2. Consider NEW license of: Jason Merrill d/b/a REDCAN, 129 South Main Street, Suite 100, White River Jct., VT 05001 (1st Class, 3rd Class)
- IV. Local Cannabis Control Board
- V. Order of Agenda (6:08)
- VI. Selectboard
 1. Public Comment (6:10)
 2. Selectboard Comments and Announcements (6:20)
 3. Appointments (6:30)
 - a. Consider the Re-Appointment of Colin Butler to the Planning Commission for a three-year term beginning June 25, 2024 and ending June 24, 2027.
 - b. Consider the Re-Appointment of Tobias Dayman to the Planning Commission for a three-year term beginning June 25, 2024 and ending June 24, 2027.
 4. Town Manager's Report (6:35)
Significant Activity Reports:
<https://www.hartford-vt.org/Archive.aspx?ADID=485>
 5. Board Reports, Motions & Ordinances
 - a. Consider Light Pole Banner Application (6:40)
 - b. Update from the Parks & Recreation Commission (6:50)
 - c. Consider HCoreI Request for Staff Liaison (7:05)
 - d. Adopt FY25 Fee Schedule (7:15)
 - e. Consider Draft Committee Stipend Policy (7:30)
 - f. Consider Committee Charge Amendments to Allow for Stipends (Energy, Resilience and Conservation) (7:45)
 - g. Discuss Selectboard Training Options (8:00)
- VII. Commission Reports: (8:15)
<https://www.hartford-vt.org/2467/Boards-Committees-Commissions>
- VIII. Consent Agenda (8:20)
Approve Payroll Ending: 6/22/2024
Approve A/P Manifest of: 6/21/2024 & 6/27/2024
Approve Meeting Minutes of: 6/11/2024
Note: Approved Selectboard Meetings: 7/9/2024 & 7/23/2024
- IX. Adjourn the Selectboard Meeting (8:25)
All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than 5pm on the Tuesday two weeks prior to the meeting date. Requests received after that date will be addressed at the discretion of the Chair. Individuals wishing to address the board should do so during the Public Comment period. Please Note: The Hartford Selectboard offers public viewing of meetings live at Town Hall, and additionally as a courtesy generally on YouTube, Channel 1085, and Zoom. If a member of the public has technical difficulties accessing this meeting remotely, please alert us by emailing Selectboard@hartford-vt.org.



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: Vural Oktay INC
Doing Business As: Tuckerbox
Mailing Address: 306 Runnals Rd, WRTJ, VT 05001
Telephone Number(s): 802-274-11604 E-mail: [REDACTED]
Other Contact Name: (if applicable) [REDACTED]

Please list below ALL licensees, directors, owners, stockholders name & dates of birth: Vural Oktay - [REDACTED]

Hasan 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
Hasan Oktay - 6/10/2022, Williston, VT - DUI

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.

Jacqueline Oktay
Licensee's Signature

Jacqueline Oktay
Printed Name

3/28/24
Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 40196
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Vural Oktay, Inc
Business ID: 0283631
Business Address: 306 Runnals Road,
White River Junction, Vermont 05001
Entity Type: Business Corporation
Phone: 802-274-1604
Management Type if LLC:
Email: tuckerboxvt@gmail.com

People Information

- **Person:**
Jacqueline Oktay

Business Role: Business Principal
Email: tuckerboxvt@gmail.com
Business Address: 306 Runnals Road,
White River Junction, Vermont, 05001
US Citizen? Yes
Phone: 8022741604
Political Position
Name: Jacqueline Oktay
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5839	Hartford	Speeding	Tue Oct 10 00:00:00 GMT 2023

Location/ Premises Detail**Location Name:**

Tucker Box

Location Address:1 South Main Street,
White River Jct, Vermont 05001**Local Jurisdiction/ Town Clerk:**

Hartford

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

Food:7904

Lodging:

Vermont Tax Department:

MRT-10050118

Education Details**Student Name:**

Vural Oktay

Training Completion Date:

Fri Feb 03 00:00:00 GMT 2023

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

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

First Class

License Number:

LP-018074

Licensee Name:

Tucker Box

License Status:

License Active - Ready for Renewal

Licensee Address:1 South Main Street ,
White River Jct, Vermont 05001**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
D-03037	Articles of Organization	LN-019809
D-03038	Articles of Organization	LN-019809
D-03039	Lease or proof of ownership	LN-019809
D-03041	Meals & Rooms Tax Certificate	LN-019809
D-03042	Federal Employee Identification #	LN-019809
D-03043	Health License	LN-019809
D-03044	Other	LN-019809
D-03037	Articles of Organization	LN-019809
D-03038	Articles of Organization	LN-019809
D-03039	Lease or proof of ownership	LN-019809
D-03041	Meals & Rooms Tax Certificate	LN-019809
D-03042	Federal Employee Identification #	LN-019809

D-03043	Health License	LN-019809
D-03044	Other	LN-019809

Payment and Acknowledgement

Signed by:

Jacqueline Oktay

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-03-22 15:49:24

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

115

Local Control Payment Status:

false



Application ID: **DLL - Application - 40199**
Application for: **Third Class Restaurant/Bar License**
Category of Business: **Third Class**

Business/ Entity Information

Business/ Entity Name: **Vural Oktay, Inc**
Business ID: **0283631**
Business Address: **306 Runnals Road,**
White River Junction, Vermont 05001
Entity Type: **Business Corporation**
Phone: **802-274-1604**
Management Type if LLC:
Email: **tuckerboxvt@gmail.com**

People Information

- **Person:**
Jacqueline Oktay

Business Role: **Business Principal**
Email: **tuckerboxvt@gmail.com**
Business Address: **306 Runnals Road,**
White River Junction, Vermont, 05001
US Citizen? **Yes**
Phone: **8022741604**
Political Position
Name: **Jacqueline Oktay**
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5839	Hartford	Speeding	Tue Oct 10 00:00:00 GMT 2023

Location/ Premises Detail

Location Name:

Tucker Box

Location Address:

1 South Main Street,
White River Jct, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

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

Food:7904

Lodging:

Vermont Tax Department:

MRT-10050118

Education Details

Student Name:

Vural Oktay

Training Completion Date:

Fri Feb 03 00:00:00 GMT 2023

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-018075

Licensee Name:

Tucker Box

License Status:

License Active - Ready for Renewal

Licensee Address:

1 South Main Street ,
White River Jct, Vermont 05001

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Assosicated With
D-03037	Articles of Organization	LN-019809
D-03038	Articles of Organization	LN-019809
D-03039	Lease or proof of ownership	LN-019809
D-03041	Meals & Rooms Tax Certificate	LN-019809
D-03042	Federal Employee Identification #	LN-019809
D-03043	Health License	LN-019809
D-03044	Other	LN-019809
D-03037	Articles of Organization	LN-019809
D-03038	Articles of Organization	LN-019809
D-03039	Lease or proof of ownership	LN-019809
D-03041	Meals & Rooms Tax Certificate	LN-019809
D-03042	Federal Employee Identification #	LN-019809

D-03043	Health License	LN-019809
D-03044	Other	LN-019809

Payment and Acknowledgement

Signed by:

Jacqueline Oktay

Date of Submission:

2024-03-22 15:59:32

Local Application Fee:

0

State of Vermont / DLL Application Fee:

1095.00

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

false



Application ID: DLL - Application - 40205
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Vural Oktay, Inc	Business ID: 0283631
Business Address: 306 Runnals Road, White River Junction, Vermont 05001	Entity Type: Business Corporation
Phone: 802-274-1604	Management Type if LLC:
Email: tuckerboxvt@gmail.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-018076
Licensee Name: Tucker Box	License Status: License Active - Ready for Renewal
Licensee Address: 1 South Main Street , White River Jct, Vermont 05001	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:

Tucker Box

Start date and time of event

End date and time of event

Location Address:

1 South Main Street,
White River Jct, Vermont 05001

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Hartford

Describe the type of event/ OCP Area:

Exactly the same as last year. We use portable white fencing and planters as physical barriers. We have 8 tables up against windows directly in front of Tuckerbox. We also have two small tables on each side of the lamp post on the curved part of the sidewalk and we have one larger table adjacent to the stop sign.

Documents Attached

Name	Document Type	Assosicated With
D-03037	Articles of Organization	LN-019809
D-03038	Articles of Organization	LN-019809
D-03039	Lease or proof of ownership	LN-019809
D-03041	Meals & Rooms Tax Certificate	LN-019809
D-03042	Federal Employee Identification #	LN-019809
D-03043	Health License	LN-019809
D-03044	Other	LN-019809
D-03037	Articles of Organization	LN-019809
D-03038	Articles of Organization	LN-019809
D-03039	Lease or proof of ownership	LN-019809
D-03041	Meals & Rooms Tax Certificate	LN-019809
D-03042	Federal Employee Identification #	LN-019809
D-03043	Health License	LN-019809
D-03044	Other	LN-019809

Payment and Acknowledgement

Signed by:

Date and time of Submission:

2024-03-22 16:09:13

Local Application Fee:

0

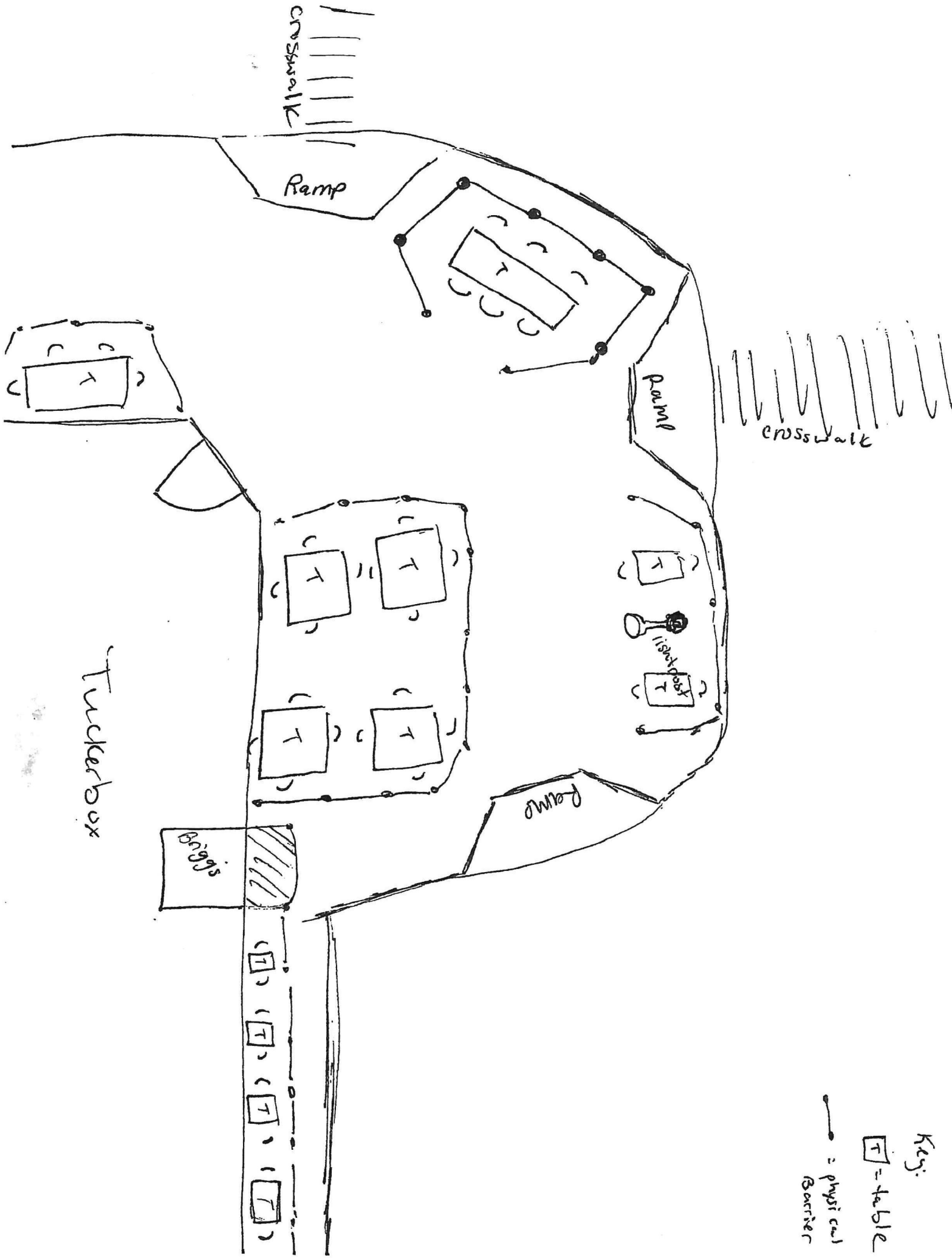
State of Vermont / DLL Application Fee:

20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Key:

[T] = table

— = physical barrier



Fire Inspection Report

Hartford Fire Department

Inspection 11027



Inspection

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

Scheduled 04/17/2024 12:00
Inspected On 05/01/2024 13:00
Finished At 05/01/2024 13:30
Next Inspection

Scheduled Beebe

Inspection Length 0.50

Occupant

Occupant Name Tuckerbox Cafe
Building Name
Contact Name Jacqueline Oktay
Address 1 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-359-4041

Owner

Owner / Company David Briggs
Contact Name
Address
City, State and Zip ,
Phone

Comments

Liquor License Life Safety Inspection:
Initial Inspection: 03/05/2024
Final Inspection: (Pending Violations)
Occupancy Type: Assembly Occupancy
Occupancy Status: (Pending Violations)

Initial Inspection Notes:

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

Violation Summary

Status	Violation	Location
Closed	50.5.2.1 - Commercial Cooking: Inspection, Testing, and Maintenance of Fire-Extinguishing Systems Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a	Kitchen

constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the AHJ at least every 6 months. [96:11.2.1]

Comments: - Last TQP noted to be done in January, 2023

Required Action:- Please advise when TQP is up to date

Closed

9.9 - Portable Fire Extinguishers

building

Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.

Comments: - All extinguishers are noted to have been inspected in January, 2023, with one extinguisher noted on the floor in the downstairs as January, 2022 and needs to be mounted on the wall

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.

Tickler History

Date	Type	Inspector	Narrative
05/01/2024	Emailed Notice	Beebe, Alan	An email was sent to [REDACTED] Message: Good afternoon Jackie Thank you for allowing me to conduct the life safety inspection for your liquor license renewal this afternoon. Please let me know when the extinguishers and ansul system are all set. If you want to, simply send me a picture of one of the tags and the sticker on the ansul system and a picture of the one extinguisher downstairs properly mounted on a wall. I will then close out this report and send it to the Town. Please let me know if you have any questions Alan Beebe, Deputy Fire Marshal Hartford Fire Dept 603-359-6418
06/03/2024	Emailed Notice	Beebe, Alan	An email was sent to [REDACTED] Message: Good morning Jackie Would you folks be ready fro a quick follow up inspection to close out your liquor license inspection? Let me know. I am free now until 1pm and then free again after 1:30 today. Tomorrow is pretty full but Wednesday afternoon is also open. Alan Beebe, Deputy Fire Marshal Hartford Fire Dept 603-359-6418



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 4/1/2024

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.

Vural Oktay Inc DBA Tuckerbox
306 Runnals Rd WRJ VT

Vural Oktay

Hasan Oktay

Jacqueline Oktay



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

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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: 6/6/24 Applicant: JASON MERRILL

Doing Business As: RED CAN

Mailing Address:

129 SOUTH MAIN STREET SUITE 100

Telephone Number(s): 802-299-0128 E-mail: JASON@REDCANVT.COM

Other Contact Name: (if applicable) ~~THOMAS~~ LESLIE MERRILL

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

JASON MERRILL

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".

SPEEDING TICKET

(SEPT 22')

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

NONE

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

Licensee's Signature

JASON MERRILL
Printed Name

6/6/24
Date

Licensee's Signature

Printed Name

Date

VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: DLL - Application - 45174
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
REDCAN

Business ID:
0431967

Business Address:
129 South Main Street,
Hartford, Vermont 05001

Entity Type:
Limited Liability Corporation

Phone:
8022990128

Management Type if LLC:
Member-managed

Email:
jason@redcanvt.com

People Information

- **Person:**
Jason Merrill

Business Role:
Business Principal

Email:
jason@redcanvt.com

Business Address:
129 South Main Street Suite 100,
Whiteriver Junction, Vermont, 05001

US Citizen?

Political Position

Phone:

Name: Jason Merrill

Office:

Jurisdiction:

Violations:

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

Location Name:

Do you lease this Premises:

REDCAN

Location Address:

129 South Main Street,
Hartford, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:14918

Lodging:

Vermont Tax Department:

11332746-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-16013	Federal Employee Identification #	REDCAN
D-16214	Proof of Worker Compensation Insurance	REDCAN
D-16215	Operating Agreement	REDCAN
D-16366	Meals & Rooms Tax Certificate	REDCAN
D-16368	Lease or proof of ownership	REDCAN
D-17412	Health License	REDCAN

Payment and Acknowledgement

Signed by:

Jason Merrill

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-06-05 21:42:42

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

true



Application ID: DLL - Application - 45175
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name:
REDCAN

Business ID:
0431967

Business Address:
129 South Main Street,
Hartford, Vermont 05001

Entity Type:
Limited Liability Corporation

Phone:
8022990128

Management Type if LLC:
Member-managed

Email:
jason@redcanvt.com

People Information

- **Person:**
Jason Merrill

Business Role:
Business Principal

Email:
jason@redcanvt.com

Business Address:
129 South Main Street Suite 100,
Whiteriver Junction, Vermont, 05001

US Citizen?

Political Position

Phone:

Name: Jason Merrill

Office:

Jurisdiction:

Violations:

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

Location Name:

Do you lease this Premises:

REDCAN

Location Address:

129 South Main Street,
Hartford, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:149918

Lodging:

Vermont Tax Department:

11332746-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

,
,

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-16013	Federal Employee Identification #	REDCAN
D-16214	Proof of Worker Compensation Insurance	REDCAN
D-16215	Operating Agreement	REDCAN
D-16366	Meals & Rooms Tax Certificate	REDCAN
D-16368	Lease or proof of ownership	REDCAN
D-17412	Health License	REDCAN

Payment and Acknowledgement

Signed by:

Jason Merrill

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-06-05 21:46:56

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Jason Merrill

FOR COMPLETING

1st Class Server Training Program 2024 (Final Exam)

COMPLETION DATE

June 5, 2024

SCORE

95%



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 6/17/2024

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.

REDCAN

129 South Main St. Suite 120 White River Junction VT

Jason Merrill

Leslie Merrill

Choose an item.



Fire Inspection Report

Hartford Fire Department

Inspection 11256



Inspection

Type Liquor License Inspection
Status Pending
Inspector Thomas Peltier
Unit Number HFM3
Shift FM
Scheduled 06/10/2024 09:00
Inspected On 06/10/2024 09:00
Finished At 06/10/2024 10:00
Next Inspection
Scheduled Peltier
Inspection Length 1.00

Occupant

Occupant Name REDCAN
Building Name Assembly Occupancy
Contact Name Jason Merrill
Address 129 S MAIN ST
City, State and Zip White River Junction, VT 05001--
Phone 802-299-0128

Owner

Owner / Company NUMBER FOUR LLC
Contact Name MATT BUCY
Address 85 NORTH MAIN STREET #200
City, State and Zip WHITE RIVER JUNCTION Q, VT 05001-
Phone 802-299-0128

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/10/2024
Final Inspection: PENDING
Occupancy Type: Assembly Occupancy
Occupancy Status: ACTIVE CONSTRUCTION PERMIT SITE

Final Inspection Notes:

- Building has an active construction project in progress and is NOT operational in the assembly occupancy. A final inspection shall be completed before occupancy is granted and a final inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions

of this Code, unless the following conditions exist:

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

Violation Summary

Status	Violation	Location
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Tickler History

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

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 X re-appointment to: Planning Commission

I. APPLICANT DATA:

Name: Colin Butler

Address: 3 Candlelight Terrace, White River Junction, VT 05001

Telephone: (Home) ~~802-295-1429~~ (Work) (Other)

Email Address: ~~colinbutler@white-river-junction.com~~

How long have you been a Hartford resident? 8 years

Are you a registered voter? yes

II. EDUCATION:

High School: Coventry High School, Coventry
RI

Year Graduated: 1970

College 1:

University of Rhode Island

Degree Earned: BS

Course of Study: Accounting

Year: 1977

College 2:

Degree Earned: Year:

Course of Study:

III. WORK HISTORY:

Please list Employer name & Address (most recent first)	Dates of Employment	Position held	Job duties
Retired October 2017 to present			

Town of Weathersfield 2015-2017 Town Accountant

The Stonehouse Group 1998-2015 Principal (Owner) Management and Information Technology Consultant

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? Generally available for any days or evenings

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I feel it's important that all citizens be willing to serve their communities and I have previous planning commission experience in Hartford and Ottawa, WI.

- c. What are your past experiences in Municipal, State or Federal Government? I've been a Conservation Commissioner (Coventry, RI), a school director (Sharon, VT) a fire district treasurer (Weddington, NC), a Park Commioner (Ottawa, WI), a Plan Commisioner (Ottawa, WI), a school board member (Kettle Moraine School District, Wales, WI), a director of the Wisconsin Association of School Boards and a planning commioner (Hartford, VT)

- d. What civic or social organizations have belonged to and what positions did you hold? Dousman (WI) Chamber of Commerce, president Waukesha County 4-H shooting sports leader

- 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? The development of adequate housing stock to meet the needs of Hartford residents in alignment with the Town's plan.

- f. What might some solutions be? Better coordination with other local municipalities and NGOs, closer adherence to the town plan and zoning ordinance by town staff, Selectboard, Planning Commission, Zoning Board and other town boards and commissions. More effective lobbying in Montpelier and Washington, DC to aid in accomplishing our local objectives.

- g. Other hobbies/interests: Farming, woodworking, genealogy

V. REFERENCES: (Please list three)

Name: Henry Hazen Telephone: [REDACTED]

Name: C. Dana Hazen Telephone: [REDACTED]

Name: Spencer Brouillette Telephone: [REDACTED]

 6 June 2024
APPLICANT'S SIGNATURE 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 APPLICATION

Application for ___ appointment(s) or X re-appointment to: Hartford Planning Commission

I. APPLICANT DATA:

Name: Tobias Dayman
Address: PO Box 1487
Quechee, VT 05059-1487
Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]
Email Address: [REDACTED]
How long have you been a Hartford resident? 21 years
Are you a registered voter? yes

II. EDUCATION:

High School: Woodstock Union High School Year Graduated: 1971
College 1: Univ. of Vermont Degree Earned: BA
Course of Study: Sociology Year: 1979
College 2: Harvard Univ. Graduate School of Design Degree Earned: MLA
Course of Study: Landscape Architecture Year: 1984

III. WORK HISTORY:

Please list Employer name & Address (most recent first)	Dates of Employment	Position held	Job duties
Tobias Dayman Landscape Architect LLC	2006-date	Landscape architect	Site design & planning
Harrington Civil Engineers	2019-2023	CAD technician	Civil drafting
Pathways Consulting LLC	2018-2019	CAD technician	Civil drafting
Hannaford	2011-2018	Bakery associate	Bakery dept. tasks

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? Yes
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have an interest in the community and wish to contribute where I may be if use. As a landscape architect for almost 40 years, I bring knowledge, experience, and expertise in site design and community planning to assist in the commission's assessments, reviews, functions, and goals.
- c. What are your past experiences in Municipal, State or Federal Government? I have served on the Hartford Planning Commission for almost 12 years.
- d. What civic or social organizations have belonged to and what positions did you hold? Hartford Planning Commission
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? Adequate housing remains an issue, both in quantity and affordable price.
- f. What might some solutions be? The community should eliminate or modify some regulations to reduce housing cost, especially when weighed in a cost/benefit/risk analysis. Specifically, the town should eliminate the need for sprinklers in private housing, civil engineering for driveways (with some criteria remaining), and agree to take over roads in subdivisions – all to reduce cost on housing.
- g. Other hobbies/interests: Cycling, photography, baking, history, landscape history

V. REFERENCES: (Please list three)

Name: Jack Rossi Telephone: [REDACTED]

Name: Bruce Riddle Telephone: [REDACTED]

Name: Ann Kynor Telephone: [REDACTED]

Bobias Dayman
APPLICANTS SIGNATURE

May 29, 2024
DATE

Town Manager's Report

June 25, 2024

Town Manager Activities

The Town Manager has agreed to serve as an ex officio member of the Hartford Area Chamber of Commerce.

The Town Manager met on June 14 with Erica Hoffman of the Green Mountain Economic Development Corporation.

The Town Manager, HR Director and Parks & Recreation Director and Wil Casella participated on several interviews of candidates for the New Communications and Media Specialist. Hopefully, we will be able to announce a hire soon.

Interviews will soon begin with respect to the Community Nurse position, of course with a different interview team. The deadline for applications was June 22.

Independence Day Holiday

Town offices will be closed on Thursday, July 4 in observance of Independence Day—America's 248th birthday!

John Haverstock

From: Dennis Brown <dlbm35vt@gmail.com>
Sent: Tuesday, June 18, 2024 9:21 AM
To: John Haverstock
Subject: Hometown Hero Banner application
Attachments: HH Banner Application June 18 2024.pdf

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

Hi John,

I've attached an application for the select board to consider permitting some Hometown Hero Banners up. Please let me know when it will be on a future agenda.

Thanks and best,

Dennis

Dennis L. Brown
dlbm35vt@gmail.com



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

(HHBC)

Organization Name: Hometown Heroes Banner Committee
Mailing Address: 253 Lower Hyde Park, WRS VT 05001
Contact Person: Dennis Brown
Phone: 802-356-2452 Email: dlbm35vt@gmail.com
Location of Light Poles: (Specify Village(s)) WRS
Number of Banners to be hung in each village 12
Dates Banners will be hung: 9/01/24 Date removed: 1/1/
1/1/ 10/30/24
Organization/Responsible Person hanging the Banners: HHBC
Phone: 802-356-2452 Email: dlbm35vt@gmail.com
Equipment to be used to hang/remove Banners: Ladder

I undersigned, understand that it is my responsibility to:

- Contact Parks & Recreation Department before hanging or removing Banners.
- Maintain a safe travel path for vehicles/bikes and pedestrians.
- Maintain the Banners in a safe manner.
- Remove the Banner(s) if it/they are 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, maintenance reasons, or permit expiration.

Signature: Dennis Brown Date: 6/18/24

FOR OFFICIAL USE ONLY

Application Reviewed by: _____ Date: 1/1/

Selectboard Decision: Approved _____ Denied _____ Approved with Modifications _____

Reason Denied: _____

Modifications: _____

Town of Hartford Volunteer Service Agreement/Release of Liability

Municipal contact in charge of volunteer: Town Manager / Directors of P+R

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

DPW
P+R

Volunteer will install 12 banners on Hartford light poles, as approved by the Hartford Selectboard.

Volunteer will remove 12 banners from Hartford light poles, as required by the Hartford Selectboard.

Volunteer Acknowledgement

I, Dennis Brown for HHBC, 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: Dennis Brown for HHBC Date: 6/18/24

Address: 253 Lower Hyde Park Phone: 802-356-2452

WRS, VT 05001 Email: d/bm35vt@gmail.com

Attest: _____ Date: _____

(municipal representative)



AGENDA MEMORANDUM
June 25, 2024
Town Selectboard Meeting Item: 5 (c)

Submitted by: John Haverstock, Town Manager

Background: The Hartford Commission on Racial Equity & Inclusion (HCOREI) currently has no Staff Liaison.

Discussion: HCOREI, through Committee Chair Pat Autilio and Selectboard Liaison Mary Erdei, has asked that a Staff Liaison/Contact be appointed. The HR Director has expressed some concerns and suggested a path forward, as seen from the attached emails.

Financial Impact: Other Staff Liaisons to Committees have managed to flex their schedule or use comp time to avoid any financial impact for their service on committees and I am confident that we can follow suit in this situation.

Recommendation: Move to instruct the Town Manager to appoint a Staff member to serve as a non-voting Staff Liaison to HCOREI.

Attachments

John Haverstock

From: Pat Autilio <diversifiedpat@gmail.com>
Sent: Tuesday, May 21, 2024 4:53 PM
To: John Haverstock
Cc: Paula Nulty
Subject: RE: Staff liaison to HCOREI

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

Hi John,
I do not have any other duties in mind beyond providing input at committee meetings.
Would it help to somehow spell that out more clearly in writing?
Thanks,
Pat

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, May 21, 2024 12:45 PM
To: Pat Autilio <diversifiedpat@gmail.com>
Cc: Paula Nulty <pnulty@hartford-vt.org>
Subject: RE: Staff liaison to HCOREI

Hi Pat.

As we discuss your request, I wanted to reach out and ask you if you have anything in mind for this staffer other than meeting attendance and participation. I would want to let prospects know if you had any (other) duties in mind.

Thanks.

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

From: Pat Autilio <diversifiedpat@gmail.com>
Sent: Wednesday, May 1, 2024 11:50 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Staff liaison to HCOREI

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

Hi John,
I hope things are going well with you.
At the last HCOREI meeting on April 17th, the group agreed that we'd like to have a member of the town staff to join our meetings if possible.

Per the recently adopted Selectboard Committee Liaison Policy, this would be a non-voting position. Nonetheless, a staff liaison's input and perspective could be beneficial to our work.

May I ask you to invite a member of your staff to become this HCoreI liaison?

As you know, we typically meet on the 1st and 3rd Wednesdays of the month at 6PM.

I'm available to discuss this role with you and/or any prospective liaison.

Thanks in advance,

Pat

908-499-8494

diversifiedpat@gmail.com

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.

John Haverstock

From: Pat Autilio <diversifiedpat@gmail.com>
Sent: Tuesday, May 21, 2024 4:49 PM
To: John Haverstock
Cc: Paula Nulty
Subject: RE: Staff liaison to HCOREI

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

Hi John,

Given the considerations that Paula provided, I would suggest that we defer the staff liaison request until I can discuss with the whole HCOREI committee.

Once I pull the group's feedback together, I will send the suggested letter to the Select Board and I can show up at a future meeting to discuss.

Is that okay?

Thanks,

Pat

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, May 21, 2024 2:21 PM
To: Pat Autilio <diversifiedpat@gmail.com>
Cc: Paula Nulty <pnulty@hartford-vt.org>
Subject: RE: Staff liaison to HCOREI

Pat,

...Here is some input (attached) from My Executive Assistant and HR Director, Paula Nulty.

Are you willing to generate an email or memo asking that the Selectboard to direct the Town Manager to appoint an HCOREI Staff liaison? You can send this to me for inclusion in the Selectboard's packet and this would become a third HCOREI agenda item for May 28:

HCOREI Update
HCOREI Request to Change its Charge
HCOREI Request for a Staff Liaison

Ideally, we would receive your email or memo by Wednesday at 5:00 PM.

Thanks.

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

From: John Haverstock
Sent: Tuesday, May 21, 2024 12:45 PM
To: Pat Autilio <diversifiedpat@gmail.com>

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

Subject: RE: Staff liaison to HCoreI

Hi Pat.

As we discuss your request, I wanted to reach out and ask you if you have anything in mind for this staffer other than meeting attendance and participation. I would want to let prospects know if you had any (other) duties in mind.

Thanks.

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

From: Pat Autilio <diversifiedpat@gmail.com>

Sent: Wednesday, May 1, 2024 11:50 AM

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

Subject: Staff liaison to HCoreI

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

Hi John,

I hope things are going well with you.

At the last HCoreI meeting on April 17th, the group agreed that we'd like to have a member of the town staff to join our meetings if possible.

Per the recently adopted Selectboard Committee Liaison Policy, this would be a non-voting position. Nonetheless, a staff liaison's input and perspective could be beneficial to our work.

May I ask you to invite a member of your staff to become this HCoreI liaison?

As you know, we typically meet on the 1st and 3rd Wednesdays of the month at 6PM.

I'm available to discuss this role with you and/or any prospective liaison.

Thanks in advance,

Pat

908-499-8494

diversifiedpat@gmail.com

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John Haverstock

From: Paula Nulty
Sent: Tuesday, May 21, 2024 2:13 PM
To: John Haverstock
Subject: FW: HCOREI request for staff liaison

Hi John,

I made recommendations below, which align with our discussion this afternoon. I don't believe anything can happen unless the first step takes place: "HCOREI, as a Selectboard committee, request that the Selectboard direct you as Town Manager to 'appoint a non-voting staff liaison' to HCOREI, per liaison policy."

My concerns on the last point may be handled, as we discussed, by you defining the role of the staff member as part of the committee. (Non-voting, etc)

Thanks,

Paula

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

From: Paula Nulty
Sent: Friday, May 3, 2024 5:05 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: HCOREI request for staff liaison

Hi John,

In regards to HCOREI directly requesting you "to invite a member of your staff to become (this) HCOREI liaison", I recommend the following steps:

- HCOREI, as a Selectboard committee, request that the Selectboard direct you as Town Manager to "appoint a non-voting staff liaison" to HCOREI, per liaison policy.
- Should that be approved, you as Town Manager reach out to staff, seeking to engage a staff member to liaise with HCOREI. You would then have the authority to appoint that staff member.
- Regarding the staff member: job description would need to be reviewed to see that it covers evening meetings. If it does not, that would be a discussion between you and the staff member. An exempt employee would receive compensatory time for meeting attendance; a non-exempt employee would need to receive OT. The Department Head should be consulted for budgeting.

- Lastly, in considering the Personnel Policy, there is the matter of supervisors and chain of command. So there could be a situation where HCoreI makes a recommendation to the Selectboard, the Selectboard acts on the recommendation by directing action of the Town Manager, and the Town Manager then directs his own staff. This creates a level of direction from the HCoreI staff liaison, regardless of whether having final voting authority or not, to the Town Manager, consequently to supervisors and possibly peers. This could be viewed as a conflict with the Personnel Policy, as well as the staff member's job description. Care should be taken.

Thanks,

Paula

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

John Haverstock

From: Pat Autilio <diversifiedpat@gmail.com>
Sent: Friday, June 21, 2024 10:24 AM
To: John Haverstock
Subject: RE: HCOREI Staff Liaison Request

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

Hi John,

Yes, HCOREI discussed the liaison at our last meeting and Mary took the action to work through some of the concerns Paula raised. I assume that's what she wants to discuss.

Kim just informed me that this topic is on the agenda for Tuesday. I should be able to be there.

Thanks and I hope your summer is going well,
Pat

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, June 21, 2024 10:18 AM
To: Pat Autilio <diversifiedpat@gmail.com>
Subject: HCOREI Staff Liaison Request

Hi Pat.

When we last we communicated, you had plans to discuss the HCOREI Staff Liaison idea with your committee. Recently, Mary Erdei asked that an appointment be made. Just to be clear, is this a request from HCOREI? Assuming so, I have placed this matter on Tuesday's Selectboard Agenda.

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.



AGENDA MEMORANDUM
June 25, 2024
Town Selectboard Meeting Item: 5 (d)

Submitted by: John Haverstock, Town Manager

Background: Each year, the Town Administration asks the Selectboard to review and approve the updated Fee Schedule for the coming fiscal year.

Discussion: The attached Fee Schedule was developed with an eye to recouping some of the costs associated with making available good and/or services to the public. Each Department Head proposes fees commensurate with their own approved FY budgets.

Financial Impact: The Fee Schedule generates revenue for FY2025 for the following funds:

General Fund	Solid Waste Fund
Water Fund	Quechee Water Fund
Wastewater Fund	Quechee Wastewater Fund

Recommendation: Move that the proposed fiscal year Fee Schedule be adopted and implemented by Staff, with any new rates becoming effective on July 1, 2024.

Attachment: Proposed Fee Schedule

John Haverstock

From: John Haverstock
Sent: Tuesday, May 28, 2024 1:34 PM
To: Department Leadership Team
Cc: Lana Livingston
Subject: Fee Schedule for FY 25

Hello.

Yes, a new fiscal year is approaching and the Selectboard will need to act in June to approve an updated Fee Schedule. Please look over your department's submission from last year and **submit your information to Lana, no later than June 10**. Your proposed fees should, of course, be in keeping with your approved FY budgets, or an explanation must be forthcoming. I will plan to present the proposed fees for the Selectboard's approval at its June 25 meeting.

Thanks.

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

Town of Hartford
Fiscal Year 2025 Master Fee Schedule

Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
Parks and Recreation									
<i>Municipal Pool</i>									
Family Season Pass*	2022	N/A	N/A	N/A	\$95	\$95	\$110	\$110	A family of up to 4 members, \$10 for each additional member. Non-Resident add \$15.
Youth Season Pass*	2022	N/A	N/A	N/A	\$45	\$45	\$45	\$45	Ages 5-20. (4 years of age and under - free) Non-Resident add \$15.
Adult Season Pass*	2022	N/A	N/A	N/A	\$55	\$55	\$55	\$55	Ages 21 & over. Non-Resident add \$15.
Senior Citizens/Veterans Season Pass*	2022	N/A	N/A	N/A	\$20	\$20	\$20	\$20	Ages 65 & over or Veteran Non-Resident add \$15.
Daily Pass	2022	N/A	N/A	N/A	\$3	\$3	\$3	\$3	Single day access per person.
Organization		N/A	N/A	N/A	\$200	\$200	\$200	\$200	\$200 base rate up to 10 members. \$10 for each additional member Non-Resident add \$15.
Swim Lessons	2022	N/A	N/A	N/A	\$45	\$45	\$45	\$45	Covers 10 swim lessons for approximately 45 minutes each lesson. Non-Resident add \$15.
Party Rental Space	2024							\$125	Covers entry for 20 individuals, spce for party during a 2 hour block. Non-Resident add \$15
*Non-Resident Surcharge									
<i>Wendall A. Barwood Arena (WABA)</i>									
<i>Public Skating</i>									
Family Season Pass	2014	\$95	\$95	\$95	\$95	\$95	\$110	\$110	Admits up to 4 family members for the season, \$10 for each additional member
Youth Season Pass	2014	\$45	\$45	\$45	\$45	\$45	\$45	\$45	Ages 5 -20 & (4 years of age and under - free)
Adult Season Pass	2014	\$55	\$55	\$55	\$55	\$55	\$55	\$55	Ages 21 & over
Noontime Hockey Season Pass	2023					\$70	\$70	\$70	Noontime Hockey
Senior Citizen / Veterans Season Pass	2014	\$20	\$20	\$20	\$20	\$20	\$20	\$20	Ages 65 and over or Veteran
Daily Pass	2007	\$5	\$5	\$5	\$5	\$5	\$5	\$5	Daily admission for public skates and special events
Noontime Hockey Daily Pass	2023					\$10	\$10	\$10	Daily admission for noontime hockey player
After School/Home School Programs	0	\$5	\$5	\$5	\$5	\$5	\$5	\$5	Group per-person per-visit. M-F 11am - 3pm based on 1 hour usage.
Ice Skate Rentals		\$5	\$5	\$5	\$5	\$5	\$5	\$5	Per-pair of skates
Skate Sharpening		\$5	\$5	\$5	\$5	\$5	\$5	\$5	Per-pair of skates
Locker Room Rental		\$0	\$0	\$0	\$10	\$10	\$10	\$10	during public skating and limited to room availability
<i>Ice Rental</i>									
Prime Time Rate	2024	\$215	\$215	\$215	\$220	\$225	\$230	\$240	Hourly rate for use of WABA ice arena during prime time hours. M-F 3-11pm and S-S 8am -11pm
Non Prime Time	2023	\$175	\$175	\$175	\$180	\$185	\$190	\$190	Hourly rate for use of WABA ice arena during non-prime time hours. M-F 5am-3pm and S-S 5am-8am
<i>Off Season</i>									
Full Day/ Half Day	1998	\$300-\$600	\$300-\$600	\$300-\$600	\$300-\$600	\$300-\$600	\$300-\$600	\$300-\$600	Half/ full day exclusive use of facility. Staff member required /hourly detail rates apply
Hourly Rate	2005	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Exclusive use of facility for one hour. Same as daily rate. Staff member required / hourly detail rates apply
<i>Parks</i>									
Daily Event Special Use Permit	2019	\$200-\$400	\$200	\$200	\$200	\$200	\$200	\$200	
Non-Athletic Fields/Courts/Venues			\$0	\$0	\$0	\$0	\$0	\$0	To reserve open space, a permit application is required when there are large groups of 10 or more. Functions of 50 or more may require a Special User Permit.
Non-Resident fee		\$25	\$25	\$25	\$25	\$25	\$25	\$25	(Carry-in / carry-out trash)
									Added to permit rates as described above
<i>Athletic Fields</i>									
Athletic Games / Practices	2010	\$15-\$25	\$15-\$25	\$15-\$25	\$15-\$25	\$15-\$25	\$15-\$25	\$15-\$25	2 hour block field rental. Fee based on type of field requested. Additional fee for field prep may apply.
Athletic BB/SB Diamonds Prep		\$58	\$58	\$58	\$58	\$58	\$58	\$58	Includes one time prep fee to groom and line skinned surface and game no more than 2 hours.
Athletic Turf Field Prep	2023	\$135-\$270	\$135-\$270	\$135-\$270	\$135-\$270	\$300-\$800	\$300-\$800	\$300-\$800	Includes one time prep fee to line existing field lines - or up to one time prep fee to layout soccer/lax/field hockey fields for season.
Athletic Field Lights		\$12	\$12	\$12	\$12	\$12	\$16	\$16	\$16 hour for field lighting
<i>Courts - Basketball/Tennis/Pickleball</i>									
Hourly rate for private lessons or events		\$15	\$15	\$15	\$15	\$15	\$15	\$15	1 court for maximum of 2 hours guaranteed court availability.
1-court reservation permit		\$5	\$5	\$5	\$5	\$5	\$5	\$5	To reserve 1 court for guaranteed court availability. Permit will be issued. Maximum 2 hours of usage.
<i>Youth and Adult Programs</i>									
Ventures Camp Registration Cancellation Fee	2019		\$25	\$25	\$25	\$25	\$25	\$25	The \$25 does not apply to medical or emergent issues presented to the Department in writing.
Youth & Adult Athletics	2006	\$15-\$150	\$15-\$150	\$15-\$150	\$15-\$150	\$15-\$150	\$15-\$150	\$15-\$150	Refers to youth sports (i.e., soccer, basketball, softball, baseball, field hockey). Fees include costs, officials background check expenses.
General youth & adult programs	2004	\$20-\$300	\$20-\$300	\$20-\$300	\$20-\$300	\$20-\$500	\$20-\$500	\$20-\$500	Includes both youth and adult recreational activities outside of athletics. (Golf, skiing, HPAC etc.)
Adult & Family Drop In Sports	2004	\$2-\$10	\$2-\$10	\$2-\$10	\$2-\$10	\$2-\$10	\$2-\$10	\$2-\$10	Drop in basketball, volleyball, Zumba, pickleball, ultimate frisbee, yoga and soccer.
<i>Park Venues</i>									

Town of Hartford
Fiscal Year 2025 Master Fee Schedule

Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
Pavilion A - Maxfield	2014	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	Rental of facility for half/full day. Includes use of bathrooms/. Functions of 50 or more may require a Special Use Permit. (Carry-in / carry-out trash)
Pavilion B & C - Maxfield	2014	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	
Pavilion Frost/Ratcliff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Quechee Gazebo		\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	
Quechee Falls Park		\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	
Lyman Bandstand		\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	\$15-\$30	Added to rates above
Non-Resident fee		\$25	\$25	\$25	\$25	\$25	\$25	\$25	
Credit card convenience fee					3.5%	3.5%	3.5%	3.5%	
Refund processing fee	2019		\$5.0	\$5.0	5.00	5.00	5.00	\$10.0	Applies to patron cancellations of programs and permits unless refund is held as a household credit.

Town of Hartford
Fiscal Year 2025 Master Fee Schedule

Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
Public Works									
<i>Highway Division</i>									
Excavation Permit	2014	\$50	\$50	\$50	\$50	\$50	\$75	\$75	Fee for work in Town Right-of-Way.
Driveway Permit Extension	2003	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No fee for six month extension if not constructed by December of year of issuance.
Driveway Permits	2013	\$75	\$75	\$75	\$75	\$75	\$100	\$100	Fee to apply for and receive residential curb cut serving as a driveway. Applicant will mark location on site. Expires if not built by December of year obtained.
Overweight Permits - Annual	2003	\$5	\$5	\$5	\$5	\$5	\$5	\$5	Annual (Renewals effective April 1st/yr.) fee for operation of single overweight truck (>24,000 lbs.) on Town roads. Rate set by State.
Overweight Permits - Fleet	2003	\$10	\$10	\$10	\$10	\$10	\$10	\$10	Annual fee for operation of multiple (fleet) overweight truck (>24,000 lbs.) on Town roads. No limit on number of vehicles. Rate set by State.
Overweight Permits - Project	2003	\$5	\$5	\$5	\$5	\$5	\$5	\$5	A project specific permit issued to exceed annual weight limits for a specific project. Fee established by State.
Overweight Permits - Project/Fleet	2003	\$10	\$10	\$10	\$10	\$10	\$10	\$10	A project specific permit issued to exceed annual weight limits for a specific project. For more than one vehicle.
Off Duty Callout	NEW						\$150	\$150	Minimum 4 hour charge per employees for off duty public assistance. Time after 4 hours will be invoiced at the prorated hourly rate of \$37.50.
<i>Water and Wastewater</i>									
<i>Hartford, White River Junction, and Wilder Water Usage Rates</i>									
Base Rate	2023	\$34.15	\$34.15	\$34.49	\$38.28	\$40.19	\$45.01	\$45.01	Fixed fee based on one equivalent dwelling unit (EDU) in multiples of 210 gallon per day. Billed quarterly.
Water Usage Fee (Metered)	2023	\$2.06	\$2.06	\$2.08	\$2.31	\$2.43	\$2.72	\$2.72	Fee assessed for each 100 cu./ft. of water consumed. Billed quarterly.
Water Usage Fee (Unmetered)	2023	\$75.38	\$75.38	\$76.13	\$84.50	\$88.73	\$99.38	\$99.38	Quarterly non-metered flat rate (2000 cf).
<i>Hartford, White River Junction, and Wilder Wastewater Disposal Rates</i>									
Base Rate	2018	\$64.71	\$64.71	\$65.36	\$69.28	\$72.74	\$82.92	\$82.92	Fixed fee based on one equivalent dwelling unit (EDU) in multiples of 210 gallon per day. Billed quarterly.
Wastewater Usage Fee (Metered)	2018	\$3.44	\$3.44	\$3.47	\$3.68	\$3.86	\$4.40	\$4.40	Fee assessed for each 100 cu./ft. of water consumed. Billed quarterly.
Wastewater Usage Fee (Unmetered)	2018	\$534.57	\$534.57	\$534.57	\$534.57	\$566.64	\$685.07	\$685.07	Fee for unmetered water consumption. Annual fee. (2000 cf./qtr.)
Septage Charges - Resident	2013	\$106	\$109.18	\$109.18	\$109.18	\$114.64	\$130.39	\$130.39	Fee charged to commercial haulers for each 1,000 gallons from Hartford residents.
Septage Charges - Non- Resident	2013	\$145	\$149.35	\$149.35	\$149.35	\$156.82	\$178.77	\$178.77	Fee charged to commercial haulers for each 1,000 gallons from non-residents.
<i>Quechee Water Usage Rates</i>									
Base Rate	2018	\$64.22	\$70.64	\$71.35	\$77.06	\$80.91	\$94.66	\$94.66	Fixed fee based on one equivalent dwelling unit (EDU) in multiples of 210 gallon per day. Billed quarterly. (1% increase)
Water Usage Fee (Metered)	2018	\$2.81	\$3.09	\$3.12	\$3.37	\$3.54	\$4.14	\$4.14	Fee assessed for each 100 cu./ft. of water consumed. Billed quarterly. (10% increase)
Water Usage Fee-Unmetered 1 bdrm	2018	\$78.25	\$86.08	\$86.94	\$93.90	\$98.60	\$115.36	\$115.36	Quarterly non-metered - flat rate assessed for a 1 bedroom home. (500 cf/qtr.) (1% increase)
Water Usage Fee-Unmetered 2 bdrm	2018	\$92.29	\$101.52	\$102.54	\$110.74	\$116.28	\$136.05	\$136.05	Quarterly non-metered - flat rate assessed for a 2 bedroom home. (1000 cf/qtr.) (1% increase)
Water Usage Fee-Unmetered 3 bdrm	2018	\$109.13	\$120.04	\$121.24	\$130.94	\$137.49	\$160.86	\$160.86	Quarterly non-metered - flat rate assessed for a 3 bedroom home. (1600 cf/qtr.) (1% increase)
Water Usage Fee-Unmetered 4 bdrm	2018	\$120.36	\$132.40	\$133.72	\$144.42	\$151.64	\$177.42	\$177.42	Quarterly non-metered - flat rate assessed for a 4 bedroom home. (2000 cf/qtr.) (1% increase)
Water Usage Fee-Unmetered 5 bdrm	2018	\$131.59	\$144.75	\$146.20	\$157.90	\$165.80	\$193.99	\$193.99	Quarterly non-metered - flat rate assessed for a 5 bedroom home. (2400 cf/qtr.) (1% increase)
<i>Quechee Wastewater Disposal Rates</i>									
Base Rate	2018	\$128.31	\$128.31	\$129.59	\$143.84	\$151.03	\$154.05	\$154.05	Fixed fee based on one equivalent dwelling unit (EDU) in multiples of 210 gallon per day. Billed quarterly. (1% increase)
Wastewater Usage Fee (Metered)	2018	\$4.51	\$4.51	\$4.56	\$5.06	\$5.31	\$5.42	\$5.42	Fee assessed for each 100 cu./ft. of water usage. Billed quarterly. (1% increase)
Wastewater Usage Fee (Unmetered)	2018	\$200.60	\$200.60	\$202.61	\$224.90	\$236.15	\$240.87	\$240.87	Quarterly non-metered - flat rate. Same for all size homes (1600 cf/qtr.). (1% increase)
<i>Quarterly Fire Protection Fees</i>									
Hydrants (public)	2019		\$0	\$0	\$0	\$0	\$0	\$0	Exempt
Hydrants (private)	2019		\$90	\$90	\$90	\$90	\$90	\$90	Quarterly fee for hydrant on private property
Fire Sprinkler Connection	2015								Fee assessed each quarter for a dedicated sprinkler water line. Mirrors hydrant fee. Removed 2019
Fire Sprinkler Connection (residential)	2019		1 EDU	1 EDU	1 EDU	1 EDU	1 EDU	1 EDU	Fee assessed each quarter for a dedicated sprinkler water line. New 2019
Fire Sprinkler Connection (2")	2019		\$50	\$50	\$50	\$50	\$50	\$50	Fee assessed each quarter for a dedicated sprinkler water line. New 2019
Fire Sprinkler Connection (4" and 6")	2019		\$90	\$90	\$90	\$90	\$90	\$90	Fee assessed each quarter for a dedicated sprinkler water line. New 2019
Fire Sprinkler Connection (8" +)	2019		\$90	\$90	\$90	\$90	\$90	\$90	Fee assessed each quarter for a dedicated sprinkler water line. New 2019
Sprinkler connection before meter (residential)	2019		1 EDU	1 EDU	1 EDU	1 EDU	1 EDU	1 EDI	Fee assessed each quarter for an unmetered residential sprinkler connection before meter. New 2019
<i>Small Diameter Service Tap Fees</i>									
New service 3/4"-2" water tap	2007	\$250	\$250	\$250	\$250	\$250	\$250	\$250	Fee for the Department to make tap, owner digs trench and provides all other labor and materials.
New service 1-1/2" - 2" water tap							\$375	\$375	
<i>Meter Installation Fees</i>									

Town of Hartford
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Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
									Meter horn or connection ready for installation by Town. Includes inspection of the water service line. Materials billed separately. Meters/Lines greater than 3/4" based on actual labor cost. Meter horn installed by plumber, meter installed by water department
3/4"-1" Meter Install/Inspection	2006	\$100	\$100	\$100	\$100	\$100	\$100	\$100	
1 1/2" and 2" Meter Inspection	2019		\$100	\$100	\$100	\$100	\$125	\$125	Meter Flanges and Meter Installed by owners plumber, witnessed by Water Department. New 2019. Materials billed separately.
Meters Larger Than 2"	2019		\$100	\$100	\$100	\$100	\$150	\$150	Meter Flanges and Meter Installed by owners plumber, witnessed by Water Department. New 2019. Materials billed separately.
<i>Service Call Fees</i>									
Workday Service Calls by Operator Hourly Fee	2019		\$90	\$90	\$90	\$90	\$90	\$90	Labor only. Minimum 1 hour. Examples include inspections, new meter installations, frozen water meters, customer requested shut offs New 2019 (1 employee)
Workday Service Calls by Supervisor Hourly Fee	2019		\$110	\$110	\$110	\$110	\$110	\$110	Crew of two or more. Labor only Minimum 1 hour New 2019
After Hours Service Calls by Operator Hourly Fee	2019		\$135	\$135	\$135	\$135	\$135	\$135	Labor only. Minimum 1 hour. Examples include inspections, new meter installations, frozen water meters, customer requested shut offs New 2019
After Hours Service Calls by Supervisor Hourly Fee	2019		\$165	\$165	\$165	\$165	\$165	\$165	Crew of two or more. Labor only Minimum 1 hour New 2019
Service Call for Call out by Operator	2019		\$250	\$250	\$250	\$250	\$250	\$250	Covers 4 hour call out Labor only New 2019
Service Call for Call out by Supervisor	2019		\$300	\$300	\$300	\$300	\$300	\$300	Covers 4 hour call out Labor only New 2019
Out of cycle meter reading (workday)	2013	\$40	\$45	\$45	\$45	\$45	\$45	\$45	During normal (crew) work hours, fee to cover the cost of visiting site, for out of sequence reading and billing (i.e. real estate transfers, landlords switching tenants, etc.).
Out of cycle meter reading (evenings and weekends)	2001	\$100	\$135	\$135	\$135	\$135	\$135	\$135	switching tenants, etc.).
Delinquent account disconnection or reconnect (workday)	2001	\$25	\$25	\$25	\$25	\$25	\$25	\$25	Fee established by Title 24 Section 5151 Vt. Statute (during crew workday) to cover the cost of service shut off/collections necessitated by the non-payment of fees.
Delinquent account disconnection or reconnect (evenings and weekends)	2001	\$40	\$40	\$40	\$40	\$40	\$40	\$40	Fee established by Title 24 Section 5151 Vt. Statute (after crew workday) to cover cost of service shut off and collections necessitated by the non-payment of fees.
Unused/Unrealized connections	2007	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	Fee (equal 50% of reserved allocation and resulting projected bill) to allocate water system capacity to those not holding a valid zoning permit.
<i>Temporary Water Service Fees</i>									
Temporary water service - 3/4"	2018	\$100 +150% of water rate+ 2 EDU Base Rate	\$100 +150% of water rate+ 2 EDU Base Rate	\$100 +150% of water rate+ 2 EDU Base Rate	\$100 +150% of water rate+ 2 EDU Base Rate	\$100 +150% of water rate+ 2 EDU Base Rate	\$100 +150% of water rate+ 2 EDU Base Rate	\$100 +150% of water rate+ 2 EDU Base Rate	Town installs 3/4" temporary service and temporary meter from existing hydrants/old service (i.e., construction, temporary/special events, etc.). Consumption charged at 150% of regular water usage rate.
Temporary water service - 1"	2018	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	Town installs 1" temporary service and temporary meter from existing hydrants/old service + consumption charged at 150% of regular water usage rate. (i.e., construction, temporary/special events, etc.).
Temporary water service - 2"	2018	\$200 +150% of water rate+ 5 EDU Base Rate	\$200 +150% of water rate+ 5 EDU Base Rate	\$200 +150% of water rate+ 5 EDU Base Rate	\$200 +150% of water rate+ 5 EDU Base Rate	\$200 +150% of water rate+ 5 EDU Base Rate	\$200 +150% of water rate+ 5 EDU Base Rate	\$200 +150% of water rate+ 5 EDU Base Rate	Town installs 2" temporary service and meter from existing hydrants/old service + consumption charged at 150% of regular water usage rate.
Temporary Water Service - Unmetered	2018	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	\$150 +150% of water rate+ 3 EDU Base Rate	Town installs temporary service and meter from existing hydrants/old service + estimated consumption charged at 150% of regular water usage rate + prorated daily base (EDUs)

Town of Hartford
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Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
<i>Hydrant Flow Test Fees</i>									
Hydrant Flow Testing	2018	\$150	\$150	\$150	\$150	\$150	\$150	\$150	Min. charge assessed to consultants or developers for conducting a hydrant flow test/data. Fee based on actual labor cost/time.
<i>Water System Application/Connection Fees:</i>									
Application/connection fee - 3/4" & 1"	2018	\$200	\$200	\$200	\$200	\$200	\$200	\$200	Up front fee to connect to water system - 3/4", 1". Includes inspection. Does not include materials or additional labor.
Application/connection fee - 1.5", 2"	2018	\$300	\$300	\$300	\$300	\$300	\$300	\$300	Up front fee to connect to water system - 1.5", 2". Includes inspection. Does not include materials or additional labor.
Application/connection fee - 4" & 6" (first 100 ft)	2018	\$500	\$500	\$500	\$500	\$500	\$500	\$500	Up front fee to connect to water system - 4", 6" for the first 100 FT. Includes filling and up to 3 inspections. Does not include materials or additional labor. Additional inspections billed at \$75/visit
Application/connection fee - 4" & 6" (each additional foot)	2018	\$5	\$5	\$5	\$5	\$5	\$5	\$5	Up front fee to connect to water system - 4", 6". Each additional per foot over 100ft.
Application/connection fee - 8" and up (first 100 ft)	2018	\$750	\$750	\$750	\$750	\$750	\$750	\$750	Up front fee to connect to water system - 8" or more for the first 100 FT. Includes filling and up to 3 inspections. Does not include materials or additional labor. Additional inspections billed at \$75/visit
Application/connection fee - 8" and up (each additional foot)	2018	\$8	\$8	\$8	\$8	\$8	\$8	\$8	Up front fee to connect to water system - 8" or more. Each additional per foot over 100ft.
<i>Miscellaneous Wastewater Fees</i>									
New residential sewer main tap connection	2006	\$300	\$300	\$300	\$300	\$300	\$300	\$300	Fee for the Department to connect service saddle, owner digs trench and provides all other labor and materials.
New residential sewer main tap inspection	2006	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Fee for department to inspect owner installed sewer main tap.
New sewer service inspection fee	2006	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Fee to provide manpower for inspection of work before service is activated. Materials, if required, are an additional cost.
Unused/Unrealized connections	2007	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	50% Unmetered Rate	Fee (equal 50% of reserved allocation and resulting projected bill) to allocate sewer system capacity to those not holding a valid zoning permit.
Property Owner Service Assistance	2005	Time and Materials	Time and Materials	Time and Materials	Time and Materials	Time and Materials	Service no longer provided due to liability	Service no longer provided due to liability	Actual time/material to provide assistance to owners for flood or lost service NOT resulting from Town system failure, i.e. damaged by others, etc.
Departmental assistance during construction	2005	Time and Materials	Time and Materials	Time and Materials	Time and Materials	Time and Materials	Time and Materials	Time and Materials	Department assistance in the actual construction of sewer lines, locating taps, etc.
Application/connection fee - 4" (first 100 ft)	2018	\$500	\$500	\$500	\$500	\$500	\$500	\$500	Up front fee to connect to wastewater system - 4", 6" for the first 100 FT. Includes up to 3 inspections. Does not include materials or additional labor. Additional inspections billed at \$75/visit
Application/connection fee - 4" (each additional foot)	2018	\$5	\$5	\$5	\$5	\$5	\$5	\$5	Up front fee to connect to wastewater system - 4", 6". Additional per foot over 100ft.
Application/connection fee - 6" and up (first 100 ft)	2018	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	Up front fee to connect to wastewater system - 8" and up for the first 100 feet. Includes up to 3 inspections. Does not include materials or additional labor. Additional inspections billed at \$75/visit
Application/connection fee - 6" and up (each additional foot)	2018	\$8	\$8	\$8	\$8	\$8	\$8	\$8	Up front fee to connect to wastewater system - 8"and up. Additional per foot over 100ft.
<i>Solid Waste and Recycling</i>									
Annual Non-Commercial Sticker Fee	2019	\$20	\$30	\$30	\$30	\$30	\$30	\$30	Fee assessed to allow access to facility.
Additional Annual Non-Commerical Sticker	2023					\$15	\$15	\$15	Same Address only
Single Non-Commercial Day Pass	2019	\$5	\$10	\$10	\$10	\$10	\$10	\$10	Allows for a single day access to facility.
Punch Card	2023				\$40	\$47.50	\$47.50	\$47.50	10 punches at \$4.75 each
Annual Commercial Hauler License Fee - Hartford Residents or Businesses	2008	\$10	\$10	\$10	\$10	\$10	\$10	\$10	License application fee for any commercial hauler
Annual Commercial Hauler License Fee - GUV District Members	2008	\$10	\$40	\$40	\$40	\$40	\$40	\$40	
Annual Commercial Hauler Sticker Fee	2002	\$50	\$50	\$50	\$50	\$50	\$50	\$50	Fee assessed per company vehicle for use of facility.
MSW per 30 gal. bag up to 40#	2023	\$3.35	\$3.35	\$3.35	\$3.35	\$4.75	\$4.75	\$4.75	Fee allowing for the disposal of household waste (MSW), a single container not exceeding units either equaling 30 gal. or 40 pounds or any part thereof.
Bulk MSW	2023					\$240.00	\$240.00	\$240.00	assessed by weight per ton.

Town of Hartford
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Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
Clean Brick or Concrete						\$30.00	\$30.00	\$30.00	fee assessed per ton
Vehicle or Equipment Battery	2023	\$3.35	\$3.35	\$3.35	\$3.35	\$4.75 - \$14.25	\$4.75 - \$14.25	\$4.75 - \$14.25	Amount of fee depends on size of battery.
Tires under 17 inches w/o rim	2023	\$6.70	\$6.70	\$6.70	\$6.70	\$9.50	\$9.50	\$14.25	
Tires under 17 inches with rim	2023					\$14.25	\$14.25	\$14.25	
Tires 17 inches or larger w/o rim						\$19.00	\$19.00	\$23.75	
Tires 17 inches or larger with rim						\$23.75	\$23.75	\$23.75	
Tires (in bulk for commerical permits only)	2023	\$273	\$273	\$273	\$273	\$300	\$300	\$300	Per ton fee for the disposal of passenger car tires, light truck, large truck, and tractors. Contact office for details regarding tire sizes accepted.
Electronics	2023		\$3.35	\$3.35	\$3.35	\$9.50	\$9.50	\$9.50	Examples: VCR, DVD players, Microwaves, radios, fax machines, stereos, MP3 players, officer equipment
Fire Extinguisher	2023					\$9.50	\$9.50	\$9.50	
Food Scraps	2023					\$4.75	\$4.75	\$4.75	Per 5 lb. bucket
Bulky Waste	2023					\$240	\$240	\$240	assessed by weight per ton. Examples include carpet, furniture, toilets, tubs, sinks, cabinets
Household Appliances	2023					\$4.75	\$4.75	\$4.75	Examples: crockpots, coffee machines, toasters, mixers
Freon Units	2015	\$16.75	\$20	\$20	\$20	\$20	\$20	\$20	Fee to evacuate and dispose of unit in appliances such as refrigerators, freezers, air conditioners or dehumidifiers
Propane Cylinders 20-100 pound	2023	\$10.05	\$10.05	\$10.05	\$10.05	\$14.25	\$14.25	\$14.25	
Propane Cylinders 1 pound	2023	\$1	\$1	\$1	\$1	\$2	\$2	\$2	
Waste Generation Fees per ton	2008	\$15	\$20	\$20	\$20	\$20	\$20	\$20	Per ton fee assessed to commercial haulers for disposal of solid waste outside of Hartford Transfer Station.
Hartford Police Department									
General Fees									
Special Duty	2013	\$78	\$78	\$78	\$78	\$78	\$110	\$111.93	Hourly fee for coverage of outside or special detail (i.e. special events, construction, etc.). Minimum of 4 hours per event. Town or school functions have no
Police Reports	2014	\$25	\$25	\$25	\$25	\$25	\$25	\$25	Fee funds the production of reports for accidents or other investigations.
Copies of video, audio tapes	2014	\$50	\$50	\$50	\$50	\$50	\$50	\$50	Fee assessed for the staff time, equipment, and time required to reproduce a video.
Taxi Operator License	2002	\$50	\$50	\$50	\$50	\$50	\$50	\$50	This is an annual fee set by local ordinance for the operation of each taxi company operating within Hartford.
Taxi Cab	2002	\$50	\$50	\$50	\$50	\$50	\$50	\$50	This is an annual fee set by local ordinance for the operation of each cab operating within Hartford.
False Alarm Calls									
1st Alarm	2013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	There is no charge for the Department to respond to the first false alarm each year.
2nd Alarm	2013	\$15	\$15	\$15	\$15	\$15	\$15	\$15	Escalating fee to cover some of the Town's expense and to encourage owners of alarm systems to correct problem alarms.
3rd Alarm	2013	\$50	\$50	\$50	\$50	\$50	\$50	\$50	Escalating fee to cover some of the Town's expense and to encourage owners of alarm systems to correct problem alarms.
4th+ Alarm	2013	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Escalating fee to cover some of the Town's expense and to encourage owners of alarm systems to correct problem alarms.
Fingerprints	2011	\$25	\$25	\$25	\$25	\$25	\$25	\$35	The Police Department, provide fingerprinting services for a variety of needs. Fee is for each card required/produced.
Liquor License Records Verification	2018	\$25	\$25	\$25	\$25	\$25	\$25	\$25	
VIN Verification - Residents	2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
VIN Verification - Non Residents		\$5	\$5	\$15	\$15	\$15	\$15	\$15	
Dispatch Contracts									
Town of South Royalton	2023	\$16,901.47	\$18,066.95	\$16,901.47	\$19,964.47	\$21,862.00	\$35,721.07		Annual fee assessed for emergency communications services.
Royalton (FD/EMS)								\$23,837.41	
Royalton (Police)								\$24,910.79	
Town of Sharon	2014	\$12,591.90	\$12,591.90	\$12,591.90	\$13,973	\$13,973	\$13,401	\$13,569	
Town of Norwich	2014	\$61,672.50	\$61,672.50	\$67,291.75	\$72,911	\$72,911	\$64,079	\$64,881	
Windsor	2023	\$176,166.62	\$176,166.62	\$176,166.62	\$186,051.93	\$193,343.62	\$161,149.04	\$163,166.98	
W. Windsor	2014	\$12,591.90	\$12,591.90	\$12,591.90	\$13,973	\$13,973	\$15,169	\$15,359	
Reading	2014	\$12,591.90	\$12,591.90	\$12,591.90	\$13,973	\$13,973	\$12,868	\$13,030	
Hartland	2014	\$13,543.25	\$13,543.25	\$13,543.25	\$14,253	\$14,253	\$22,820	\$23,106	
Ascutney/W Weathersfield	2023	\$15,028.20	\$15,028.20	\$17,166.30	\$19,161.15	\$21,156.00	\$25,410.78	\$25,728.98	
Town of Chester	2023	\$18,031.59	\$18,031.59	\$18,031.59	\$20,039.29	\$22,046.99	\$29,091.16	\$29,455.45	
Town of Cavendish	2014	\$12,591.90	\$12,591.90	\$12,591.90	\$13,973	\$13,973	\$17,178	\$17,393	

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Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
Hartford Fire Department and Emergency Medical Services									
<i>General Fees</i>									
Fire Report Fee	2002	\$25	\$25	\$25	\$25	\$25	\$25	\$25	Set fee to provide reports on fire, etc., incident, i.e. to insurance carriers, etc.
Yearly Fire Alarm	2014	\$250	\$250	\$250	\$250	\$250	\$250	\$250	Amount for the monitoring of fire alarms that report directly to the Town.
Plan Review	2008	\$8	\$8	\$8	\$8	\$8	\$8	\$8	For each \$1000 of construction costs. Min. Charge \$50.00. Aligns with State Rates.
Fire Inspection for liquor license Inspections	2025							\$125	
Miscellaneous Services	2002	\$125	\$125	\$125	\$125	\$125	\$125	\$125	A general \$125 per hour fee for services rendered on misc. incidents/matters.
Public Safety Mechanic Services	2023					\$120	\$120	\$120	A general \$120 perhour billable fee for outside services rendered on fleet vehicles
<i>False Alarms</i>									
1st incident	2013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Covers response by HFD to 1st incident which proves to be a false alarm.
2nd incident	2023	\$50	\$50	\$50	\$50	\$100	\$100	\$100	Covers response by HFD to 2nd incident which proves to be a false alarm.
3rd incident	2013	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Covers response by HFD to 3rd incident which proves to be a false alarm.
4th incident & beyond	2013	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Covers response by HFD to 4th incident which proves to be a false alarm. Fee assessed for each unit responding.
<i>Ambulance Contracts</i>									
N. Hartland Ambulance	2014	\$22,050	\$22,050	\$22,050	\$22,050	\$22,050	\$22,050	\$22,050	Per capita fee (\$35.00) assessed for providing ambulance service to residents (630) of N. Hartland.
Sharon (I-89)	2023	\$200	\$200	\$200	\$200	\$350	\$350	\$350	Cost per event for Hartford ambulance to respond to incidents on I-89 in Sharon. Charge for "non-transport calls".
Sharon (Ambulance, SE)	2014	\$350	\$350	\$350	\$350	\$350	\$350	\$350	Yearly fee, based on 10 residents, to have ambulance respond to calls in SE Sharon. Guaranteed by Sharon. Per capita fee of \$35.00.
<i>Ambulance Services</i>									
Ambulance Reports	2012	\$25	\$25	\$25	\$25	\$25	\$25	\$25	Fee to provide copy of report to insurance carriers, etc.
Outside Details	2013	\$75	\$75	\$75	\$75	\$100	\$100	\$100	Set by CBA for per hour per EMT coverage. Minimum of 3 hours except for municipal details.
<i>Ambulance Procedures</i>									
ALS1	2014	\$650	\$650	\$650	\$650	\$900	\$900	\$900	Advanced Life Support #1. Standard emergency incident including administration of IV and oxygen.
ALS2	2014	\$850	\$850	\$850	\$850	\$1,200	\$1,200	\$1,200	Advanced Life Support #2. More severe event requiring administration of medications, defibrillation or intubation, e.g. cardiac arrest or multi-trauma
Non-emergency	2007	\$325	\$325	\$325	\$325	\$325	\$325	\$325	Non-emergency. Seldom used.
Basic Rate - No ALS Services	2013	\$575	\$575	\$575	\$575	\$650	\$650	\$650	Basic Life Support rate: Same fee as ALS but required to bill at BLS rate if no ALS services are performed.
Mileage Fee/Transport	2014	\$14.50	\$14.50	\$14.50	\$14.50	\$16.25	\$16.25	\$16.25	Fee for patient transport miles
Specialty Care Transport	2011	\$800	\$800	\$800	\$800	\$1,000	\$1,000	\$1,000	Critical care transports from the V.A.
Paramedic Intercept	2014	\$375	\$375	\$375	\$375	\$375	\$375	\$375	Provides paramedic intercept services to Windsor, Woodstock and S. Royalton. Per call. Plus cost of materials.

Town of Hartford
Fiscal Year 2025 Master Fee Schedule

Department	Last Updated	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Description
Planning and Development									
<i>Zoning and Building Permitting Fees</i>									
Single Family Dwelling	2018	\$165	\$165	\$165	\$165	\$165	\$165	\$165	Fixed \$165.00 fee per unit, plus \$.05 per sq. ft. for new space. Covers a portion of cost to process/follow-up on applications/permits.
Two Family Dwelling	2018	\$315	\$315	\$315	\$315	\$315	\$315	\$315	Fixed \$315.00 fee for two new units, \$165 if adding a unit to an existing single family, plus \$.05 per sq. ft. for new space unless paid at time of Public Hearing. Covers a portion of cost to process/follow-up cost on applications/permits. (Separated from multifamily; eliminated per sq. ft. charge if paid with Public Hearing application.)
Multifamily Dwelling (3+ Units)	2018	\$365	\$365	\$365	\$365	\$365	\$365	\$365	Merged with two-family
Commercial Structure/Use	2018	\$365	\$365	\$365	\$365	\$365	\$365	\$365	Fixed \$365.00 fee, plus \$.05 per sq. ft. for new space unless paid at the time of the Public Hearing. Covers a portion of cost to process/follow-up on applications/permits. (Eliminated per sq. ft. if paid with Public Hearing application.)
Accessory Structure	2018	\$50	\$50	\$50	\$50	\$50	\$50	\$50	Fixed \$50.00 fee, plus \$.05 sq. ft. for new space. Covers a portion of cost to process/follow-up on applications/permits. (Eliminated type of structure.)
Residential Addition/Alteration	2018	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Fixed \$100.00 fee, plus \$.05 per sq. ft. for new space. Covers a portion of cost to process/follow-up on applications/permits. (Barn and garage now covered as accessory structures.)
Commercial/Industrial Add/Alter.	2018	\$150	\$1,650	\$150	\$150	\$150	\$150	\$150	Fixed \$150.00 fee, plus \$.05 per sq. ft. for new space unless paid at time of Public Hearing. Covers a portion of cost to process/follow-up on applications/permits. (Eliminated "Industrial" since covered under definition of commercial and eliminated per sq. ft. charge if paid at the time of Public Hearing application.)
Sign Permit	2018	\$35	\$35	\$35	\$35	\$35	\$35	\$35	Fixed \$35.00 fee, plus \$.05 per sq. ft. for new space. Covers a portion of cost to process/follow-up on applications/permits.
Design Review	2018	\$35	\$35	\$35	\$35	\$35	\$35	\$35	Fee for applications requiring design review (WRJ). Covers a portion of cost to process/follow-up on applications/permits.
Minimum Permit Fee	2018	\$35	\$35	\$35	\$35	\$35	\$35	\$35	Fee for any other permit. Covers portion of cost to process/follow-up on applications/permits.
Town Clerk Filing Fee	2019	\$15	\$15	\$15	\$15	\$15	\$15	\$15	Fee per page filed.
<i>Public Hearing Applications</i>									
All ZBA Applications	2018	\$155	\$155	\$155	\$155	\$155	\$155	\$155	Fixed fee for ZBA Public Hearing application. Defrays anticipated increase in legal notices and processing costs.
Site Dev. Plan Approval	2018	\$155	\$155	\$155	\$155	\$155	\$155	\$155	Fixed fee for PC Public Hearing application, plus .05 per sq. ft. Increased to help defray anticipated increase in legal notices and processing costs. (Changed "square root of project size" to ".05 per square foot.")
Lot Line Adjustment between Existing Lots	2018	\$155	\$155	\$155	\$155	\$155	\$155	\$155	Fixed fee for PC Public Hearing application. Defrays anticipated increase in legal notices and processing costs.
One-Step Subdivision	2018	\$155	\$155	\$155	\$155	\$155	\$155	\$155	Fixed fee for PC Public Hearing application plus \$50.00 per new lot. Defrays cost of legal notices and processing. (Changed fixed fee to be consistent with Conditional Use and Site Plan Approval.)
Two-Step Subdivision	2018	\$310	\$310	\$310	\$310	\$310	\$310	\$310	Fixed fee for PC Public Hearing application plus \$50.00 per new lot. Defrays cost of legal notices and processing. (Two hearings required so base fee 2x one step.)
Planned Development Amendments	2018	\$155	\$155	\$155	\$155	\$155	\$155	\$155	Defrays cost of legal notices and processing.
Regulations/Ordinances Amendments	2018	\$725	\$725	\$725	\$725	\$725	\$725	\$725	Public Hearing application fee to amend Dept. Regulations/Ordinances. Defrays cost of legal notices and processing.
WRJ Design Review	2018	\$65	\$65	\$65	\$65	\$65	\$65	\$65	Design Review Comm and/or Public Hearing application fee for WRJ DR District. Defrays cost of legal notices and processing.
Reapplication Within One Year	2018	\$155	\$155	\$155	\$155	\$155	\$155	\$155	Reapplication within one year provided no substantial changes
Christian Street Cemetery Fees									
Single Grave Burial Rights	2023					\$500	\$500	\$500	
Four Corner Markers	2023					\$150	\$180	\$180	cost is for plain granite. Colored granite is an additional \$50
Opening and Closing of Site	2023					\$150/\$600	\$150/\$600	\$150/\$600	\$150 for urn. \$600 for full casket
Miscellaneous Town Fees									
Meeting room rentals	2023	\$50.00	\$50.00	\$50.00	\$50.00	\$60.00	\$60.00	\$60.00	For use of a meeting room in the Town Office Building (full day). Half day usage is available for \$30. Exceptions: Town /School Committees; State/County Government; Town Staff Functions; Garden Friends; TRORC; Dog Park Committee; AARP Tax Aide; Hartford Community Coalition; Vital Communities; CATV. Full rate for over 4 hours \$60 - half rate for one to four hours
<i>Standing Rental Agreements</i>									
White River Redemption Center	2019	\$7,800	\$9,000	\$9,000	\$9,000	\$9,000			Annual rental of space at Town's Solid Waste Transfer Center.
Bugbee Senior Center	2002	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200			Annual rental fee paid to Town by the Upper Valley Council on Aging for use of Bugbee Center.
Great Eastern Radio	2012	\$18,602	\$18,602	\$18,602	\$18,602	\$18,602			Rental of radio space.
Communication Tower Rental	2007	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000			Annual lease for antenna space on municipal towers, Hurricane Hill. Fee dedicated to support communications activities.



AGENDA MEMORANDUM
June 25, 2024
Town Selectboard Meeting Item: 5 (e)

Submitted by: John Haverstock, Town Manager

Background: As you know, the FY25 General Fund budget includes funding sufficient to pay the members of each Selectboard-appointed member of boards, Committees and commissions \$50.00 per meeting attended. Now is the time for the Selectboard to adopt a policy regarding the implementation of this program.

Discussion: Former Selectboard member Ally Tufkenjian was thoughtful enough to compose a rough draft of this policy as she was concluding her work on the Selectboard. HR Director Paula Nulty and both Gail Ostrout and Flo Rollins in Finance collaborated with the Town Manager to revise the draft to conform with legal requirements and the Town's personnel and payroll practices. The policy does afford all committee members to opt out of the stipend program if they wish.

Financial Impact: The FY25 General Fund budget already contains ample funding to pay stipends to all members of Selectboard-appointed boards, committees and commissions.

Recommendation: Move that the Selectboard approve and adopt the proposed Hartford Committee, Commission & Board Stipend Program Policy, as presented.

Attachments:

Energy Commission By-Laws
Conservation Commission By-Laws
Resilient Hartford By-Laws



Hartford

Policy Title	Hartford Committee, Commission & Board Stipend Program Policy
Keywords	Committee, Commission, Board, Stipend, Eligibility

Purpose of Policy

This program provides stipends for everyone appointed to a Town committee, commission or board (“committee”) that meets with a routine schedule. The Town recognizes that these volunteer members offer valuable time and expertise to strengthen Town initiatives and civic participation, and that some members may incur financial costs in order to volunteer. The Town offers each member of such committee a stipend of \$50 per meeting for up to two meetings per month to offset indirect expenses such as childcare assistance, food, transportation, or other needs in order for members to attend meetings.

Policy Scope

This policy pertains to all Selectboard-appointed committees in the Town of Hartford.

Note: In the case of a statutory public body authorized by the Vermont Legislature (such as the Planning Commission and Zoning Board of Adjustment), the relevant Vermont Statutes should be consulted and followed. When the statutes do not describe the process or requirements to follow, this policy shall be applied.

Definitions

Committees, commissions and boards shall be referred to as “committees.”

Those serving on any of the aforementioned bodies shall be referred to as “members.”

Policy Statement

Eligibility

- Appointed members of a Town of Hartford committee that meets with a routine schedule are eligible for this program.
- In addition to regularly-scheduled meetings, members may be eligible for stipends for special meetings or subcommittee meetings if the meeting follows all of the protocols of

a regular meeting such as being warned, open to the public, and minutes and attendance are taken.

- Stipends for no more than two meetings per month per committee may be distributed to any one individual.
- Work outside of regularly-scheduled meetings is not eligible.
- Excluded from the stipend program are:
 - Employees of the Town of Hartford if they are participating on the committee in their capacity as an employee (such as a staff contact). A Town employee will not be considered a volunteer and is ineligible to receive a stipend if they perform the same type of work for which they are ostensibly volunteering.
 - Town of Hartford Selectboard members and School Board members, who already receive stipends.
- Any committee member may decline to participate in the stipend program.

Enrollment Process

- Make an appointment to meet with HR Director Paula Nulty (HR@hartford-vt.org/(802) 295-9353 x224), at which you will submit your completed **VT W4 form, Federal W4 form and Direct Deposit form (optional), the Stipend Option Form and to complete an I-9 form.** Proof of identification will be required at this meeting.
- Stipend payments will be sent in the form of a check to the address you enter on the form or via direct deposit. Payments will begin upon the completion of all paperwork. Stipends will not be paid without a completed IRS W4 form on file and payments will not be made for meetings that took place before the member's enrollment forms were received.
- Continued enrollment in the stipend program will depend upon the committee member recertifying the IRS form W4 on file annually and continued appointment on the committee.
- It is the committee member's responsibility to notify the HR Department should their IRS and/or contact information change at any time.

Payment Process

- Staff contacts or committee chairs will submit meeting attendance monthly by the final day of each month, unless it falls on a day when the Finance Department is closed, such as a weekend or holiday; then, attendance should be submitted prior to that date. All paperwork should be sent via email to: Payroll@hartford-vt.org.
- After payment is processed, members will receive their stipends on a monthly basis.
- All payments will be made through Payroll from the Finance Department and all IRS regulations pertaining to Form W4 apply. Please contact Vermont 211 at (802) 652-4636 or visit <https://www.vermont211.org/> about the impacts this may have on your annual taxes.
- Concerns regarding attendance and stipend payments should be directed to the committee's Selectboard liaison. If necessary, the Selectboard will review the member's

- Concerns regarding attendance and stipend payments should be directed to the committee's Selectboard liaison. If necessary, the Selectboard will review the member's conduct and follow the removal process outlined in the Hartford Committee, Commission & Board Appointment Policy.

Responsible Owner:	Selectboard	
Approved By:	Selectboard: Michael Hoyt Kim Souza Lannie Collins Mary Erdei Susan Buckholz Brandon Smith Ida Griesemer	
Date Policy in Effect:	06/25/2024	Version #1
Amendment Dates:	N/A	N/A
Related Policies & Procedures:	Hartford Stipend Option Form Hartford Committee, Commission & Board Appointment Policy Hartford Conflict of Interest Policy Town of Hartford Advisory Board/Commission Application	
Attachments/Links	Hartford Stipend Option Form Hartford Committee, Commission & Board Appointment Policy Town of Hartford Conflict of Interest Policy Town of Hartford Advisory Board/Commission Application	



Hartford

Board, Committee, & Commission Stipend Program

Stipend Option Form

1. **Full Name:**

2. **Name of Board, Committee, or Commission** (if you serve on more than one, please list all):

3. **Phone Number:**

4. **Email Address:**

5. **Please send a completed form to the Hartford HR Department via HR@hartford-vt.org or by mailing to HR Director, 171 Bridge Street, White River Junction, VT 05001.** Stipends will not be paid without a completed W4 form on file. The address provided on this form is where your stipend payments will be sent.

6. **Signature and date:**
By signing this form, I certify that I am opting in to receive meeting stipends for this Board, Committee, or Commission position and understand that IRS regulations apply;

Signature

Date



AGENDA MEMORANDUM
June 25, 2024
Town Selectboard Meeting Item: 5 (f)

Submitted by: John Haverstock, Town Manager

Background: As you know, the FY25 General Fund budget includes funding sufficient to pay the members of each Selectboard-appointed member of boards, Committees and commissions \$50.00 per meeting attended. However, several such committees have by-laws or charges prohibiting compensation.

Discussion: In order to fully-implement the Selectboard's stipend policy, it will be necessary for the Selectboard to amend the by-laws or "charges" for the Energy Commission, Resilient Hartford and the Conservation Commission to remove the prohibition which, in each case, reads as follows:

All members shall serve without compensation, but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

Financial Impact: The FY25 General Fund budget already contains ample funding to pay stipends to all members of Selectboard-appointed boards, committees and commissions, including those who are members of these three committees.

Recommendation: Move that the Selectboard amend the by-laws of the Energy Commission, Conservation Commission and Resilient Hartford by deleting the sentence prohibiting compensation for their membership, in keeping with the Selectboard's Committee Stipend Policy.

Attachments:

Energy Commission By-Laws
Conservation Commission By-Laws
Resilient Hartford By-Laws

**TOWN OF HARTFORD, VERMONT
ENERGY COMMISSION
BY-LAWS**

1. Mission

The mission of the Hartford Energy Commission is to promote energy conservation, energy efficiency and renewable energy among residents, business, and government.

2. Membership

A. The Hartford Energy Commission shall consist of no less than five and no more than seven members. Each member shall be a resident of the Town.

 B. All members shall serve without compensation, but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

C. The Selectboard shall appoint new members to three-year terms of office, except that the initial appointments shall be staggered so that no more than a minority of the appointments will expire in any given year.

D. Ex-officio members may be added for a period of one year or less by a simple majority of the Selectboard at any regularly scheduled meeting.

E. In the event of the resignation of any Energy Commission member, inability to serve, or absence without acceptable reasons for three consecutive meetings, the Selectboard shall appoint a new member to finish any unexpired term.

F. The Commission would be staffed by the Department of Planning and Development Services.

3. Officers

A. The Commission shall annually elect the officers: Chairperson, Vice-Chairperson, and Clerk.

B. The Chairperson shall preside at all meetings of the Commission when he or she is present and shall direct the work of the Commission. The Chairperson shall appoint all sub-Commissions, represent the Commission at public affairs, and submit a brief annual report to the Selectboard and, upon its adoption, to the annual Town Meeting.

C. The Vice-Chairperson shall assume all duties and powers in the absence of the chairperson.

D. The Clerk shall keep minutes of all meetings and proceedings of the Commission and record any action taken. The Clerk shall post notices of Commission meetings and give notice to members when necessary. The Clerk shall assume the duties of the Chairperson whenever the Chairperson and Vice-Chairperson are both absent.

4. Meetings

- A. All activities of the Commission shall be in accordance with the terms of the Vermont Open Meeting Law. All meetings shall be conducted under "Robert's Rules of Order" unless otherwise provided.
- B. The Commission meetings shall be open to the public, and be held at a regular time and place when possible. The time and place of each meeting shall be posted at the Town Municipal Building not less than 24 hours in advance.
- C. The Chairperson, upon request of at least two members, shall call special meetings.
- D. A simple majority of the number of appointed members shall constitute a quorum.
- E. The meeting in the month of *November* shall be known as the Organization Meeting. The purpose of this meeting shall be for the election and installation of officers: the Chairperson, Vice-Chairperson, and Clerk.
- F. All records and minutes of the Commission meetings or actions shall be maintained at the Department of Planning and Development Services, and be available to the public.

5. Subcommittees

Subcommittees may be appointed by the Energy Commission as the need may arise. Such subcommittees shall not be restricted to members of the Energy Commission. The Chairperson of any such subcommittees may be an ex-officio member of the Energy Commission.

6. Budget

The Commission shall have the authority to request appropriations from the Town for its operating, education, and information expenses, and special projects. This appropriation shall be under the charge and management of the Selectboard or its designee. This appropriation shall not accrue from year to year. Any funds from private, state, or federal sources shall be accepted only by consent of the Selectboard or its designee.

7. Amendments

These by-laws may be amended at any regular or special meeting by a majority of the Selectboard, present and voting, provided notice of the proposed amendment has been given in writing to all Selectboard and Energy Commission members at least fifteen (15) days prior to said meeting.

**HARTFORD CONSERVATION COMMISSION
BY-LAWS**

Article 1 POWERS AND DUTIES OF CONSERVATION COMMISSIONS:

The **Conservation Commission**, as provided in 24 V.S.A., 4505, may:

- A) make an inventory and conduct continuing studies of the natural resources of the municipality including but not limited to:
 - 1. air, surface and ground waters, and pollution thereof;
 - 2. soils and their capabilities;
 - 3. mineral and other earth resources;
 - 4. streams, lakes, ponds, wetlands, and floodplains;
 - 5. unique and fragile biologic sites;
 - 6. scenic and recreational resources;
 - 7. plant and animal life, especially the rare and endangered species;
 - 8. prime agricultural and forest land, and other open lands;
- B) make and maintain an inventory of lands within the municipality which have historic, educational, cultural, scientific, architectural, or archaeological values in which the public has an interest;
- C) recommend to the legislative body of the municipality the purchase or receipt of gifts of land or rights thereto, or other property, for the purposes of this chapter;
- D) receive appropriations for operating expenses including clerical help by appropriation through the budget of the legislative body;
- E) receive money, grants or private gifts from any source, for the purposes of this chapter. Grants and gifts received by the trustee of public funds shall be carried in a conservation fund from year to year to be expended only for the purposes of this chapter;
- F) receive gifts of land or other property for the purposes of this chapter, by consent of the legislative body or by the affirmative vote of the municipality;
- G) administer the lands, properties and other rights which have been acquired by the municipality for the purposes of this chapter;
- H) assist the local Planning Commission or Zoning Board of Adjustment or the district environmental commission, by providing advisory environmental evaluations where pertinent to applications made to these bodies, for permits for development;
- I) cooperate with the local legislative body, Planning Commission, Zoning Board of Adjustment, road committee or other municipal or private organizations on matters affecting the local environment or the natural resources of the municipality;

- J) prepare, collect, publish, advertise and distribute relevant books, maps and other documents and maintain communication with similar organizations; and encourage through educational activities the public understanding of local natural resources and conservation needs;
- K) make a brief annual report to the municipality of its finances and transactions for the year just passed, and its plans and prospects for the ensuing year.

Article II MEMBERSHIP



The **Commission** shall consist of seven (7) members, appointed by the Selectmen. Each member shall be a resident of the Town of Hartford. All members shall serve without compensation, but may be reimbursed by the Town for reasonable expenses incurred in the course of their duties. All vacancies shall be filled by the Selectmen within four (4) months. Appointments filling vacancies shall be for the remainder of the term of the vacated appointment. Appointments shall be for four (4) years. The Selectmen may remove any member if just cause is stated to him/her in writing and after a public hearing on the matter, if that member requests one.

Article III OFFICERS

The **Commission** shall elect the following officers annually at the first meeting of the group after the scheduled appointments:

- A) Chair shall preside at all meetings of the **Commission** at which he/she is present, and shall direct the work of the **Commission**. He/She may appoint annually chairs of those standing committees provided for under Article VI. He/she shall submit a report to be included in the annual Town Report of the transactions of the year passed and plans and prospects for the next year. The Chair shall insure continuing liaison between the Selectmen, Planning Commission and other town agencies.
- B) Vice-Chair shall assume all duties and powers of the Chair in his/her absence.
- C) Clerk shall keep minutes of all meetings and proceedings of the **Commission** and record any action taken by the **Commission**. He/she shall post public notices of **Commission** meeting and give notice to individual members when necessary.
- D) Treasurer shall recommend action on all bills received by the **Commission**. He/she shall insure the authorization of payment of any bills under \$100. All bills over that amount shall be voted on by the **Commission**. He/she shall prepare a financial report for each **Commission** meeting, and submit an annual financial statement to the Town.

Article IV MEETINGS

The **Commission** meetings shall be open to the public, and be held at a regular time and place when possible. The time and place of each meeting shall be posted at the Town Hall not less

than seven days in advance. All records and minutes of any **Commission** meeting or action shall be filed with the Town Clerk and be available to the public.

Four (4) members shall constitute a quorum. Members shall make every effort to attend all meetings and perform such duties as are assigned. Any member unable to attend a meeting shall notify the Chair or the Clerk of the **Commission** and make a report available for that meeting if requested prior to the meeting.

Any commission member absent for three (3) consecutive meetings or more than twenty-five percent (25%, or 3) of the meetings annually will be asked to resign from the Commission unless good cause is shown by the Commission member as to why he/she was absent.

Article V INVENTORIES

A) The **Commission** may develop an inventory on the basis of study of the natural resources of the Town. This inventory may include but not be limited to:

- 1) air, surface and ground waters, and pollution thereof;
- 2) soils and their capabilities;
- 3) mineral and other earth resources;
- 4) streams, lakes, ponds, wetlands, and floodplains;
- 5) unique or fragile biologic sites;
- 6) scenic and recreational resources;
- 7) plant and animal life, especially the rare and endangered species;
- 8) prime agricultural and forest land, and other open lands.

B) The **Commission** may make recommendations based on these inventories to the Town Planning Commission which will provide protection of the valuable characteristics of these resources and/or for consideration as amendments to the Town Plan.

C) These inventories may be updated as needed and submitted to the Planning Commission to be available as guides in planning.

D) The **Commission** may recommend to the Selectmen to designate or hire any person, partnership, company or corporation who can give necessary specialized assistance in preparing the inventories.

Article VI COMMITTEES OF THE COMMISSION

A) The Chair of the **Commission** may annually appoint chairs of any standing committees from the membership of the **Commission**, which may include, but not be limited to:

1. Land Acquisition Committee

This Committee may, on the basis of inventories or other appropriate study, recommend to the Selectmen after approval by the **Commission** the purchase or receipt of as a gift,

specific land and/or property rights (including easements) or other property for the purposes set forth in Article I. This Committee may solicit or suggest sales or donations of specific interest from land owners. Any purchases or receipts of gifts of property interests shall be by the consent of the Selectmen or affirmative majority vote of the Town. Each recommendation by the Committee shall include an estimate of acquisition related to costs to the town, including but not limited to legal counseling, surveying, appraisal and effect on the tax base, and the predicted source of funds to be used for acquisition and related costs.

2. Land Management Committee

This Committee may annually prepare plans and propose regulations for the use of property interests acquired under recommendations which will insure the continued protection and preservation of the interests for the purposes for which they were acquired. These plans may be submitted to the Planning Commission and/or the Selectmen for approval, after approval by the **Commission**. Where appropriate the plans may include a memorandum of agreement between the Selectmen and the **Commission** which would transfer management duties and responsibilities to the **Commission**. Any such memorandum should include a provision for revocation by the Selectmen for any cause on thirty (30) days notice.

3. Education and Information Committee

This Committee may be responsible for the preparation and distribution of material and education activities on the local natural and social resources. It may make available to the public, information on these resources, especially those relating to public lands. This Committee shall maintain communication with other Conservation Commissions, and may submit a copy of the **Commission** Chair's annual report to the State Conservation Commission.

- B) These Committees may prepare, when requested or appropriate, a statement on the significant impacts any proposed development, land use plan, or other action will have on the natural or other resources of the Town, and submit that report to the proper board, commission, or authority.
- C) If any of the above Committees are not formed, the responsibilities and duties of each shall be delegated by the Chair of the **Commission** or assumed by the entire **Commission**.
- D) No action shall be taken by any Committee without the formal consent of the **Commission**. Committee membership and meetings shall be open to the public.
- E) The **Commission** may recommend to the Selectmen to designate or hire any person, partnership, company or corporation who can give necessary specialized assistance to a committee.

Article VII PUBLIC REPRESENTATION

- A) The **Commission** may assist the local Planning Commission or Zoning Board of Adjustment or the District Environmental Commission, by providing advisory environmental evaluations where pertinent to applications made to those bodies, for permits for development. It shall make recommendations to any town, regional, state or federal body which it feels are needed to implement the purposes of the **Commission**.
- B) The **Commission** may review the existing land use plan and any amendments proposed at any time to that plan and comment to the Planning Commission on the existing plan and any amendments.
- C) Sale, or diversion from a use outside the purposes of Article I of these bylaws, of any property interest which is administered by the **Commission** shall occur only after approval by a majority vote of the voters at the Town Meeting.

Article VII AMENDMENTS

These bylaws may be amended at any regular meeting of the **Conservation Commission** by a two-thirds vote of the **Commission**. Written notice of intent to amend must be publicly posted, sent to each member of the **Commission**, and to the Chair of the Board of Selectmen at least fourteen (14) days prior to the meeting at which the proposed action is to be taken.

Adopted January 10, 1990

Reviewed for Amendment, April 13, 1993

**TOWN OF HARTFORD, VERMONT
RESILIENT HARTFORD
A COMMUNITY RESILIENCE ORGANIZATION
BY-LAWS**

1. Purpose

Recognizing the threats of floods, severe weather events, economic disturbances and interruptions of basic needs such as food, water, heat, communication and electricity, Resilient Hartford seeks to promote community interdependence and preparedness by partnering with resilience building organizations and initiatives in the region. These efforts will be guided by the Hartford Hazard Mitigation Plan when and where appropriate.

2. Mission

The mission of the Resilient Hartford is to build a stronger, more cohesive and self-reliant community that is better prepared to face environmental, economic and social challenges by engaging community members, organizations and businesses throughout Hartford to work together.

3. Membership

A. Resilient Hartford shall consist of seven members appointed by the Selectboard. Each member shall be a resident of Hartford.

 B. All members shall serve without compensation, but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

C. The Selectboard shall appoint new members to three-year terms of office.

D. Liaisons may serve from the following commissions, boards and organizations:

- I. Hartford Selectboard
- II. Conservation Commission
- III. Planning Commission
- IV. Energy Commission
- V. Hartford Fire Department
- VI. Hartford High School

Liaisons may participate in Resilient Hartford meetings, work and activities. However, voting on motions is limited to Resilient Hartford members appointed by the Hartford Selectboard.

E. In the event of the resignation of any Resilient Hartford member, inability to serve, or absence without acceptable reasons for three consecutive meetings, the Selectboard shall appoint a new member to finish any unexpired term.

F. The Selectboard may remove any member if just cause is stated to the member in writing and

after a public hearing on the matter; if said member requests one.

- G. Resilient Hartford will be staffed by the Department of Planning and Development Services.

4. Officers

- A. Resilient Hartford shall annually elect the officers: Chairperson, Vice-Chairperson and Clerk from the Selectboard appointed members.
- B. The Chairperson shall preside at all Resilient Hartford meetings when he or she is present and shall direct the work of the Commission. The Chairperson shall appoint all Working Groups, represent Resilient Hartford at public affairs, submit a brief annual report to the Selectboard and, upon its adoption, to the annual Town Meeting.
- C. The Vice-Chairperson shall assume all duties and powers in the absence of the chairperson.
- D. The Clerk shall keep minutes of all meetings and proceedings of Resilient Hartford and record any action taken. The Clerk shall post notices of Resilient Hartford meetings and give notice to members when necessary. The Clerk shall assume the duties of the Chairperson whenever the Chairperson and Vice-Chairperson are both absent.

5. Meetings

- A. All activities of Resilient Hartford shall be in accordance with the terms of the Vermont Open Meeting Law. All meetings shall be conducted under "Robert's Rules of Order" unless otherwise provided.
- B. Resilient Hartford meetings shall be open to the public and be held at a regular time and place when possible. The time and place of each meeting shall be posted at the Town Hall, the Town website and other posting locations not less than 48 hours in advance for regular meetings and 24 hours for special meetings.
- C. The Chairperson, upon request of at least two members, shall call special meetings.
- D. A simple majority of the number of appointed members shall constitute a quorum.
- E. Any one or more of the members may participate in a meeting by conference phone by which all persons participating in the meeting can hear one another, or video conference. Participation by telephone or video shall be equivalent to presence in person at a meeting for purposes of determining if a quorum is present.
- F. The meeting in the month of March shall be known as the Organization Meeting. The purpose of this meeting shall be for the election and installation of officers: the Chairperson, Vice-Chairperson and Clerk.
- G. All records and minutes of Resilient Hartford meetings or actions shall be maintained at the Department of Planning and Development Services, the Town website and be available to the public.

6. Working Groups

Working Groups may be appointed by Resilient Hartford as the need may arise. At least one voting member of Resilient Hartford must serve on each Working Group. The Chairperson of any such Working Group may be a Liaison Member or a voting member. Such Working Groups shall not be restricted to voting members or Liaisons. Information from Working Groups meetings shall be reported back to Resilient Hartford at the next regularly scheduled meeting.

7. Budget

Requests for funding for Resilient Hartford's operating budget and special projects shall be made during the Town's annual budget process through the Department of Planning and Development Services. This appropriation shall be under the charge and management of the Town Manager or their designee. This appropriation is through the Town General Fund and shall not accrue from year to year. Any funds from private, state, or federal sources shall be accepted only by consent of the Town Manager or their designee.

8. Amendments

These bylaws may be amended at any regular meeting of Resilient Hartford by a two-thirds vote of the Commission. Written notice of intent to adopt or amend these bylaws must be publicly posted, sent to each member of Resilient Hartford and to the Chair of the Selectboard at least fifteen (15) days prior to the meeting at which the proposed action is to be taken.

AGENDA MEMORANDUM

June 25, 2024

Submitted by: Kim Souza, Selectboard Vice Chair

Subject: Selectboard Training Coordination

Background: On May 14, 2024, the Selectboard voted to delegate me (Kim Souza) as 'Selectboard Training Coordinator'.

Continuing on some of the work that the previous board embarked on relating to building a stronger foundation through identifying shared values and creating norms as with PRISM Solutions, I propose that the Selectboard engage in two series of workshops relating to better communication through critical thinking and understanding the pitfalls of logical fallacies as well as developing an updated Strategic Vision document that was originally produced in 2019 (attached).

Through these sessions, the board can improve our collegial dynamic and determine and articulate a shared vision for the Town of Hartford.

Proposed workshops include:

1. Logical Fallacies/Critical Thinking and the 9 Ways Bias Plays Out with Abundant Sun. (2 90-minute sessions.) \$5,000 for both sessions.
2. Strategic Vision Development/Update with PRISM Solutions. (3-4 90-minute sessions.) \$1,500 per session.

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.

Recommended Motion: Move that the Selectboard delegate Vice Chair, Kim Souza, to engage with Abundant Sun and PRISM Solutions to facilitate up to 6 Selectboard training workshops in 2024 for an amount not to exceed \$11,000.



June 19, 2024

Via Email Only to Kim Souza

ksouza@hartford-vt.org

Brief Proposal for Continued Work with Selectboard of Hartford, Vermont Summer/Fall 2024

Dear Kim:

It was nice to hear from you and to be invited back to work with the Hartford Selectboard. This is a general proposal for four sessions of 90 minutes each for all members of the board. The sessions may include updating the town's strategic mission and/ or other planning and training.

The specific topics for the four sessions will be fully developed after the Selectboard completes some conversation with Abundant Sun, as we anticipate building on that work together. Depending on the work done with Abundant Sun, the intended focus of the sessions is to work on updating the strategic mission of the town.

For facilitated planning sessions, at least one PRISM team member will facilitate that work and design the structure with input from the Selectboard.

PRISM wants to support the work the volunteers on your board do and will offer each of these 90-minute sessions at a significantly reduced rate of \$1,500 for each session. We will provide a bill after each session. Payment will be due within 30 days of the date of the bill.

Please let me know if you have any questions about the proposal.

Very truly yours,

Melinda S. Gehris



Ms. Kim Souza,
Vice Chair
Hartford Selectboard (ksouza@hartford-vt.org)
June 20, 2024

Re: Selectboard Training on Mental Models, Decision-making and Great Governance

Dear Kim,

Thank you very much to the Town of Hartford for being a part of Abundant Sun's VLCT Welcoming and Engaging Communities cohorts. We are delighted to present to you a proposal for board training. Our key theme is ***Mental Models, Decision-making and Great Governance***. The education would focus Logical Fallacies/Critical Thinking and the 9 Ways Bias Plays Out.

We will examine logical fallacies, such as "**hasty conclusions**" (conclusions based on unproven evidence and research), "**bandwagon fallacies**" (when one argues something is right because it is popular), and "**ad hominem**" (when an arguer tries to invalidate an opponent's position based on a personal trait). In addition, we will explore, explain and surface examples of how our thinking and behavior can fall into patterns of bias.

We will cover biases such as "**confirmation bias**" (when you are in search of information to confirm what you already believe and you discount information to the contrary)', "**conformity bias**" (when you go with the crowd for fear of being seen as disruptive and/or difficult), "**halo effect**" (when you perceive and believe that a person or group can do no wrong) and the "**horn effect**" (when you perceive and believe that a person or group can do nothing correct).

We would deliver **2 x 90-minute co-facilitated workshops**, curated by me, Dr. Jude Smith Rachele, CEO & Co-founder of Abundant Sun, and my Senior Associate, Ms. Rosi Gowdey. Rosi would join you in-person, and I would join you remotely for each of the sessions. We envision the sessions could run on the **16th and the 30th of July, from 6:00pm – 7:30pm.**

The cost of the full package, which includes, design, delivery, Rosi's travel expenses to and from Burlington to the Town of Hartford, and a follow-up meeting with Rosi and me, is **\$5,000**. Please let me know soonest if this proposal is acceptable to the Town of Hartford.

Thank you very much for your commitment and for your consideration.

Very best wishes,

Jude Smith Rachele

Jude Smith Rachele
Co-founder & CEO



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, June 11, 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; Mary Erdei, Clerk; Lannie Collins, Member; Susan Buckholz, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock, Town Manager; Byran Gazda; Chris Holzwarth; Heidi Duto; John Vickery; Rick Vincent; Diane Leigh; Pete Zardin; Carol Lane; Kelly Armbrust; Cori Hirai; Rebecca Clark; Elizabeth Feinbery; Lucy ____; Becca ____; Mingwei Huang

Present on Zoom: Kim Souza, Vice-Chair; Lana Livingston; Maria Alvin

Jam LINK: <https://www.youtube.com/watch?v=MMhct749spE>

- I. Call to Order the Selectboard Meeting at 6pm by Chair, Mike Hoyt.
- II. Pledge of Allegiance was recited and led by Selectboard Member, Lannie Collins.
- III. Local Liquor Control Board
Selectboard Chair recessed the Selectboard Meeting and opened the Local Liquor Control Board.

1. Selectboard Clerk, Mary Erdei made the motion to approve New Liquor Licenses for Collaborative Stoke, LLC d/b/a Trail Breaks Taps + Tacos, 5945 Woodstock Rd, Quechee, VT 05059 for a 1st Class, 3rd Class, Outside Consumption Permit. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
2. Selectboard Member, Ida Griesemer made the motion to approve Liquor Licenses for the Renewal of: K-B Ventures, LLC d/b/a Jake's Market & Deli, 1477 Maple Street, White River Jct., VT 05001 for a 2nd Class; Tobacco; and Tobacco Endorsement. 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.

- IV. Local Cannabis Control Board: Selectboard Chair, Mike Hoyt opened the Local Cannabis Control Board at 6:05PM.

1. Selectboard Clerk, Mary Erdei made the motion for the Renewal of Application #S-000008418, Cloudy Day Farm, LLC for Local Cannabis License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Mike Hoyt closed the Local Cannabis Control Board and reopened the Selectboard Meeting at 6:07PM.

- V. Order of Agenda: Selectboard Member, Lannie Collins made the motion to remove item 5.d. (Continued Discussion of Gaza Ceasefire Resolution) from the agenda. There was no second to this motion so the motion failed. There were no other changes to the agenda proposed.

- VI. Selectboard

1. Public Comment

Marie Alvin, from WRJ, asked how the Safety Survey was available to people that do not have computer/internet access. She asked if there were paper copies available. John Haverstock, Town Manager, replied with the schedule of when the consultants will be in Town in person. This includes: June 19th- Block Party; 6/20 virtual & public session at the HACTC 6-8 on the 20th.

Marie also asked about the Town Light Pole Banner policy. She hopes this is not a place for businesses to advertise. Kim Souza responded that only nonprofits will be allowed as per the policy.

2. Selectboard Comments and Announcements

Selectboard Clerk, Mary Erdei asked if the Town Manager, John Haverstock would like to be the staff liaison for HCoreI. It was decided to put this item on a future Selectboard agenda.

3. Appointments

- a. Consider the Reappointment of Tobias Dayman to the Hartford Planning Commission for a three-year term beginning June 11, 2024 and ending June 10, 2027. This item was tabled until the June 25th agenda so it can be posted on the Town's social media accounts.

4. Town Manager's Report

Wilder Dam Re-Licensing

Town has met with the Town attorney to discuss strategy regarding future interactions with Great River Hydro and will inform the Selectboard if and when a proposed resolution to the concerns raised in the Town's Comment has been generated.

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.

Tour of Public Safety Complex

On June 5, several Selectboard members toured the Town's Public Safety Complex and met with representatives of the Police and Fire Department and Dispatch leadership. Thanks to Dana Clawson, our Environmental Sustainability Coordinator, for providing his thoughts on energy-related infrastructure. We are working on additional tour opportunities, so stay tuned.

Juneteenth

Town offices will be closed next Wednesday, June 19 in observance of Juneteenth.

Implementation of Child Care Payroll Tax

The Town will begin paying the new Vermont Child Care Payroll Tax on July 1, 2025. For FY 25, all Department heads have been advised to identify potential savings within their respective departmental budgets amounting to 0.21% (or roughly one fifth of one percent) to accommodate this unbudgeted expense of \$45,607.66. This tax will be reflected within future budgets beginning in FY26.

Implementation of Committee Stipend Program

The Finance Director, the HR Director and the Town Manager have been collaborating on the implementation of the Town's new stipend program for meeting attendance by members of the Town's boards, committees and commissions, which becomes effective on July 1.

Town Manager Activities

The Town Manager will be meeting on June 13 with Chamber of Commerce leadership on the topic of improving Town/Chamber cooperation and collaboration.

The Town Manager will be meeting on June 14 with Erica Hoffman of the Green Mountain Economic Development Corporation.

Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=483>

5. Board Reports, Motions & Ordinances

- a. Revaluation Update from the Assessor and Consultant John Vickery from Tyler Technologies.

- b. Quechee Leach Field 5E Replacement
Selectboard Member, Lannie Collins made the motion that the Selectboard authorize the Town Manager to execute a contract with Nott's Excavating, Inc. for \$150,765 and to approve any necessary and reasonable change orders up to a maximum additional amount of \$15,235 for a total project budget of \$180,000. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- c. Purchasing Policy Exception for Maple Street Pump Purchase
Selectboard Member, Lannie Collins made the motion that the Selectboard waive section 5.0 of the purchasing policy as Xylem Water Solutions USA, is the sole source vendor for Flygt pump in the New England region, and approve the Director of Public Works to execute the purchase order from Xylem Water Solutions USA, dated April 17, 2024, in the amount of \$24,147.50. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
- d. Continued Discussion of Gaza Ceasefire Resolution
After much discussion with the public and selectboard a motion was made. Selectboard Clerk, Mary Erdei made the motion to accept the Gaza Ceasefire Resolution presented by the people that have come before us several times. Selectboard Member, Brandon Smith seconded the motion. 3 were in favor (Smith, Erdie, Griesemer) and 4 were not in favor (Hoyt, Buckholz, Souza, Collins). The motion failed.

Proposed Resolution: <https://www.hartford-vt.org/DocumentCenter/View/10274/Copy-of-Proposed-Resolution-submitted-to-the-Town-of-Hartford-Vermont-Selectboard->

VII. Commission Reports: <https://www.hartford-vt.org/2467/Boards-Committees-Commissions>
Mary Erdei, SB Liaison

HCOREI welcomed Beth O'Donnell, who grew up in Hanover, but currently lives in Grantham and is the Director of Community Health at Alice Peck Day where the goals of that program revolve around human-centered needs in the Upper Valley. She gave an example of the current population of Riverview (Twin Pines) where 2/3 of the families who reside there have someone under 18 years of age.

Juneteenth is just around the corner, a joint celebration with Lebanon on June 22. Some speakers may include retiring senator of Windsor County Dick McCormick, also the mayor of Lebanon and possibly Bernie Sanders, but Ethan Lawrence, campaign manager for Bernie. The emphasis for this event will be on fun and less speakers than in the past. There also will be a table at Juneteenth to gather resources for the Anne Raynolds Memorial Award for DEI and social justice.

We are waiting for the School Board to approve the charter changes for HCOREI recently approved by the Selectboard. The Strategy Matters Safety Assessment survey is open until the end of the month.

Mary Erdei, SB Liaison

Guest Speaker: Former Conservation Board Member Marty Banak, currently with Trout Unlimited and VINS spoke to the HCC about the erosion of the river bank along the David Chang Conservation Area. Last summer the bank eroded and lost a large chunk of land (150-200 ft) during the July flooding and he wonders if it would be in the best interest of the river and the Conservation Area to plant trees that might shore up the bank with joint funding from HCC and Trout Unlimited.

The board responded with setting the next meeting in July as a field trip to the David Chang Conservation Area to observe the situation and also consider the threatened and endangered plants that might have been on that bank and may be gone.

Green Up Day in May netted over 450 volunteers and a larger group of businesses and organizations that participated. Less tires this year, but we added a discarded water heater in with recyclables.

Upcoming events include the Forest Frolic on June 8th at 10-11 am running concurrently with a Trailwork Day from 8:30 -noon with a grill after for the workers and families attending at the Hurricane Forest. Block Party on June 19th, 5-7:30 pm.

VIII. Consent Agenda: Selectboard Vice Chair, Kim Souza made the motion to approve the Consent Agenda as amended. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: **6/8/2024**

Approve A/P Manifest of: **6/7/2024 & 6/13/2024**

Approve Meeting Minutes of: **Amended 5/28/2024 & Amended 6/4/2024**

Selectboard Meetings Already Approved: 6/25/2024

IX. Adjourn the Selectboard Meeting
Selectboard Clerk, Mary Erdei made the motion to adjourn the meeting at 8:20PM.
Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Mary Erdei, Selectboard Clerk
June 11, 2024 Meeting