TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, October 1, 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 – 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- None
IV. Local Cannabis Control Board (6:03)
- a. Consider the Renewal Approval for #S-000009512-Five Seasons Cannabis Company, LLC.

V. Order of Agenda (6:04)
VI. Selectboard
1. Public Comment (6:05)
2. Selectboard Comments and Announcements (6:15)
3. Appointments (6:25)
   - a. Consider the NEW Appointment of Holly Henderson to the Hartford Conservation Commission for a four-year term beginning October 1, 2024 and ending September 30, 2028.
   - b. Consider the NEW Appointment of Beth Mallow to the Climate Action Steering Team for a three-year term beginning October 1, 2024 and ending September 30, 2027.
   - c. Consider the NEW Appointment of Mary Smith to the West Hartford Library Trustees for a term beginning October 1, 2024 and ending March 4, 2025.
4. Town Manager's Report (6:35)
   Significant Activity Reports: https://www.hartford-vt.org/Archive.aspx?ADID=494
5. Board Reports, Motions & Ordinances
   - a. Review Contractor Bids on Nutt Lane Project (6:40)
   - b. Review Bids on Parking Meters and Installation (7:00)
   - c. Review Bridge Striping Bids (7:20)
   - d. ARPA Update and Make Decisions on Un-Obligated Funds (7:45)
   - e. Consider Adopting Resolution for ARPA Allocation (8:05)
   - f. Budget 101 Tutorial and Calendar (8:20)
   - g. DPW Request to Consolidate Budget Line Items (8:35)
   - h. Review Auditor Proposals (8:45)
   - i. Appoint Voting Delegate to VLCT, PACIF and VERB Meetings at Town Fair (8:55)
   - j. Consider Request to Extend Light Pole Banner Access to Hometown Heroes (9:00)
   - k. Consider Replacement of Pre-qualified Engineering Firm (9:05)

VII. Commission Reports (9:15)
VIII. Consent Agenda (9:20)

Approve Payroll Ending: 9/28/2024
Approve A/P Manifest of: 9/27/24 & 10/3/2024
Approve Meeting Minutes of: 9/10/2024; 9/17/2024 & 9/22/2024
Future Meetings: 10/15/2024; 10/29/2024

IX. Adjourn the Selectboard Meeting (9:25)

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than 5pm on the Tuesday two weeks prior to the meeting date. Requests received after that date will be addressed at the discretion of the Chair. Individuals wishing to address the board should do so during the Public Comment period. Please Note: The Hartford Selectboard offers public viewing of meetings live at Town Hall, and additionally as a courtesy generally on YouTube, Channel 1085, and Zoom. If a member of the public has technical difficulties accessing this meeting remotely, please alert us by emailing Selectboard@hartford-vt.org.

TOWN OF HARTFORD

MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

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

TO: Hartford Cannabis Control Commission
John Haverstock, Town Manager

FROM: Lisa O'Neil, Town Clerk

RE: CCB Application #S-000009512
Five Seasons Cannabis Company LLC (Renewal)

DATE: September 24, 2024

Attached please find:

- VT Cannabis Control Board (CCB) submitted application #S-000009512 Five Seasons Cannabis Company, LLC
- Application for Local Cannabis License-Town of Hartford/additional documents provided by applicant & Department Signature Pages labeled as follows:
    - Exhibit A: Fire Marshal
    - Exhibit B: Planning & Development
    - Exhibit C: Town Clerk
    - Exhibit D: Public Works
- **Note:**
    - Retailer addresses are not required to be redacted.
    - The Hartford CCC Policy requires applicants to attend the CCC meeting for both New and Renewal applications

Application for Local Cannabis License
Town of Hartford

SEP 13 2024

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

1. **Applicant Information**

Name: Five Seasons Cannabis Company

Doing Business As:

Mailing Address: 52 Bridge St White River Junction, VT 05001

Telephone Number:

Email: info@fiveseasonscannabisco.com

2. **Owner/Agent Contact Information**

Name: Cyrus 'Preach' Mitchell

Mailing Address: 52 Bridge St White River Junction, VT 05001

Telephone Number:

Email: Preach@fiveseasonscannabisco.com

3. **Property address where use will occur in the Town**

52 Bridge St White River Junction, VT 05001

4. Licensing Information

Type of License Requested (check all that apply)

License Type		Tier *(if applicable)*	Date Applied for State Permit	State Permit Number *(if Issued)*
[ ]	Outdoor Cultivation*			
[ ]	Indoor Cultivation*			
[ ]	Mixed Cultivation*			
[✓]	Retail		12 Sept 2024	RTLR-0070
[ ]	Manufacturing*			
[ ]	Testing			
[ ]	Wholesale			

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

5. Local Compliance Information

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

6. **Acknowledgement & Signature**

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

Signature _____ **Date** 13Sept2024

Printed Name Cyrus 'Zeakh' Mitchell

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: _____ Public Works: _____

Cannabis Control Commission Review

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

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

EXHIBIT A

6. **Acknowledgement & Signature**

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

Signature _____ **Date** 13Sept2024

Printed Name Cyrus 'Zeakh' Mitchell

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: _____ Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit B

6. **Acknowledgement & Signature**

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

Signature _____ **Date** 13Sept2024

Printed Name Cyrus 'Zeke' Mitchell

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: 9-16-24 Jo-Ann Ells Public Works: _____

Cannabis Control Commission Review

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

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

EXHIBIT C

6. **Acknowledgement & Signature**

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

Signature _____ **Date** 13Sept2024

Printed Name Cyrus 'Zeakh' Mitchell

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: Lisa M O'Neil

Planning & Development: _____ Public Works: _____

Cannabis Control Commission Review

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

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

EXHIBIT D

6. Acknowledgement & Signature

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

Signature [signature] **Date** 13Sept2024

Printed Name Cyrus 'Zeakh' Mitchell

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: _____ Public Works: [signature]

Cannabis Control Commission Review

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

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

VT CCB: Application S-000009512 LCC Submission

SEP 12 2024

noreply@salesforce.com <noreply@salesforce.com>
on behalf of
VCCB Applications <ccb.applications@vermont.gov>
Thu 9/12/2024 4:08 PM

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

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

The Cannabis Control Board has received an application for licensure, S-000009512, Retailers Renewal, that falls within the jurisdiction of your Local Control Commission. The Board's Guidance for Municipalities *explains applicable laws and procedures.*

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

Business Legal Name and Registered: The Five Seasons Cannabis Company LLC *Alternatives: The Five Seasons Cannabis Company LLC*
Address: 52 Bridge Street, White River Jct., VT 05001
Principals and Controlling Entities: Cyrus "Preach" Mitchell, Joe Caramante, Brian Morris, & Barry Blair
Primary Contact's email address: info@fiveseasonscannabisco.com
Primary Contact's phone number:

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

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

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

All applicants are required to comply with Division of Fire Safety (DFS) requirements. The CCB documents compliance a non-jurisdictional letter or fire safety inspection report.

When your Local Control Commission has acted on the license, please share minutes recording the action by emailing CCB.Applications@vermont.gov

Thank you,

Cannabis Control Board

For assistance, contact: (802) 828-1010
CCB.Applications@vermont.gov

10/15/2024

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ✓ appointment(s) or ___ re-appointment to: Hartford Conservation Commission

I. APPLICANT DATA:

Name: Holly Henderson
Address: 1604 Marsh Family Rd.
Quechee VT 05059
Telephone: (Home) [redacted] (Work) _____ (Other) _____
Email Address: [redacted]
How long have you been a Hartford resident? 2 yrs
Are you a registered voter? Yes

II. EDUCATION:

High School: Christian Liberty Academy — Year Graduated: 2008
College 1: University of Vermont — Degree Earned: 2014
Course of Study: Ecology — Year: B.S.
College 2: Texas A&M — Degree Earned: M.S.
Course of Study: Ecosystem Science & Management — Year: 2023

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Wilbarger Creek Conservation Alliance	Aug '20 - Aug '24	Programs Manager	Administrative, projects, outreach fundraising, ect.
Travis County Natural Resources Dept	Jan '19 - Jun '20	Grants manager	

(see resume for complete list)

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? 2-4 evenings; most days (excluding Wed unless for an event); yes I can make most meetings in person unless husband is working (young children), then remote

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I possess extensive experience working in conservation in local government and desire to contribute to my towns efforts and to stay professionally involved while I work as a stay at home mother until my children reach school age.

c. What are your past experiences in Municipal, State or Federal Government? Managing environmental and parks grants at all levels of government; eg. wildlife surveys; water quality monitoring, tree planting, stormwater improvement projects, environmental education, etc.

d. What civic or social organizations have belonged to and what positions did you hold? See resume for descriptions of my professional experience with several conservation non-profits; I am a member of the Wildlife Society (Ass. Wildlife Biologist); Volunteer work with VINS; internship with Rural VT; manager of community garden in MT.

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? increased outreach and interface with Hartford's community; collaboration with entities that engage community volunteers and citizen scientists; conservation grant scoping; involment with managers of other natural areas in Hartford.

f. What might some solutions be? The Commission has done a spectacular job with the Town forest; however, I perceive opportunities to grow efforts in community engagement, grants, and collaboration with fed, State and local conservation partners

g. Other hobbies/interests: Bird watching, gardening, hiking, natural history, quality time with my family (husband, 3 year old, 1 year old).

V. REFERENCES: (Please list three)

Name: Jon Beall Telephone: [redacted]

Name: Denise Thompson Telephone: [redacted]

Name: Erin DeVries Telephone: [redacted]

Urs Kreuter [redacted]

Holly Henderson 09.10.24

APPLICANTS SIGNATURE DATE

Holly Francine Henderson

1604 Marsh Family Rd., Quechee, VT 05059
[redacted]

Professional Summary

Passionate, motivated and resourceful with over fifteen years of avian identification experience and nine years of work experience in environmental conservation, biodiversity monitoring, volunteer coordination, and nonprofit administration.

Relevant Professional Experience

Programs Manager August 2020 - Present
Wilbarger Creek Conservation Alliance Manor, TX

- Planned and executed various conservation projects; e.g. native grassland plantings, water quality monitoring, conservation easement scoping.
- Recruited, organized and directed volunteers during native grass planting events.
- Monitored conservation easement properties.
- Networked with local residents to expand conservation easement properties.
- Conducted various outreach and marketing efforts; including website maintenance, newsletter development, social media posts.
- Conducted fundraising events; secured donors; developed novel fundraising approaches.
- Developed grant applications and managed current grants.
- Conducted various administrative tasks; including board meeting coordination, financial tracking, insurance, tax filings, etc.

Environmental Specialist Senior February 2019 – June 2020
Travis County Transportation and Natural Resources Austin, TX

- Conducted endangered bird species enumeration surveys (GCWA and BCVI).
- Assisted with contracting services for the Balcones Canyonlands Preserve (BCP), including development of Scope of Work plans, technical specifications, cost estimates, and POs.
- Administered the Balcones Canyonlands Conservation Plan program by processing applications and responding to endangered species compliance inquiries.
- Assisted with property acquisition for the BCP and Conservation Easement program.
- Managed several federal and state grants (exceeding $2 million).
- Analyzed grant funding sources for new and ongoing programs and developed proposals.
- Monitored grants and contracts to ensure compliance with environmental regulatory requirements, procurement procedures, and allowable costs, etc.
- Coordinated inter-department efforts; scheduled items for County government approval.

Research Assistant June 2018 - January 2019
Montana State University Extension Water Quality Bozeman, MT

- Collected streamflow and nutrient data and conducted exploratory data analysis.
- Administered the MT Well Educated Program sample analysis program.
- Expanded the utility of MSUEWQ Data Hub data management system.
- Assisted with creation of technical guidance for Sampling Analysis Plan development.

Natural Resources Conservation Specialist March 2016 - June 2018
Winooski Natural Resources Conservation District Berlin, VT

- Identified natural resource concerns, scoped projects, developed and administered grants, and managed projects within authorized scope, schedule and budget.
- Coordinated with federal and state agencies, watershed groups, municipalities, contractors, and agricultural producers to identify partnerships and implement project initiatives.

Holly Francine Henderson

1604 Marsh Family Rd., Quechee, VT 05059
(802) 734-2331 ♦ holly.hendersonvt@gmail.com

- Conducted streamflow monitoring, agricultural field runoff sampling, tile drain sampling, soil sampling, stream probe and grab sampling.
- Carried out stream water quality research, data analysis, interpretation, and compiled technical data reports.
- Conducted stormwater and agricultural technical site visits.
- Developed and led educational workshops on non-point source pollution mitigation.
- Provided technical assistance for producers developing Nutrient Management Plans.
- Developed and coordinated several volunteer stream monitoring programs.
- Facilitated the Rethink Runoff stormwater program and managed the annual budget.
- Organized and administered the Annual Tree Sale.

Big Sky Watershed Corps Member January 2015 - November 2015
Broadwater Conservation District Townsend, MT

- Assisted in the implementation of the Deep Creek Watershed Restoration Project.
- Developed the Deep Creek Watershed Sampling and Analysis Plan.
- Conducted bi-weekly streamflow monitoring, stream channel cross-section assessments, invasive surveys, benthic macroinvertebrate and fish population estimates.
- Collaborated with local ranchers and landowners on conservation initiatives.
- Assisted NRCS staff with rangeland health assessments.
- Designed and facilitated watershed education field-trips for local school's Stream Team.
- Developed educational displays, brochures, press releases, and newsletters.

Program Coordinator January 2014 - December 2014
UVM Watershed Alliance Burlington, VT

- Scheduled, coordinated, and facilitated stream and lake monitoring educational programs.
- Ensured quality assurance control measures for stream data collection.
- Hired and managed Watershed Educators to teach educational programs.
- Assisted in program evaluation and development.

Education

M.S. Ecosystem Science and Management, 2023, Texas A&M, College Station, TX, GPA: 4.0

B.S. Ecology; minor Wildlife Biology, 2014, University of Vermont, Burlington, VT, GPA: 3.64

Certifications

Wetland Delineation Texas A&M, 2021
80 course hours applying the 1897 US Army Corps of Engineer protocol using field indicators of hydrophytic vegetation, hydric soils, and wetland hydrology.

Grant Management - Recipient Track Management Concepts, 2020
136 course hours covering application, management, federal administrative requirements, cost principles, audits, internal controls, and assistance law.

VT Natural Shoreland Erosion Control VT Dept. of Environmental Conservation, 2017
8 course hours covering shoreland BMPs, erosion control, stormwater management, bioengineering and wildlife habitat protection.

Holly Francine Henderson

1604 Marsh Family Rd., Quechee, VT 05059
(802) 734-2331 ♦ holly.hendersonvt@gmail.com

Relevant Community Service

Citizen Scientist June 2011 - 2023
US Fish and Wildlife, Audubon Vermont, Montana Audubon, Vermont Center for Ecostudies

- Completed various bird point count surveys in numerous locations around Vermont and Montana.

Animal Care Handler January 2007 - December 2007
Vermont Institute of Natural Science, Quechee, VT

- Supervised and provided general care for all birds.
- Assisted wildlife biologists in avian medical care.

Honors and Awards

Rubenstein School of Environment Dean's List, Golden Key National Honor Society, Alpha Zeta Agricultural Fraternity

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ✓ appointment(s) or ___ re-appointment to: ~~Energy Committee~~ Climate Action Steering Team

I. APPLICANT DATA:

Name: Beth Malow
Address: [redacted]
Quechee, VT 05059
Telephone: (Home) [redacted] (Work) [redacted] (Other) ___
Email Address: [redacted]
How long have you been a Hartford resident? 2½ months full time (moved into residence in March 2024)
Are you a registered voter? yes

II. EDUCATION:

High School: UT Clarke Westbury NY Year Graduated: 1980
College 1: Northwestern University Degree Earned: BS
Course of Study: Medical Science Year: 1984
College 2: Northwestern Univ. Medical School Degree Earned: MD
Course of Study: Medicine Year: 1986

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Vanderbilt Univ. Med Center	2003-present	Professor	Research/Patient Care
University of Michigan	1994-2003	Assoc. Professor	Research/Patient Care

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? up to 4 nights. yes available for evening meetings. Mon, Tues, Wed, Thurs are all ok.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? To contribute to the town of Hartford. I've worked on climate/environmental issues for about 5 years. I have experience in climate communication and also health and want to use my skills to help Hartford residents.

c. What are your past experiences in Municipal, State or Federal Government? I served as Vice-Chair for the Tennessee Autism Council (governor appointed). I also have served as a co-liaison to a Tennessee US Senator on climate advocacy. I testified before US Congress on sleep/health

d. What civic or social organizations have belonged to and what positions did you hold?
(1) Toastmasters International (Public Speaking): Vice President of Education, President and Immediate Past President
(2) Braver Angels - Moderator, Debate Chair, Event Organizer

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? Educating public on climate change and environmental issues, including as relate to health. Make citizens aware of economic benefits they can take advantage of.

f. What might some solutions be? Communicating at town events - encouraging citizens to seek out these benefits (decreased costs, rebates, better air quality, lower carbon emissions) and on social media/listservs

g. Other hobbies/interests: Hiking, tennis and other racquet sports singing

V. REFERENCES: (Please list three)

Name: Jan Berry Telephone: [redacted]

Name: Curtis Baysinger Telephone: [redacted]

Name: Bruce Morlan Telephone: [redacted]

Beth Malow 8/22/2024

APPLICANTS 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 X appointment(s) or ___ re-appointment to: Hartford Library Trustee

I. APPLICANT DATA:

Name: Mary Smith
Address: 80 Wesfield Drive
Hartford VT 05001
Telephone: (Home) [redacted] (Work) [redacted] (Other) ___
Email Address: [redacted]
How long have you been a Hartford resident? 6 years
Are you a registered voter? Yes

II. EDUCATION:

High School: Salmon River Central School Year Graduated: 1999
College 1: The College of Saint Rose Degree Earned: BS in Music Education
Course of Study: Music Education k-12 Year: 2003

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

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Mountain Valley Treatment Center (Plainfield, NH)	(2019 - Present)	Health Services Assistant	Secretarial duties
Home Depot - West Lebanon NH	(2020)	Order Fulfillment Team →	Ordering Supplies
South Lewis Central School - Turin NY	(2003-2006)	MS Band Director →	Packing medications
			Scheduling appointments
			Fill orders, bring out to car
			Band lessons, prepare for concert, organize trips, teach 8th Grade General Music

03/10/2020

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? I could serve 3-4 nights a month. Generally available Monday, Wednesday, Thursday. Yes, I am available for Evening meetings

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have been a lifelong reader and patron of libraries, and I would like this opportunity to support our community. I would be willing to serve in the position of recording minutes for meetings, and feel that my current job has strengthened my organizational and bookkeeping skills which I feel would serve the board well.

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

d. What civic or social organizations have belonged to and what positions did you hold? I have not previously belonged to any civic or social organizations.

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I feel that the Hartford Library serves an important function in bringing our community together. I would like to support the need for more volunteers on our advisory boards/commissions. Greater Awareness of events, and more community involvement is needed.

f. What might some solutions be? Extending our social media presense, and continuing to reach out to the community through social events.

g. Other hobbies/interests: Photography, music, reading, learning about History.

V. REFERENCES: (Please list three)

Name: Laura Brooks Telephone: [redacted]

Name: Chelsea McHugh Telephone: [redacted]

Name: Shawn Courtemanche Telephone: [redacted]

Mary Smith
APPLICANTS SIGNATURE

9/17/2024
DATE

Town Manager's Report

October 1, 2024

Performance Evaluations

The Town Manager has conducted performance reviews with all Department Heads. This returns the Town to "regular order" in this important respect, as it has been several years since reviews were last conducted. Hopefully, the Department Heads will use this process as a model by which they can evaluate their staffs.

Budgeting Process and Town Meeting Planning

Budget season is in full swing. The Town Manager and Finance Director have been working together to develop a plan and accompanying schedule for the budget and Town Meeting preparation cycles. Department Heads have been given dates by which they need to develop their proposed budgets and the Town Manager and Finance Director will review these proposed budgets before they are presented to the Selectboard.

Selectboard Strategic Planning Session

The Selectboard conducted a strategic planning workshop on Sunday, September 22 to discuss its priorities for the future.

Hazard Mitigation Planning

On Wednesday, September 25, the Town began the process of updating its Hazard Mitigation Plan by holding a community resilience assessment kick-off session, facilitated by The Nature Conservancy.

Emergency Management

On Wednesday, September 25, the Town Manager and Fire Chief attended a quarterly meeting of the Regional Emergency Management team, in their respective roles as Emergency Management Director and Emergency Management Coordinator.

HCRS

On Thursday, September 26, the Town Manager met with Health Care & Rehab Services (HCRS) leadership for the first time to get acquainted and to let the Town Manager know of the important role that HCRS plays in the community.

AGENDA MEMORANDUM
October 1, 2024
Town Selectboard Meeting Item: 5.a
Submitted by: Christopher Holzwarth, Assistant DPW Director, Permits and Planning

Subject: **Nutt Lane Water Main Contract Awards, Staff Recommendation**

Background: Otter Creek Engineering (OCE) assisted the Town with seeking bids from qualified contractors to install Phase 1 of the Nutt Lane water main project. Phase 1 consist of installing an 8" water main under the railroad to Latham Works Lane utilizing ARPA funds. Phase 2 will provide new mains to the remainder of Nutt Lane, Latham Works Lane and Harrison Avenue.

The Town received bids from six firms. Table 1 below list the bidders, the bid amounts and the departure from the Department of Public Works internal opinion of probable cost which was developed from the engineer's estimate for the entire project (Phase 1 and Phase 2).

Table 1

Bid #	Bidder	Bid	Departure
1	**Zaluzny Excavating Corp.** 230 Fort Bridgman Road Vernon, VT 05354	**$270,000.00**	-$1,440.00
2	Neil H. Daniels, Inc. P.O. Box 246 Ascutney, VT 05030	$370,750.00	+$99,310.00
3	Hebert Excavation, Corp. P.O. Box 451 Williamstown, VT 05679	$349,000.00	+$77,560.00
4	S.U.R. Construction West, Inc. 51 Payne Road Winchester, NH 03470	$425,700.00	+$154,260.00
5	Isaac's Excavating, Inc. P.O. Box 39 West Charlestown, VT 05072	$305,000.00	+$33,560.00
6	Nott's Excavating, Inc. 185 Equestrian Way W.R.J., VT 05001	$364,725.00	+$93,285.00

Zaluzny Excavating Corporation (Zaluzny) of Vernon, Vermont was the low bidder at $270,000. Zaluzny desires a mid-October start and a November completion before the asphalt plants close. A start date this aggressive may not be possible due to railroad timelines.

Construction projects involving buried utilities commonly involve change orders due to unexpected conditions that could not be anticipated. A 20% contingency or $54,000 can be considered reasonable.

Due to ARPA funding rules and the need to have all funds dedicated to the project obligated through a contract by December 31st, the Department of Public Works recommends immediately authorizing a change order for additional water main installation of up to $54,000. Should issues arise during installation of the crossing the funds would be utilized and the length of the additional water main more limited.

OCE has worked on several projects with Zaluzny and recommends awarding a contract to them subject to receiving a proper certificate of insurance, bonds with railroad approval as normally required at signing.

If the contract execution with Zaluzny falls through, it is recommended that a contract be awarded to the next lowest bidder, Isaac's Excavating, Inc. (Isaac's) for a spring installation. Isaacs's performed the recent Fairview Terrace to Gates Street water main replacement with great success. This will have a -$35,000 impact to the change order for additional water main and unforeseen issues.

Otter Creek Engineering has provided the design and permitting services to date and will need a contract amendment to provide services through the closeout of construction. The Town is currently waiting on an invoice amount to date and budget to close out the project. Internally we have estimated the Construction RPR, Construction Admin and Post Construction cost at $43,000 for this complicated portion of the project.

To date $8,606.44 of ARPA funds have been expended on OCE services, $4,500 of ARPA funds on New England Central Railroad permitting fees and $900 on State of Vermont Water Supply Division permitting fees for a total of $13,149.44.

We anticipate approximately $4,000 in OCE services before closing out the existing services and railroad fees of $800 to be paid by OCE to more efficiently advance the project. The Selectboard approved the fees on 9/17/24.

Table 2 below demonstrates the current amounts and anticipated amounts to be paid by this project from the $440,000 of ARPA funding utilizing Zaluzny.

Table 2

Item	Description	Amount
1	Invoiced OCE Services to Date	$8,606.44
2	N.E.C.R. Permit Fee	$4,500.00
3	Vermont Water Supply Permit Fee	$900.00
4	Anticipated OCE Invoice & R.R. Fees	$4,800.00
5	Zaluzny Construction Contract	$270,000.00

6	Phase 2 Water Main Extension/ Contingency	$54,000.00
7	OCE Construction Fees	$43,000.00
Total		**$385,806.94**

Impact: The town previously dedicated $440,000 in ARPA funds within P.O. #12265 to this project. Table 3 below outlines the projected impact to the funding and the amount available to reallocate.

Table 3

Item	Description	Expense	Balance
N/A	P.O. 12265	N/A	$440,000.00
1	Invoiced OCE Services to Date	$8,606.44	$431,393.56
2	N.E.C.R. Permit Fee	$4,500.00	$426,893.56
3	Vermont Water Supply Permit Fee	$900.00	$425,993.56
4	Anticipated OCE Invoice & R.R. Fees	$4,800.00	$421,193.56
5	Zaluzny Construction Contract	$270,000.00	$151,193.56
6	Phase 2 Water Main Extension/ Contingency	$54,000.00	$97,193.56
7	Estimated OCE Construction Fees	$43,000.00	$54,193.56
Balance Available to Reallocate			**$54,193.56**

Recommendation: It is the staff's recommendation that the Selectboard authorize the Department of Public Works to execute a contract with Zaluzny for $270,000 and an immediate change order of $54,000 for additional water main installation subject to the conditions set forth by Otter Creek Engineering and to execute a contract amendment with Otter Creek Engineering for up to $43,000 for construction services.

Further, in the unlikely event that a contract is not executed with Zaluzny by October 15, 2024, that the Department of Public Works may execute a contract with Isaac's Excavating, Inc. for $305,000 and an immediate change order of $19,000 for additional water main installation subject to the conditions set forth by Otter Creek Engineering.

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Meeting Item: 5b
Submitted By: Lori Hirshfield, Director of Planning & Development

Subject: Bids on Parking Meters and Installation

Background: The Selectboard previously funded this Capital Improvement Project with $233,000 of ARPA funds to install parking meters in downtown White River Junction for on-street parking including Prospect Street, and in Town Square Parking Lot (along South Main Street between Joe Reed Drive and Gates Street; $16,400 is for a sidewalk plow that will easily clear around meters. Section 3.8 of the Town's Procurement Policy allows the Town to purchase through Federal, Vermont, neighboring State, VLCT or other municipal competitive sealed bid contracts or competitive proposals to meet the Town's competitive purchasing requirements. This process used through the Town's membership in OMNIA Partners (formerly National Cooperative Purchase Alliance). Nine parking meter vendors were contacted by OMNIA to submit bids to the Town. Two bids were received. Following an extensive review process with Police Chief Greg Sheldon of the different metering systems, software and services provided, IPS Group was selected as the vendor. This evaluation also resulted in support for Multi-Meter Pay Station Kiosks rather than individual meters for each space. The meters take advantage of current technology available today for enforcement and various modes of payment including coins. The Town also obtained a quote of $3,970.55 from Worksafe Traffic Control Industries Inc. for signs and posts. Installation is planned for spring/summer of 2025. Staff is planning a comprehensive public information process prior to the meters going into use.

Discussion: The use of ARPA dollars requires the Selectboard take formal action to obligate all funds and to commit all funds through contracts or purchase orders with vendors. DPW is addressing the purchase of the sidewalk plow separately with the Selectboard.

Financial Impact: The total project cost is $145,022.30, $71,577.70 less than budgeted.

Recommendation: Staff recommends the following Selectboard actions for the installation of the parking meter system.

- Authorize the Town Manager to sign a contract with *ISP Group* in the amount of $141,051.75 for the purchase and installation of parking meters, related equipment and software.
- Authorize Town staff to execute a purchase order with Worksafe Traffic Control Industries, Inc. in the amount of $3,970.55 for signs and posts.

Attachments: Vendor Submittal
Draft Contract

ABOUT IPS GROUP

OUR MISSION IS TO TRANSFORM CITIES BY SUPPLYING THE MOST TECHNOLOGICALLY ADVANCED, VALUABLE, AND USER-FRIENDLY SMART PARKING SOLUTIONS IN THE WORLD.

For over two decades, IPS has been committed to the design, engineering, and manufacturing of intelligent parking technologies that shape the industry such as payment processing systems, SaaS management software, and low-power wireless telecommunications.

Based in San Diego, CA, IPS is the proud inventor of the credit card-enabled single-space parking meter and has more wireless parking devices deployed across the US than our competitors combined. To date, IPS has sold more than 300,000 wireless devices in over 300

cities worldwide. IPS drives the Smart Cities evolution as an innovator and trusted provider of Smart Parking technology.

IPS offers a full portfolio of integrated products—all maximized to provide the most efficient, powerful, parking solution on the market today. By implementing the Enforcement Management Solution, customers benefit from a true, fully-integrated system that works seamlessly with other IPS technologies such as Smart Parking meters, vehicle detection sensors, and mobile payment applications. In choosing a single provider for their Smart Parking needs, customers benefit from data sharing across their entire parking network, resulting in optimized operations and more informed, data-driven policy decisions.

> OUR MISSION IS TO TRANSFORM CITIES BY SUPPLYING THE MOST TECHNOLOGICALLY ADVANCED, VALUABLE, AND USER-FRIENDLY SMART PARKING

The IPS Enforcement Management Solution is agile and scalable to meet the needs of Smart Communities of any size. The latest modules provide customers the additional benefits of fully customizable parking citation, permit, code enforcement, and event management capabilities. Unlike outdated legacy systems, the IPS cloud-based solution is incredibly flexible, allowing IPS to introduce new features quickly to address the dynamic needs of customers.

A truly integrated solution our Enforcement Management Solutions allows agencies of any size to manage their entire parking network from anywhere, anytime, with single sign-on (SSO) access to all applications and consolidated parking data in one place. While the IPS Parking Management Suite offers all of the interrelated parking applications an agency may need, it can also seamlessly integrate with any third-party service via API.

IPS also has local sales throughout the US and 24/7 telephone help desk and ongoing support to provide the level of service our customers require. In addition to sales and dedicated customer support assigned to your account, IPS has an in-house team of product engineers, computer programmers, marketing and PR professionals, accountants, and technical support specialists to support any project.

FACTS & FIGURES

Parking Spaces managed	300,000+
Cities with IPS devices	300+
Annualized transaction volume	$250 million
Founded	Year 2000
Employees	175+
Headquarters	San Diego, CA
Manufacturing, Services and Data Storage	All based in the USA

Our goal is to develop a long-term partnership, rooted in open, honest communications, close cooperation, and practical application of parking technologies. Our project approach includes proven technology, seasoned team members, and solid experience using such technology to improve customer satisfaction and optimize and increase parking revenue requirements.

- List of key staff

Our high-performing leaders will apply best practices to ensure that the entire solution is implemented within budget, on schedule, and within scope. We strive to provide the tools to ensure the City success long-term.

THE DIVERSE IPS TEAM POSSESSES MORE THAN 200 COMBINED YEARS OF EXPERIENCE IN SPECIALTIES RANGING FROM MANAGEMENT, R&D, SALES, AND MARKETING, TO ENGINEERING AND CUSTOMER SUPPORT.

CHAD P. RANDALL

IPS Chief Executive Officer

ROLE: Authorized to Bind and Negotiate

As CEO, Chad Randall is responsible for oversight of the entire IPS Group operation. Chad joined the Company in 2008, bringing many years of Fortune 500 corporate experience in both the automotive and instrumentation industries. In addition to business management, Randall has functional experience in engineering, manufacturing, marketing, and product line management. Randall holds a Bachelor of Science in Mechanical Engineering from Rose-Hulman Institute of Technology and a Master's in Business Administration from Harvard Business School.

VASU MOHAN

IPS Chief Operating Officer

ROLE: Oversees Manufacturing Operations

As COO, Vasu Mohan is responsible for all things related to manufacturing operations, including supply chain, manufacturing operations, assembly operations, warehousing, and freight management. Prior to IPS, he was responsible for doubling his company's business to support the worldwide response for COVID testing, detection, and vaccine development. Vasu has been in the instrumentation, wireless and life sciences industries for over 25 years, with roles of increasing responsibility in Design and Manufacturing Engineering, Planning, Procurement, Finance, Marketing and Commercial Operations. Vasu has a BS and MS in Mechanical Engineering from New Jersey Institute of Technology, and an Executive MBA from AT&T/Columbia.

GARY MELONEY

IPS Chief Technical Officer

ROLE: All Meter & Back Office Technical Integration

Gary Meloney serves as CTO of IPS Group, Inc. As CTO, Gary oversees the management of the Parking Meter Engineering Group and maintains supervision over the technical and operations units. Gary joined IPS in 2016 with 35 years of software and hardware design experience with a major focus on IoT devices and services. Gary is responsible for new product innovation, design, and managing legacy systems.

IPS TIMELINE

1994

IPS Group South Africa established as one of the first manufacturers of card and coin multi-space parking pay stations

2000

IPS Group, Inc. USA Incorporated in Pennsylvania

2002

Deloitte Fast 50 Award

2005

"Smart" single-space parking meter invented

2007

First credit card enabled, solar-powered single-space parking meter installed

2009

TechAmerica "Green Technology" Award

Wireless vehicle detection sensors developed

2011

Corporate Social Responsibility donation meter program begins

2012

U.S. Conference of Mayors Award for public/private partnership

Vik Kops Humanitarian Award

Connected World Award

2013

M5™ next generation single-space parking meter introduced

Revolution pay station retrofit kits and MS1™ multi-space meters designed

IPS meters are CDMA certified

2015

First end-to-end cloud-based enforcement solution created

Dome-mount sensor developed, providing the most accurate data on the market

2016

New innovative solutions introduced including PARK SMARTER™ mobile payment app and My Parking Receipt™

2017

IPS calculated a reduction in U.S. CO_2 emissions of 34,192 metric tons, after partnering with Verizon to lessen miles driven to find available parking.

2018

Launched Enforcement & Permitting Management System as a vital component of a true, fully-integrated solution

MS3™ color screen, multi-language pay station introduced

2020

Reached 160+ Patents

IPS Group Innovation Studio introduces Alexa-enabled Data Analytics in development phase

SMARTER PARKING for SMART COMMUNITIES.™

AWARDS

RESULTING FROM ITS SIGNIFICANT INVESTMENT IN R&D, IPS GROUP OWNS 160+ PATENTS, A LIST THAT CONTINUES TO GROW.

We believe our experience in the technology and telecommunications industries has helped us create products that provide the best combination of convenience, user experience, enforceability, and cost of ownership among any parking meter product in the industry today. Our awards reflect our commitment to surpassing expectations in innovation and providing an outstanding client experience.

AS EVIDENCE OF OUR COMMITMENT, IPS HAS BEEN RECOGNIZED WITH THE FOLLOWING AWARDS:

FIRST PLACE IN THE DELOITTE TECHNOLOGY FAST 50
(an honor bestowed upon the fastest growing technology companies)

INTERNATIONAL DESIGN

CLEAN TECHNOLOGY

CONNECTED WORD VALUE CHAIN

US MAYORS FOR EXCELLENCE IN PUBLIC/PRIVATE PARTNERSHIP
for Coin/Credit Parking Meter Technology Upgrade in the University of Los Angeles, CA

VIC KOPS HUMANITARIAN AWARD, ALONZO AWARDS
SMART UNIVERSITY PARKING SYSTEM, GOOD DESIGN SELECTION
Commercial and Industrial Category, 2014

2014 INTERNATIONAL PARKING INSTITUTE PARKING MATTERS MARKETING & COMMUNICATIONS AWARD

CIO TOP 25 GOVERNMENT TECH,

IPI PEOPLE'S CHOICE AWARD, 2 CONSECUTIVE YEARS
Voted best in show

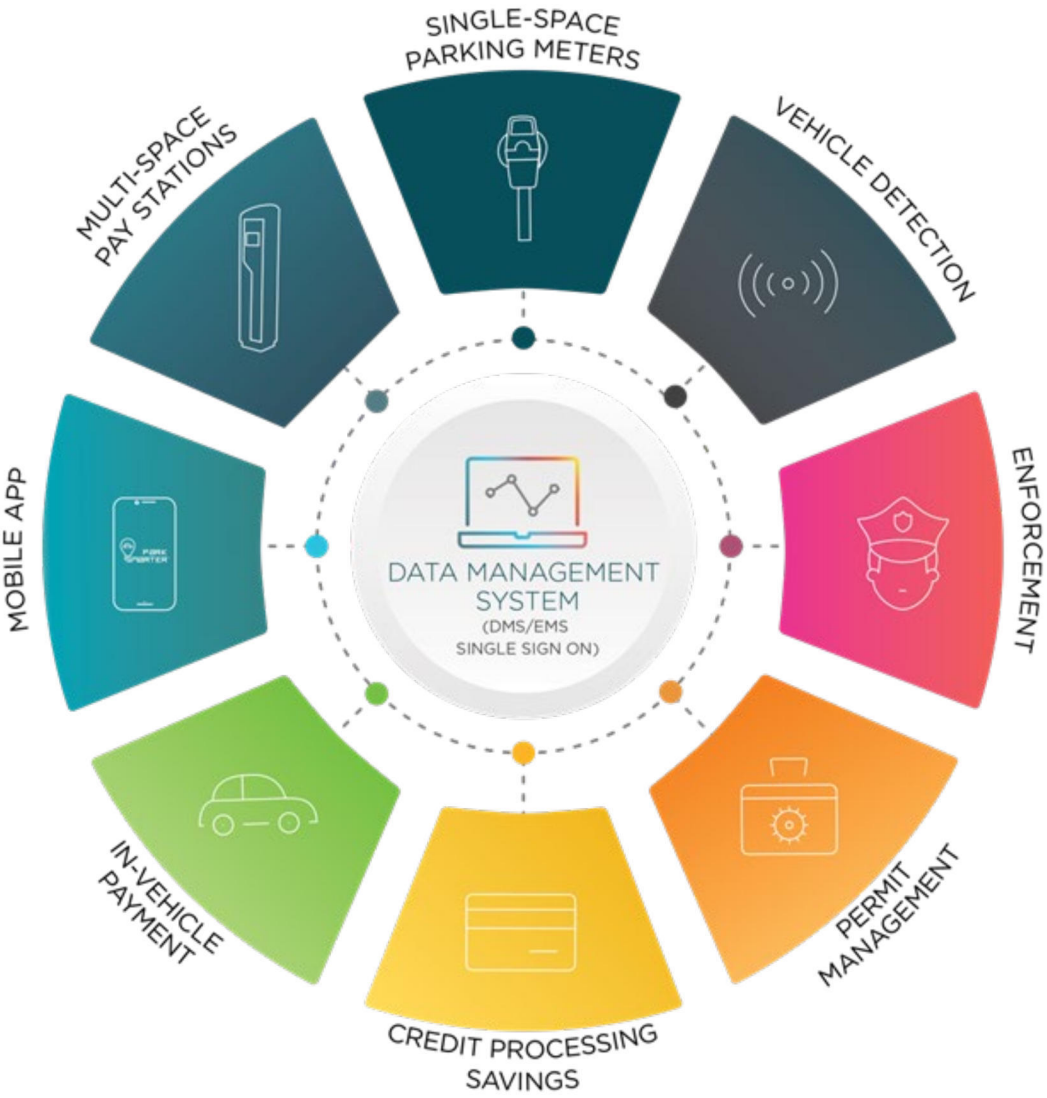
IPS RECOGNIZED AS GREEN STAR EXHIBITOR, INTERNATIONAL PARKING AND MOBILITY INSTITUTE CONFERENCE
Committed to Environmental Sustainability and Green Initiatives

© 2022 IPS Group, Inc. All rights reserved.

d

SMARTER PARKING for SMART COMMUNITIES.™

IPS Group Inc –360° FULLY INTEGRATED PARKING MANAGEMENT SOLUTION



Project Overview

1. **City Lots: - 1 Kiosks, 1 MSU – 4 Pay at Kiosk and 4 Mobile Payment Signs**
    a. Town Square Parking Lot – (1 Kiosk) – 1 unit – Could use a MSU alongside a MS3 – 4 Parking Signs "Pay at Kiosk". 4 Signs for Mobile Payment.

2. **On-Street: - 15 Kiosks, (option 1 additional MSU) – 33 Pay at Kiosk and 27 Mobile Payments Signs**
    a. South Main Street between Big Fatty BBQ and Gates – (3 Kiosks) – 2 Odd side (1-Barber Shop and 1-145 Main) and 1 Even side by CC Pizza. 7 Parking Signs "Pay at Kiosk" (4 on the Odd side and 3 on the Even side) 4 Mobile Pay Signs
    b. South Main Street between Currier and North Main – (4 Kiosk) – 2 Odd side (1-Collections and 1-Gallery) 2 - Even (1- 48 S Main, 1-Lot side). 6 Parking Signs "Pay at Kiosk" (3 each side of the street) 4 Mobile Pay Signs (2 each side of the street)
    c. Gates Street between South Main and Currier – (1 Kiosks) – 1 – Center of block. 3 Parking Signs and 2 Mobile Pay Signs
    d. Currier Street between Gates and North Main – (1 Kiosks) – 1 – Center of block. 3 Parking Signs and 2 Mobile Pay Signs
    e. North Mian Street – (2 Kiosks) – 1 – Even Side Center of block. 1 – Odd Side Center of block. 6 Parking Signs and 4 Mobile Pay Signs
    f. Prospect Street – (3 Kiosks) – 2 – Even side in the middle space grouping, 1 – Odd side mid block – could use MDU where there is 4 spaces. 5 Parking Signs and 6 Mobile Pay Signs
    g. Railroad Row – (1 Kiosks) – 1 Center of the block. 3 Parking Signs and 2 Mobile Pay Signs

3. **Differentiators**
    a. Complete Integrated Parking Ecosystem to include SSPM and MSM, mobile pay, text to pay, enforcement, permitting, curb management and data aggregation
    b. Industry leader – sold over 300K smart parking meters.
    c. System Uptime over 99%
    d. Invented the Credit Card Single Space Meters
    e. Feature rich solution with open APIs for easy integration.
    f. Data Aggregation tool streamlines report of all forms of parking revenue steams inside and outside of IPS
    g. Documented revenue increase via easy of operation and multiple payment methods
    h. Manufactured in the United States
    i. Authorized Local Dealer – Office in Providence
    j. IPS Regional Support – Regional office in Baltimore – 3 Technicians in New England
    k. IPS is a Omnia COOP Partner

4. **Lead-Times** – 10-14 weeks
5. **OMNIA COOP Partner**
6. **Enforcement and Permitting System**
7. **Merchant Processing Through AMG**

8. Meter Pricing

SMARTER PARKING for SMART CITIES™ Pricing

Salesperson	Contract	Shipping Method	Payment Terms	Delivery Date
SAS		Ground	Net 30 Days	12 Weeks ARO

Qty	Item #	Description	Unit Price	Line Total
		MS3 Multi-Space Meter - Lots		
16		MS3, Solar Power and Communications, accepts Coin, Credit Card, Contactless	$6,750.00	$108,000.00
		Monthly Fees - $55 per month plus $.06 per credit card transaction gateway		
1		MSU, Credit Card Only Pay Station (Optional)	$3,995.00	$3,995.00
		Spare Parts - MS3		
5		MS3 Large Coin Box with Lock 4L	$195.00	$975.00
25		Paper Rolls (standard) Approx 2000 Tickets	$32.00	$800.00
1		MS3 Coin Validator	$95.00	$95.00
1		MS3 Controller	$1,100.00	$1,100.00
1		MS3 EMV Credit Card Reader	$399.00	$399.00
1		MS3 Printer	$795.00	$795.00
2		MOAB Battery	$485.00	$970.00
1		MOAB Battery Charger	$79.00	$79.00
		Mobile Payment Applications		
1		Mobile Pay - ParkSmarter	N/C	
1		Text2Pay	N/C	
		$.35 convenience fee will be charged to the Parker for each ParkSmarter and Text2Pay transactions		
3		Installation of Multi-Space Installation on sidewalks. Unit Price is Per Day Excludes Civil work such as PADs	$1,095.00	$3,285.00
		Concrete Pads each - if required	$650.00	
1		Shipping, Handling, Delivery (Estimate)	$7,500.00	$7,500.00
		Enforcement Management System		
1		One Time Set up Fee	$2,500.00	$2,500.00
12		Monthly Minimum EMS Software Fee - 5000 Citation Yearly	$685.00	$8,220.00
		Zebra Enforcement Printer		
2		Zebra Enforcement Printer	$995.00	$1,990.00
25		Mobile Citation Paper (per roll)	$13.95	$348.75
			Sub Total	$141,051.75
			Sales Tax	
			Total	$141,051.75

9. Enforcement Pricing

ENFORCEMENT/PERMITTING Proposal

Enforcement Back Office and Processing Services

Enforcement Management System	Units	Unit Price
One Time Setup	Per Unit	$2,500.00
Minimum EMS Issuance Software Monthly Fee* • Handheld Support • Automated Ticket Issuance • Full Suite or Reports • Ad-hoc Reporting Functionality • Online PCI Level 1 Payment Portal • Ability to do Level 1 Appeals online • Software License Unlimited Users	Per Month	$685.00
EMS Per Issuance Fee in addition if over 5000 citations Annually	Per Ticket	$1.50
Delinquent Notices (Includes Postage)	Per Notice	$1.25
Register Owner Look-up In state and Out of State	Per RO	$1.25
Legacy Data Conversion Fee	One Time	$2,500.00
Per Integration Fee	Per Integration	$1,500.00
Monthly Integration Maintenance Fee	Per API/Per Month	$75.00
Online, Over the counter, and IVR Secure Credit Card Payments – Gateway/ Convenience Fee ***Note: Charged to the Public - assumes the use of the Client Merchant Account***	Per transaction	$3.95
Customization Outside original scope of work	Per Hour	$200.00

Handheld Enforcement Solutions

2 PIECE ENFORCEMENT SOLUTION	UNIT PRICE
Agency can supply their own i OS or Android smart device	$0.00
2-piece Lease Option Per Unit Per Month 3-year Warranty	$250.00
Zebra ZQ320 3in BT Printer (or equivalent)	$995.00

Handheld Enforcement Support

Mobile Enforcement Solution	Units	Unit Price
Mobile Data Plan (Agency only pays if Agency uses IPS Data plan)	Per unit /per month	$55.00
Mobile Citation Paper (per roll) QTY 100	Per roll	$13.95
Plate Charges for Ticket Customization (One-time fee)	Per plate	$150.00
Estimated Travel Expenses for Installation (Optional)	Per trip	$2,000.00
On-site training and installation (Optional)	Per day	$600.00

*Other services such as LPR, 24-Hour Call Center, LPR, and hardware can be quoted upon request

NOTE: Pricing does not include any applicable state or local taxes that are required to be paid by the City currently or in the future. This pricing is FOB, IPS Group, San Diego, CA. Sales taxes and shipping charges will be added to the final invoice. IPS shall have the right to adjust Agreement pricing due to increases in Inflation as published by the US Bureau of Labor Statistics for All Items Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average, and will not exceed 3% compounded annually.

CONTRACT FOR SERVICES CONTRACT BETWEEN THE TOWN OF HARTFORD AND IPS GROUP, INC. TOWN PLAN HOUSING CHAPTER UPDATE

This Contract is entered into on _____ by and between the Town of Hartford, Vermont (hereinafter "Town") and the IPS Group. Inc with a principal place of business in San Diego, California, with a mailing address of 1137 Kenmar Court (hereinafter "IPS") for services to the Town. The Town and IPS are referred to collectively as "parties."

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1: SERVICES PROVIDED

IPS agrees to perform the following service(s):

> Provide the equipment software and services for a Parking Meter System as specified in the ISP Proposal (Attachment 1) and

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

This contract and all work completed by IPS is also subject to the terms of standard requirements of the OMNIA National Cooperative Purchasing Alliance Procurement bid award on December 1, 2022 through November 30, 2025

ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above services shall not exceed 141,051.75 including direct costs. IPS's billing cycle will be through the end of each month, with payment due within 30 days of the Town's receipt of the invoice.

ARTICLE 3: TERM

The term of this Contract shall be from _____ through October 31, 2026. The term of the Contract may be extended only by mutual written agreement of the parties.

ARTICLE 4: INDEPENDENT IPS

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

ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

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

IPS shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Town and subject to such conditions and provisions as Town may deem necessary or desirable in its sole discretion. If Town permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Town certificates of insurance showing all of the coverages required in Article 10 of this Contract. IPS shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the IPS, Town may require IPS to supply proof of payment for such materials or labor. IPS shall pay the subcontractor(s) for undisputed services provided by them within 30 days of receiving payment from Town.

ARTICLE 6: EQUIPMENT AND MATERIALS

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

Town is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. IPS shall pay all legal costs and assessed penalties for improper use of the Town's exemption certificate number.

ARTICLE 7: PERSONNEL

IPS is responsible for compliance with all applicable State and Federal laws. IPS will manage his/her own personnel without general oversight by the Town and shall oversee and coordinate subcontractors that are approved by Town. All drivers and equipment operators will

be properly trained and have all certifications and valid licensing required to operate said equipment. The IPS must certify to the Town that all drivers operating a commercial motor vehicle are in a federally mandated random drug and alcohol testing program that complies with Federal Motor Carrier Safety Administration (FMCSA) requirements.

IPS alone shall be responsible for ensuring compliance with all applicable regulatory requirements including but not limited to those from FMCSA and Vermont Occupational Safety and Health Administration (VOSHA).

IPS further agrees to include this provision in all subcontracts.

ARTICLE 8: SAFETY

The IPS alone shall be responsible for its employees' safety and security at construction sites and when working in or adjacent to public highways.

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

ARTICLE 9: INDEMNIFICATION

IPS shall indemnify and hold harmless Town, and Town's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys' fees, liens, and judgments of every nature and description, brought or recovered against them by reasons of any act or omission of the said IPS, its agents, employees, or sub-IPSs, in the execution of the work or in guarding the same. The IPS shall defend the Town and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the IPS or of any agent or subcontractor of the IPS. The Town shall notify the IPS in the event of any such claim or suit, and the IPS shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

IPS shall assume full responsibility for the protection of all buildings, structures, and utilities (both public and private). All damage, injury, or loss to any public or private property, by the IPS, or any subcontractor, shall be replaced or restored to at least the original condition to the satisfaction of the Town at the IPS's expense.

Nothing in this Contract shall constitute a waiver by the Town of any statutory limits or immunities from liability.

ARTICLE 10: INSURANCE

Before commencing work on this Contract, the IPS must provide certificates of insurance to show that the following minimum coverages are in effect. IPS agrees that it will provide and maintain during the entire term of this Contract the following insurances with at least the indicated amounts of coverage and provide Town a certificate of insurance showing such

coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance.

The IPSs policies shall name the Town as an additional insured.

ARTICLE 12: NON-APPROPRIATION

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

ARTICLE 13: TERMINATION

Town may terminate this Contract, with or without cause, upon 30 days written notice.

ARTICLE 14: DEFAULT

The occurrence of any of the following shall constitute default by IPS and, if not corrected within 10 days of the Town providing IPS written notice of the default, shall allow Town to terminate this Contract:

(1) failure to adequately perform or deliver the required services;

(2) if applicable, failure to provide the required bonds or other security acceptable to Town before starting any work;

(3) declaration of bankruptcy by IPS;

(4) making a material misrepresentation to Town;

(5) persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or

(6) failure to perform any other material provision of this Contract.

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

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

the other party of the inability to perform. The Town and the IPS agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable effort to mitigate its effects.

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

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

ARTICLE 15: REMEDIES

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

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

ARTICLE 16: ARBITRATION

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

ARTICLE 17: CONTRACT DOCUMENTS

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

ARTICLE 18: SEVERABILITY

The provisions of this Contract are severable and if a court of competent jurisdiction holds any portion of this Contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties do hereby execute this Contract on the day and year first written above.

TOWN:

By: _____
John Haverstock, Town Manager
Duly Authorized Representative

In the presence of:

_____
Witness as to Town

IPS:

By: _____

Duly Authorized Representative of IPS

In the presence of:

_____
Witness as to IPS

ACKNOWLEDGMENT OF ARBITRATION

We understand that this Contract contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

TOWN:

By: _____
John Haverstock, Town Manager
Duly Authorized Representative

In the presence of:

_____
Witness as to Town

BY IPS:

By: _____
Peter Gregory Executive Director
Duly Authorized Representative of IPS

In the presence of:

_____
Witness as to IPS

WORK SAFE
Traffic Control Industries, Inc.

115 Industrial Lane
Barre, VT 05641

Phone # 802-223-8948
Fax # 802-229-1848

Quote

Date	Quote #
9/26/2024	2601

Name / Address	Ship To
Town of Hartford Accounts Payable 171 Bridge Street White River Jct, VT 05001	Town of Hartford 173 Airport Rd Lori- 802-478-1119

P.O. No.	Terms	Rep	Freight
	Net 30		

Item	Description	Qty	Rate	Bin	Total
75, POST, SQ, 10'X2"X2"X12 GA	POST, SQUARE, 10' X 2" X 2" X 12 GA	24	78.67	0	1,888.08
75, POST, SQ, 4 HOLE PEN 4FT	POST, SQUARE, 4-HOLE PENETRATOR 4'X2.25X2.25X12 GA	24	41.27	0	990.48
Fast, Corner Bolt 2.5"/Jam Nut	Fastener, Corner Bolt 2.5" 5/16-18 w/ Jam Nut 5/16-18	24	1.30		31.20
HIGHWAY; Alum. 12x18x0.063 Rect	Highway Sign; Aluminum, 12X18X0.063 Rectangle w/ HIP White Sheeting & Black Prem Vinyl	34	22.35		759.90
HIGHWAY; Alum. 12x18x0.063 Rect	Highway Sign; Aluminum, 12X18X0.063 Rectangle w/ Digital Print HIP White Sheeting & Laminate	3	33.63		100.89
Freight Charged to Customer	Freight Charges	2	100.00		200.00

Total $3,970.55

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Meeting Item: 5c
Submitted By: Lori Hirshfield, Director of Planning & Development
Matt Osborn, Town Planner

Subject: **West Hartford Bridge Pedestrian Improvements - Contract Award**

Background: The Selectboard previously funded this Capital Improvement Project with $8,500 of ARPA funds to restripe the full length of the West Hartford Bridge to allow for a dedicated pedestrian path. Working with DPW staff Jeremy Delisle and Chris Holzwarth, staff prepared and sent a Request for Quotes (see attached) to nine striping companies. Follow-up phone calls were made to eight of the companies (one only had on-line access). We received one price quote from *LD Safety Marking Corporation* of Barre, Vermont for $45,894, significantly over the $8,500 project budget. By changing material and demarcation of the pedestrian path, we were able to reduce the cost to $19,374.

The project also requires the installation of two signs and poles. Staff obtained a quote for $539.73 from *Worksafe Traffic Control Industries, Inc.* of Berlin, Vermont.

Discussion: In order to implement the project, an additional $11,413.73 of funding is needed. ARPA dollars require that the Selectboard take formal action to obligate use of all funds and to commit all funds through contracts or purchase orders with vendors.

Financial Impact: The total project cost is $19,913.73, requiring an additional $11,413.73 of funding.

Recommendation: Staff recommends the following Selectboard actions for the West Hartford Bridge Pedestrian Improvements Project:

- Authorize an additional $11,413.73 of ARPA funds.
- Authorize the Town Manager to sign a contract with *LD Safety Marking Corporation* of Barre, Vermont in the amount of $19,374.
- Authorize Town staff to execute a purchase order in the amount of $539.73 for the signs and poles.

Attachments: Request for Quotes
Contractor Submittal
Draft Contract

Hartford Planning and Development Department

171 Bridge Street, White River Junction, VT 05001 • (802) 295-3075

REQUEST FOR QUOTES

West Hartford Bridge Striping/Pedestrian Lane Painting

Town of Hartford, Vermont

August 21, 2024

SCOPE OF SERVICES

I. General Description: The Town of Hartford is seeking the services of a line striping and pavement marking contractor for the West Hartford Bridge section of the Quechee/West Hartford Road at the intersection with VT Route 14 in West Hartford Village. The requested work includes center line removal, center line striping, fog line striping and painting a pedestrian lane (designated pedestrian area) and all associated tasks as described herein. A summary of material specifications and approximate quantities are provided in the specifications below.

Existing Conditions: The existing conditions on the West Hartford Bridge (TH4) consist of two 11' travel lanes with 3.5' shoulders on both sides. Refer to photographs, Attachment A1 and A2.

Proposed Conditions: The Town is seeking to create a new painted pedestrian lane by reducing the travel lanes from 11' to a minimum of 10'-3" to create a 5'-1" wide colored pedestrian lane protected from travelling vehicles by double white fog lines on the north side with a 2' shoulder on the south side of the bridge delineated with a single white fog line. The colored pedestrian lane will have two "Ped Only" markings with a 40" wide pedestrian symbol as noted on Attachment 2 from the Rural Design Guide and on the project site plan. Existing yellow centerline markings from Route 14 to a point approximately 60' west of the intersection with Pomfret Road will have to be removed and new yellow centerline markings established. The layout of the proposed conditions are shown on plans entitled "Quechee – West Hartford Road Bridge Pedestrian Improvements", Attachment C, sheets C.1 and C.2.

Contractor Requirements: At least two weeks prior to the beginning of work, the Contractor shall be required to submit materials specifications and a traffic control plan for review by the Town in accordance with the VTrans specifications and MUTCD standards.

Further, a detailed schedule of work will be required before construction may begin. The tentative nature of any proposed schedule of work is understood by the Town.

II. Project Striping Specifications: If not otherwise specified, all work shall conform to VTrans Construction Standard Specifications, latest edition with particular attention paid to the following sections.

Traffic Control: Traffic Control shall be in accordance with Section 630 Uniform Traffic Officers and Flaggers, and in accordance with the latest edition of the Manual on Uniform Traffic Control Devises as approved by the Federal Highway Administrator.

Existing Line Removal and Surface Preparation: The removal of existing conflicting lines/ markings and the preparation of the surfaces shall conform to 646.04 General Application of Markings, (a) Surface Preparation and with Section 646.17 Removal of Existing Pavement Markings.

Placement of Lines and Markings: Placement of the lines and markings shall conform to 646.04 General Application of Markings, (b) Placement of Markings.

Weather Limitations: Placement of the lines and markings shall conform to 646.04 General Application of Markings, (c) Weather Limitations.

Layout & Control: Layout and control of the lines and markings shall be the responsibility of the contractor in accordance with 646.04 General Application of Markings, (d) Layout and Control.

Application Equipment: Pavement marking equipment shall be maintained and in working condition at all times and in conformance with the conditions of 646.04 General Application of Markings, (e) Application Equipment.

Pavement Marking Mix Design: The contractor shall submit a pavement marking mix design in accordance with Section 645.05 Pavement Marking Mix Design for approval prior to installation.

Epoxy Paint: Durable liquid epoxy paint shall meet all application requirements of Section 646.07 Epoxy Paint.

Polyurea Paint: Durable liquid polyurea paint shall meet all application requirements of Section 646.09 Polyurea.

Colored Surface Treatment: The walkway across the bridge shall have a colored surface treatment that is skid resistant and a pigmented system consisting of a methyl methacrylate (MMA) resin binder, catalyst, and aggregate and in accordance with Section 754.06 Colored Surface Treatment. The Town shall select a color prior to the contractor providing the mix designs.

III. Estimated Project Quantities:

Item	Unit Description	Notes	Quantity
Traffic Control	Per Lump Sum		1 L.S.
Existing Line Removal	Per Square Feet	4" x 667 L.F. Total	222 Sq. FT.
4" Wide Yellow Center Line	Per Linear Feet	2 x 390.5 L.F.	781 L.F.
4" Wide Single White Fog Line	Per Linear Feet	1 x 603.5 L.F.	603.5 L.F.
4" Wide Double White Fog Line	Per Total Linear Feet	2 x 272 L.F.	544 L.F.
24" Wide White Stop Bars	Per Linear Feet	2 x 24 L.F.	48 L.F.
24" Wide White Cross Walk Lines	Per Linear Feet	21x6 L.F.	126 L.F.
Large Painted "STOP" Marking	Per Letter	2 x 4	8 Letters
Small Painted "PED ONLY"	Per Letter	2 x 7	14 Letters
40" Wide Pedestrian Symbol	Per Symbol	2	2 Symbols

IV. Pricing Structure: Prices proposed will remain firm for acceptance within **60** calendar days after the Price Quote closing date. The fee and cost structure should be submitted to include the following:

The contractor shall provide a Fixed Unit Price Bid Form (Form C) for the Line Striping and Pedestrian Lane Painting.

V. Deadline for Submission of Quotes: The deadline for submission of quotes is Tuesday, September 3, 2024 at 12:00 p.m.

VI. Submission of Quotes: Please submit completed Forms A, B & C via email to mosborn@hartford-vt.org

VII. Timeline

- **Quotes received by Tuesday, September 3, 2024** – earlier encouraged.
- **Contract execution on or about September 30, 2024**.
- **Project completion by June 30,2025** or earlier if preferred by Contractor.

For Questions, please contact:

Matt Osborn, AICP Planner
Hartford Planning and Development Department
Hartford Town Hall, 171 Bridge Street
White River Junction, VT 05001
mosborn@hartford-vt.org 802 478-1118

Town of Hartford, Vermont

Planning and Development Department
West Hartford Bridge Line Striping/Pedestrian Lane Painting
August 21, 2024

FORM A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this Price Quote will be in full accordance with the applicable specifications applying thereto unless exceptions stated in the request.

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

Entity Name:_____

Street Address: _____

Town, State, Zip: _____

Proposer's Phone Number: _____

Proposer's Fax Number: _____

Proposer's E-mail Address: _____

Form of Ownership ☐ Sole Proprietorship ☐ Franchise ☐ Partnership ☐ Corporation

☐ Joint Venture ☐ LLC ☐ Other (Specify) _____

If a corporation, state of incorporation:_____

Federal Identification Number (or SSN for sole proprietorship):_____ Please include your IRS Form W9 with your Bid.

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

SIGNATURE: _____

Town of Hartford, Vermont
Planning and Development Department
West Hartford Bridge Line Striping/Pedestrian Lane Painting
August 21, 2024

FORM B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company:

_____

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

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

Town of Hartford, Vermont
Planning and Development Department
West Hartford Bridge Line Striping/Pedestrian Lane Painting
August 21, 2024

FORM C – Fixed Unit Price Bid Form

BIDDER'S NAME: _____

LEGAL ADDRESS: _____ ZIP CODE: _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

_____ ZIP CODE: _____

TELEPHONE AREA CODE: _____ NUMBER: _____

FAX PHONE AREA CODE: _____ NUMBER: _____

EMAIL ADDRESS _____

DATE: _____

PROJECT: **West Hartford Bridge Line Striping and Pedestrian Lane Painting**

DEADLINE FOR QUOTES: **12:00 PM, Tuesday, September 3, 2024 via email**

EMAIL TO: **mosborn@hartford-vt.org**

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project; and have become fully familiar with all conditions affecting the work required by those specification, including the scopes of work, hereby proposes to provide all materials, labor, services, etc., required thereby for the following fixed price amounts for each item.

Item #	Description	Quantity	Unit Cost	Cost
1	Traffic Control	1 L.S.	/Each	
2	Remove Center Lines	222 S.F.	/S.F.	
3a	4" Wide Double Yellow Epoxy Center Lines	781 L.F.	/L.F.	

3b	4" Wide Yellow Polyurea Center Lines	781 L.F.	/L.F.	
4a	4" Wide (single) White Epoxy Fog Lines	603.5 L.F.	/L.F.	
4b	4" Wide (single) White Polyurea Fog Lines	603.5 L.F.	/L.F.	
5a	4" Wide (double) White Epoxy Fog Lines	544 L.F.	/L.F.	
5b	4" Wide (double) White Polyurea Fog Lines	544 L.F.	/L.F.	
6a	24" Wide White Epoxy Stop Lines	48 L.F.	/L.F.	
6b	24" Wide White Polyurea Stop Lines	48 L.F.	/L.F.	
7a	Large White Epoxy Painted "STOP"	8 LETTERS	/Each	
7b	Large White Polyurea Painted "STOP"	8 LETTERS	/Each	
8a	24" Wide White Epoxy Cross Walk Lines	126 L.F.	/L.F.	
8b	24" Wide White Polyurea Cross Walk Lines	126 L.F.	/L.F.	
9	5'1" Wide Skid Resistant Colored Walkway	153 S.Y.	/S.Y.	
10a	Small White Epoxy Painted "PED ONLY"	14 LETTERS	/Each	
10a	40" Wide Epoxy painted Pedestrian Symbol"	22 S.F.	/S.F.	
10b	Small White Polyurea Painted "PED ONLY"	14 LETTERS	/Each	
10b	40" Wide Polyurea painted Pedestrian Symbol"	22 S.F.	/S.F.	
Total Using Liquid Epoxy Paint		Items 1,2, 3a, 4a, 5a, 6a, 7a, 8a, 9. and 10a.		
Total Using Liquid Polyurea Paint		Items 1,2, 3b, 4b, 5b, 6b, 7b, 8b, 9. and 10b.		

Estimating Plan

RELEASED FOR REVIEW

9/11/2024

VT GRID NORTH

TO POMFRET

Pomfret Road (TH 5)

White River

TO SHARON

VT Route 0. 14

DRIVEWAY

Quechee West Hartford Road (TH 4)

TO QUECHEE

TO CLIFFORD PARK

TRAIL

TO HARTFORD

0+00

0+77

1+00

2+00

3+00

3+93

STOP

BID ITEM #3
0+19.5–30'±/L TO 0+77–11'±/L
(62 L.F.) 4" WIDE WHITE PAINTED STRIPE (62 L.F. TOTAL)

BID ITEM #6
0+28±–VARIES/L TO 0+36±–VARIES/L
(7' WIDE x 8.33' TALL) WHITE PAINTED "STOP" MARKING (4 LETTERS TOTAL)

BID ITEM #5
0+22.5–1'±/L TO 0+22.5–25'±/L
(24 L.F.) 24" WIDE WHITE STOP BAR STRIPE (24 L.F. TOTAL)

BID ITEM #7
2+75–14–20'±/R TO 3+59–14–20'±/R
(21) 24"x6' WIDE WHITE CROSS WALK LINES (126 L.F. TOTAL)

BID ITEM #3
3+59.5–12.5'±/L TO 3+93–11.5'±/L
(33.5 L.F.) 4" WIDE WHITE PAINTED STRIPE (33.5 L.F. TOTAL)

BID ITEM #1
3+33–VARIES/R TO 3+93–VARIES/R/L
REMOVE 4" WIDE YELLOW PAINTED STRIPES
(120 L.F.± OR 40 SQ. FT.± TOTAL)

BID ITEM #2
3+38.5–0.33'/R/L TO 3+93–0.33'/R/L
(54.5 L.F.) 4" WIDE YELLOW PAINTED STRIPES (109 L.F. TOTAL)

BID ITEM #3
0+00–55'±/L TO 3+93–11'±/L
(417 L.F.) 4" WIDE WHITE PAINTED STRIPE (417 L.F. TOTAL)

BID ITEM #2
3+22.5–0.33'/R/L TO 0+77–0.33'/R/L
(55 L.F.) 4" WIDE YELLOW PAINTED STIPES (110 L.F. TOTAL)

BID ITEM #3
0+19.5–31.5'±/R TO 0+77–11'±/R
(63 L.F.) 4" WIDE WHITE PAINTED STRIPE (63 L.F. TOTAL)

BID ITEM #11
0+08±/R TO 2+55± /R (38) 12" WIDE x 7.2'± LONG WHITE CROSS WALK LINES (275± L.F. TOTAL)

BID ITEM #1
0+16.5–VARIES/R TO 2+90–VARIES/R
REMOVE 4" WIDE YELLOW PAINTED STRIPES
(547 L.F.± OR 182 SQ. FT.± TOTAL)

BID ITEM #2
0+16.5–0.33'/R/L TO 3+93–0.33'/R/L
(281 L.F.) 4" WIDE YELLOW PAINTED STRIPES (562 L.F. TOTAL)

BID ITEM #3
0+00–52'±/R TO 0+09–26'±/R
(28 L.F.) 4" WIDE WHITE PAINTED STRIPE (28 L.F. TOTAL)

BID ITEM #4
0+09–26'±/R TO 2+75–13.5'±/R
(272 L.F.) (2) 4" WIDE WHITE PAINTED STRIPES (544 L.F. TOTAL)

BID ITEM #3
0+10–25'/R± TO 2+75–14'/R±
(276 L.F.) 4" WIDE WHITE PAINTED LINE (276 L.F. TOTAL)

BID ITEM #6
0+22.5±–VARIES/L TO 0+31±–VARIES/L
(7' WIDE x 8.33' TALL) WHITE PAINTED "STOP" MARKING (4 LETTERS TOTAL)

BID ITEM #5
0+17.5–1'±/L TO 0+17.5–25'±/L
(24 L.F.) 24" WIDE WHITE STOP BAR STRIPE (24 L.F. TOTAL)

Plan Scale
1 Unit = 20'
10 0 40
20 20

REVISIONS

REV.	DESCRIPTION	BY:	DATE:
1	LAYOUT	C.D.H.	9/11/24

Quechee - West Hartford Road Bridge Pedestrian Improvements

Quechee West Hartford Road (TH 4) & Pomfret Road (TH 5)
Town of Hartford Vermont

DRAWN BY:	C.D.H.	CHECKED BY:		DATE:	8/21/24	PROJ. NO.	2024-H2

C.1

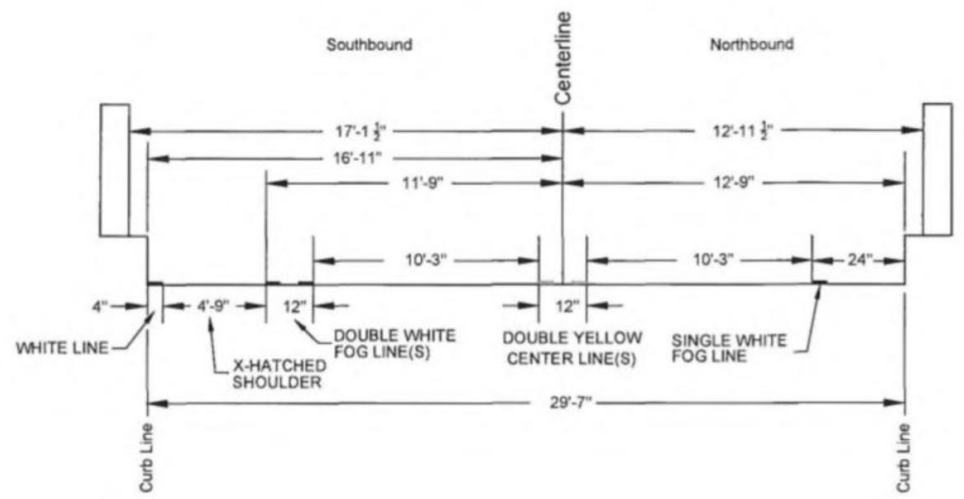
SHEET NUMBER

Estimating Plan
RELEASED FOR REVIEW
9/11/2024

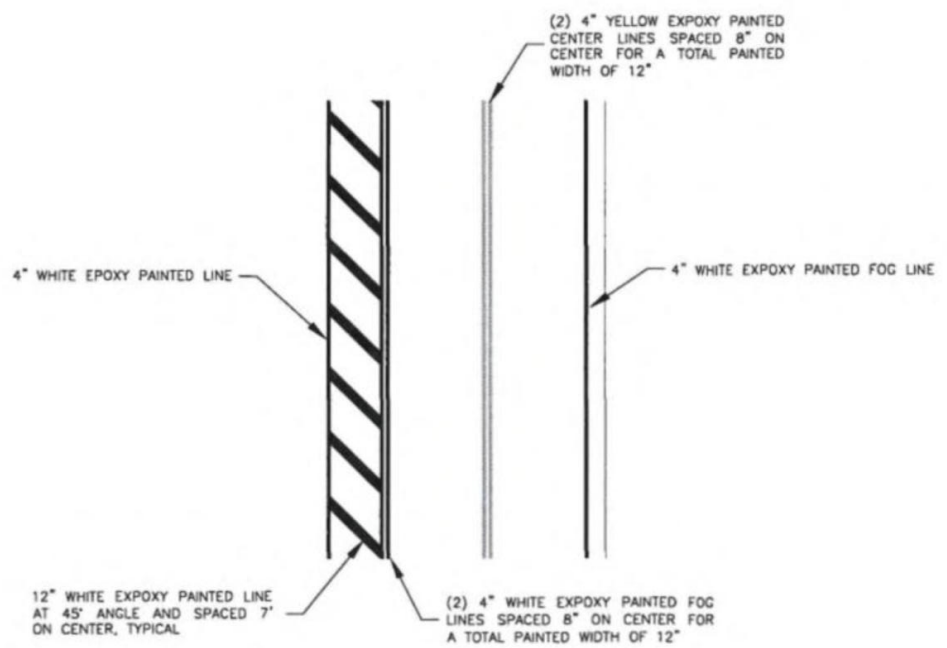
Estimated Bid Quantities

Bid Item	Description	Quantity
1	REMOVE DOUBLE PAINTED YELLOW STRIPED CENTER LINE MARKINGS (SEE VTRANS SECTION 646.04 GENERAL APPLICATION OF MARKINGS (a) SURFACE PREPARATION.	667 L.F. OR 222 SQ. FT. (2x333.5 OR 667x0.33)
2	INSTALL DOUBLE 4" WIDE EACH DURABLE YELLOW PAINTED CENTER LINE STRIPES USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	781 L.F. (2x390.5)
3	INSTALL SINGLE 4" WIDE DURABLE WHITE PAINTED FOG LINE USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	603.5 L.F. (1x603.5)
4	INSTALL DURABLE WHITE PAINTED DOUBLE 4" FOG LINES USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	544 L.F. (2x272)
5	INSTALL DURABLE 24" WIDE WHITE PAINTED STOP BARS USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	48 L.F. (2x24)
6	INSTALL DURABLE WHITE PAINTED "STOP" MARKING USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	8 LETTERS (2x4)
7	INSTALL DURABLE 24" WIDE WHITE PAINTED CROSS WALK LINES USING EPOXY LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	126 L.F. (21x6)
10	TRAFFIC CONTROL (SEE VTRANS SECTION 630 – UNIFORMED TRAFFIC OFFICERS AND FLAGGERS AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATOR	1 (LUMP SUM)
11	INSTALL DURABLE 12" WIDE WHITE PAINTED HATCH LINES USING EPOXY LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	275 L.F.± (38x7.2'±)

Typical Bridge Paint Markings
Cross Section
NOT TO SCALE



Typical Bridge Paint Markings
Plan View
NOT TO SCALE



REVISIONS

REV.	DESCRIPTION	BY:	DATE:
1	LAYOUT	C.D.H.	9/11/24

Quechee - West Hartford Road Bridge Pedestrian Improvements

Quechee West Hartford Road (TH 4) & Pomfret Road (TH 5)
Town of Hartford Vermont

DRAWN BY: C.D.H.
CHECKED BY:
DATE: 8/21/2024
PROJ. NO. 2024-H2

C.2
SHEET NUMBER

Town of Hartford, Vermont
Planning and Development Department
West Hartford Bridge Line Striping/Pedestrian Lane Painting
August 16, 2024

FORM C – Fixed Unit Price Bid Form

BIDDER'S NAME: L&D Safety Marking Corp.

LEGAL ADDRESS: 304 East Montpelier Road, Barre, VT ZIP CODE: 05641

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

_____ ZIP CODE: _____

TELEPHONE AREA CODE: 802 NUMBER: 223-6154

FAX PHONE AREA CODE: 866 NUMBER: 320-2001

EMAIL ADDRESS estimating@ldsafetymarking.com

DATE: 9/16/24

PROJECT: **West Hartford Bridge Line Striping and Pedestrian Lane Painting**

DEADLINE FOR QUOTES: **5:00 PM, Wednesday, August 28, 2024 email to**

EMAIL TO: mosborn@hartford-vt.org

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project; and have become fully familiar with all conditions affecting the work required by those specification, including the scopes of work, hereby proposes to provide all materials, labor, services, etc., required thereby for the following fixed price amounts for each item.

Item #	Description	Quantity	Unit Cost	Cost
1	Remove Center Lines	222 S.F.	$10.00/S.F.	$2,220.00
2	4" Wide Double Yellow Epoxy Center Lines	781 L.F.	$4.00/L.F.	$3,124.00

3	4" Wide (single) White Epoxy Fog Lines	603.5 L.F.	$4.00/L.F.	$2,414.00
4	4" Wide (double) White Epoxy Fog Lines	544 L.F.	$4.00/L.F.	$2,176.00
5	24" Wide White Epoxy Stop Lines	48 L.F.	$5.00/L.F.	$240.00
6	Large White Epoxy Painted "STOP"	8 LETTERS	$10.00/Each	$80.00
7	24" Wide White Epoxy Cross Walk Lines	126 L.F.	$ 20.00/L.F.	$2,520.00
10	Traffic Control	1 L.S.	$5,500/Each	$5,500.00
11	12" Wide White Epoxy Cross Hatch Lines	275 L.F.	$4.00/L.F.	$1,100.00
			Total	**$** 19,374.00

115 Industrial Lane
Barre, VT 05641

Phone # 802-223-8948
Fax # 802-229-1848

Quote

Date	Quote #
9/25/2024	2599

Name / Address	Ship To
Town of Hartford Accounts Payable 171 Bridge Street White River Jct, VT 05001	Town of Hartford 173 Airport Rd White River VT 05001 Lori

P.O. No.	Terms	Rep	Freight
	Net 30		

Item	Description	Qty	Rate	Bin	Total
HIGHWAY; Alum. 30x30x0.080 BB	Highway Sign Aluminum, 30X30X0.080 Diamond BB w/ HIP Yellow Sheeting & Black Prem Vinyl 2) W11-2; pedestrian	2	96.875		193.75
HIGHWAY; Alum. 36x12x0.100 Rec	Highway Sign Aluminum, 36X12X0.100 Rect w/ HIP Yellow Sheeting & Black Prem Vinyl 2) W16; "On Roadway"	2	51.75		103.50
75, POST, SQ, 10'X2"X2"X12 GA	POST, SQUARE, 10' X 2" X 2" X 12 GA	2	78.67	0	157.34
75, POST, SQ, 4 HOLE PEN 4FT	POST, SQUARE, 4-HOLE PENETRATOR 4'X2.25X2.25X12 GA	2	41.27	0	82.54
Fast, Corner Bolt 2.5"/Jam Nut	Fastener, Corner Bolt 2.5" 5/16-18 w/ Jam Nut 5/16-18	2	1.30		2.60

Total $539.73

CONTRACT FOR SERVICES BETWEEN THE TOWN OF HARTFORD AND L & D SAFETY MARKING CORPORATION FOR THE WEST HARTFORD BRIDGE PEDESTRIAN LINE STRIPING

This Contract is entered into on _____ by and between the Town of Hartford, Vermont (hereinafter "Town") and L & D Safety Marking Corporation hereinafter "L & D), a corporation of Vermont, with a principal place of business in Barretown, Vermont, with a mailing address of 304 East Montpelier Road for services to the Town. The Town and L & D are referred to collectively as "parties."

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1: SERVICES PROVIDED

L & D agrees to perform the following service(s):

> Line striping and pavement marking for the West Hartford Bridge section of the Quechee/West Hartford Road at the intersection with VT Route 14 and the intersection of Pomfret Road in West Hartford Village. The requested work includes center line removal, center line striping, fog line striping, crosswalk, pedestrian lane cross hatching, stop markings as detailed in the Request for Quotes dated August 21, 2024 (Attachment 1), the updated estimating plan dated September 11, 2024, (Attachment 2) and the contractor price quote (Attachment 3) dated September 16, 2024.

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

ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above services shall not exceed $19,374 including direct costs.
L & D's billing cycle will be through the end of each month, with payment due within 30 days of the Town's receipt of the invoice.

ARTICLE 3: TERM

The term of this Contract shall be from October 1, 2024 through June 30, 2025. The term of the Contract may be extended only by mutual written agreement of the parties.

ARTICLE 4: INDEPENDENT L & D

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

ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

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

L & D shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Town and subject to such conditions and provisions as Town may deem necessary or desirable in its sole discretion. If Town permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Town certificates of insurance showing all of the coverages required in Article 10 of this Contract. L & D shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the L & D, Town may require L & D to supply proof of payment for such materials or labor. L & D shall pay the subcontractor(s) for undisputed services provided by them within 30 days of receiving payment from Town.

ARTICLE 6: EQUIPMENT AND MATERIALS

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

Town is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. L & D shall pay all legal costs and assessed penalties for improper use of the Town's exemption certificate number.

ARTICLE 7: PERSONNEL

L & D is responsible for compliance with all applicable State and Federal laws. L & D will manage his/her own personnel without general oversight by the Town and shall oversee and coordinate subcontractors that are approved by Town. All drivers and equipment operators will

be properly trained and have all certifications and valid licensing required to operate said equipment. The L & D must certify to the Town that all drivers operating a commercial motor vehicle are in a federally mandated random drug and alcohol testing program that complies with Federal Motor Carrier Safety Administration (FMCSA) requirements.

L & D alone shall be responsible for ensuring compliance with all applicable regulatory requirements including but not limited to those from FMCSA and Vermont Occupational Safety and Health Administration (VOSHA).

L & D further agrees to include this provision in all subcontracts.

ARTICLE 8: SAFETY

The L & D alone shall be responsible for its employees' safety and security at construction sites and when working in or adjacent to public highways.

The L & D is responsible for contacting Dig Safe prior to any excavation. No excavation is authorized until after Dig Safe has marked all existing utilities. Prior to construction, the L & D shall notify Town of adjacent utilities when work activity may affect them.

ARTICLE 9: INDEMNIFICATION

L & D shall indemnify and hold harmless Town, and Town's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys' fees, liens, and judgments of every nature and description, brought or recovered against them by reasons of any act or omission of the said L & D, its agents, employees, or sub-L & Ds, in the execution of the work or in guarding the same. The L & D shall defend the Town and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the L & D or of any agent or subcontractor of the L & D. The Town shall notify the L & D in the event of any such claim or suit, and the L & D shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

L & D shall assume full responsibility for the protection of all buildings, structures, and utilities (both public and private). All damage, injury, or loss to any public or private property, by the L & D, or any subcontractor, shall be replaced or restored to at least the original condition to the satisfaction of the Town at the L & D's expense.

Nothing in this Contract shall constitute a waiver by the Town of any statutory limits or immunities from liability.

ARTICLE 10: INSURANCE

Before commencing work on this Contract, the L & D must provide certificates of insurance to show that the following minimum coverages are in effect. L & D agrees that it will provide and maintain during the entire term of this Contract the following insurances with at

least the indicated amounts of coverage and provide Town a certificate of insurance showing such coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance.

The L & Ds policies shall name the Town as an additional insured.

ARTICLE 12: NON-APPROPRIATION

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

ARTICLE 13: TERMINATION

Town may terminate this Contract, with or without cause, upon 30 days written notice.

ARTICLE 14: DEFAULT

The occurrence of any of the following shall constitute default by L & D and, if not corrected within 10 days of the Town providing L & D written notice of the default, shall allow Town to terminate this Contract:

(1) failure to adequately perform or deliver the required services;

(2) if applicable, failure to provide the required bonds or other security acceptable to Town before starting any work;

(3) declaration of bankruptcy by L & D;

(4) making a material misrepresentation to Town;

(5) persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or

(6) failure to perform any other material provision of this Contract.

Upon default of this Contract by L & D, Town may withhold any payment due L & D for purposes of set-off until such time as the exact amount of damages due is determined. Such withholding shall not constitute default or failure to perform on the part of Town.

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure:

fire, flood, epidemic, strikes, wars, acts of God, acts of public authorities, or delays or defaults caused by public carriers; provided the non-performing party gives notice as soon as possible to the other party of the inability to perform. The Town and the L & D agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable effort to mitigate its effects.

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

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

ARTICLE 15: REMEDIES

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

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

ARTICLE 16: ARBITRATION

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

ARTICLE 17: CONTRACT DOCUMENTS

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

ARTICLE 18: SEVERABILITY

The provisions of this Contract are severable and if a court of competent jurisdiction holds any portion of this Contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties do hereby execute this Contract on the day and year first written above.

TOWN:

By: _____
John Haverstock, Town Manager
Town of Hartford, VT

In the presence of:

_____
Witness as to Town

L & D:

By: _____

Duly Authorized Representative of L & D

In the presence of:

_____
Witness as to L & D

ACKNOWLEDGMENT OF ARBITRATION

We understand that this Contract contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

TOWN:

By: _____
John Haverstock, Town Manager
Town of Hartford, VT

In the presence of:

_____
Witness as to Town

BY L & D:

By: _____

Duly Authorized Representative of L & D

In the presence of:

_____
Witness as to L & D

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Item: 5d
Submitted by: Gail Ostrout

Subject: **American Rescue Plan Act (ARPA)**

Background: The Town of Hartford's allocation of the ARPA funds totaled $2,857,210.59. Allocation must be obligated by 12/31/2024 and fully expended by 12/31/2026.

Discussion: To date the town has executed $1,786,774.31 in projects and the balance on existing projects totals $409,265.34.

The balance left to be obligated per the Treasury definition is $661,170.94 in restricted funds.

The allocation to date has earned $83,512.99 in interest. Per the 2022 Final Rule #10.1 these funds may be kept by the Town and not subject to the ARPA rules.

Total amount being requested to be obligated by the board is $744,683.93

Financial Impact: The town doesn't have to return funds to the Treasury.

Recommendation:

The board obligates all the funding that is available whether it be on committed projects, or new projects; but at a minimum execute a resolution to cover the town in the event projects fall through to ensure funding won't be lost. The resolution should be equal to the amount of projects in process (agenda item 5e).

Parks & Rec	Maxfield Gravel Pathways & Parking Restoration
Parks & Rec	Maxfield Stormwater Restoration
Solid Waste	Sanborn Contract Adjustment
Planning	West Hartford Bridge Line Striping
Planning	Parking Meters
Public Works	Nutt Lane Water Project
Resident Recommendations	
New Staff Request	

GOstrout

Finance Director

ARPA Obligated Funding 10/1/2024

$ 2,857,210.59 restricted funding received

		Paid to date			
$	(80,000.00)	skid steer			
$	(72,000.00)	mowers			
$	(71,886.42)	cruiser			
$	(40,000.00)	camera system			
$	(56,368.30)	virtra training			
$	(69,534.35)	SW assessment	SanBorn contract	$	87,500.00
$	(22,794.43)	Bugbee	Nexus Contract	$	35,612.00
$	(5,000.00)	Bugbee	surveying		
$	(396,122.50)	Fairview Water			
$	(465,000.00)	Quechee Box			
$	(3,565.08)	Bridge/Road Assessment	Stantec Contract	$	39,750.00
$	(7,706.94)	Nutt Lane	Otter Creek Contract	$	37,600.00
$	(4,500.00)	Nutt Lane	NE Railroad		
$	(900.00)	Nutt Lane	State of VT		
$	(61,161.32)	Municipal Fire			
$	(310,964.00)	Eone Refurbish			
$	(37,005.00)	CID Vehicle			
$	(7,995.00)	CID Vehicle - fit up			
$	(66,376.47)	Ventrac Tractor			
$	(7,894.50)	Nursing Pod	$ 15,500.00		

$ (1,786,774.31) paid to date

Balance on Contracts / purchases

$	(17,965.65)	SW assessment	SanBorn contract		
$	(12,817.57)	Bugbee	Nexus Contract		
$	(3,600.00)	Bugbee	Life Span Contract		
$	(36,184.92)	Bridge assessment	Stantec Contract		
$	(29,893.06)	Nutt Lane	Otter Creek Contract		
$	23,993.06	Nutt Lane	End Otter Creek Contract start new		
$	(7,605.50)	Nursing Pod Bal on Delivery			
$	(42,292.70)	Maxfield Gravel Pathway & Parking Restoration			
$	(12,000.00)	Maxfield Stormwater Restoration			
$	(200,061.00)	DPW - 2025 Freightliner*	$ 270,899.00	$	70,838.00
$	(70,838.00)	DPW - 2026 Freightliner *			

$	(409,265.34)	balance on contracts / purchases
$	661,170.94	balance available restricted
$	83,512.99	balance available unrestricted (interest)
$	744,683.93	total balance available

PENDING *

$	(270,000.00)	Nutt Lane Construction*
$	(43,000.00)	Otter Creek Construction Services*
$	(19,913.73)	WH Bridge Pedestrian Improvements*
$	(145,022.30)	Parking Meters*
$	(12,818.00)	Solid Waste Assessment increase contract from $87,500 to $100,318
$	(490,754.03)	total pending

AGENDA MEMORANDUM
October 1, 2024
Town Selectboard Meeting
Submitted by: Scott Hausler, Director of Parks & Recreation

Subject: **Maxfield Gravel Pathway and Parking Restoration Project**

Background: At the August 20th Selectboard Meeting, ARPA funding was approved for the gravel pathway and parking lot restoration and maintenance of the stormwater retention areas. The department developed and distributed the RFP to complete the gravel pathways and parking lot work which resulted in four bids and one no-bid. Following review of the proposals, Thompson Site Services (TSS) was selected to complete the gravel pathways and parking lot restoration.

Discussion: To enter into a contract agreement with Thompson Site Services to complete the gravel pathway and parking lot restoration/maintenance at the Maxfield Sports Complex at a cost of $40,792.70 and include an added application of a weed barrier treatment (not part of the formal bid process or alternate) for an additional cost of $1,150. Work to commence the first week of November.

Financial Impact: $42,292.70 of ARPA funding. Remaining ARPA balance of $17,707.30 for retention area and materials.

Recommendation: Staff recommends the Selectboard authorize that the Town Manager enter into an agreement with Thompson Site Services for the purpose of completing the work.

Attachments: RFP Document and Quote
Draft Contract

_____
Scott Hausler, Director of Parks & Recreation

ESTIMATE

Thompson Site Servies LLC
PO Box 4194
White River Junction, VT 05001

rthompson9520@gmail.com
+1 (802) 299-5455

Bill to
Hartford Parks & Recreation
171 Bridge Street
Hartford, Vermont 05001 USA

Ship to
Hartford Parks & Recreation
171 Bridge Street
Hartford, Vermont 05001 USA

Estimate details
Estimate no.: 1178s
Estimate date: 09/01/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Mobilization**	Equipment Moves/Tax	1	$3,920.00	$3,920.00
2.		**Skidsteer**	Hours of operation x2 machines running	100	$125.00	$12,500.00
3.		**Roller compactor**	Roll and compact all walkways and drive	1	$1,000.00	$1,000.00
4.		**Material**	3/4" twin pack 3/8" twin pack Trucking coast	1	$12,822.70	$12,822.70
5.		**Hours**	Man, Labor hours x3 men	70	$70.00	$4,900.00
6.		**Export**	Digging entire project areas down 2"	1	$6,000.00	~~$6,000.00~~ 41,142.70
7.		**Material**	weed barrier treatment Not Part of Bid RFP	1	$1,150.00	$1,150.00
			Total			**$42,292.70**

Note to customer

Scope of work: Agreed to in provided packet under project summary.

Estimated project length of time 5 days.

References:
Moseley Associates LTD (802) 296-2600
Potter Construction (802) 295-7764
Twinstate Sand and Co. Inc. (603) 298-8705

Accepted date **Accepted by**

GENERAL INFORMATION

Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

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

Clearly marked and sealed envelope "Maxfield Pathways and Parking"

8/26/24	Owner
(Signature of Contractor & Date)	(Title)
Reece Thompson (TSS)	P.O Box 4194
(Print Full Name)	(Street/P.O. Box)
WRJ VT. 05001	(802) 299-5455
(Town, State, Zip)	(Phone # / fax#)

AVAILABLE START DATE: First Week of November 11/3/24

NOTE:

All proposals must be received no later than 2:00pm on Friday, September 6, 2024. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Scott Hausler at:
Telephone: (802) 295-5036
E-mail: **shausler@hartford-vt.org**

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

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

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Bids.

Town of Hartford, Vermont
Request for Proposal
Maxfield Gravel Pathway and Parking Area Restoration

Contact: **Scott Hausler, Director**
Hartford Parks & Recreation
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
Phone: 802-295-5036
E-mail: shausler@hartford-vt.org

RFP Issuance: **August 21, 2024**
RFP Response Deadline: 2:00pm on Friday, September 6th, 2024.

INTRODUCTION
The Town of Hartford, VT Parks and Recreation Department is requesting proposals from qualified contractors for the supply of and installation of gravel to the walking pathway and parking lots at the Maxfield Sports Complex.

PROJECT SUMMARY

The existing access road, parking lots and pathways consist of a gravel hardpack aggregate. Grading and reconditioning the parking lots and pathways with new crushed natural aggregate (3/4" Twin Pack for roadway and parking spaces and 3/8" Twin Pack for the pathways). The pathways, where soil erosion has infiltrated the gravel is to be removed and replaced with new. All surface areas to be box blade graded and compact rolled following application.

SCOPE OF SERVICES
Maintenance and reconditioning of the existing gravel walking path with new aggregate. Existing walking path loop is .9 miles and 7' wide with surrounding facilities consisting of gravel surfaces.

- **Removal of existing grade down 2" for new placement of 2" thickness 3/8" Twin Pack.**
- **Removed gravel to be stockpiled on site.**
- **All gravel surfaces to be box blade graded and compact rolled.**

Maintenance and reconditioning of the gravel access roadways and parking lots.

- **Parking lot to be graded and reconditioned, leveling roadway wear patterns and potholes. Top dressed with 2" of 3/4" Twin Pack.**
- **All gravel surfaces to be box blade graded and compact rolled.**

SITE VISIT
To visit the site and for additional information about the project, please contact shausler@hartford-vt.org or call 802-295-5036.

SCHEDULE

08/21/24	Request for Proposals Distributed
08/30/24	Questions to Request for Proposals
09/06/24	Bid Due date (2:00 pm)
09/10/24	Contractor Selection and Bid Awarded

INSURANCE REQUIREMENTS

WORKERS COMPENSATION:
The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.
The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

GENERAL LIABILITY:
The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than $1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.
The Contractor must list the Named Member as Additional Insured on their Commercial General Liability Policy

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

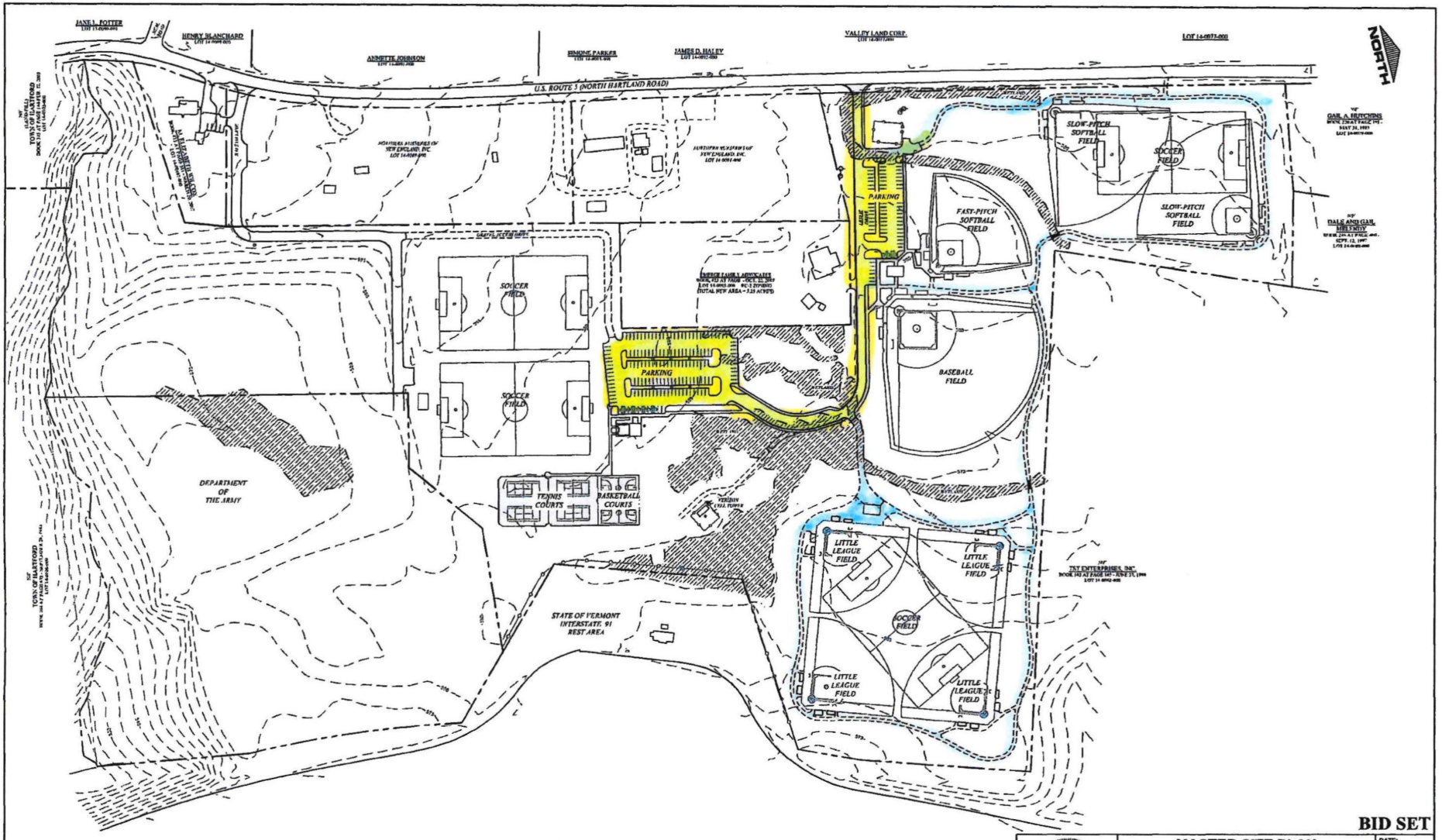
All bids upon submission become the property of the Town.

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

Item	Criteria	Weight
2	Total of estimated cost to complete the work	45%
4	List and contact information for a minimum of 3 references	20%
5	Availability and proposed timeline to complete the work	35%

DESCRIPTION OF PAY ITEMS

Item#	Description of work
1	Professional services to provide the materials and equipment needed to maintenance and recondition of gravel pathways and parking areas.



BID SET

REV.	DESCRIPTION	BY	DATE

COPYRIGHT © 2012 SVE ASSOCIATES
ALL RIGHTS RESERVED. THIS DOCUMENT OR ANY PART THEREOF MAY NOT BE REPRODUCED OR UTILIZED IN ANY FORM WITHOUT PRIOR WRITTEN PERMISSION FROM SVE ASSOCIATES.

VERMONT LICENSED LANDSCAPE ARCHITECT No. 0209

NOT VALID UNLESS SEALED

MASTER SITE PLAN
MAXFIELD SPORTS PARK

U.S. ROUTE 5

TOWN OF HARTFORD - WINDSOR COUNTY - VERMONT

SVE Associates
Engineering Surveying Landscape Architecture Planning
P.O.Box 1618, Brattleboro, VT 05302-1618 Phone (802) 257-0551 Fax (802) 257-0721
website: www.sveassoc.com

©2012

DATE: JUNE 22, 2012
PROJ. NO.: R1598H
DRAWN BY: TJS
SCALE: 1"=100'
SHEET 2 OF 51

Drawing name: P:\Project_Portland\R1598G - Maxfield Recreational Fields - EW\Dwg\Design\R1598G-02 REDESIGN.dwg Jun 13, 2012 - 9:44am

Valley News	08/23/2024	08/23/2024	1	75.60	75.60

Payment Information:

Date:	Order#	Type
08/22/2024	4438212	BILLED ACCOUNT

Total Amount: 75.60

Tax: 0.00

Amount Due: 75.60

Legal: RFP Masfiedl Pathway & Parking - Thank you for your business!

Ad Copy

TOWN OF HARTFORD, VERMONT
Request for Proposal
Maxfield Gravel Pathway and Parking Area Restoration

The Town of Hartford, VT Parks and Recreation Department is requesting proposals from qualified contractors for the supply of and installation of gravel to the walking pathway and parking lots at the Maxfield Sports Complex. For a complete RFP please go to www.hartford-vt.org and select the Contract/Bids/RFP's tab. You can also contact the Parks & Recreation office at 802-295-5036, email recreation@hartford-vt.org or stop by Town Hall, 171 Bridge Street, White River Junction, VT 05001.

Complete bids are due by 2:00pm on Friday, September 6th, 2024.

Contact: Scott Hausler, Director
Hartford Parks & Recreation
Town of Hartford
171 Bridge Street
White River Junction,
Vermont 05001
Phone: 802-295-5036
E-mail:
shausler@hartford-vt.org

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

Bid Title:	Maxfield Gravel Pathway and Parking Area Restoration
Category:	Parks & Recreation
Status:	Open

Description:

INTRODUCTION

The Town of Hartford, VT Parks and Recreation Department is requesting proposals from qualified contractors for the supply of and installation of gravel to the walking pathway and parking lots at the Maxfield Sports Complex.

PROJECT SUMMARY

The existing access road, parking lots and pathways consist of a gravel hardpack aggregate. Grading and reconditioning the parking lots and pathways with new crushed natural aggregate (3/4" Twin Pack for roadway and parking spaces and 3/8" Twin Pack for the pathways). The pathways, where soil erosion has

infiltrated the gravel is to be removed and replaced with new. All surface areas to be box blade graded and compact rolled following application.

Full Job Details & Description Here

Publication Date/Time:

8/21/2024 12:00 AM

Closing Date/Time:

Open Until Contracted

Return To Main Bid Postings Page

Government Websites by CivicPlus®

CONTRACT FOR SERVICES
(Town of Hartford)

This Contract is entered into on October 1st, 2024 by and between Town of Hartford (hereinafter "Municipality") and Thompson Site Services, a *"limited liability corporation" YES – NO [please circle]* with a principal place of business in the Town of Hartford with a mailing address of PO Box 4194, White River Junction, VT 05001 (hereinafter "Contractor") for services to Municipality. Municipality and Contractor are referred to collectively as "parties."

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1: SERVICES PROVIDED

Contractor agrees to perform the following service(s) and provide product according to the following specification outlined below.

Maintenance and reconditioning of the existing gravel walking path with new aggregate. Existing walking path loop is .9 miles and 7' wide with surrounding gravel facilities consisting of gravel surfaces to be reconditioned as well.

- **Removal of existing grade down 2" for new placement of 2" thickness 3/8" Twin Pack.**
- **Removed gravel to be stockpiled on site.**
- **All gravel surfaces to be box blade graded or other form of acceptable grading and compact rolled.**

Maintenance and reconditioning of the gravel access roadways and parking lots.

- **Parking lot to be graded and reconditioned, leveling roadway wear patterns and potholes. Top dressed with 2" of 3/4" Twin Pack.**
- **All gravel surfaces to be box blade graded or other form of acceptable grading and compact rolled.**
- **Weed barrier application applied to pathway surface during application.**

Work to begin the week of November 3rd and completed within a week unless otherwise coordinated with the municipality.

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

ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above project service will be upon completion of project unless otherwise identified and agreed upon between Contractor and the Municipality. The compensation amount will not exceed the agreed upon price of $42,292.70

Invoices and Billing: *[Net 30]*

ARTICLE 3: TERM

The term of this contract shall be from [November 3, 2024] to [December 1, 2024]. The term of the contract may be extended only by mutual written agreement of the parties.

ARTICLE 4: INDEPENDENT CONTRACTOR

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

ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

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

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Municipality and subject to such conditions and provisions as Municipality may deem necessary or desirable in its sole discretion. If Municipality permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Municipality certificates of insurance showing all of the coverage's required in Article 10 of this Contract. Contractor shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the Contractor, Municipality may require Contractor to supply proof of payment for such materials or labor. Contractor shall pay the subcontractor(s) for undisputed services provided by them within [*insert number*] days of receiving payment from Municipality.

ARTICLE 6: EQUIPMENT AND MATERIALS

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

Municipality is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. Contractor shall pay all legal costs and assessed penalties for improper use of the Contractor's exemption certificate number.

ARTICLE 7: PERSONNEL

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

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

ARTICLE 8: SAFETY AND TRAFFIC CONTROL (APPLICABLE PROJECTS)

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

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

ARTICLE 9: INDEMNIFICATION

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the Contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

ARTICLE 10: INSURANCE

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

The Contractors policies shall name the Municipality as an additional insured.

ARTICLE 11: WARRANTY AND BOND

Contractor warrants workmanship and product of all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality.

ARTICLE 12: NON-APPROPRIATION

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

ARTICLE 13: TERMINATION

Municipality may terminate this Agreement, with or without cause, upon 30 days written notice.

ARTICLE 14: DEFAULT

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

(1) failure to adequately perform or deliver the required services;

(2) if applicable, failure to provide the required bonds or other security acceptable to Municipality before starting any work;

(3) declaration of bankruptcy by Contractor;

(4) making a material misrepresentation to Municipality;

(5) persistently disregarding laws, ordinances, rules, regulations or orders of any public authority having jurisdiction; or

(6) failure to perform any other material provision of this Contract.

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

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

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

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

ARTICLE 15: REMEDIES

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

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

ARTICLE 16: ARBITRATION

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

ARTICLE 17: CONTRACT DOCUMENTS

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

ARTICLE 18: SEVERABILITY

The provisions of this contract are severable and if a court of competent jurisdiction holds any portion of this contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties do hereby execute this Contract on the day and year first written above.

MUNICIPALITY:

By: _____
[duly authorized representative of Municipality

CONTRACTOR:

By: _ _____
[_____], duly authorized representative of Contractor

ACKNOWLEDGMENT OF ARBITRATION.

We understand that this contract contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

MUNICIPALITY:

By: _____
[duly authorized representative of Municipality

CONTRACTOR:

By: _ _____
[_____], duly authorized representative of Contract

AGENDA MEMORANDUM
October 1, 2024
Town Selectboard Meeting
Submitted by: Scott Hausler, Director of Parks & Recreation

Subject: **Stormwater Restoration at Maxfield**

Background: At the August 20th Selectboard Meeting, ARPA funding was approved for the gravel pathway and parking lot restoration and maintenance of the stormwater retention areas. The work at the parking lot stormwater detention areas consists of removal of old mulch debris, vegetation, basin sediment, and re-establish the 6" of ponding for the system with material. This work is focused on use of a small excavator with operator. During the spring of 2024 an RFP was disseminated that included the hourly rate for equipment and labor for the availability to perform various park maintenance projects. The town will be purchasing supplies and materials and overseeing the operation.

Discussion: To enter into a contract agreement with Valley Turf Services to complete the stormwater restoration at the Maxfield Sports Complex at the not to exceed cost of $12,000. Work to commence the first week of November.

Financial Impact: $12,000 of ARPA funding.

Recommendation: Staff recommends the Selectboard authorize that the Town Manager enter into an agreement with Valley Turf Services for the purpose of completing the work.

Attachments: RFP Documents
Estimate

_____
Scott Hausler, Director of Parks & Recreation

VALLEY TURF SERVICES LLC
PO Box 911
Hartford, VT 05047 US
+1 8022995213
valleyturfservices@gmail.com

Estimate

ADDRESS
Hartford Parks & Recreation
171 Bridge St.
White River Jct., VT 05001

ESTIMATE #	DATE
1274	09/19/2024

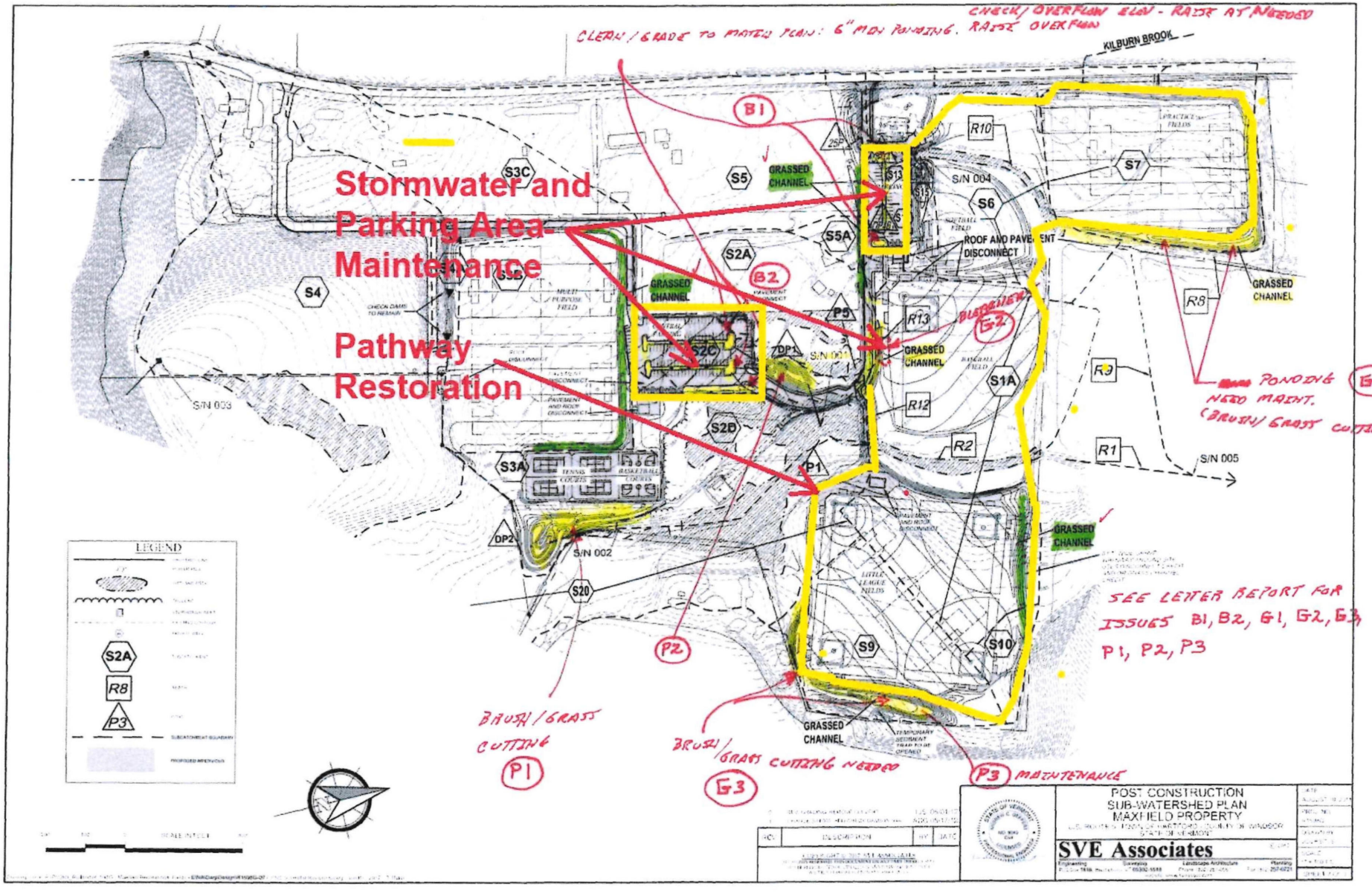
DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	4100 Labor-Field Services	Equipment, Labor & Trucking For Maxfield Storm Water Retention Area Maintenance & Restoration	75	160.00	12,000.00

Contact VALLEY TURF SERVICES LLC to pay.

TOTAL **$12,000.00**

Accepted By

Accepted Date


Stormwater and Parking Area Maintenance
Pathway Restoration
CLEAN / GRADE TO MATCH PLAN: 6" MIN PONDING. RAISE OVERFLOW
CHECK / OVERFLOW ELEV - RAISE AT NEEDED
KILBURN BROOK
B1
B2
G1
G2
G3
P1
P2
P3
S1A
S2A
S2B
S2C
S2D
S3A
S3C
S4
S5
S5A
S6
S7
S9
S10
S20
R1
R2
R8
R9
R10
R12
R13
GRASSED CHANNEL
ROOF AND PAVEMENT DISCONNECT
S/N 002
S/N 003
S/N 004
S/N 005
DP1
DP2
BRUSH / GRASS CUTTING
BRUSH / GRASS CUTTING NEEDED
PONDING NEED MAINT. (BRUSH / GRASS CUTTING)
BLOCKAGE
MAINTENANCE
SEE LETTER REPORT FOR ISSUES B1, B2, G1, G2, G3, P1, P2, P3
LEGEND
POST CONSTRUCTION SUB-WATERSHED PLAN MAXFIELD PROPERTY
SVE Associates

Town of Hartford, Vermont
Request for Proposal
Athletic Field Specialty Services

Contact: **Corey Kenison, Superintendent of Parks & Facilities**
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
Phone: 802-295-5036
E-mail: ckenison@hartford-vt.org

RFP Issuance: February 26, 2024

RFP Response Deadline: March 12th, 12:00 noon

INTRODUCTION

The Town of Hartford, Vermont (VT) Parks and Recreation Department requests proposals for the Athletic Field Specialty Services for the 2024 season. Applications of *liquid* herbicide to control crabgrass and broadleaf weed species, as well as a pesticide to control grubs over a collection of athletic fields within our park system and seasonal fertilization with up to 3 applications along with annual aeration and overseeding of athletic playing fields.

1. SCOPE OF SERVICES

Prices must be itemized and individually identified for each of the items listed in the Description of Pay Items. The Town reserves the right to negotiate the price upon selection and extend the vendors service for two additional years. Dates of expected service must be included in proposal. Pricing must include shipping and all transportation costs. A copy of all State of Vermont Applicators Licenses and a Certificate of Insurance will be required. A list of products to be used and a list of all equipment to be used by the vendor to be included. Please provide a list of 3 professional references. Includes 3 treatment applications as outlined in the pay items section of RFP ***NOTE: The Town of Hartford does not allow the use of herbicides containing Glyphosate.*** Quotes must be sealed and received no later than 12:00 noon on March 12th, 2024

.

2. SCHEDULE OF BIDDING

02/26/24	Request for Proposals Distributed
03/12/24	Bid Due date (12:00 noon)
03/15/24	Contractor Selected and Bid Award

3. GENERAL INFORMATION

All products and applications must meet and follow Vermont State Regulations for applying fertilizer, grub control and herbicides.

Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Town Manager, John Haverstock
171 Bridge Street
White River Junction, VT 05001
Clearly marked and sealed envelope "Athletic Field Specialty Services"

3/12/2024 — (Signature of Contractor & Date)

PRESIDENT — (Title)

TODD F. HOLMES — (Print Full Name)

PO BOX 911 — (Street/P.O. Box)

HARTFORD, VT 05047 — (Town, State, Zip)

802 299 5213 — (Phone # / fax#)

AVAILABLE START DATE: Now

NOTE:

All proposals must be received no later than 12:00 noon on March 12th. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Corey Kenison, Superintendent of Parks & Facilities at:
Telephone: (802) 356-9878
E-mail: ckenison@hartford-vt.org

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract. The Town reserves the right to choose ale cart any portion of the pay items.

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

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout,

labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Bids.

4. INSURANCE REQUIREMENTS

WORKERS COMPENSATION:
The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.
The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

GENERAL LIABILITY:
The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than $1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.
The Contractor must list the Named Member as Additional Insured's on their Commercial General Liability Policy

5. CONTRACTOR SELECTION & EVALUATION CRITERIA

The Town reserves the right:

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

All bids upon submission become the property of the Town.

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

Item	Criteria	Weight
1	Total Maximum Fee	25%
2	Licenses and certifications to perform the work	15%
3	Description of qualifying experience, including sub-contractors	15%
4	List and contact information for a minimum of 3 references	10%
5	Availability and proposed timeline to complete the work	10%
6	List of Products and equipment you will be using	25%

6. DESCRIPTION OF PAY ITEMS

Item#	Description of Deliverable
1	Design a turf treatment program that includes spring and fall broadleaf, herbicide and fertilizer treatment of 1,000,000 sq feet of athletic fields. The program should include a June treatment application of fertilizer. The program must include: Pre-emergent crabgrass and broadleaf weed control with herbicide grub control. Herbicide and broadleaf control MUST BE a liquid. Spot treatment is not allowed. Fertilizer application to be granular except for the spring treatment which can be liquid.
2	1,000,000 sq feet of deep tine aeration of athletic playing fields.
3	Overseeding of 500,000 sq feet of athletic fields
4	Subcontracting of specialty sports field services – Please provide an hourly rate to be charged for field renovation work. Example of such work includes installation of infield mixes, batters box and pitching mound restoration, laser grading of skinned surfaces, sod cutting and installation. Town would provide materials. Deliverable estimate may require two rates. 1-rate without vendor equipment and 1-rate for use of town equipment and town support staff while completing a project.

VALLEY TURF SERVICES LLC
PO Box 911
Hartford, VT 05047 US
+1 8022995213
valleyturfservices@gmail.com

Estimate

ADDRESS
Hartford Parks & Recreation
171 Bridge St.
White River Jct., VT 05001

Est. For Spray and Turf Treatment
Labor equipment Service

ESTIMATE #	DATE
1193	03/12/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	4100 Labor-Field Services	Item #1 - Town of Hartford - Athletic Field Specialty Services RFP - Turf Treatment Program Sprin 2024 Preemergent, Fertilizer, Acelepryn Grub Control - Summer/Fall 2024 Broad Leaf Weed Control & Fertilizer	23	1,300.00	29,900.00
	4100 Labor-Field Services	Item #2 - Town of Hartford - Athletic Field Specialty Services RFP - Deep Tine Aeration	1,000,000	0.0175	17,500.00
	4100 Labor-Field Services	Item # 3 - Town of Hartford - Athletic Field Specialty Services RFP - Overseeding	500,000	0.04	20,000.00
	4100 Labor-Field Services	Item # 4 - Town of Hartford - Athletic Field Specialty Services RFP - Hourly Rate Field Renovation - Labor $60.00/HR - Excavator $100/HR - Laser Grader $100/HR - Tractor$85.00/HR - Truck $75.00/HR	1	0.00	0.00
		TOTAL			$67,400.00

Accepted By

Accepted Date

Scott Hausler

To: bchapin@vnews.com
Subject: RE: Classified Ad Confirmation

Thanks Beth. All set.

Scott Hausler, CPRP
Director of Parks & Recreation
Hartford Parks & Recreation
171 Bridge Street
White River Junction, VT 05001
P - (802) 295-5036 C-(802) 299-8757
F - (802) 295-6382
www.hartford-vt.org
Like Us On facebook

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

From: bchapin@vnews.com <bchapin@vnews.com>
Sent: Tuesday, February 27, 2024 1:55 PM
To: Scott Hausler <shausler@hartford-vt.org>
Subject: Classified Ad Confirmation

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

Hi Scott, I still have your ad on hold. Please let me know if it is approved by 11:00 tomorrow morning so we can run it Thursday for you. Thanks, Beth

Valley News
24 Interchange Drive
West Lebanon, NH 03784
603-298-6082 | www.vnews.com

Advertising Invoice

TOWN OF HARTFORD PARKS & REC. DEPT
171 BRIDGE ST
WHITE RIVER JUNCTION, VT 05001

Cust#:129897
Ad#:4433080
Phone#:802-295-9353
Date:02/27/2024

Salesperson: Beth Chapin **Classification: Legals** **Ad Size: 1.0 x 5.90**

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Valley News	02/29/2024	02/29/2024	1	106.20	106.20

Payment Information:

Date:	Order#	Type
02/27/2024	4433080	BILLED ACCOUNT

Total Amount: 106.20

Tax: 0.00

Amount Due: 106.20

Legal: RFP Athletic Field Services, Spring Fall Cleanup - Thank you for your business!

Ad Copy

TOWN OF HARTFORD, VERMONT
Request for Proposal

Athletic Field Specialty Services
The Town of Hartford, Vermont (VT) Parks and Recreation Department requests proposals for the Athletic Field Specialty Services for the 2024 season. Applications of liquid herbicide to control crabgrass and broadleaf weed species, as well as a pesticide to control grubs over a collection of athletic fields within our park system and seasonal fertilization with up to 3 applications along with annual aeration and overseeding of athletic playing fields.

Spring Fall Cleanup
The Town of Hartford Parks & Recreation Department is soliciting proposals to provide Spring and Fall clean-up within a select number of parks.

For the full RFP visit www.hartford-vt.org select the tab Contracts/Bids/RFPs and search Athletic Field Specialty Services or Spring Fall Cleanup or call 802-295-5036. Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

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

Clearly marked and sealed envelope "Athletic Field Specialty Services" or "Spring Fall Cleanup

CONTRACT FOR SERVICES
(Town of Hartford)

This Contract is entered into on October 1st, 2024 by and between Town of Hartford (hereinafter "Municipality") and Valley Turf Services, a *"limited liability corporation" YES – NO [please circle]* with a principal place of business in the Town of Hartford with a mailing address of PO Box 911, Hartford, VT 05047 (hereinafter "Contractor") for services to Municipality. Municipality and Contractor are referred to collectively as "parties."

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1: SERVICES PROVIDED

Contractor agrees to perform the following service(s) in according to the specification outlined below for the not to exceed price of $12,000.

The work at the parking lot stormwater detention areas consists of removal of old mulch debris, vegetation, basin sediment, and re-establish the 6" of ponding for the system with material. This work is focused on use of a small excavator with operator.

- **Removal of existing mulch debris in the identified retention areas outlined in the RFP.**
- **Carefully excavating the material around existing plant shrubs and trees without harming the root system.**
- **Establish the 6 inches of required ponding area within the detention areas.**
- **Old material to be deposited on site**
- **Town to provide material to be applied at all restored detention area.**
- **Cleanout and drains to be restored to 6 inch ponding level.**
- **Install provided timber check dams at 30ft intervals.**

Work to begin the week of November 3rd and completed within two weeks' time unless otherwise coordinated with the municipality.

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

ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above project service will be upon completion of project unless otherwise identified and agreed upon between Contractor and the Municipality. The compensation amount will not exceed the agreed upon price of $12,000.

Invoices and Billing: *[Net 30]*

ARTICLE 3: TERM

The term of this contract shall be from [November 3, 2024] to [December 1, 2024]. The term of the contract may be extended only by mutual written agreement of the parties.

ARTICLE 4: INDEPENDENT CONTRACTOR

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

ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

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

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Municipality and subject to such conditions and provisions as Municipality may deem necessary or desirable in its sole discretion. If Municipality permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Municipality certificates of insurance showing all of the coverage's required in Article 10 of this Contract. Contractor shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the Contractor, Municipality may require Contractor to supply proof of payment for such materials or labor. Contractor shall pay the subcontractor(s) for undisputed services provided by them within [*insert number*] days of receiving payment from Municipality.

ARTICLE 6: EQUIPMENT AND MATERIALS

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

Municipality is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. Contractor shall pay all legal costs and assessed penalties for improper use of the Contractor's exemption certificate number.

ARTICLE 7: PERSONNEL

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

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

ARTICLE 8: SAFETY AND TRAFFIC CONTROL (APPLICABLE PROJECTS)

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

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

ARTICLE 9: INDEMNIFICATION

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the Contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

ARTICLE 10: INSURANCE

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

The Contractors policies shall name the Municipality as an additional insured.

ARTICLE 11: WARRANTY AND BOND

Contractor warrants workmanship and product of all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality.

ARTICLE 12: NON-APPROPRIATION

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

ARTICLE 13: TERMINATION

Municipality may terminate this Agreement, with or without cause, upon 30 days written notice.

ARTICLE 14: DEFAULT

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

(1) failure to adequately perform or deliver the required services;

(2) if applicable, failure to provide the required bonds or other security acceptable to Municipality before starting any work;

(3) declaration of bankruptcy by Contractor;

(4) making a material misrepresentation to Municipality;

(5) persistently disregarding laws, ordinances, rules, regulations or orders of any public authority having jurisdiction; or

(6) failure to perform any other material provision of this Contract.

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

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

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

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

ARTICLE 15: REMEDIES

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

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

ARTICLE 16: ARBITRATION

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

ARTICLE 17: CONTRACT DOCUMENTS

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

ARTICLE 18: SEVERABILITY

The provisions of this contract are severable and if a court of competent jurisdiction holds any portion of this contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties do hereby execute this Contract on the day and year first written above.

MUNICIPALITY:

By: _____
[duly authorized representative of Municipality

CONTRACTOR:

By: _ _____
[_____], duly authorized representative of Contractor

ACKNOWLEDGMENT OF ARBITRATION.

We understand that this contract contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

MUNICIPALITY:

By: _____
[duly authorized representative of Municipality

CONTRACTOR:

By: _ _____
[_____], duly authorized representative of Contract

AGENDA MEMORANDUM
October 1, 2024
Town Selectboard Meeting Item: 5.
Submitted by: Bryan Gazda, Director of Public Works

Subject: **Staff Recommendation for Amendment of Facility Assessment and Feasibility Contract**

Background: The Selectboard previously authorized the Director of Public Works and Acting Town Manager to execute a contract with Sanborn Head to complete the facility assessment and feasibility study in the amount of $87,500, and to execute any necessary change orders within the project budget of $100,000.

Sanborn Head conducted a presentation to the Selectboard on August 20, 2024, and was joined by the Department of Public Works to answer Selectboard questions. No action was taken at this meeting but there were clearly remaining questions to be worked out with regards to projecting future revenue.

The amendment also includes assistance with reviewing the Town's compliance with its Solid Waste Implementation Plan (SWIP).

Discussion: The amendment totals $12,818 bringing the total contract value to $100,313 or $313 over the previously dedicated ARPA funding level. The funds must be obligated by contract by December 31, 2024, to ensure compliance with ARPA rules.

Impact: The project is anticipated to be completely funded by ARPA funds.

Recommendation: The Selectboard authorize the Town Manager to execute Contract Amendment #1 with Sanborn Head in amount of $12,818 utilizing ARPA funds.

SANBORN HEAD

Mr. Bryan Gazda
Director of Public Works
Town of Hartford, Vermont
173 Airport Road
White River Junction, VT 05001

September 13, 2024
File No. 5005.03

Re: Contract Amendment No. 1
Town of Hartford Landfill – Feasibility Analysis Plan Revision
Hartford, Vermont

Dear Bryan:

We have prepared this amendment to our existing agreement with the Town of Hartford (Town) to provide additional engineering services related to assessing options for managing waste and redeveloping the Hartford Solid Waste and Recycling Transfer Station in Hartford, Vermont (Facility). It is our understanding the Town would like Sanborn Head to move forward with additional analyses to help the Town decide how best to operate the Facility in a profitable manner and meet the State of Vermont's Solid Waste Implementation Plan (SWIP) requirements. This amendment is based on our phone conversation with you on August 29, 2024 and Chris Holzwarth's August 21, 2024 email.

This amendment will become part of the existing professional services contract between Sanborn, Head & Associates, Inc. (Sanborn Head) and the Town for this project dated April 10, 2023, and subject to the contract terms therein.

OBJECTIVE AND SCOPE OF SERVICES
Based on the information described above, our proposed amendment to the scope of services is described as follows:

Task 4 – Feasibility Plan Revisions
Sanborn Head will provide additional evaluation of the Facility's revenue stream and associated costs as a part of the Feasibility Analysis Plan dated August 2024. This evaluation will consider the projected volumes of incoming trash and recyclables quantities. We will analyze operating costs and revenue to estimate pricing the Town will need for the Facility to operate effectively and maintain profitability. Following review, we will work to incorporate the Town's feedback and provide a final revised copy of the Feasibility Analysis Plan.

Task 5 – Solid Waste Implementation Plan
We will perform a thorough review of the Facility's current SWIP to assess conformance with the State of Vermont's requirements. The main purpose of a SWIP is to document solid waste facilities and services offered within a Solid Waste Management Entities' (SWME) jurisdiction

and to demonstrate how solid waste will be managed and reduced. SWIP's must address how each SWME performance standard is completed during the SWIP term. We will identify deficiencies at the Facility in the implementation of the SWIP. We will include a summary of items needed to maintain conformance with the Facility's SWIP and items that are currently provided but are not required. The summary will include recommendations to meet performance standards and goals the State of Vermont requires in the SWIP implementation process. The deliverable for this task will be to provide a one-page handout that describes what is required, what is currently being done by the Town, and what the Town doesn't do using a simple checklist format.

BUDGET ESTIMATE AND BASIS OF BILLINGS

The amended budget estimates for Sanborn Head to complete the scope of services described above is **$12,818**. This is in addition to the $87,500 approved by the Town in the original contract dated April 10, 2023. A breakdown of our estimated budget is shown in the table below.

Resource	Bill Rate	Anticipated Hours	Estimated Bill
Senior Vice President	$276	9	$2,484
Assistant Project Manager	$188	20	$3,760
Senior Project Engineer/Geologist	$173	38	$6,574
		Total Fee	**$12,818**

This budget estimate is based on our judgment at this time as to the level of effort required to meet the additional objectives of the project. We will not exceed the approved budget amount without your prior understanding and authorization. Authorized billings in excess of the approved budget amount will be based on the actual number of hours worked plus expenses in accordance with the attached updated Schedule of Fees.

SCHEDULE

Sanborn Head can commence our services as described above upon written approval of this proposal. We will provide the deliverable by September 30, 2024, assuming we receive the signed proposal by Monday, September 16th.

TERMS OF ENGAGEMENT

The terms of engagement are described in the attached statement of Terms and Conditions.

ACCEPTANCE

If this proposed amendment is acceptable to you, please acknowledge your acceptance by signing in the appropriate spaces below and returning one copy to Sanborn Head.

Please call us if you have any questions.

Very truly yours,
SANBORN, HEAD & ASSOCIATES, INC.

Laura E. Williams
Senior Project Engineer

Brian J. Beaudoin
Senior Vice President

LEW/BJB: lew

Attachments Schedule of Fees
Client Standard Terms & Conditions

This proposal for services and the attached Terms and Conditions are hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he or she has full authority to act for, in the name, and on behalf of Town of Hartford.

By: _____ Title: _____
for Town of Hartford

_____ Date: _____
Typed/Printed Name

P:\5000s\5005.03\Project Control\Amendment No. 1\202409012 Hartford Amendment No. 1.docx

SANBORN HEAD

SANBORN, HEAD & ASSOCIATES, INC.
2024 Schedule of Fees

Senior Vice President	$276
Vice President	$264
Project Director	$250
Senior Project Manager	$213
Project Manager	$199
Assistant Project Manager	$188
Senior Project Coordinator	$177
Senior Project Engineer/Geologist	$173
Project Engineer/Geologist	$164
Project Coordinator	$156
Engineer/Geologist	$150
Supervising Technician	$133
Senior Engineering Technician	$120
Engineering Technician	$113
Support Staff	$89

Subcontractors, Materials, and Outside Services	List Price plus 10%
Other Direct Expenses	Direct Cost plus 10%

Hourly rates will be charged for time worked on the project and for the time required for travel between the office and the meeting or project site. Local travel will be at IRS allowed rates. Overtime hours will be charged using the hourly rates listed above.

Hourly rates for expert witness testimony, including preparation time, and other special services such as corporate acquisition due diligence studies that generally require a dedicated commitment of senior staff, will be provided upon request.

It is expressly acknowledged and agreed that Sanborn Head shall be able to recover all costs for annual subscription fees associated with registering and/or using any platform or portal as required by the client.

Sanborn, Head & Associates, Inc. reserves the right to revise this Schedule of Fees annually.

https://sanbornhead.sharepoint.com/thewell/projects/fees/2024FeeSchedules/SWCSA Standard-2024 (MU 10%).doc

SANBORN, HEAD & ASSOCIATES, INC.

TERMS AND CONDITIONS

1.0 AGREEMENT

The Agreement consists of the Proposal that is signed and dated by **Sanborn, Head & Associates, Inc.** acting through its officers and employees (Consultant) and **Town of Hartford, Vermont** (173 Airport Road, White River Junction, VT 05001) (Client) and these Terms and Conditions which are appended and incorporated by reference (Agreement). It is the mutual intention of the parties that, to the maximum extent permitted by applicable law, Consultant's services under this Agreement shall not subject any individual employee, officer, director or shareholder of the Consultant to any personal liability or exposure for matters arising under, or with respect to, this Agreement or the underlying project. Accordingly, notwithstanding anything to the contrary contained herein, Client agrees that Client's sole and exclusive recourse for all purposes of this Agreement shall be against the corporate entity, Sanborn, Head & Associates, Inc., and no claims, demands, suits or other actions of any kind or nature shall be asserted against any of Consultant's employees, officers, directors or shareholders individually. Services performed under this Agreement will be for Client's exclusive use. Consultant's services address current conditions; any delayed use of the results of the services will require updating the services to reflect current conditions. Neither party may assign this Agreement or any rights, claims, or liabilities arising out of this Agreement to any other person or entity without the express written consent of the other party. Any such impermissible assignment shall be void and of no effect.

2.0 PAYMENT

Client agrees to pay Consultant for services rendered in accordance with the payment terms provided in the Agreement. Invoices will be submitted at the completion of services or on a two-week or four-week basis, at the discretion of Consultant. Payment is due upon receipt of invoice. Amounts unpaid thirty (30) days after the due date shall bear interest at the lesser rate of eighteen percent (18%) per annum from the date of invoice or the maximum interest rate allowed by law. Client shall pay all expenses incurred by Consultant associated with placing a lien or otherwise incurred in collecting any delinquent amount, including, without limitation, attorney and filing fees. Client shall pay all costs of Consultant in enforcing its rights hereunder, including, without limitation, attorneys' and filing fees and expenses.

3.0 INSURANCE

Consultant maintains Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Professional Liability Insurance. Consultant will furnish certificates of insurance upon request subsequent to execution of this Agreement.

4.0 LIMITATION OF LIABILITY

Client and Consultant agree to allocate certain risks so that, to the fullest extent permitted by law, Consultant's total aggregate liability to Client and anyone claiming by, through, or under the Client, is limited to the greater of $50,000 or Consultant's fees actually paid with respect to this Agreement, for any and all of Client's injuries, damages, claims, losses, expenses, costs, or claim expenses (including reasonable attorney's and expert witness' fees) arising out of this Agreement from any cause or causes. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of express or implied warranty, contractual or common law indemnification, negligent misrepresentation, or other acts giving rise to liability based upon contract, tort, or statute. This provision takes precedence over any conflicting provisions of this Agreement.

5.0 MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES AND SUBROGATION

Neither party shall be liable to the other for any consequential damages arising out of or related to the services or this Agreement incurred by either due to the fault of the other, regardless of: the nature of this fault; or whether it was committed by Client or Consultant, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use, loss of profit, and loss of anticipated revenue and income.

The Client and Consultant, further and separately, waive all claims and rights against each other arising out of damages, costs, losses, or expenses of any kind to the extent that such damages, costs, losses, or expenses are compensated by the proceeds of any insurance policy.

6.0 RIGHT OF ENTRY AND NORMAL DISTURBANCE

Client agrees to furnish Consultant with right of entry upon the site so that Consultant and Consultant's subcontractors can perform the services identified in the Agreement. If the site is not owned by Client, Client warrants that permission has been granted to make site reconnaissance, surveys, borings and other explorations pursuant to the scope of services in the Agreement.

Client acknowledges that equipment used in performing the services will, to some degree, affect, alter or damage the site surfaces, buildings, structures, vegetation, facilities and subsurface installations and accepts such risks. Consultant will take reasonable precautions to limit such damage, but has not included in the fee the cost for restoration of damage that may result from Consultant's operations, unless specifically stated in the Agreement.

7.0 UNDERGROUND STRUCTURES

Client shall identify for Consultant locations of buried utilities and other underground structures in the area of subsurface exploration. Consultant will take reasonable precautions to avoid damage to the buried utilities or other underground structures noted. If locations are not known or cannot be confirmed by Client, there will be some degree of risk to Client associated with conducting the exploration. Client agrees to accept the risks of damage and expense associated with repair or restoration of any buried utilities or underground structures resulting from the exploration work. Client also agrees to waive all claims against and defend, hold harmless and indemnify Consultant for any damages to buried utilities and underground structures, notwithstanding Section 5.0 above, this includes all consequential damages, arising from inaccurate or insufficient information provided by Client to Consultant regarding locations of buried utilities or other underground structures.

8.0 OWNERSHIP OF DOCUMENTS

All reports, design drawings, field data and notes, calculations, estimates and other documents prepared by Consultant are instruments of professional service and shall be and remain Consultant's property. Client agrees that Consultant's services are on behalf of and for the exclusive use of Client and that all reports or other documents furnished to Client or its agents shall be utilized solely for this Agreement. If Client seeks to reuse anything prepared by Consultant, or if others seek to use such documents, it will be at Client's, and such other user's, sole risk without liability to Consultant. In case of such unauthorized re-use, Client will waive all claims against and defend, indemnify and hold Consultant harmless from all claims, losses, liabilities and damages arising therefrom. Consultant will retain pertinent records relating to the services performed for a period of five (5) years following submission of our report or other documents.

9.0 CONSTRUCTION-OBSERVATION SERVICES

If construction-observation services are included as part of Consultant's scope of services in the Agreement, Consultant will provide personnel to observe the portions of the construction specified in the Agreement to ascertain that the work is being performed, in general, in accordance with the plans and specifications. Client is responsible for requesting services, and notifying Consultant so Consultant can perform these services.

Consultant cannot provide its opinion about the suitability of any work performed unless measurements and observations of that part of the construction are made by Consultant's personnel. Consultant's services do not make Consultant a guarantor of the contractor's work, and the contractor will continue to be responsible for the accuracy and adequacy of all construction activities performed by the contractor. The contractor will remain solely and completely responsible for enforcement by it and its subcontractors for safety requirements for all site working conditions, and safety requirements, day and night, for both persons and property. These include all OSHA, NIOSH, USEPA and any other applicable regulations imposed by the government or by contract. Consultant's observation and monitoring services do not include review of the sufficiency of the contractor's health and safety measures at or near the site.

Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions or programs, in connection with the project, nor for any contractor's failure to construct the work in accordance with the applicable plans and specifications.

Should Consultant not be retained to provide construction-observation during the implementation of Consultant's plans, specifications, and confirmation-dependent recommendations, or should Client unduly restrict Consultant's assignment of observation personnel, Client shall, to the extent permitted by law, waive any claim against Consultant, and indemnify, defend, and hold Consultant harmless from any claim or liability for injury or loss arising from field problems

allegedly caused or aggravated by findings, conclusions, recommendations, plans, or specifications developed by Consultant.

10.0 UNANTICIPATED HAZARDOUS MATERIALS

A. Hazardous Materials are contaminants regulated by a public authority, typically because they are known or suspected to jeopardize human health and safety, through exposure of some kind, e.g., contact, inhalation, ingestion, absorption, or radiation. Such materials are listed in various federal, state, and local statutes and regulations.

B. If a Hazardous Material or condition is discovered by Consultant that had not been disclosed to Consultant prior to preparation of the Proposal, then, upon notification, Client and Consultant shall seek to determine an equitable adjustment (if any is possible) to be made to this Agreement. If the parties are unable to agree, this Agreement may be terminated with respect to the project in accordance with the termination provisions set forth herein.

C. In the event that Hazardous Materials at the project site are discovered to be nonconforming to conditions expressly contemplated in writing for the scope of the Consultant's services, the Proposal will be modified in a manner to be agreed upon by Consultant and the Client, or, if modification acceptable to Consultant is not executed by Client, Consultant shall not be obligated to perform the services set forth in the Proposal with respect to such nonconforming materials. Hazardous Materials shall be considered nonconforming for the purposes of this Agreement if one or combinations of the following situations occur:

   i. if the Hazardous Materials are not anticipated to exist at the site;
   ii. if the Hazardous Materials are present in quantities not disclosed in, or anticipated by Consultant from, available information;
   iii. if the Hazardous Materials have characteristics or properties not disclosed in, or anticipated by Consultant from, such information;
   iv. if such undisclosed or unanticipated constituents, characteristics, properties, or quantities increase the risk of hazard to human health or the environment involved in the performance of the services under this Agreement.

   The Client agrees to notify Consultant immediately if it becomes aware of any Hazardous Materials at the project site which are nonconforming.

D. The Client shall pay Consultant on a time and materials basis for its efforts to aid the Client dealing with nonconforming materials which are outside the scope of services set forth in the Proposal.

11.0 INDEMNIFICATION FOR HAZARDOUS MATERIALS

Client agrees that Consultant has not contributed to the presence of hazardous wastes, oils, asbestos or other Hazardous Materials that may exist or be discovered in the future at the site and that Consultant does not assume any liability for the known or unknown presence of such materials.

In acknowledgment of the imbalance between Consultant's and Client's relative benefits and risks in connection with the project and the services, Client shall to the fullest extent permitted by law defend, indemnify, and hold harmless Consultant, its subconsultants, subcontractors, agents, and employees from and against any and all claims, damages, losses and expenses, including court costs and attorney's fees that result from the presence, failure to detect or from the actual, alleged, or threatened release, discharge, dispersal or escape of any solid, liquid, gaseous or thermal irritant, asbestos in any form, or contaminants including smoke, vapor, soot, fumes, acids, alkalies, chemicals, waste oils or other Hazardous Materials, including nonconforming Hazardous Materials. Client shall be liable for claims, damages, losses, and expenses including defense costs and attorney's fees, unless such claims, damages, losses and expenses are caused by Consultant's sole negligence.

12.0 DISPOSAL OF SAMPLES AND HAZARDOUS MATERIALS

Soil, water, rock and/or other samples obtained from the project site are the property of Client. Consultant may, at its own discretion, discard the samples thirty (30) days after completion of its initial report. Should any samples be found to

be contaminated by Hazardous Materials, it is Client's responsibility to arrange and pay for lawful disposal. If Client provides written instructions to retain such samples beyond the thirty (30) days, Consultant will arrange to store them. Client agrees to pay for storage and transport at Consultant's standard rate.

Consultant will not undertake any responsibility or liability for transport or disposal of hazardous or toxic substances either in samples obtained from the site, or in material generated during other site activities such as testing or remediation. Consultant will not, under any circumstances, sign manifests for such substances. Client agrees that Consultant is not a handler, generator, operator, treater, storer, transporter or disposer of toxic or hazardous substances found or identified at the site. Any manifests required for transport, treatment, storage and disposal of such substances will be signed by others in their own name.

13.0 STANDARD OF CARE

Consultant shall, in performing its services, exercise the same degree of skill and care ordinarily exercised under similar circumstances and conditions by practicing professionals undertaking similar services in the same locality at the same time. Subsequent standards will not be applied in judging Consultant's services. Client agrees that the services provided will be rendered without any warranty or guarantee, whether expressed or implied. Consultant will not be liable for the interpretation by others of data or information Consultant develops.

14.0 SUSPENSION OF WORK

Client may, at any time, by ten (10) days written notice, suspend further work by Consultant. Client shall remain fully liable for and shall promptly pay Consultant the full amount for services rendered to the effective date of suspension of services plus suspension charges. Suspension charges include the cost of putting documents and analyses in order, personnel and equipment rescheduling and assignment adjustments, and all other costs and charges directly attributable to suspension.

If payment of invoices by Client is not maintained on a thirty (30) day current basis, Consultant may, by providing a ten (10) day written notice to Client, suspend further work until payments are restored to a current basis. In the event that Consultant retains counsel to enforce overdue payments, the Client shall reimburse Consultant for all reasonable attorney's fees and court costs related to the enforcement of overdue payments. Client waives all claims against and shall indemnify and save Consultant harmless from any claim or liability resulting from suspension of the work due to non current payments.

15.0 DISPUTE RESOLUTION AND STATUTE OF LIMITATIONS

Client and Consultant shall endeavor to negotiate all claims, disputes, and other matters in controversy between Consultant and Client arising out of or in any way related to this Agreement in good faith for a period of 30 days from the date of notice, prior to exercising their rights at law. If the parties fail to resolve the dispute within 30 days, all claims, disputes, and other matters will be submitted to non-binding mediation before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to the services provided under this Agreement and that dispute requires litigation, then: **(a)** Client assents to personal jurisdiction in the State of Vermont; and **(b)** The claim will be brought and tried in judicial jurisdiction of the court of Windsor County and Client waives the right to remove the action to any other county or judicial jurisdiction.

Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.

16.0 PUBLIC RESPONSIBILITY

Client acknowledges that Client or the site owner, as the case may be, is now and shall remain in control of the site for all purposes at all times. Except as required by law, Consultant does not undertake to report to any federal, state, county, or local public agencies having jurisdiction over the subject matter any conditions existing at the site from time to time that may present a potential danger to public health, safety, and the environment. Client agrees to notify each appropriate federal, state, county, and local public agency, as they may require, of the existence of any condition at the site that may present a potential danger to public health, safety, or the environment.

Notwithstanding the provisions of the foregoing, Consultant will, to the best of its knowledge, information, and belief, comply with subpoenas, judicial orders or government directives, and federal, state, county, and local laws, regulations and ordinances, and applicable codes regarding the reporting to the appropriate agencies of the findings with respect to potential dangers to public health, safety and the environment. Consultant shall have no liability or responsibility to Client or to any other person or entity for reports or disclosures made in accordance with such statutory or other lawful requirements. Client shall defend, indemnify, and hold Consultant harmless from and against any and all claims, demands, liabilities, and expense, including reasonable attorney's fees incurred by Consultant and arising directly or indirectly out of Consultant's reporting of such information under a bona fide belief or upon advice of counsel that such reporting or disclosure is required by law, except to the extent of Consultant's sole negligence.

17.0 FORCE MAJEURE

Neither party to this Agreement will be liable to the other party for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of government authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

18.0 SEVERABILITY AND SURVIVAL

Any element of this Agreement later held to violate a law shall be deemed void, and all remaining provisions shall continue in force. However, Client and Consultant will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision. All terms and conditions of this Agreement allocating liability between Client and Consultant shall survive the completion of the services hereunder and the termination of this Agreement.

19.0 ASSIGNMENT

This Agreement, made up of Consultant's Proposal and these Terms and Conditions, cannot be modified orally, or by any course of conduct, and shall control over any inconsistent or contrary provisions in any proposal, contract form, purchase order or other document issued by Client. These Terms and Conditions shall survive the completion, or termination, of our services for this project. Consultant shall not delegate any duties, nor assign any rights or claims under this Agreement nor subcontract any part of the services authorized, without prior written consent of Client. Likewise, any assignment of Client's rights or claims under this Agreement requires Consultant's written consent, which consent shall not be unreasonably withheld, conditioned, or delayed.

20.0 GOVERNING LAW

This Agreement is to be governed and enforced in accordance with the laws of the State of Vermont.

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Meeting Item: 5c
Submitted By: Lori Hirshfield, Director of Planning & Development
Matt Osborn, Town Planner

Subject: **West Hartford Bridge Pedestrian Improvements - Contract Award**

Background: The Selectboard previously funded this Capital Improvement Project with $8,500 of ARPA funds to restripe the full length of the West Hartford Bridge to allow for a dedicated pedestrian path. Working with DPW staff Jeremy Delisle and Chris Holzwarth, staff prepared and sent a Request for Quotes (see attached) to nine striping companies. Follow-up phone calls were made to eight of the companies (one only had on-line access). We received one price quote from *LD Safety Marking Corporation* of Barre, Vermont for $45,894, significantly over the $8,500 project budget. By changing material and demarcation of the pedestrian path, we were able to reduce the cost to $19,374.

The project also requires the installation of two signs and poles. Staff obtained a quote for $539.73 from *Worksafe Traffic Control Industries, Inc.* of Berlin, Vermont.

Discussion: In order to implement the project, an additional $11,413.73 of funding is needed. ARPA dollars require that the Selectboard take formal action to obligate use of all funds and to commit all funds through contracts or purchase orders with vendors.

Financial Impact: The total project cost is $19,913.73, requiring an additional $11,413.73 of funding.

Recommendation: Staff recommends the following Selectboard actions for the West Hartford Bridge Pedestrian Improvements Project:

- Authorize an additional $11,413.73 of ARPA funds.
- Authorize the Town Manager to sign a contract with *LD Safety Marking Corporation* of Barre, Vermont in the amount of $19,374.
- Authorize Town staff to execute a purchase order in the amount of $539.73 for the signs and poles.

Attachments: Request for Quotes
Contractor Submittal
Draft Contract

Hartford Planning and Development Department

171 Bridge Street, White River Junction, VT 05001 • (802) 295-3075

REQUEST FOR QUOTES

West Hartford Bridge Striping/Pedestrian Lane Painting

Town of Hartford, Vermont

August 21, 2024
Quotes Due Tuesday, September 3, 2024 at 12:00 p.m.
Work must be completed by June 30, 2025

SCOPE OF SERVICES

I. General Description: The Town of Hartford is seeking the services of a line striping and pavement marking contractor for the West Hartford Bridge section of the Quechee/West Hartford Road at the intersection with VT Route 14 in West Hartford Village. The requested work includes center line removal, center line striping, fog line striping and painting a pedestrian lane (designated pedestrian area) and all associated tasks as described herein. A summary of material specifications and approximate quantities are provided in the specifications below.

Existing Conditions: The existing conditions on the West Hartford Bridge (TH4) consist of two 11' travel lanes with 3.5' shoulders on both sides. Refer to photographs, Attachment A1 and A2.

Proposed Conditions: The Town is seeking to create a new painted pedestrian lane by reducing the travel lanes from 11' to a minimum of 10'-3" to create a 5'-1" wide colored pedestrian lane protected from travelling vehicles by double white fog lines on the north side with a 2' shoulder on the south side of the bridge delineated with a single white fog line. The colored pedestrian lane will have two "Ped Only" markings with a 40" wide pedestrian symbol as noted on Attachment 2 from the Rural Design Guide and on the project site plan. Existing yellow centerline markings from Route 14 to a point approximately 60' west of the intersection with Pomfret Road will have to be removed and new yellow centerline markings established. The layout of the proposed conditions are shown on plans entitled "Quechee – West Hartford Road Bridge Pedestrian Improvements", Attachment C.1 and C.2.

Contractor Requirements: At least two weeks prior to the beginning of work, the Contractor shall be required to submit materials specifications and a traffic control plan for review by the Town in accordance with the VTrans specifications and MUTCD standards.

Further, a detailed schedule of work will be required before construction may begin. The tentative nature of any proposed schedule of work is understood by the Town.

II. Project Striping Specifications: If not otherwise specified, all work shall conform to VTrans Construction Standard Specifications, latest edition with particular attention paid to the following sections.

Traffic Control: Traffic Control shall be in accordance with Section 630 Uniform Traffic Officers and Flaggers, and in accordance with the latest edition of the Manual on Uniform Traffic Control Devises as approved by the Federal Highway Administrator.

Existing Line Removal and Surface Preparation: The removal of existing conflicting lines/ markings and the preparation of the surfaces shall conform to 646.04 General Application of Markings, (a) Surface Preparation and with Section 646.17 Removal of Existing Pavement Markings.

Placement of Lines and Markings: Placement of the lines and markings shall conform to 646.04 General Application of Markings, (b) Placement of Markings.

Weather Limitations: Placement of the lines and markings shall conform to 646.04 General Application of Markings, (c) Weather Limitations.

Layout & Control: Layout and control of the lines and markings shall be the responsibility of the contractor in accordance with 646.04 General Application of Markings, (d) Layout and Control.

Application Equipment: Pavement marking equipment shall be maintained and in working condition at all times and in conformance with the conditions of 646.04 General Application of Markings, (e) Application Equipment.

Pavement Marking Mix Design: The contractor shall submit a pavement marking mix design in accordance with Section 645.05 Pavement Marking Mix Design for approval prior to installation.

Epoxy Paint: Durable liquid epoxy paint shall meet all application requirements of Section 646.07 Epoxy Paint.

Polyurea Paint: Durable liquid polyurea paint shall meet all application requirements of Section 646.09 Polyurea.

Colored Surface Treatment: The walkway across the bridge shall have a colored surface treatment that is skid resistant and a pigmented system consisting of a methyl methacrylate (MMA) resin binder, catalyst, and aggregate and in accordance with Section 754.06 Colored Surface Treatment. The Town shall select a color prior to the contractor providing the mix designs.

III. Estimated Project Quantities:

Item	Unit Description	Notes	Quantity
Traffic Control	Per Lump Sum		1 L.S.
Existing Line Removal	Per Square Feet	4" x 667 L.F. Total	222 Sq. FT.
4" Wide Yellow Center Line	Per Linear Feet	2 x 390.5 L.F.	781 L.F.
4" Wide Single White Fog Line	Per Linear Feet	1 x 603.5 L.F.	603.5 L.F.
4" Wide Double White Fog Line	Per Total Linear Feet	2 x 272 L.F.	544 L.F.
24" Wide White Stop Bars	Per Linear Feet	2 x 24 L.F.	48 L.F.
24" Wide White Cross Walk Lines	Per Linear Feet	21x6 L.F.	126 L.F.
Large Painted "STOP" Marking	Per Letter	2 x 4	8 Letters
Small Painted "PED ONLY"	Per Letter	2 x 7	14 Letters
40" Wide Pedestrian Symbol	Per Symbol	2	2 Symbols

IV. Pricing Structure: Prices proposed will remain firm for acceptance within **60** calendar days after the Price Quote closing date. The fee and cost structure should be submitted to include the following:

The contractor shall provide a Fixed Unit Price Bid Form (Form C) for the Line Striping and Pedestrian Lane Painting.

V. Deadline for Submission of Quotes: The deadline for submission of quotes is Tuesday, September 3, 2024 at 12:00 p.m.

VI. Submission of Quotes: Please submit completed Forms A, B & C via email to mosborn@hartford-vt.org

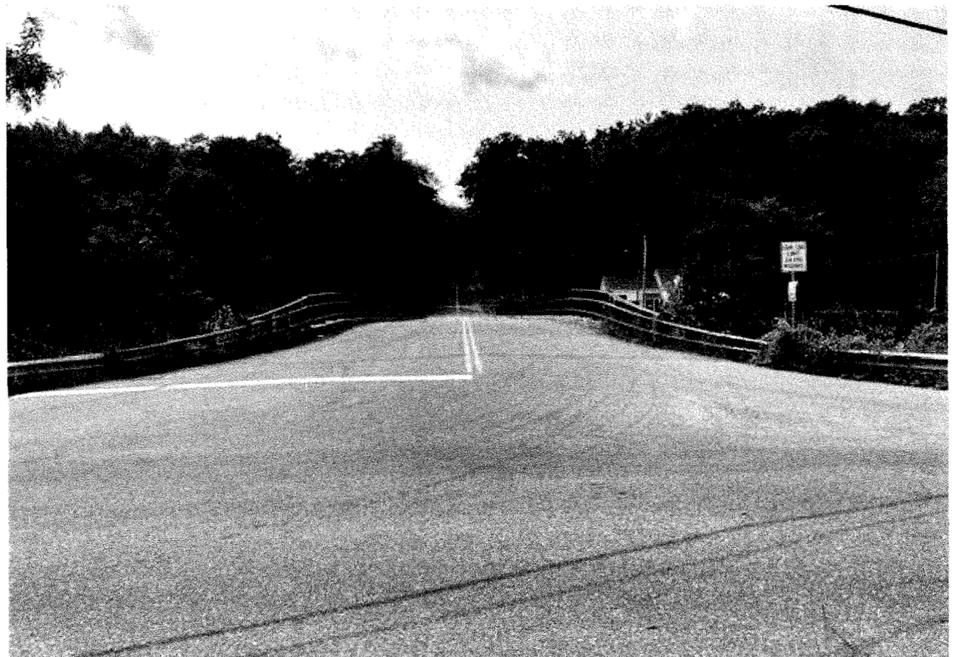
VII. Timeline

- **Quotes received by Tuesday, September 3, 2024 –** earlier encouraged.
- **Contract execution on or about September 30, 2024**.
- **Project completion by June 30,2025** or earlier if preferred by Contractor.

For Questions, please contact:

Matt Osborn, AICP Planner
Hartford Planning and Development Department
Hartford Town Hall, 171 Bridge Street
White River Junction, VT 05001
mosborn@hartford-vt.org 802 478-1118

Attachment A1 - Existing Conditions



East end of the West Hartford Bridge, intersection with VT 14 looking west.

Attachment A2 - Existing Conditions

West end of the West Hartford Bridge, intersection with Pomfret Road looking northeast.

Town of Hartford, Vermont
Planning and Development Department
West Hartford Bridge Line Striping/Pedestrian Lane Painting
August 16, 2024

FORM C – Fixed Unit Price Bid Form

BIDDER'S NAME: L&D Safety Marking Corp.

LEGAL ADDRESS: 304 East Montpelier Road, Barre, VT ZIP CODE: 05641

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

_____ ZIP CODE: _____

TELEPHONE AREA CODE: 802 NUMBER: 223-6154

FAX PHONE AREA CODE: 866 NUMBER: 320-2001

EMAIL ADDRESS estimating@ldsafetymarking.com

DATE: 9/16/24

PROJECT: **West Hartford Bridge Line Striping and Pedestrian Lane Painting**

DEADLINE FOR QUOTES: **5:00 PM, Wednesday, August 28, 2024 email to**

EMAIL TO: mosborn@hartford-vt.org

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project; and have become fully familiar with all conditions affecting the work required by those specification, including the scopes of work, hereby proposes to provide all materials, labor, services, etc., required thereby for the following fixed price amounts for each item.

Item #	Description	Quantity	Unit Cost	Cost
1	Remove Center Lines	222 S.F.	$10.00/S.F.	$2,220.00
2	4" Wide Double Yellow Epoxy Center Lines	781 L.F.	$4.00/L.F.	$3,124.00

3	4" Wide (single) White Epoxy Fog Lines	603.5 L.F.	$4.00/L.F.	$2,414.00
4	4" Wide (double) White Epoxy Fog Lines	544 L.F.	$4.00/L.F.	$2,176.00
3	24" Wide White Epoxy Stop Lines	48 L.F.	$5.00/L.F.	$240.00
6	Large White Epoxy Painted "STOP"	8 LETTERS	$10.00/Each	$80.00
7	24" Wide White Epoxy Cross Walk Lines	126 L.F.	$ 20.00/L.F.	$2,520.00
10	Traffic Control	1 L.S.	$5,500/Each	$5,500.00
11	12" Wide White Epoxy Cross Hatch Lines	275 L.F.	$4.00/L.F.	$1,100.00
			Total	**$** 19,374.00

Estimating Plan

RELEASED FOR REVIEW
9/11/2024

VT GRID NORTH

TO POMFRET

TO SHARON

Pomfret Road (TH 5)

White River

Quechee West Hartford Road (TH 4)

VT Route 0. 14

BID ITEM #3
0+19.5–30'±/L TO 0+77–11'±/L
(62 L.F.) 4" WIDE WHITE PAINTED STRIPE (62 L.F. TOTAL)

BID ITEM #6
0+28±–VARIES/L TO 0+36±–VARIES/L
(7' WIDE x 8.33' TALL) WHITE PAINTED "STOP" MARKING (4 LETTERS TOTAL)

BID ITEM #5
0+22.5–1'±/L TO 0+22.5–25'±/L
(24 L.F.) 24" WIDE WHITE STOP BAR STRIPE (24 L.F. TOTAL)

BID ITEM #7
2+75–14–20'±/R TO 3+59–14–20'±/R
(21) 24"x6' WIDE WHITE CROSS WALK LINES (126 L.F. TOTAL)

BID ITEM #3
3+59.5–12.5'±/L TO 3+93–11.5'±/L
(33.5 L.F.) 4" WIDE WHITE PAINTED STRIPE (33.5 L.F. TOTAL)

BID ITEM #1
3+33–VARIES/R TO 3+93–VARIES/R/L
REMOVE 4" WIDE YELLOW PAINTED STRIPES
(120 L.F.± OR 40 SQ. FT.± TOTAL)

BID ITEM #2
3+38.5–0.33'/R/L TO 3+93–0.33'/R/L
(54.5 L.F.) 4" WIDE YELLOW PAINTED STRIPES (109 L.F. TOTAL)

BID ITEM #3
0+00–55'±/L TO 3+93–11'±/L
(417 L.F.) 4" WIDE WHITE PAINTED STRIPE (417 L.F. TOTAL)

BID ITEM #2
3+22.5–0.33'/R/L TO 0+77–0.33'/R/L
(55 L.F.) 4" WIDE YELLOW PAINTED STIPES (110 L.F. TOTAL)

BID ITEM #3
0+19.5–31.5'±/R TO 0+77–11'±/R
(63 L.F.) 4" WIDE WHITE PAINTED STRIPE (63 L.F. TOTAL)

BID ITEM #11
0+08±/R TO 2+55± /R (38) 12" WIDE x 7.2'± LONG WHITE CROSS WALK LINES
(275± L.F. TOTAL)

BID ITEM #1
0+16.5–VARIES/R TO 2+90–VARIES/R
REMOVE 4" WIDE YELLOW PAINTED STRIPES
(547 L.F.± OR 182 SQ. FT.± TOTAL)

BID ITEM #2
0+16.5–0.33'/R/L TO 3+93–0.33'/R/L
(281 L.F.) 4" WIDE YELLOW PAINTED STRIPES (562 L.F. TOTAL)

BID ITEM #3
0+00–52'±/R TO 0+09–26'±/R
(28 L.F.) 4" WIDE WHITE PAINTED STRIPE (28 L.F. TOTAL)

BID ITEM #4
0+09–26'±/R TO 2+75–13.5'±/R
(272 L.F.) (2) 4" WIDE WHITE PAINTED STRIPES (544 L.F. TOTAL)

BID ITEM #3
0+10–25'/R± TO 2+75–14'/R±
(276 L.F.) 4" WIDE WHITE PAINTED LINE (276 L.F. TOTAL)

BID ITEM #6
0+22.5±–VARIES/L TO 0+31±–VARIES/L
(7' WIDE x 8.33' TALL) WHITE PAINTED "STOP" MARKING (4 LETTERS TOTAL)

BID ITEM #5
0+17.5–1'±/L TO 0+17.5–25'±/L
(24 L.F.) 24" WIDE WHITE STOP BAR STRIPE (24 L.F. TOTAL)

TO QUECHEE

TO CLIFFORD PARK

TRAIL

DRIVEWAY

DRIVEWAY

DRIVEWAY

TO HARTFORD

Plan Scale
1 Unit = 20'
10 0 40
20 20

REVISIONS				
REV.	DESCRIPTION	BY:	DATE:	
1	LAYOUT	CDH	8/21/24	

Quechee - West Hartford Road Bridge Pedestrian Improvements

Quechee West Hartford Road (TH 4) & Pomfret Road (TH 5)
Town of Hartford Vermont

DRAWN BY: CDH/M.
CHECKED BY:
DATE: 8/21/24
PROJ. NO. 2024-H2

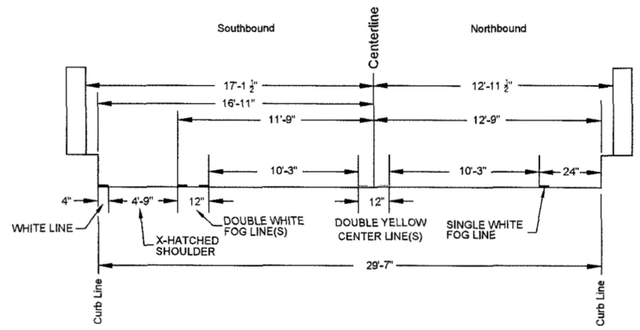
C.1
SHEET NUMBER

Estimating Plan
RELEASED FOR REVIEW
9/11/2024

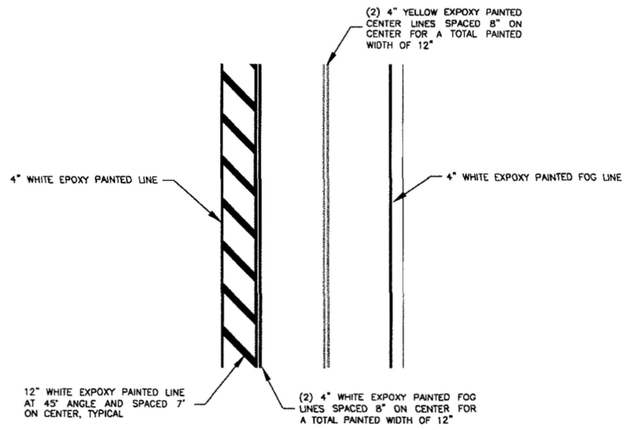
Estimated Bid Quantities

Bid Item	Description	Quantity
1	REMOVE DOUBLE PAINTED YELLOW STRIPED CENTER LINE MARKINGS (SEE VTRANS SECTION 646.04 GENERAL APPLICATION OF MARKINGS (a) SURFACE PREPARATION.	667 L.F. OR 222 SQ. FT. (2x333.5 OR 667x0.33)
2	INSTALL DOUBLE 4" WIDE EACH DURABLE YELLOW PAINTED CENTER LINE STRIPES USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	781 L.F. (2x390.5)
3	INSTALL SINGLE 4" WIDE DURABLE WHITE PAINTED FOG LINE USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	603.5 L.F. (1x603.5)
4	INSTALL DURABLE WHITE PAINTED DOUBLE 4" FOG LINES USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	544 L.F. (2x272)
5	INSTALL DURABLE 24" WIDE WHITE PAINTED STOP BARS USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	48 L.F. (2x24)
6	INSTALL DURABLE WHITE PAINTED "STOP" MARKING USING EPOXY OF POLYUREA LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	8 LETTERS (2x4)
7	INSTALL DURABLE 24" WIDE WHITE PAINTED CROSS WALK LINES USING EPOXY LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	128 L.F. (21x6)
10	TRAFFIC CONTROL (SEE VTRANS SECTION 630 – UNIFORMED TRAFFIC OFFICERS AND FLAGGERS AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATOR	1 (LUMP SUM)
11	INSTALL DURABLE 12" WIDE WHITE PAINTED HATCH LINES USING EPOXY LIQUID PAINT (SEE VTRANS SECTION 646 – PAVEMENT MARKINGS)	275 L.F.± (38x7.2'±)

Typical Bridge Paint Markings
Cross Section
NOT TO SCALE



Typical Bridge Paint Markings
Plan View
NOT TO SCALE



REVISIONS

NO.	DESCRIPTION	BY:	DATE:
1	LAYOUT	CBN	9/11/24

Quechee - West Hartford Road Bridge Pedestrian Improvements

Quechee West Hartford Road (TH 4) & Pomfret Road (TH 5)
Town of Hartford Vermont

DRAWN BY: CBN
CHECKED BY:
DATE: 8/21/2024
PROJ. NO. 2024-H2

C.2
SHEET NUMBER

CONTRACT FOR SERVICES BETWEEN THE TOWN OF HARTFORD AND L & D SAFETY MARKING CORPORATION FOR THE WEST HARTFORD BRIDGE PEDESTRIAN LINE STRIPING

This Contract is entered into on _____ by and between the Town of Hartford, Vermont (hereinafter "Town") and L & D Safety Marking Corporation hereinafter "L & D), a corporation of Vermont, with a principal place of business in Barretown, Vermont, with a mailing address of 304 East Montpelier Road for services to the Town. The Town and L & D are referred to collectively as "parties."

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1: SERVICES PROVIDED

L & D agrees to perform the following service(s):

> Line striping and pavement marking for the West Hartford Bridge section of the Quechee/West Hartford Road at the intersection with VT Route 14 and the intersection of Pomfret Road in West Hartford Village. The requested work includes center line removal, center line striping, fog line striping, crosswalk, pedestrian lane cross hatching, stop markings as detailed in the Request for Quotes dated August 21, 2024 (Attachment 1), the updated estimating plan dated September 11, 2024, (Attachment 2) and the contractor price quote (Attachment 3) dated September 16, 2024.

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

ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above services shall not exceed $19,374 including direct costs.
L & D's billing cycle will be through the end of each month, with payment due within 30 days of the Town's receipt of the invoice.

ARTICLE 3: TERM

The term of this Contract shall be from October 1, 2024 through June 30, 2025. The term of the Contract may be extended only by mutual written agreement of the parties.

ARTICLE 4: INDEPENDENT L & D

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

ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

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

L & D shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Town and subject to such conditions and provisions as Town may deem necessary or desirable in its sole discretion. If Town permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Town certificates of insurance showing all of the coverages required in Article 10 of this Contract. L & D shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the L & D, Town may require L & D to supply proof of payment for such materials or labor. L & D shall pay the subcontractor(s) for undisputed services provided by them within 30 days of receiving payment from Town.

ARTICLE 6: EQUIPMENT AND MATERIALS

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

Town is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. L & D shall pay all legal costs and assessed penalties for improper use of the Town's exemption certificate number.

ARTICLE 7: PERSONNEL

L & D is responsible for compliance with all applicable State and Federal laws. L & D will manage his/her own personnel without general oversight by the Town and shall oversee and coordinate subcontractors that are approved by Town. All drivers and equipment operators will

be properly trained and have all certifications and valid licensing required to operate said equipment. The L & D must certify to the Town that all drivers operating a commercial motor vehicle are in a federally mandated random drug and alcohol testing program that complies with Federal Motor Carrier Safety Administration (FMCSA) requirements.

L & D alone shall be responsible for ensuring compliance with all applicable regulatory requirements including but not limited to those from FMCSA and Vermont Occupational Safety and Health Administration (VOSHA).

L & D further agrees to include this provision in all subcontracts.

ARTICLE 8: SAFETY

The L & D alone shall be responsible for its employees' safety and security at construction sites and when working in or adjacent to public highways.

The L & D is responsible for contacting Dig Safe prior to any excavation. No excavation is authorized until after Dig Safe has marked all existing utilities. Prior to construction, the L & D shall notify Town of adjacent utilities when work activity may affect them.

ARTICLE 9: INDEMNIFICATION

L & D shall indemnify and hold harmless Town, and Town's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys' fees, liens, and judgments of every nature and description, brought or recovered against them by reasons of any act or omission of the said L & D, its agents, employees, or sub-L & Ds, in the execution of the work or in guarding the same. The L & D shall defend the Town and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the L & D or of any agent or subcontractor of the L & D. The Town shall notify the L & D in the event of any such claim or suit, and the L & D shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

L & D shall assume full responsibility for the protection of all buildings, structures, and utilities (both public and private). All damage, injury, or loss to any public or private property, by the L & D, or any subcontractor, shall be replaced or restored to at least the original condition to the satisfaction of the Town at the L & D's expense.

Nothing in this Contract shall constitute a waiver by the Town of any statutory limits or immunities from liability.

ARTICLE 10: INSURANCE

Before commencing work on this Contract, the L & D must provide certificates of insurance to show that the following minimum coverages are in effect. L & D agrees that it will provide and maintain during the entire term of this Contract the following insurances with at

least the indicated amounts of coverage and provide Town a certificate of insurance showing such coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance.

The L & Ds policies shall name the Town as an additional insured.

ARTICLE 12: NON-APPROPRIATION

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

ARTICLE 13: TERMINATION

Town may terminate this Contract, with or without cause, upon 30 days written notice.

ARTICLE 14: DEFAULT

The occurrence of any of the following shall constitute default by L & D and, if not corrected within 10 days of the Town providing L & D written notice of the default, shall allow Town to terminate this Contract:

(1) failure to adequately perform or deliver the required services;

(2) if applicable, failure to provide the required bonds or other security acceptable to Town before starting any work;

(3) declaration of bankruptcy by L & D;

(4) making a material misrepresentation to Town;

(5) persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or

(6) failure to perform any other material provision of this Contract.

Upon default of this Contract by L & D, Town may withhold any payment due L & D for purposes of set-off until such time as the exact amount of damages due is determined. Such withholding shall not constitute default or failure to perform on the part of Town.

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure:

fire, flood, epidemic, strikes, wars, acts of God, acts of public authorities, or delays or defaults caused by public carriers; provided the non-performing party gives notice as soon as possible to the other party of the inability to perform. The Town and the L & D agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable effort to mitigate its effects.

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

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

ARTICLE 15: REMEDIES

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

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

ARTICLE 16: ARBITRATION

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

ARTICLE 17: CONTRACT DOCUMENTS

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

ARTICLE 18: SEVERABILITY

The provisions of this Contract are severable and if a court of competent jurisdiction holds any portion of this Contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties do hereby execute this Contract on the day and year first written above.

TOWN:

By: _____
John Haverstock, Town Manager
Town of Hartford, VT

In the presence of:

_____
Witness as to Town

L & D:

By: _____
Duly Authorized Representative of L & D

In the presence of:

_____
Witness as to L & D

ACKNOWLEDGMENT OF ARBITRATION

We understand that this Contract contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

TOWN:

By: _____
John Haverstock, Town Manager
Town of Hartford, VT

In the presence of:

_____
Witness as to Town

BY L & D:

By: _____

Duly Authorized Representative of L & D

In the presence of:

_____
Witness as to L & D

115 Industrial Lane
Barre, VT 05641

Phone # 802-223-8948
Fax # 802-229-1848

Quote

Date	Quote #
9/25/2024	2599

Name / Address	Ship To
Town of Hartford Accounts Payable 171 Bridge Street White River Jct, VT 05001	Town of Hartford 173 Airport Rd White River VT 05001 Lori

P.O. No.	Terms	Rep	Freight
	Net 30		

Item	Description	Qty	Rate	Bin	Total
HIGHWAY; Alum. 30x30x0.080 BB	Highway Sign Aluminum, 30X30X0.080 Diamond BB w/ HIP Yellow Sheeting & Black Prem Vinyl 2) W11-2; pedestrian	2	96.875		193.75
HIGHWAY; Alum. 36x12x0.100 Rec	Highway Sign Aluminum, 36X12X0.100 Rect w/ HIP Yellow Sheeting & Black Prem Vinyl 2) W16; "On Roadway"	2	51.75		103.50
75, POST, SQ, 10'X2"X2"X12 GA	POST, SQUARE, 10' X 2" X 2" X 12 GA	2	78.67	0	157.34
75, POST, SQ, 4 HOLE PEN 4FT	POST, SQUARE, 4-HOLE PENETRATOR 4'X2.25X2.25X12 GA	2	41.27	0	82.54
Fast. Corner Bolt 2.5"/Jam Nut	Fastener, Corner Bolt 2.5" 5/16-18 w/ Jam Nut 5/16-18	2	1.30		2.60

Total $539.73

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Meeting Item: 5c
Submitted By: Lori Hirshfield, Director of Planning & Development

Subject: Bids on Parking Meters and Installation

Background: The Selectboard previously funded this Capital Improvement Project with $233,000 of ARPA funds to install parking meters in downtown White River Junction for on-street parking including Prospect Street, and in Town Square Parking Lot (along South Main Street between Joe Reed Drive and Gates Street; $16,400 is for a sidewalk plow that will easily clear around meters. Section 3.8 of the Town's Procurement Policy allows the Town to purchase through Federal, Vermont, neighboring State, VLCT or other municipal competitive sealed bid contracts or competitive proposals to meet the Town's competitive purchasing requirements. This process used through the Town's membership in OMNIA Partners (formerly National Cooperative Purchase Alliance). Nine parking meter vendors were contacted by OMNIA to submit bids to the Town. Two bids were received. Following an extensive review process with Police Chief Greg Sheldon of the different metering systems, software and services provided, IPS Group was selected as the vendor. This evaluation also resulted in support for Multi-Meter Pay Station Kiosks rather than individual meters for each space. The meters take advantage of current technology available today for enforcement and various modes of payment including coins. The Town also obtained a quote of $3,970.55 from Worksafe Traffic Control Industries Inc. for signs and posts. Installation is planned for spring/summer of 2025. Staff is planning a comprehensive public information process prior to the meters going into use.

Discussion: The use of ARPA dollars requires the Selectboard take formal action to obligate all funds and to commit all funds through contracts or purchase orders with vendors. DPW is addressing the purchase of the sidewalk plow separately with the Selectboard.

Financial Impact: The total project cost is $145,022.30, $71,577.70 less than budgeted.

Recommendation: Staff recommends the following Selectboard actions for the installation of the parking meter system.

- Authorize the Town Manager to sign a contract with *ISP Group* in the amount of $141,051.75 for the purchase and installation of parking meters, related equipment and software.
- Authorize Town staff to execute a purchase order with Worksafe Traffic Control Industries, Inc. in the amount of $3,970.55 for signs and posts.

Attachments: Vendor Submittal
Draft Contract

ABOUT IPS GROUP

OUR MISSION IS TO TRANSFORM CITIES BY SUPPLYING THE MOST TECHNOLOGICALLY ADVANCED, VALUABLE, AND USER-FRIENDLY SMART PARKING SOLUTIONS IN THE WORLD.

For over two decades, IPS has been committed to the design, engineering, and manufacturing of intelligent parking technologies that shape the industry such as payment processing systems, SaaS management software, and low-power wireless telecommunications.

Based in San Diego, CA, IPS is the proud inventor of the credit card-enabled single-space parking meter and has more wireless parking devices deployed across the US than our competitors combined. To date, IPS has sold more than 300,000 wireless devices in over 300

cities worldwide. IPS drives the Smart Cities evolution as an innovator and trusted provider of Smart Parking technology.

IPS offers a full portfolio of integrated products—all maximized to provide the most efficient, powerful, parking solution on the market today. By implementing the Enforcement Management Solution, customers benefit from a true, fully-integrated system that works seamlessly with other IPS technologies such as Smart Parking meters, vehicle detection sensors, and mobile payment applications. In choosing a single provider for their Smart Parking needs, customers benefit from data sharing across their entire parking network, resulting in optimized operations and more informed, data-driven policy decisions.

> OUR MISSION IS TO TRANSFORM CITIES BY SUPPLYING THE MOST TECHNOLOGICALLY ADVANCED, VALUABLE, AND USER-FRIENDLY SMART PARKING

The IPS Enforcement Management Solution is agile and scalable to meet the needs of Smart Communities of any size. The latest modules provide customers the additional benefits of fully customizable parking citation, permit, code enforcement, and event management capabilities. Unlike outdated legacy systems, the IPS cloud-based solution is incredibly flexible, allowing IPS to introduce new features quickly to address the dynamic needs of customers.

A truly integrated solution our Enforcement Management Solutions allows agencies of any size to manage their entire parking network from anywhere, anytime, with single sign-on (SSO) access to all applications and consolidated parking data in one place. While the IPS Parking Management Suite offers all of the interrelated parking applications an agency may need, it can also seamlessly integrate with any third-party service via API.

IPS also has local sales throughout the US and 24/7 telephone help desk and ongoing support to provide the level of service our customers require. In addition to sales and dedicated customer support assigned to your account, IPS has an in-house team of product engineers, computer programmers, marketing and PR professionals, accountants, and technical support specialists to support any project.

FACTS & FIGURES

Parking Spaces managed	300,000+
Cities with IPS devices	300+
Annualized transaction volume	$250 million
Founded	Year 2000
Employees	175+
Headquarters	San Diego, CA
Manufacturing, Services and Data Storage	All based in the USA

Our goal is to develop a long-term partnership, rooted in open, honest communications, close cooperation, and practical application of parking technologies. Our project approach includes proven technology, seasoned team members, and solid experience using such technology to improve customer satisfaction and optimize and increase parking revenue requirements.

- List of key staff

Our high-performing leaders will apply best practices to ensure that the entire solution is implemented within budget, on schedule, and within scope. We strive to provide the tools to ensure the City success long-term.

THE DIVERSE IPS TEAM POSSESSES MORE THAN 200 COMBINED YEARS OF EXPERIENCE IN SPECIALTIES RANGING FROM MANAGEMENT, R&D, SALES, AND MARKETING, TO ENGINEERING AND CUSTOMER SUPPORT.

CHAD P. RANDALL

IPS Chief Executive Officer

ROLE: Authorized to Bind and Negotiate

As CEO, Chad Randall is responsible for oversight of the entire IPS Group operation. Chad joined the Company in 2008, bringing many years of Fortune 500 corporate experience in both the automotive and instrumentation industries. In addition to business management, Randall has functional experience in engineering, manufacturing, marketing, and product line management. Randall holds a Bachelor of Science in Mechanical Engineering from Rose-Hulman Institute of Technology and a Master's in Business Administration from Harvard Business School.

VASU MOHAN

IPS Chief Operating Officer

ROLE: Oversees Manufacturing Operations

As COO, Vasu Mohan is responsible for all things related to manufacturing operations, including supply chain, manufacturing operations, assembly operations, warehousing, and freight management. Prior to IPS, he was responsible for doubling his company's business to support the worldwide response for COVID testing, detection, and vaccine development. Vasu has been in the instrumentation, wireless and life sciences industries for over 25 years, with roles of increasing responsibility in Design and Manufacturing Engineering, Planning, Procurement, Finance, Marketing and Commercial Operations. Vasu has a BS and MS in Mechanical Engineering from New Jersey Institute of Technology, and an Executive MBA from AT&T/Columbia.

GARY MELONEY

IPS Chief Technical Officer

ROLE: All Meter & Back Office Technical Integration

Gary Meloney serves as CTO of IPS Group, Inc. As CTO, Gary oversees the management of the Parking Meter Engineering Group and maintains supervision over the technical and operations units. Gary joined IPS in 2016 with 35 years of software and hardware design experience with a major focus on IoT devices and services. Gary is responsible for new product innovation, design, and managing legacy systems.

IPS TIMELINE

1994

IPS Group South Africa established as one of the first manufacturers of card and coin multi-space parking pay stations

2000

IPS Group, Inc. USA Incorporated in Pennsylvania

2002

Deloitte Fast 50 Award

2005

"Smart" single-space parking meter invented

2007

First credit card enabled, solar-powered single-space parking meter installed

2009

TechAmerica "Green Technology" Award

Wireless vehicle detection sensors developed

2011

Corporate Social Responsibility donation meter program begins

2012

U.S. Conference of Mayors Award for public/private partnership

Vik Kops Humanitarian Award

Connected World Award

2013

M5™ next generation single-space parking meter introduced

Revolution pay station retrofit kits and MS1™ multi-space meters designed

IPS meters are CDMA certified

2015

First end-to-end cloud-based enforcement solution created

Dome-mount sensor developed, providing the most accurate data on the market

2016

New innovative solutions introduced including PARK SMARTER™ mobile payment app and My Parking Receipt™

2017

IPS calculated a reduction in U.S. CO_2 emissions of 34,192 metric tons, after partnering with Verizon to lessen miles driven to find available parking.

2018

Launched Enforcement & Permitting Management System as a vital component of a true, fully-integrated solution

MS3™ color screen, multi-language pay station introduced

2020

Reached 160+ Patents

IPS Group Innovation Studio introduces Alexa-enabled Data Analytics in development phase

SMARTER PARKING for SMART COMMUNITIES.™

AWARDS

RESULTING FROM ITS SIGNIFICANT INVESTMENT IN R&D, IPS GROUP OWNS 160+ PATENTS, A LIST THAT CONTINUES TO GROW.

We believe our experience in the technology and telecommunications industries has helped us create products that provide the best combination of convenience, user experience, enforceability, and cost of ownership among any parking meter product in the industry today. Our awards reflect our commitment to surpassing expectations in innovation and providing an outstanding client experience.

AS EVIDENCE OF OUR COMMITMENT, IPS HAS BEEN RECOGNIZED WITH THE FOLLOWING AWARDS:

FIRST PLACE IN THE DELOITTE TECHNOLOGY FAST 50
(an honor bestowed upon the fastest growing technology companies)

INTERNATIONAL DESIGN

CLEAN TECHNOLOGY

CONNECTED WORD VALUE CHAIN

US MAYORS FOR EXCELLENCE IN PUBLIC/PRIVATE PARTNERSHIP
for Coin/Credit Parking Meter Technology Upgrade in the University of Los Angeles, CA

VIC KOPS HUMANITARIAN AWARD, ALONZO AWARDS
SMART UNIVERSITY PARKING SYSTEM, GOOD DESIGN SELECTION
Commercial and Industrial Category, 2014

2014 INTERNATIONAL PARKING INSTITUTE PARKING MATTERS MARKETING & COMMUNICATIONS AWARD

CIO TOP 25 GOVERNMENT TECH,

IPI PEOPLE'S CHOICE AWARD, 2 CONSECUTIVE YEARS
Voted best in show

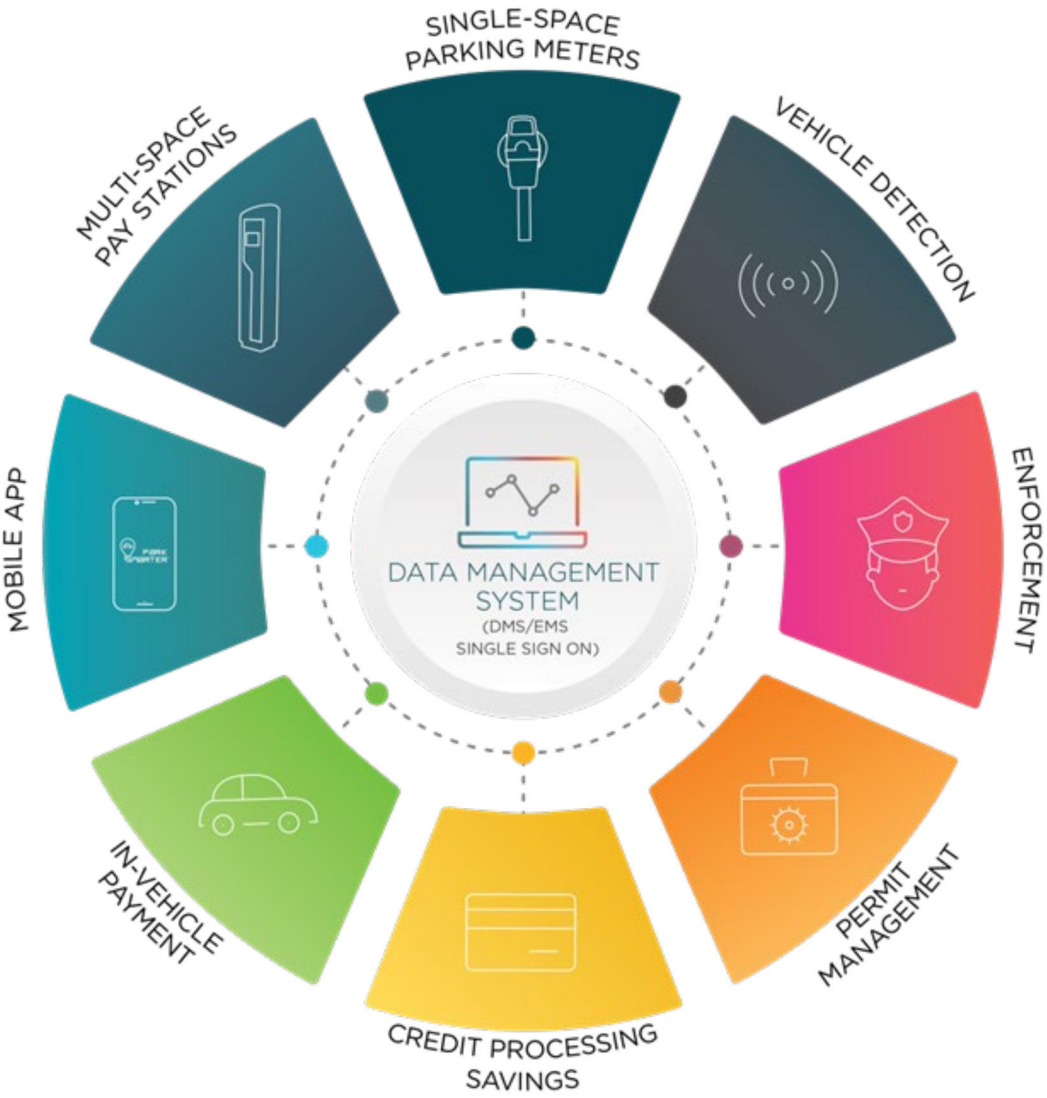
IPS RECOGNIZED AS GREEN STAR EXHIBITOR, INTERNATIONAL PARKING AND MOBILITY INSTITUTE CONFERENCE
Committed to Environmental Sustainability and Green Initiatives

© 2022 IPS Group, Inc. All rights reserved.

d

SMARTER PARKING for SMART COMMUNITIES.™

IPS Group Inc –360° FULLY INTEGRATED PARKING MANAGEMENT SOLUTION



Project Overview

1. **City Lots: - 1 Kiosks, 1 MSU – 4 Pay at Kiosk and 4 Mobile Payment Signs**
    a. Town Square Parking Lot – (1 Kiosk) – 1 unit – Could use a MSU alongside a MS3 – 4 Parking Signs "Pay at Kiosk". 4 Signs for Mobile Payment.

2. **On-Street: - 15 Kiosks, (option 1 additional MSU) – 33 Pay at Kiosk and 27 Mobile Payments Signs**
    a. South Main Street between Big Fatty BBQ and Gates – (3 Kiosks) – 2 Odd side (1-Barber Shop and 1-145 Main) and 1 Even side by CC Pizza. 7 Parking Signs "Pay at Kiosk" (4 on the Odd side and 3 on the Even side) 4 Mobile Pay Signs
    b. South Main Street between Currier and North Main – (4 Kiosk) – 2 Odd side (1-Collections and 1-Gallery) 2 - Even (1- 48 S Main, 1-Lot side). 6 Parking Signs "Pay at Kiosk" (3 each side of the street) 4 Mobile Pay Signs (2 each side of the street)
    c. Gates Street between South Main and Currier – (1 Kiosks) – 1 – Center of block. 3 Parking Signs and 2 Mobile Pay Signs
    d. Currier Street between Gates and North Main – (1 Kiosks) – 1 – Center of block. 3 Parking Signs and 2 Mobile Pay Signs
    e. North Mian Street – (2 Kiosks) – 1 – Even Side Center of block. 1 – Odd Side Center of block. 6 Parking Signs and 4 Mobile Pay Signs
    f. Prospect Street – (3 Kiosks) – 2 – Even side in the middle space grouping, 1 – Odd side mid block – could use MDU where there is 4 spaces. 5 Parking Signs and 6 Mobile Pay Signs
    g. Railroad Row – (1 Kiosks) – 1 Center of the block. 3 Parking Signs and 2 Mobile Pay Signs

3. **Differentiators**
    a. Complete Integrated Parking Ecosystem to include SSPM and MSM, mobile pay, text to pay, enforcement, permitting, curb management and data aggregation
    b. Industry leader – sold over 300K smart parking meters.
    c. System Uptime over 99%
    d. Invented the Credit Card Single Space Meters
    e. Feature rich solution with open APIs for easy integration.
    f. Data Aggregation tool streamlines report of all forms of parking revenue steams inside and outside of IPS
    g. Documented revenue increase via easy of operation and multiple payment methods
    h. Manufactured in the United States
    i. Authorized Local Dealer – Office in Providence
    j. IPS Regional Support – Regional office in Baltimore – 3 Technicians in New England
    k. IPS is a Omnia COOP Partner

4. **Lead-Times** – 10-14 weeks
5. **OMNIA COOP Partner**
6. **Enforcement and Permitting System**
7. **Merchant Processing Through AMG**

8. Meter Pricing

SMARTER PARKING for SMART CITIES™ Pricing

Salesperson	Contract	Shipping Method	Payment Terms	Delivery Date
SAS		Ground	Net 30 Days	12 Weeks ARO

Qty	Item #	Description	Unit Price	Line Total
		MS3 Multi-Space Meter - Lots		
16		MS3, Solar Power and Communications, accepts Coin, Credit Card, Contactless	$6,750.00	$108,000.00
		Monthly Fees - $55 per month plus $.06 per credit card transaction gateway		
1		MSU, Credit Card Only Pay Station (Optional)	$3,995.00	$3,995.00
		Spare Parts - MS3		
5		MS3 Large Coin Box with Lock 4L	$195.00	$975.00
25		Paper Rolls (standard) Approx 2000 Tickets	$32.00	$800.00
1		MS3 Coin Validator	$95.00	$95.00
1		MS3 Controller	$1,100.00	$1,100.00
1		MS3 EMV Credit Card Reader	$399.00	$399.00
1		MS3 Printer	$795.00	$795.00
2		MOAB Battery	$485.00	$970.00
1		MOAB Battery Charger	$79.00	$79.00
		Mobile Payment Applications		
1		Mobile Pay - ParkSmarter	N/C	
1		Text2Pay	N/C	
		$.35 convenience fee will be charged to the Parker for each ParkSmarter and Text2Pay transactions		
3		Installation of Multi-Space Installation on sidewalks. Unit Price is Per Day Excludes Civil work such as PADs	$1,095.00	$3,285.00
		Concrete Pads each - if required	$650.00	
1		Shipping, Handling, Delivery (Estimate)	$7,500.00	$7,500.00
		Enforcement Management System		
1		One Time Set up Fee	$2,500.00	$2,500.00
12		Monthly Minimum EMS Software Fee - 5000 Citation Yearly	$685.00	$8,220.00
		Zebra Enforcement Printer		
2		Zebra Enforcement Printer	$995.00	$1,990.00
25		Mobile Citation Paper (per roll)	$13.95	$348.75
			Sub Total	$141,051.75
			Sales Tax	
			Total	$141,051.75

9. Enforcement Pricing

ENFORCEMENT/PERMITTING Proposal

Enforcement Back Office and Processing Services

Enforcement Management System	Units	Unit Price
One Time Setup	Per Unit	$2,500.00
Minimum EMS Issuance Software Monthly Fee* • Handheld Support • Automated Ticket Issuance • Full Suite or Reports • Ad-hoc Reporting Functionality • Online PCI Level 1 Payment Portal • Ability to do Level 1 Appeals online • Software License Unlimited Users	Per Month	$685.00
EMS Per Issuance Fee in addition if over 5000 citations Annually	Per Ticket	$1.50
Delinquent Notices (Includes Postage)	Per Notice	$1.25
Register Owner Look-up In state and Out of State	Per RO	$1.25
Legacy Data Conversion Fee	One Time	$2,500.00
Per Integration Fee	Per Integration	$1,500.00
Monthly Integration Maintenance Fee	Per API/Per Month	$75.00
Online, Over the counter, and IVR Secure Credit Card Payments – Gateway/ Convenience Fee ***Note: Charged to the Public - assumes the use of the Client Merchant Account***	Per transaction	$3.95
Customization Outside original scope of work	Per Hour	$200.00

Handheld Enforcement Solutions

2 PIECE ENFORCEMENT SOLUTION	UNIT PRICE
Agency can supply their own i OS or Android smart device	$0.00
2-piece Lease Option Per Unit Per Month 3-year Warranty	$250.00
Zebra ZQ320 3in BT Printer (or equivalent)	$995.00

Handheld Enforcement Support

Mobile Enforcement Solution	Units	Unit Price
Mobile Data Plan (Agency only pays if Agency uses IPS Data plan)	Per unit /per month	$55.00
Mobile Citation Paper (per roll) QTY 100	Per roll	$13.95
Plate Charges for Ticket Customization (One-time fee)	Per plate	$150.00
Estimated Travel Expenses for Installation (Optional)	Per trip	$2,000.00
On-site training and installation (Optional)	Per day	$600.00

*Other services such as LPR, 24-Hour Call Center, LPR, and hardware can be quoted upon request

NOTE: Pricing does not include any applicable state or local taxes that are required to be paid by the City currently or in the future. This pricing is FOB, IPS Group, San Diego, CA. Sales taxes and shipping charges will be added to the final invoice. IPS shall have the right to adjust Agreement pricing due to increases in Inflation as published by the US Bureau of Labor Statistics for All Items Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average, and will not exceed 3% compounded annually.

CONTRACT FOR SERVICES CONTRACT BETWEEN THE TOWN OF HARTFORD AND IPS GROUP, INC. TOWN PLAN HOUSING CHAPTER UPDATE

This Contract is entered into on _____ by and between the Town of Hartford, Vermont (hereinafter "Town") and the IPS Group. Inc with a principal place of business in San Diego, California, with a mailing address of 1137 Kenmar Court (hereinafter "IPS") for services to the Town. The Town and IPS are referred to collectively as "parties."

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1: SERVICES PROVIDED

IPS agrees to perform the following service(s):

> Provide the equipment software and services for a Parking Meter System as specified in the ISP Proposal (Attachment 1) and

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

This contract and all work completed by IPS is also subject to the terms of standard requirements of the OMNIA National Cooperative Purchasing Alliance Procurement bid award on December 1, 2022 through November 30, 2025

ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above services shall not exceed 141,051.75 including direct costs. IPS's billing cycle will be through the end of each month, with payment due within 30 days of the Town's receipt of the invoice.

ARTICLE 3: TERM

The term of this Contract shall be from _____ through October 31, 2026. The term of the Contract may be extended only by mutual written agreement of the parties.

ARTICLE 4: INDEPENDENT IPS

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

ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

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

IPS shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Town and subject to such conditions and provisions as Town may deem necessary or desirable in its sole discretion. If Town permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Town certificates of insurance showing all of the coverages required in Article 10 of this Contract. IPS shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the IPS, Town may require IPS to supply proof of payment for such materials or labor. IPS shall pay the subcontractor(s) for undisputed services provided by them within 30 days of receiving payment from Town.

ARTICLE 6: EQUIPMENT AND MATERIALS

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

Town is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. IPS shall pay all legal costs and assessed penalties for improper use of the Town's exemption certificate number.

ARTICLE 7: PERSONNEL

IPS is responsible for compliance with all applicable State and Federal laws. IPS will manage his/her own personnel without general oversight by the Town and shall oversee and coordinate subcontractors that are approved by Town. All drivers and equipment operators will

be properly trained and have all certifications and valid licensing required to operate said equipment. The IPS must certify to the Town that all drivers operating a commercial motor vehicle are in a federally mandated random drug and alcohol testing program that complies with Federal Motor Carrier Safety Administration (FMCSA) requirements.

IPS alone shall be responsible for ensuring compliance with all applicable regulatory requirements including but not limited to those from FMCSA and Vermont Occupational Safety and Health Administration (VOSHA).

IPS further agrees to include this provision in all subcontracts.

ARTICLE 8: SAFETY

The IPS alone shall be responsible for its employees' safety and security at construction sites and when working in or adjacent to public highways.

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

ARTICLE 9: INDEMNIFICATION

IPS shall indemnify and hold harmless Town, and Town's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys' fees, liens, and judgments of every nature and description, brought or recovered against them by reasons of any act or omission of the said IPS, its agents, employees, or sub-IPSs, in the execution of the work or in guarding the same. The IPS shall defend the Town and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the IPS or of any agent or subcontractor of the IPS. The Town shall notify the IPS in the event of any such claim or suit, and the IPS shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

IPS shall assume full responsibility for the protection of all buildings, structures, and utilities (both public and private). All damage, injury, or loss to any public or private property, by the IPS, or any subcontractor, shall be replaced or restored to at least the original condition to the satisfaction of the Town at the IPS's expense.

Nothing in this Contract shall constitute a waiver by the Town of any statutory limits or immunities from liability.

ARTICLE 10: INSURANCE

Before commencing work on this Contract, the IPS must provide certificates of insurance to show that the following minimum coverages are in effect. IPS agrees that it will provide and maintain during the entire term of this Contract the following insurances with at least the indicated amounts of coverage and provide Town a certificate of insurance showing such

coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance.

The IPSs policies shall name the Town as an additional insured.

ARTICLE 12: NON-APPROPRIATION

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

ARTICLE 13: TERMINATION

Town may terminate this Contract, with or without cause, upon 30 days written notice.

ARTICLE 14: DEFAULT

The occurrence of any of the following shall constitute default by IPS and, if not corrected within 10 days of the Town providing IPS written notice of the default, shall allow Town to terminate this Contract:

(1) failure to adequately perform or deliver the required services;

(2) if applicable, failure to provide the required bonds or other security acceptable to Town before starting any work;

(3) declaration of bankruptcy by IPS;

(4) making a material misrepresentation to Town;

(5) persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or

(6) failure to perform any other material provision of this Contract.

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

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

the other party of the inability to perform. The Town and the IPS agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable effort to mitigate its effects.

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

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

ARTICLE 15: REMEDIES

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

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

ARTICLE 16: ARBITRATION

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

ARTICLE 17: CONTRACT DOCUMENTS

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

ARTICLE 18: SEVERABILITY

The provisions of this Contract are severable and if a court of competent jurisdiction holds any portion of this Contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties do hereby execute this Contract on the day and year first written above.

TOWN:

By: _____
John Haverstock, Town Manager
Duly Authorized Representative

In the presence of:

_____
Witness as to Town

IPS:

By: _____

Duly Authorized Representative of IPS

In the presence of:

_____
Witness as to IPS

ACKNOWLEDGMENT OF ARBITRATION

We understand that this Contract contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the arbitration agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

TOWN:

By: _____
John Haverstock, Town Manager
Duly Authorized Representative

In the presence of:

_____
Witness as to Town

BY IPS:

By: _____
Peter Gregory Executive Director
Duly Authorized Representative of IPS

In the presence of:

_____
Witness as to IPS

WORK SAFE
Traffic Control Industries, Inc.

115 Industrial Lane
Barre, VT 05641

Phone # 802-223-8948
Fax # 802-229-1848

Quote

Date	Quote #
9/26/2024	2601

Name / Address	Ship To
Town of Hartford Accounts Payable 171 Bridge Street White River Jct, VT 05001	Town of Hartford 173 Airport Rd Lori- 802-478-1119

P.O. No.	Terms	Rep	Freight
	Net 30		

Item	Description	Qty	Rate	Bin	Total
75, POST, SQ, 10'X2"X2"X12 GA	POST, SQUARE, 10' X 2" X 2" X 12 GA	24	78.67	0	1,888.08
75, POST, SQ, 4 HOLE PEN 4FT	POST, SQUARE, 4-HOLE PENETRATOR 4'X2.25X2.25X12 GA	24	41.27	0	990.48
Fast, Corner Bolt 2.5"/Jam Nut	Fastener, Corner Bolt 2.5" 5/16-18 w/ Jam Nut 5/16-18	24	1.30		31.20
HIGHWAY; Alum. 12x18x0.063 Rect	Highway Sign; Aluminum, 12X18X0.063 Rectangle w/ HIP White Sheeting & Black Prem Vinyl	34	22.35		759.90
HIGHWAY; Alum. 12x18x0.063 Rect	Highway Sign; Aluminum, 12X18X0.063 Rectangle w/ Digital Print HIP White Sheeting & Laminate	3	33.63		100.89
Freight Charged to Customer	Freight Charges	2	100.00		200.00

Total $3,970.55

AGENDA MEMORANDUM
October 1, 2024
Town Selectboard Meeting Item: 5.a
Submitted by: Christopher Holzwarth, Assistant DPW Director, Permits and Planning

Subject: **Nutt Lane Water Main Contract Awards, Staff Recommendation**

Background: Otter Creek Engineering (OCE) assisted the Town with seeking bids from qualified contractors to install Phase 1 of the Nutt Lane water main project. Phase 1 consist of installing an 8" water main under the railroad to Latham Works Lane utilizing ARPA funds. Phase 2 will provide new mains to the remainder of Nutt Lane, Latham Works Lane and Harrison Avenue.

The Town received bids from six firms. Table 1 below list the bidders, the bid amounts and the departure from the Department of Public Works internal opinion of probable cost which was developed from the engineer's estimate for the entire project (Phase 1 and Phase 2).

Table 1

Bid #	Bidder	Bid	Departure
1	**Zaluzny Excavating Corp.** 230 Fort Bridgman Road Vernon, VT 05354	**$270,000.00**	-$1,440.00
2	Neil H. Daniels, Inc. P.O. Box 246 Ascutney, VT 05030	$370,750.00	+$99,310.00
3	Hebert Excavation, Corp. P.O. Box 451 Williamstown, VT 05679	$349,000.00	+$77,560.00
4	S.U.R. Construction West, Inc. 51 Payne Road Winchester, NH 03470	$425,700.00	+$154,260.00
5	Isaac's Excavating, Inc. P.O. Box 39 West Charlestown, VT 05072	$305,000.00	+$33,560.00
6	Nott's Excavating, Inc. 185 Equestrian Way W.R.J., VT 05001	$364,725.00	+$93,285.00

Zaluzny Excavating Corporation (Zaluzny) of Vernon, Vermont was the low bidder at $270,000. Zaluzny desires a mid-October start and a November completion before the asphalt plants close. A start date this aggressive may not be possible due to railroad timelines.

Construction projects involving buried utilities commonly involve change orders due to unexpected conditions that could not be anticipated. A 20% contingency or $54,000 can be considered reasonable.

Due to ARPA funding rules and the need to have all funds dedicated to the project obligated through a contract by December 31st, the Department of Public Works recommends immediately authorizing a change order for additional water main installation of up to $54,000. Should issues arise during installation of the crossing the funds would be utilized and the length of the additional water main more limited.

OCE has worked on several projects with Zaluzny and recommends awarding a contract to them subject to receiving a proper certificate of insurance, bonds with railroad approval as normally required at signing.

If the contract execution with Zaluzny falls through, it is recommended that a contract be awarded to the next lowest bidder, Isaac's Excavating, Inc. (Isaac's) for a spring installation. Isaacs's performed the recent Fairview Terrace to Gates Street water main replacement with great success. This will have a -$35,000 impact to the change order for additional water main and unforeseen issues.

Otter Creek Engineering has provided the design and permitting services to date and will need a contract amendment to provide services through the closeout of construction. The Town is currently waiting on an invoice amount to date and budget to close out the project. Internally we have estimated the Construction RPR, Construction Admin and Post Construction cost at $43,000 for this complicated portion of the project.

To date $8,606.44 of ARPA funds have been expended on OCE services, $4,500 of ARPA funds on New England Central Railroad permitting fees and $900 on State of Vermont Water Supply Division permitting fees for a total of $13,149.44.

We anticipate approximately $4,000 in OCE services before closing out the existing services and railroad fees of $800 to be paid by OCE to more efficiently advance the project. The Selectboard approved the fees on 9/17/24.

Table 2 below demonstrates the current amounts and anticipated amounts to be paid by this project from the $440,000 of ARPA funding utilizing Zaluzny.

Table 2

Item	Description	Amount
1	Invoiced OCE Services to Date	$8,606.44
2	N.E.C.R. Permit Fee	$4,500.00
3	Vermont Water Supply Permit Fee	$900.00
4	Anticipated OCE Invoice & R.R. Fees	$4,800.00
5	Zaluzny Construction Contract	$270,000.00

6	Phase 2 Water Main Extension/ Contingency	$54,000.00
7	OCE Construction Fees	$43,000.00
Total		**$385,806.94**

Impact: The town previously dedicated $440,000 in ARPA funds within P.O. #12265 to this project. Table 3 below outlines the projected impact to the funding and the amount available to reallocate.

Table 3

Item	Description	Expense	Balance
N/A	P.O. 12265	N/A	$440,000.00
1	Invoiced OCE Services to Date	$8,606.44	$431,393.56
2	N.E.C.R. Permit Fee	$4,500.00	$426,893.56
3	Vermont Water Supply Permit Fee	$900.00	$425,993.56
4	Anticipated OCE Invoice & R.R. Fees	$4,800.00	$421,193.56
5	Zaluzny Construction Contract	$270,000.00	$151,193.56
6	Phase 2 Water Main Extension/ Contingency	$54,000.00	$97,193.56
7	Estimated OCE Construction Fees	$43,000.00	$54,193.56
Balance Available to Reallocate			**$54,193.56**

Recommendation: It is the staff's recommendation that the Selectboard authorize the Department of Public Works to execute a contract with Zaluzny for $270,000 and an immediate change order of $54,000 for additional water main installation subject to the conditions set forth by Otter Creek Engineering and to execute a contract amendment with Otter Creek Engineering for up to $43,000 for construction services.

Further, in the unlikely event that a contract is not executed with Zaluzny by October 15, 2024, that the Department of Public Works may execute a contract with Isaac's Excavating, Inc. for $305,000 and an immediate change order of $19,000 for additional water main installation subject to the conditions set forth by Otter Creek Engineering.

ARPA Resident Funding Suggestions

Date	Suggestion	Town Manager Assessment
8.13.24	Teen Center	No time
8.13.24	Upgrades to Multi-use path in Wilder (Fences, poison ivy, etc.)	In-House maintenance
8.14.24	Sidewalks on Waterman Hill and Main St in Quechee	No time
8.14.24	Sidewalks, bike paths, esp. in Quechee and near Elem. School	No time
8.14.24	$15,000 to support Good Neighbor drive-through vaccines clinic	Feasible
8.15.24	Address Ravine Erosion in Wilder	No time
8.15.24	Build a Footbridge from Lyman Point Park across White R.	No time
8.15.24	Purchase used Bucket Truck for tree work/ Repair and reopen Gates Street	Feasible
8.16.24	Build New Housing with Twin Pines/Repair and Install Water and Sewer Infrastructure to support housing/ Use Assessor mapping to assess existing housing stock And produce new detailed maps of the Town	No time
8.16.24	Lyman Park pavilion/ climate-adaptable trees/Replace fruit And nut trees lost in Clifford Park in flooding/Fund a free Tire Disposal day at Transfer Station/Replace timed light at Hartford Ave-Highland Ave intersection with light tripped by sensor/Upgrade Town website, starting with a FAQ section/ Long Term infrastructure projects/Trim and prune trees Within Town ROW (e.g., Hemlock Ridge)/ Replace poorly-functioning culverts (e.g., Hemlock Ridge)/Address recurring potholes (e.g., Hemlock Ridge)	Feasible/No time/ In House Maint.
8.19.24	Install lights and cameras at the Wilder Park 'n Ride	Public Support?/No Time
8.21.24	Masks and hand sanitizer	Public Support?
8.22.24	Fairview Terrace repair/sidewalk repairs/Bugbee Center Accessibility	Bond pending/No Time/In Process
8.23.24	Sidewalks for High School and Middle School	No Time
8.26.24	Clearing out culverts to minimize flood risk	Feasible/ In House
8.26.24	Donate funds to EC Fiber to help those in need	Feasible/Little time to develop plan

John Haverstock

From: Scott Cooney
Sent: Wednesday, September 25, 2024 12:47 PM
To: John Haverstock; Gail Ostrout
Subject: FW: Remaining Fire Allocated ARPA Funds Recommendation

John & Gail,

Now that the 2006 EONE fire engine project is completed I would like to make the following proposal:

On 1/19/23 the Board obligated $450,000 toward the fire engine refurbishment.

Two Board authorized projects have since been completed from those ARPA funds:

1. 2006 Engine $310,964.00
2. Municipal Fire Alarm System Upgrade $61,161.32

Balance of $450,000 authorized should be **$77,874.68**

The 2016 EONE Engine needs some paint repairs and corrosion repaired:

The quote from the dealer (below) to completely repair corrosion, paint and repair the two additional options: **$82,310.00.**

I have $6000 in the FY 25 budget for paint repairs. With the balance of our ARPA $77,874.68 and FY 25 $6,000 we have **$83,874.68.**

This would be an excellent use of the remaining funds and address needed maintenance on Town existing fleet property.

Thank you for your consideration.

Scott D. Cooney, CFO
Fire Chief
Town of Hartford Fire Department
812 VA Cutoff Rd
White River Junction, VT 05001
(802) 295-3232

From: Aonghus O'Nia <aonia@greenwoodev.com>
Sent: Wednesday, September 25, 2024 11:59 AM

To: Scott Cooney <scooney@hartford-vt.org>
Subject: Paint quote

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

Bumper to bumper inspection – quote dept for and necessary repairs
Steam clean chassis, drivertain, pump, fuel tank, compartment interiors etc.
Repaint cab & body from the catwalk down single color red (FLNA 3225E-1)
Repaint & chevron front bumper
Paint cab window frames black
Sand & polish fenderettes (RR has chain damage)
Clean bare aluminum with aluminum cleaner
Replace rear rubrail, any damaged endcaps
Replace backup lights with equivalent Tecniq LED
Replace cab roof and back rubrail marker/id lights with sealed tecniq LED
Lettering & stripe to match E3, L1
Wash truck detail cab interior
==========
Total not inc options listed below: $75,639
Includes $3,233 credit for 25% paint corrosion coverage. (only applicable while still under warranty coverage.

Options:

1. Add swviel to 2 x 2" crosslays. Cover existing side side discharges holes with stainless. $3,171
2. Powder coat wheels black. $3,500

Aonghus Ó Nia
Greenwood Emergency Vehicles
530 John Dietsch Blvd
North Attleboro MA 02763
Phone: (508) 809-9845
Cell: (617) 877-8489
Fax: (508) 695-9047
aonia@GreenwoodEV.com

ictly prohibited and may be unlawful.

John Haverstock

From: Scott Cooney
Sent: Wednesday, September 25, 2024 12:47 PM
To: John Haverstock; Gail Ostrout
Subject: FW: Remaining Fire Allocated ARPA Funds Recommendation

John & Gail,

Now that the 2006 EONE fire engine project is completed I would like to make the following proposal:

On 1/19/23 the Board obligated $450,000 toward the fire engine refurbishment.

Two Board authorized projects have since been completed from those ARPA funds:

1. 2006 Engine $310,964.00
2. Municipal Fire Alarm System Upgrade $61,161.32

Balance of $450,000 authorized should be **$77,874.68**

The 2016 EONE Engine needs some paint repairs and corrosion repaired:

The quote from the dealer (below) to completely repair corrosion, paint and repair the two additional options: **$82,310.00.**

I have $6000 in the FY 25 budget for paint repairs. With the balance of our ARPA $77,874.68 and FY 25 $6,000 we have **$83,874.68.**

This would be an excellent use of the remaining funds and address needed maintenance on Town existing fleet property.

Thank you for your consideration.

Scott D. Cooney, CFO
Fire Chief
Town of Hartford Fire Department
812 VA Cutoff Rd
White River Junction, VT 05001
(802) 295-3232

From: Aonghus O'Nia <aonia@greenwoodev.com>
Sent: Wednesday, September 25, 2024 11:59 AM

To: Scott Cooney <scooney@hartford-vt.org>
Subject: Paint quote

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

Bumper to bumper inspection – quote dept for and necessary repairs
Steam clean chassis, drivertain, pump, fuel tank, compartment interiors etc.
Repaint cab & body from the catwalk down single color red (FLNA 3225E-1)
Repaint & chevron front bumper
Paint cab window frames black
Sand & polish fenderettes (RR has chain damage)
Clean bare aluminum with aluminum cleaner
Replace rear rubrail, any damaged endcaps
Replace backup lights with equivalent Tecniq LED
Replace cab roof and back rubrail marker/id lights with sealed tecniq LED
Lettering & stripe to match E3, L1
Wash truck detail cab interior
==========
Total not inc options listed below: $75,639
Includes $3,233 credit for 25% paint corrosion coverage. (only applicable while still under warranty coverage.

Options:

1. Add swviel to 2 x 2" crosslays. Cover existing side side discharges holes with stainless. $3,171
2. Powder coat wheels black. $3,500

Aonghus Ó Nia
Greenwood Emergency Vehicles
530 John Dietsch Blvd
North Attleboro MA 02763
Phone: (508) 809-9845
Cell: (617) 877-8489
Fax: (508) 695-9047
aonia@GreenwoodEV.com

ictly prohibited and may be unlawful.

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Item: 5e
Submitted by: Gail Ostrout

Subject: **Resolution to American Rescue Plan Act (ARPA) Allocation**

Background: The Town of Hartford's allocation of the ARPA funds totaled $2,857,210.59. Allocation must be obligated by 12/31/2024 and fully expended by 12/31/2026.

Discussion: A resolution is necessary to ensure no funding will be lost or required to be returned to the Treasury.

The resolution also allows for existing expenses to be covered by the ARPA dollars freeing up finds to increase the unassigned fund to buy down the tax rate.

Financial Impact: $1.00 up to one million dollars

Recommendation:

The Town of Hartford selectboard approves the Resolution to expend SLFRF funds in an amount up to $XXXXXX.XX for municipal purpose(s) of _____ during the period of 7/1/24 through 6/30/2026 for previously budgeted items creating the ability to increase the unassigned fund and reduce the tax burden in Fiscal Year 2026.

GOstrout

Finance Director

RESOLUTION 2024 -10-1

RESOLUTION FOR AMERICAN RESCUE PLAN ACT (ARPA) ALLOCATION

WHEREAS, on March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the public health and economic impacts of the COVID-19 public health emergency; and

WHEREAS, ARPA created the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) that provided direct funding to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency; and

WHEREAS, the Town of Hartford has accepted an allocation of SLFRF in the amount of $2,857,210.59; and

WHEREAS, SLFRF provides needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency; and

WHEREAS, Treasury presumes that up to $10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services."; and

WHEREAS, Recipients may elect a "standard allowance" of $10 million to spend on government services through the period of performance; and

WHEREAS, All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula provided by the U.S. Department of the Treasury, including those with total allocations of $10 million or less; and

WHEREAS, the Town of Hartford has the need to fund government services while in the recovery phase of the COVID-19 pandemic.

NOW, THEREFORE IT BE RESOLVED, the Selectboard of the Town of Hartford, Vermont, authorize the following:

Section 1. The following allocation of SLFRF funding to fund government services under the replacing lost public sector revenue spending category as follows:

Expend SLFRF funds in an amount up to $XXX,XXX.XX for the purpose of municipal XXXXXXXXXXXXXX expenses for the period 07/01/2024 through 6/30/2026.

Passed and Adopted by the Selectboard of the Town of Hartford, Vermont on the _1st__ day of _October_____, 2024.

ATTEST:

_____

_____

_____

_____

_____

_____

_____

FY 2026 Budget Meetings September 2024 - January 2025

10/1/2024 Regular Meeting (should have a very light agenda)
ARPA
Budget Calendar Circulated
Budget 101: Process Overview

10/15/2024 Regular Meeting

10/25/2024 Budget books available for pick up

10/29/2024 Regular Meeting
Budget Overview Provided

11/7/2024 Board questions to staff for 11/12/24 & 11/14/24 budget presentations due by noon

11/12/2024 Regular Meeting
Assessor
Town Clerk

11/13/2024 Special Appropriations Requests Due

11/14/2024 Special Budget Meeting
Fire
Police
Dispatch

11/14/2024 Board questions to staff for 11/19/24 budget presentations due by noon

11/19/2024 Special Budget Meeting
Town Manager
Public Works
Enterprise Funds

11/21/2024 Board questions to staff for 11/26/2024 budget presentation due by noon

11/26/2024 Regular Meeting (light agenda required)
IT
Planning
Parks & Recreation
Finance
FYE 2024 Audit Presentation

12/3/2024 Special Budget Meeting
Wrap up Session #1 for All Departments

12/5/2024 Special Meeting - place holder in case of weather or attendance

12/10/2024 Special Budget Meeting
Debt
Wrap up Session #2 for All Departments

12/12/2024 Special Meeting - place holder in case of weather or participation

12/17/2024 Regular Meeting
Include a budget slot, in case needed

12/18/2024 Special Budget Meeting (place holder in case of weather, attendance)

12/19/2024 Special Budget Meeting
Finalize Draft Budget except for petitions / appropriations
Electronically provide revised budget with changes to date

12/23/2024 Special Budget Meeting (place holder in case of weather, attendance)
Finalize Bond Language (?)

Dates: 12/23/2024-1/20/25 are TBD based on Bond, Petitions
Recommend saving 1/14/25 and 1/16/25 as placeholders

1/13/2025 Info Night, if needed (per Revised Charter, anytime before Budget & Candidates Night)

1/16/2025 Petitions Due
*must be verified within 24 hours

1/22/2024 Final Date for any Petition Follow-up (48 hours from 1/18/24)

1/23/2024 Regular Meeting
Finalize Proposed Budget for Ballot
Final date for Warnings, including Bonds

1/24/2024 Special Budget Meeting (place holder, if needed)

1/25/2024 Print Budget for Town Report
Warning posted

1/31/2024 Candidate filing deadline

2/24/2024 Budget & Candidate Night

3/1/2024 Town and School Meeting Day; Public Bond Hearing (?)

3/4/2024 Voting Day

AGENDA MEMORANDUM
October 1 , 2024
Town Selectboard Meeting Item: 5
Submitted by: Bryan Gazda, Director of Public Works

Subject: **Consolidation of Budget Accounts in Funds 30 and 60**

Background: There is redundancy in subgroup expenses accounts associated with Funds 30 and 60 that could be consolidated into one subgroup to help simplify the budget process and the management of the funds. Within both funds, the current budget format is reflective of a time when tracking these expenses within the different subgroups was warranted. Currently, due to a change in organizational staffing levels in Fund 30 and the operational usage of a facility in Fund 60. the tracking of expenses in different subgroups is not warranted.

Discussion: **Fund 30 - Solid Waste Fund:** It has been identified within the Solid Waste Fund that two subgroups, 30-971 (Recycling Center) and 30-974 (Transfer Station) have numerous duplicate expense accounts (i.e. Salaries and related Personnel expenses, Contracted Services, etc.) that could be consolidated into one subgroup. To reduce the duplication of expense accounts, the following accounts 30-974-101-0000-thru 30-974-328-0000 could be consolidated into 30-971-101-0000 thru 30-971-543-0000.

Fund 60 – Hartford/WRJ/Wilder Wastewater Fund: It has been identified within the fund that two subgroups 60-962 (Wilder Pump Station) and 60-964 (WRJ Collection System) have several duplicate expense accounts (i.e. Contracted Services, Repairs & Maintenance to Buildings, etc.) that could be consolidated into one subgroup. To reduce the duplication of expense accounts, the following accounts 60-962-318-0000 thru 60-962-329-0000 could be consolidated into 60-964-318-0000 thru 60-964-542-0300.

The Director of Finance has reviewed the request for the consolidation of accounts and does not see a conflict with the consolidation of accounts. See attached emails.

Impact: Provides for the consolidation of accounts that will reduce the number of subgroups and associated expense accounts, which will improve the overall development and management of the Funds.

Recommendation: Staff recommends the Selectboard authorizes the consolidation of accounts in Fund 30 and Fund 60 beginning in FY 2026, as identified in the Discussion section above, along with all necessary adjustments within the MuniSmart system.

Bryan Gazda

From: Gail Ostrout
Sent: Wednesday, September 25, 2024 9:28 AM
To: John Haverstock; Bryan Gazda
Subject: RE: Consolidation of Budget Accounts

John

As we have discussed, I vetted the request with our audit firm and reviewed our OPEB reporting as they recommended.

After review I don't see a conflict in the OPEB reporting.

The next step is for Bryan to prepare and agenda packet to present his request to the board 10/1/2024 for approval.

Upon the board's approval, Bryan may proceed with the consolidation. We will need to notify Flo, Paula and Lana upon the FYE 2026 budget approval by the voters for coding purposes.

Thank you.

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

From: Bryan Gazda <bgazda@hartford-vt.org>
Sent: Wednesday, September 25, 2024 8:24 AM
To: Gail Ostrout <gostrout@hartford-vt.org>
Subject: RE: Consolidation of Budget Accounts

Gail,

Thanks for entertaining the thought.

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

From: Gail Ostrout <gostrout@hartford-vt.org>
Sent: Tuesday, September 24, 2024 2:30 PM
To: Bryan Gazda <bgazda@hartford-vt.org>

Cc: John Haverstock <jhaverstock@hartford-vt.org>; Kimberly Nardine-Brown <knardine-brown@hartford-vt.org>
Subject: RE: Consolidation of Budget Accounts

Bryan

I have forwarded your request to be reviewed by our audit firm. Pending their response will determine if your requests proceeds to the Town Manager for preliminary approval, with the final approval by the board.

Thanks.

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

From: Bryan Gazda <bgazda@hartford-vt.org>
Sent: Tuesday, September 24, 2024 2:16 PM
To: Gail Ostrout <gostrout@hartford-vt.org>
Cc: John Haverstock <jhaverstock@hartford-vt.org>; Kimberly Nardine-Brown <knardine-brown@hartford-vt.org>
Subject: Consolidation of Budget Accounts

Gail,

Per our discussion today, please consider the following request regarding the consolidation of budget lines in the 30 & 60 funds.

Fund 30

Recycling Center – 30-971 and associated accounts
Transfer Station – 30-974 and associated accounts

There is redundancy in many of the expenses associated with accounts for 971 & 974 and though at one-time it might have been necessary to have them separated, today this is not the case. An example is salaries for staff, we have two employees at the facility and they both do the same duties, but one salary is in 971 and the other in 974, which only adds addition work from budgeting through payroll processing. My initial thought would be to incorporate 974 accounts into 971 and I am not aware of any contractual cost-sharing or revenue reimbursements that would prohibit the consolidation of these segment 2 accounts.

Fund 60

Wilder Pump Station – 60-962 and associated accounts
WRJ Collection System – 60-964 and associated accounts

Though the Wilder Pump Station was the primary wastewater treatment facility 50-60 years ago, today is it is one of many pump stations in the overall collection system, with a budget under $25K. I have spoken with Randy Herrin, WRJ Wastewater Asst. Chief, and he agrees with consolidating 962 accounts into 964. Again, I am not aware of any contractual cost-sharing or revenue reimbursements that would prohibit the consolidation of these segment 2 accounts.

Thank you for considering these requests and hope we can make these budget adjustment in the upcoming budget cycle.

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

AGENDA
MEMORANDUM

October 1, 2024
Town Selectboard Item:
Submitted by: John Haverstock,
Town Manager and
Gail Ostrout, Finance Director

Subject: **Award Annual Audit Services**

Background: Annually the town has an independent audit conducted of it's financial statements. The audited financial statements are then provided to the selectboard prior to 12/31 of that calendar year. In April of this year, member Souza inquired regarding the audit services, as a result during the August 20, 2024, the selectboard gave the directive to the Town Manager to issue an RFP for the audit services.

Discussion: On August 21, 2024 the Finance Director prepared a draft RFP for audit services and submitted it to the Town Manager for approval. Upon the approval by the Town Manager, the RFP was posted in the two following locations: Town Website and VLCT Classified Ads. The Finance Director also sent the RFP to 16 audit firms located in Maine, Vermont, New Hampshire, and one that has nationwide offices. As expected, and discussed at the August 20, 2024 board meeting – the majority of firms don't do municipal audit services anymore and those that do didn't have the capacity to take on a town the size of Hartford. The Town only received one response back, from its current audit firm Mudgett, Jennett & Krogh-Wisner, P.C.

Financial Impact: $33,000 for FYE 2025, $34,000 for FYE 2026 and $35,000 and for FYE 2027 for regular audits. Each year that a single audit is required an additional $5,500 will be charged. For each year a Town Reporting Verification for the TIF District is completed there will be an additional $4,300 charge but paid by the TIF District Funds.

Recommendation: The Selectboard authorizes the Town Manager to accept the 3-year proposal by Mudgett, Jennett & Krogh-Wisner, P.C. for FYE 2025 thru FYE 2027 audit services.

Attachments: RFP Copy
Mudgett, Jennett & Krogh-Wisner, P.C. proposal

REQUEST FOR PROPOSALS
AUDIT SERVICES
TOWN OF HARTFORD,
VERMONT

INTRODUCTION

The Town of Hartford, Vermont, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2025, with the option of auditing its financial statements for each of the two subsequent fiscal years.

Proposals are to be submitted by 3:00 PM on Wednesday September 11, 2024 to:

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

The Town of Hartford reserves the right to reject any or all proposals submitted. Proposals will be evaluated by the Town based on firm experience and reputation, understanding of Town requirements, and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to John Haverstock, Town Manager (802) 478-1100.

NATURE OF SERVICES REQUIRED

The Town of Hartford, Vermont, desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles. The Town also desires:

- the auditor to express an opinion on the fair presentation of the combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles
- the auditor to perform the Town's Reporting Verification for the TIF Districts as specifically outlined in the Vermont Economic Progress Council Agreed-Upon Procedures

The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards; the provisions of the Single Audit Act of 1984 (when applicable); and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-128, Auditsof StateandLocalGovernments.

The Town does anticipate spending more than $750,000 in federal awards in Fiscal Year 2025 and will require an audit in accordance with the Single Audit Act of 1984.

It is expected that in determining the extent of test procedures, full consideration will be given to the apparent effectiveness of the system on internal accounting controls. The feasibility of recommendations for improvements in the accounting system and internal controls will be discussed during the engagement. In the required report on internal control, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non- reportable conditions discovered by the auditors shall also be reported in a separate management letter, which shall include all instances of noncompliance.

The auditor will provide an electronic copy of all work papers including final trial balances. The auditor will provide the audit report to the Town in both an electronic copy and three (3) bonded copies.

At the conclusion of the audit, the auditor will meet with the Selectboard to discuss the results of the audit and any findings that are included in the auditor's management letter.

All working papers and reports shall be retained for a minimum of three years, unless the firm is notified in writing by the Town of the need to extend the retention period.

DESCRIPTION OF THE GOVERNMENT

The Town of Hartford has a population of approximately 10,600. The Town is organized under the Selectboard-Manager form of government. The selectboard members are elected at large by the registered voters of the Town. The Town provides the following services to its citizens:

> Highway and streets, planning and zoning, general administration services, public safety (police, dispatch, fire and ambulance), health and social services, culture and recreation, community development, and public improvements. Other services include utility (solid waste, water and wastewater) operations.

The Town has a total payroll of (+/-) $10,000,000 covering approximately one hundred and two (102) full-time and forty (40) part-time or seasonal employees. The approved budget for the most recent fiscal year is $21,655,825 for the General Fund and $5,910,008 for the five (5) Enterprise Funds.

The funds of the Town can be divided into two categories: governmental funds and proprietary funds.

PROPOSAL REQUIREMENTS

Interested firms shall submit their proposal separated into two sections, the technical proposal and the cost proposal.

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the audit of the Town of Hartford in conformity with the requirements of this request for proposals. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements. The technical proposal shall provide the necessary information in the following sequence:

- Background of the firm - the proposer should state the size of the firm, the size of the firm's governmental auditing staff, and the number and nature of the professional staff to be employed in this engagement. The firm is also required to submit a copy of the report on its most recent quality control review, along with a statement whether that quality control review included a review of specific government engagements.
- Partner, supervisory and staff qualifications and experience - the proposer should identify the principal supervisory and management staff who would be assigned to the engagement. Provide information on the government auditing experience of each person.
- Similar engagements with other government entities - The proposal shall include the five most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of the work and the name and telephone number of the client contact.

- Specific audit approach - the proposal should set forth a plan of implementation, including an explanation of the audit methodology to be followed. The work plan should include a description of tasks, estimates of work effort, time budgets, and a detailed breakdown of responsibilities of all audit personnel

    - Onboarding Process and Timeline
    - Previous Auditor Communication Guidelines
    - Relationship Structure

The cost proposal should be structured as follows:

- Total all-inclusive maximum price - the cost proposal should include a total all-inclusive maximum price for the engagement for the year ending June 30, 2025, and for each of the two subsequent engagement years for which the Town has the option of continuing in this contract.
- Breakdown of costs by year by partner (principal), supervisory and staff level.
- Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.
- Manner of payment - progress payments will be made on the basis of hours of work completed during the course of the engagement. Interim billing shall cover a period of not less than a calendar month.

EVALUATION CRITERIA

The audit firm will be selected based on two criteria, technical qualifications and price. The technical qualifications will examine each proposer's expertise and experience in providing quality audit services to government entities and the quality of the firm's professional personnel who would be conducting the audit, as well as the approach of the audit and the plan for implementation. Cost will not be the primary factor in the selection of an audit firm.

RFP FOR AUDIT SEI

Classified Details

Classified ID	1033
Description	See link for RFP information
Title	RFP FOR AUDIT SERVICES
Salary Range	$0 to $0
Application Deadline	09/11/2024
Location	Hartford, VT
Application URL	www.hartford-vt.org/bids.aspx?bidID=155

Contact Information

Name	Ostrout, Gail
Phone Number	(802) 295-3002
Email	gostrout@hartford-vt.org
Best Method of Contact	EMAIL

APPLY HERE

Sign up to receive a text message or email when new bids are added!

Print

Bid Title:	AUDIT SERVICES TOWN OF HARTFORD, VERMONT
Category:	Finance Department
Status:	Open

Description:

The Town of Hartford, Vermont, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2025, with the option of auditing its financial statements for each of the two subsequent fiscal years. Proposals are to be submitted by 3:00 PM

on Wednesday September 11, 2024 to: Town of Hartford, Vermont 171 Bridge Street White River Jct., VT 05001 Attn: John Haverstock, Town Manager The Town of Hartford reserves the right to reject any or all proposals submitted. Proposals will be evaluated by the Town based on firm experience and reputation, understanding of Town requirements, and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Please direct all questions regarding this request for proposals to John Haverstock, Town Manager (802) 478-1100.

Full Bid information

Publication Date/Time:

8/21/2024 12:00 AM

Closing Date/Time:

9/11/2024 3:00 PM

Return To Main Bid Postings Page

Government Websites by CivicPlus®

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: AUDIT Services 1 year or 3 years
DEPARTMENT:
DATE: 9/11/24
Tabulated BY: Finance Director
Town Manager

	Name & Address of Bidder	Bid				
1	Mudgett Jennett Krogh-Wisher PC Montpelier VT	2025 = 33,000 plus $5,500 single AUDIT 4,300 TIF AUDIT 2026 = 34,000 " " " " " " " " 2027 = 35,000 " " " " " " " "				
2						
3						
4						
5						
6						
7						
8						
9						

TOWN OF HARTFORD, VERMONT

PROPOSAL FOR AUDIT SERVICES

FOR THE YEARS ENDED JUNE 30, 2025 THROUGH 2027

September 4, 2024

MUDGETT, JENNETT & KROGH-WISNER, P.C.
Certified Public Accountants

Person to Contact:
John H. Mudgett, CPA

141 Main Street • P.O. Box 937
Montpelier, VT 05601-0937
(802) 229-9193

Mudgett
Jennett &
Krogh-Wisner, P.C.
Certified Public Accountants

September 4, 2024

Town of Hartford, Vermont
171 Bridge Street
White River Jct, VT 05001

We appreciate the opportunity to submit a proposal for audit services for the Town of Hartford. Our audits will be conducted in accordance with *Government Auditing Standards* and, when applicable, Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We will include reports on compliance and internal control in accordance with those standards. We will discuss any recommendations resulting from our work with management and will also be available to meet with the Selectboard to review results of the audits.

We bring an experienced audit team and will coordinate with you to develop a schedule for our work that will provide for efficient audits and an early completion of the audit process. Team members are available to you throughout the year for consultation on accounting matters, subject only to our need to maintain independence.

I have proposed annual fee limits for a three year period for the financial statement audits and will not exceed those limits unless additional services are requested. These proposed fee limits are based on our historical data for our recent audits of Hartford and similar towns.

	2025	2026	2027
Financial statement audits	$ 33,000	$ 34,000	$ 35,000

The supplemental procedures for testing and reporting of your federal awards will increase our fee limits by $5,500 for any year in which Town expenditures of federal awards exceed the threshold.

The supplemental procedures for the Town's Reporting Verification for the TIF District, as outlined in the Vermont Economic Progress Council Agreed Upon Procedures, will increase our fee limits by $4,300 each year.

Please let me know if I may provide any additional information. We appreciate the opportunity to be of service.

Sincerely,

John H. Mudgett, CPA
Principal

John H. Mudgett, CPA
Raymond C. Jennett, CPA
Leslie Krogh-Wisner, CPA

Phone (802) 229-9193
Fax (802) 223-0424
email@mjk-cpa.com

141 Main Street, Suite 2
Post Office Box 937
Montpelier, VT 05601-0937

TOWN OF HARTFORD
PROPOSAL FOR AUDIT SERVICES

TABLE OF CONTENTS

	Page
Transmittal Letter	
Technical -	
Introduction	1
Qualifications	1
References	3
Quality Control	4
Scope of Services and Audit Approach	4
Work Plan	6
Cost -	
Hours and Fees	7
Appendices:	
A. Resumes	8
B. 2022 Peer Review Report	13-14

INTRODUCTION

Mudgett, Jennett & Krogh-Wisner, P.C. (MJK) was incorporated in 1993 by the majority of our current professionals, all of whom were affiliated with the Montpelier office of Smith, Batchelder & Rugg. MJK provides audit, accounting, tax and management consulting services to a variety of clients. We have made a major commitment to meeting the special needs and requirements of governmental and non-profit clients. We have performed numerous audits in accordance with *Government Auditing Standards* and have a significant amount of experience with the design and implementation of accounting systems and audit tests in that environment.

The senior members of MJK have served the Vermont area in a professional capacity for many years as indicated on our resumes (Appendix A). The largest segment of our practice is auditing, primarily of government and non-profit clients. We also serve corporations, partnerships, and individuals.

Our firm is currently composed of ten members, five of whom are Certified Public Accountants. This core group is frequently supplemented through arrangements with our network firms to provide additional staffing for audit teams or other projects. All of our auditors receive substantial training for working under *Government Auditing Standards*. Senior members of our firm participate annually in National Governmental Audit and Accounting Conferences. All firm members also receive significant other training and experience in audit, accounting and tax issues of governments, not-for-profits and their programs.

QUALIFICATIONS

All of our auditors are currently qualified to perform financial and financial related audits under *Government Auditing Standards*. In particular, the senior firm members described below have extensive experience with recent governmental audits, including planning, documentation of control structures and tests of controls and compliance, evaluation of computer-based systems, supervision of other auditors, coordination with clients and network affiliates to accomplish team objectives, timely execution of audit procedures, and reporting of results. We understand that the Town will exceed the audit threshold for expenditure of federal awards (now $750,000) and has requested the additional audit procedures required by the U.S. Office of Management & Budget (OMB) Circulars for the year ended June 30, 2025. Our firm is qualified to perform audits under these federal requirements. For the 2025 audit of the financial statements, we propose to use a two-person audit team, with technical review and supervision by a Principal of the firm who is a governmental audit specialist. The field audit team will include an Audit Manager. All of our auditors have participated in many audits of not-for-profit and governmental organizations and are experienced and familiar with their software and accounting procedures. The planned audit team includes the following individuals.

John H. Mudgett, CPA - All work performed by our firm will be performed by or under the technical supervision of John H. Mudgett, CPA, who is our senior audit and accounting specialist. He will be responsible for ensuring timely, responsive and professional service to you. His involvement includes planning the audit approach, assignment of staff, review of audit results and reporting matters. As the lead governmental auditor of this firm and our predecessor firm, John has been involved with the development and management of our governmental practice since 1984. He has been associated with all of the audits listed in the reference section of this proposal.

Bonnie A. Dow - Bonnie is an audit manager whose focus is primarily governmental audits. She coordinates that segment of our practice, conducts many audits as a team leader, and provides technical support for changes in governmental accounting or auditing requirements, including the additional requirements for auditing of federal funds. She has twenty years of public accounting experience with our firm. She graduated from Champlain College in May of 2003 and was employed by Cota, CPA, P.C. for two years during her college years. Bonnie has conducted many governmental audits, including the Towns of Dorset, Guilford, Fairlee, Hartford, Hartland, Morristown, Landgrove, Lyndon, Sharon, Springfield, and Windsor, and school districts in the Windham Southwest Supervisory Unions.

Other professionals available to support the basic team include:

Tyler B. Kimberley - Tyler has been the senior auditor for several projects and is available to assist this year's team. He graduated with a degree in accounting from Champlain College in 2008. As a senior auditor he has been the in-charge auditor for various entities including Barre Unified Union School District, Shelburne Farms, Mad River Glen, Vermont Association of Snow Travelers, Windham Solid Waste Management District, the Town of Royalton, and the Town and Village of Woodstock.

Leslie Krogh-Wisner, CPA - Leslie helped to form this corporation in 1993, but prior to that time was an audit senior with Smith, Batchelder & Rugg and a client manager at Hull, Fothergill & Segale. She has participated in the planning and execution of many audits involving documentation of internal control structures and testing of selected costs for compliance with regulations. Her experience includes supervisory roles on our audits of the Vermont Municipal Bond Bank, New Hampshire School Health Care Coalition, the Vermont Youth Conservation Corps, the Vermont Housing and Conservation Board, and the Vermont State Employees Association. Prior to her career in public accounting, Leslie was employed as a public information officer in the offices of Governors Snelling and Kunin.

Erin Packie, CPA - Erin worked with us from 2007 to 2014 as a senior accountant in both the audit and tax practice. She left us to work as a senior accountant for an insurance company, but then recognized that she preferred public accounting and returned to MJK in 2016. Erin graduated from Clemson University in 1997 with a Bachelor of Science (cum laude) in management and also obtained a professional certificate in advanced accounting from Champlain College. Her primary role at MJK is manager in our tax practice, but she is also available to assist with audits. She has much experience with audits of government and not-for-profit clients, including the Towns of Lyndon, Randolph, and Windsor, and several school districts in the Chittenden Central and Washington South Supervisory Unions.

Our engagement team will include other professionals as necessary to complete the assigned work promptly. Resumes of senior members are attached as Appendix A to this proposal.

MJK is independent of the Town of Hartford as defined by generally accepted auditing standards and *Government Auditing Standards*. We are properly licensed to practice in Vermont; our firm's license number is 092-0000435.

MJK does not discriminate against any individual because of race, religion, sex, color, age, handicap or nation of origin, and these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion or separation.

REFERENCES

As indicated above, we currently serve a wide range of clients in the governmental area including local governments, school districts and agencies/departments of state government in Vermont, and have performed numerous audits in accordance with government auditing standards and the Single Audit Act. Recent audit clients include:

- Town of Dorset
  Rob Gaiotti, Town Manager
  (802) 362-4571
- Town of Springfield
  Cathy Sohngen, Finance Director
  (802) 885-2104
- Town of Morristown
  Tina Sweet, Director of Finance
  (802) 888-6374
- Town of Lyndon
  Dawn Dwyer, Town Clerk/Treasurer
  (802) 626-5785
- Town of Sharon
  Lucy Pierpont, Finance Manager
  (802) 763-8268
- Town and Village of Woodstock
  Eric Duffy, Town Manager
  (802) 457-3456
- Montpelier Roxbury School District
  Christina Kimball, Business Manager
  (802) 223-9796
- Town of Guilford
  Erika Elder, Town Administrator
  (802) 254-6857
- Town of Hartland
  Martin Dole, Finance Manager
  (802) 436-2119
- Town of Landgrove
  Andrea Ogden, Town Treasurer
  (802) 824-3716
- Town of Royalton
  Victoria Paquin, Town Administrator
  (802) 763-7967
- Town of Windsor
  Tom Marsh, Town Manager
  (802) 674-6786
- Barre Supervisory Union
  Lisa Perreault, Business Manager
  (802) 476-5011
- Windham Southwest Supervisory Union
  Andrea Allbee, Director of Finance
  (802) 464-1300

The towns and villages listed above are similar to the proposed Hartford audits. The larger towns and schools often require single audits. All are examples of the various governmental audits performed by MJK. We encourage you to discuss our performance with any of these individuals.

QUALITY CONTROL

Among the most important criteria for your selection of an auditing firm is the commitment of that firm to professional development and quality control. Our profession and the federal government have both established standards requiring peer review of auditing firms' systems of quality control for their audit and accounting practices.

Our firm sets high standards for our professional performance and our principals have actively participated in the American Institute of Certified Public Accountants (AICPA) peer review program. Our membership in the AICPA's Private Companies Practice Section requires that we conduct our accounting and auditing practice in accordance with a strictly defined system of quality control. Conformance with this system in our practice assures our clients that they are receiving the highest level of audit services available.

Our system of quality control is monitored by a peer review team on a triennial basis. Our 2022 peer review resulted in an unqualified opinion, which is attached as Appendix B.

We believe our commitment to the professional development of our staff is a significant factor in our quality control structure. All of our professionals participate each year in continuing education programs which exceed the requirements of the AICPA and the *Government Auditing Standards.*

SCOPE OF SERVICES AND AUDIT APPROACH

We will audit the financial statements of the Town of Hartford as of and for the years ended June 30, 2025, 2026, and 2027. Our audits will be made in accordance with generally accepted auditing standards of the American Institute of Certified Public Accountants (AICPA) and in accordance with the U.S. General Accounting Office's *Government Auditing Standards*. We will render opinions on the financial statements and determine whether they present fairly the financial position of the Town at year end and the results of its operations for the year then ended in conformity with generally accepted accounting principles (GAAP) for local governmental units, as set forth by the Governmental Accounting Standards Board.

A report on compliance and internal control in accordance with *Government Auditing Standards* will be issued as well as any findings and recommendations. All matters to be included in such findings will be reviewed with appropriate individuals during the audit and management responses will be requested for any reportable conditions or other findings.

We will also communicate any recommendations or observations that we have noted during our audit of the financial statements. Those recommendations for improvements will be discussed as they arise and reviewed with the appropriate personnel prior to issuance of our management letter.

When single audits are required, our audit tests and reporting for your federal award programs will be performed in accordance with the U.S. General Accounting Office's *Government Auditing Standards* and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We plan and perform tests of the compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs.

Effective two-way communication between our firm and those charged with governance of the Town is important to understanding matters related to the audit and in developing a constructive working relationship. We are available to meet with your Board to review the audit plan or test results in addition to our published Auditor's Reports. Our proposed audit adjustments will be provided to you along with draft reports and any findings at the conclusion of each audit. We will request that management accept any proposed audit adjustments, approve drafts of financial statements, and provide responses or corrective action plans for any audit findings.

Our planning for an audit of your organization includes a review of the prior year's files (reports, statements, recommendations, test results) and developing our documentation of your organization structure, operating procedures, and internal controls as well as relevant documents with financial or compliance requirements (grant awards, loan documents, regulatory matters, employee benefit plans and other contracts).

We interview management and evaluate any changes in internal operations or external requirements for the current audit. We update all documentation each year for current conditions. We assess the risks of material misstatements at the financial statement level and also at the relevant assertion level as those assertions pertain to areas within the financial statements. We identify significant account balances or classes of transactions and trace transactions through your systems to obtain (or confirm) our understanding of your accounting procedures and the effectiveness of relevant controls over financial statement balances and disclosures.

We develop audit strategies and plan audit tests for the various areas using the knowledge gained from our understanding of your specific organization. Audit tests include balance confirmation with outside parties, analytic evaluations, reconciliations, recalculations, review of supporting documentation, and other procedures deemed appropriate by the audit team. Our approach reflects current auditing standards and the additional requirements of the Single Audit Act and the current OMB *Compliance Supplement.*

The programs and checklists used for your audit are reviewed, and modified as necessary, each year to address changes in audit or accounting standards. Specific procedures may be added or revised each year for changes in client circumstances. We use electronic audit software and audit manuals developed by a national accounting firm to organize and document our audit planning and testing. We are provided with updates to these audit aids on an ongoing basis for changes to current standards.

We provide a list of items that are required for the audit during the planning stage of each engagement.

WORK PLAN

Procedures are scheduled so as to build on previous work and achieve results in the most efficient manner. As requested, we have included a tentative 2025 schedule within which final dates will be assigned to be compatible with the Town's staff availability.

	Target Completion
A. Planning - 16 hours	
• Engagement letter	03/15/25
• Pre-audit conference, identify data to be provided by client, etc.	05/15/25
• Coordinate schedules of audit and client staff	05/15/25
• Develop audit strategies and prepare audit program	05/15/25
B. Control Structure Evaluation - 24 hours	
• Study and document systems and procedures	06/15/25
• Assess audit risk by area and identify controls	06/15/25
• Design and conduct tests of controls	06/15/25
C. Other Interim procedures - 32 hours	
• Preliminary analytical procedures	9/15/25
• Obtain and review minutes and contracts	9/15/25
• Confirm year-end balances where appropriate	9/15/25
D. Final audit tests and documentation - 136 hours	
• Perform analytical and other substantive audit procedures on year-end balances	10/15/25
• Compliance tests – regulations, contracts, grants	10/15/25
• Propose adjustments to account balances; Provide adjusted trial balances to client	10/15/25
• Exit conference; review results with management	10/15/25
E. Reports - 32 hours	
• Prepare and review draft reports	10/31/25
• Obtain client acceptance of draft reports	11/15/25
• Final reports and management letter	11/30/25

We normally like to complete our audit planning and preliminary work in May or June with year-end field work to be scheduled in a single block of time shortly after Town accounting is complete and ready for audit. We will coordinate scheduling with you and expect to provide draft reports within 30 days following commencement of year-end audit procedures.

HOURS AND FEES

Our fees are based on the time required by the individuals assigned to the engagement to complete their tasks, plus direct expenses. Individual hourly rates, which presently range from $100 to $160, vary according to the degree of responsibility involved and the skill required.

Prior experience with comparable audits indicates our audit of your financial statements should require between 225 and 250 hours including planning, testing, documentation, and reporting.

Classification	Hours	Range of Hourly Rates	Quoted Hourly Rate	Total
Principal	32	$ 140 - 160	$ 160	$ 5,120
Audit Manager	180	120 - 140	140	25,200
Senior Auditor	32	100 - 120	100	3,200
Computed hours/fees	244			33,520
Less - planned discount				520
Not-to-exceed fee for 2025	250			$ 33,000
Not-to-exceed fee for 2026	250			$ 34,000
Not-to-exceed fee for 2027	250			$ 35,000
If required for any year - Single Audit supplement	40			$ 5,500
Reporting Verification for the TIF District - VEPC AUP	32			$ 4,300

Our fee for audit services for the years described in this proposal, will not exceed these fee limits unless the scope of the engagement is changed, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. If federal funds auditing is required for any year, we will adjust our fee limit to reflect the revised scope of service. We have proposed "not-to-exceed" fee limits instead of a "fixed price" for our work. If our effort is less than anticipated, we will charge accordingly. Interim billings are normally submitted as work progresses and as expenses are incurred.

JOHN H. MUDGETT, CPA

EDUCATION:

University of Vermont, 1970 - B.S.
(Business Administration and Accounting)

Governmental Accounting and Auditing Certificate of Educational Achievement Program

EXPERIENCE:

1993 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Principal
1984 to 1993	SMITH, BATCHELDER & RUGG Principal, Audit and Accounting
1982 to 1983	SUGARBUSH VALLEY, INC. Controller
1976 to 1982	DUBOIS & KING, INC. Vice President of Finance
1970 to 1976	SMITH, BATCHELDER & RUGG Senior Accountant
1966 to 1970	MERCHANTS NATIONAL BANK Branch Manager, Loan Officer

SPECIALTIES:

Audit and Accounting
Not-for-profits
Technical Review
Taxation

Governmental
- State and local entities
- School Districts
- Grant reporting

PROFESSIONAL ACTIVITIES:

American Institute of Certified Public Accountants
Vermont Society of Certified Public Accountants

ADMITTED TO PRACTICE:

Vermont
New Hampshire

LESLIE KROGH-WISNER, CPA

EDUCATION:	University of Vermont, 1980 (B.S. in Natural Resources)
	Governmental Accounting and Auditing Certificate of Educational Achievement Program

EXPERIENCE:

1993 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Manager
1992 to 1993	SMITH, BATCHELDER & RUGG Audit Senior
1989 to 1992	HULL, FOTHERGILL & SEGALE Client Manager
1987 to 1989	SMITH, BATCHELDER & RUGG Staff Accountant
1986 to 1987	FOSTER & BRIDGMAN Staff Accountant
1983 to 1986	OFFICES OF GOVERNORS SNELLING AND KUNIN Public Information Officer

SPECIALTIES:

Audit and Accounting	Not-for-profits
Governmental Compliance Audits	Utilities
Municipalities	Hospitals
Financial planning	HUD

PROFESSIONAL ACTIVITIES:	American Institute of Certified Public Accountants Vermont Society of Certified Public Accountants
ADMITTED TO PRACTICE:	Vermont New Hampshire

BONNIE A. DOW

EDUCATION:	Champlain College, Burlington, Vermont - 2003 - BS (Professional Accountancy)
EXPERIENCE:	
2003 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Audit Manager
2001 to 2003	COTA CPA, P.C. Staff Accountant
2000 to 2001	TRAVELODGE Front Desk Representative
1998 to 2000	NADEAU DRUG Evening Manager

SPECIALTIES:

Audit and Accounting	Not-for-profits
Governmental Compliance Audits	Utilities
Municipalities	

ERIN J. PACKIE, CPA

EDUCATION:	Clemson University, Clemson, SC - B.S. 1997 (Textile Management)
	Champlain College, Burlington, VT Professional Certificate in Advanced Accounting - 2008
EXPERIENCE:	
2007 to 2014 and 2016 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Audit Senior Tax Manager
2014 to 2015	NATIONAL LIFE INSURANCE - Senior Accountant
2005 to 2007	LAUGHING MOON CHOCOLATES, LLC General Manager
2003 to 2005	THE VILLAGE KITCHEN, LLC Co-owner, Office Manager
2002 to 2003	STOWEHOF INN & RESORT Wedding Captain, Waitress & Reservationist
1999 to 2002	VERMONT PUBLIC POWER SUPPLY AUTHORITY Power Analyst
1998 to 1999	SCHERING-PLOUGH HCP Management Information Systems Project Administrator
1997 to 1998	COLLINS & AIKMAN PRODUCTS CO. Management Trainee and Jacquard Weave Room Supervisor
SPECIALTIES:	Audit and Accounting State and Local Governments Taxation Not-for-profits
PROFESSIONAL ACTIVITIES:	American Institute of Certified Public Accountants Vermont Society of Certified Public Accountants
ADMITTED TO PRACTICE:	Vermont Maryland

TYLER B. KIMBERLEY

EDUCATION:	Champlain College, Burlington, VT 2008 - B.S. (Accounting)
EXPERIENCE:	
2008 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Senior Accountant
Summer 2007 & Summer 2006	MUDGETT, JENNETT & KROGH-WISNER, P.C. Staff Assistant

SPECIALTIES:

Audit and Accounting	Not-for-profits
Governmental Compliance Audits	Utilities
Municipalities	

Love, Cody & Company, CPAs

APPENDIX B

Report on the Firm's System of Quality Control

June 23, 2022

To the Owners of Mudgett, Jennett & Krogh-Wisner, P. C.
and the Peer Review Committee of the New England Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P. C. in effect for the year ended October 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

115 Elm Street • P.O. Box 319 • Bennington, Vermont 05201-0319
(802) 442-5552 • (800) 894-5511
Facsimile: (802) 442-7314 • e-mail: mail@lovecody.com
www.lovecody.com

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P.C. in effect for the year ended October 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail.* Mudgett, Jennett & Krogh-Wisner, P.C. has received a peer review rating of *pass.*

Love, Cody & Company, CPAs, P.C.

AGENDA MEMORANDUM
October 1, 2024
Hartford Selectboard Meeting Item # 5 (i)
Submitted by John Haverstock, Town Manager

Subject: VLCT Town Fair Board Meeting Representation

Background: Each year, the Vermont League of Cities & Towns (VLCT) hosts a Town Fair event for all municipal employees. Part of the proceedings are VLCT, PACIF (VLCT's Property and Casualty Intermunicipal Fund) and VERB (VLCT's Employment Resource & Benefits Trust) Board meetings, with each municipality having the opportunity to participate in the discussions and vote on the adoption of proposals made by the leadership of those boards.

Discussion: In order to be represented at these Board meetings, municipalities must appoint a delegate to these meetings. I will be attending Town Fair events and am willing to serve as Hartford's delegate to these Board meetings.

Recommendation: I recommend that the Hartford Selectboard appoint the Town Manager (John Haverstock) to serve as Hartford's delegate to the 2024 VLCT, PACIF and VERB Board meetings.

Attachment

Town Fair 2024

Join us for **Town Fair 24: Making Connections & Sharing Solutions!**

On Tuesday, October 1, the VLCT, PACIF, and VERB combined Annual Meetings will be held virtually (via Zoom).

On Wednesday, October 2, the in-person conference will be at Killington Grand Resort Hotel & Conference Center. Arrive for coffee and breakfast with the topic-based roundtables, then join us as Keynote Speaker **Jim Cantore**, a popular meteorologist with The Weather Channel, provides insight into changing weather patterns and more. Next up, plan to attend trainings and the Awards Lunch, meet exhibitors, and more.

Town Fair is VLCT's popular annual conference. Members and partners connect with counterparts and customers from all around the state. Typical conference attendance is 500+ and gives members and vendors time to learn about the most critical topics, products, and services, all in one place. It's an unparalleled experience that includes numerous networking opportunities.

weather events.
Location: Northstar
10:30 - 11:30 AM **Workshop Sessions 1**
Find complete list of tracks and sessions here.

10:30 AM **Vermont Association of Chiefs of Police Meeting**
Information about this meeting is being supplied directly to chiefs.
Location: tbd

11:30 AM **Visit Exhibitors**
Take a stroll through the 60+ exhibitors located throughout the conference center.
Location: Oscar Wilde, Lower Lobby and Northstar Lobby

12:00 - 1:00 PM **Lunch and Awards Ceremony**
Join us in the Snowshed Lodge for a delicious lunch and awards ceremony.
Location: Snowshed Lodge

1:30 - 2:30 PM **Workshop Sessions 2**
Find complete list of tracks and sessions here.

2:45 - 3:45 PM **Workshop Sessions 3**
Find complete list of tracks and sessions here.

4:00 PM **Grand Raffle Drawing and Ice Cream Social**
Finish out your day visiting exhibitors, enjoying some ice cream, and listening for your name to be read as a raffle prize winner.
Location: Oscar Wilde

AGENDA MEMORANDUM
October 1, 2024
Hartford Selectboard Meeting Item # 5 (i)
Submitted by John Haverstock, Town Manager

Subject: VLCT Town Fair Board Meeting Representation

Background: Each year, the Vermont League of Cities & Towns (VLCT) hosts a Town Fair event for all municipal employees. Part of the proceedings are VLCT, PACIF (VLCT's Property and Casualty Intermunicipal Fund) and VERB (VLCT's Employment Resource & Benefits Trust) Board meetings, with each municipality having the opportunity to participate in the discussions and vote on the adoption of proposals made by the leadership of those boards.

Discussion: In order to be represented at these Board meetings, municipalities must appoint a delegate to these meetings. I will be attending Town Fair events and am willing to serve as Hartford's delegate to these Board meetings.

Recommendation: I recommend that the Hartford Selectboard appoint the Town Manager (John Haverstock) to serve as Hartford's delegate to the 2024 VLCT, PACIF and VERB Board meetings.

Attachment

Town Fair 2024

Join us for **Town Fair 24: Making Connections & Sharing Solutions!**

On Tuesday, October 1, the VLCT, PACIF, and VERB combined Annual Meetings will be held virtually (via Zoom).

On Wednesday, October 2, the in-person conference will be at Killington Grand Resort Hotel & Conference Center. Arrive for coffee and breakfast with the topic-based roundtables, then join us as Keynote Speaker **Jim Cantore**, a popular meteorologist with The Weather Channel, provides insight into changing weather patterns and more. Next up, plan to attend trainings and the Awards Lunch, meet exhibitors, and more.

Town Fair is VLCT's popular annual conference. Members and partners connect with counterparts and customers from all around the state. Typical conference attendance is 500+ and gives members and vendors time to learn about the most critical topics, products, and services, all in one place. It's an unparalleled experience that includes numerous networking opportunities.

weather events.
Location: Northstar
10:30 - 11:30 AM **Workshop Sessions 1**
Find complete list of tracks and sessions here.

10:30 AM **Vermont Association of Chiefs of Police Meeting**
Information about this meeting is being supplied directly to chiefs.
Location: tbd

11:30 AM **Visit Exhibitors**
Take a stroll through the 60+ exhibitors located throughout the conference center.
Location: Oscar Wilde, Lower Lobby and Northstar Lobby

12:00 - 1:00 PM **Lunch and Awards Ceremony**
Join us in the Snowshed Lodge for a delicious lunch and awards ceremony.
Location: Snowshed Lodge

1:30 - 2:30 PM **Workshop Sessions 2**
Find complete list of tracks and sessions here.

2:45 - 3:45 PM **Workshop Sessions 3**
Find complete list of tracks and sessions here.

4:00 PM **Grand Raffle Drawing and Ice Cream Social**
Finish out your day visiting exhibitors, enjoying some ice cream, and listening for your name to be read as a raffle prize winner.
Location: Oscar Wilde

John Haverstock

From: John Haverstock
Sent: Friday, September 13, 2024 10:03 AM
To: Michael Hoyt; Kim Souza
Subject: FW: Request for banner extension

FYI. We can discuss at next Agenda-setting session.

Thanks.

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

From: John Haverstock
Sent: Friday, September 13, 2024 10:02 AM
To: Joe Major <jmajor@uvacswim.org>
Cc: Dennis Brown <dlbm35vt@gmail.com>
Subject: RE: Request for banner extension

Received.

Thanks, Joe.

I will share his with Selectboard leadership and follow up with you about potentially adding this to a future agenda.

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

From: Joe Major <jmajor@uvacswim.org>
Sent: Friday, September 13, 2024 9:26 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Dennis Brown <dlbm35vt@gmail.com>
Subject: Request for banner extension

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

Good morning John,

After conferring with the banner committee, we would like to formally request a 12 day extension of the display of banners until the day after Veterans' Day. If you need any further information please feel free to contact either myself or committee chair, Dennis Brown (who I have copied on this request).

Thank you,

John Haverstock 10/1/2024 5.i.

From: Joe Major <jmajor@uvacswim.org>
Sent: Friday, September 13, 2024 10:28 AM
To: John Haverstock
Cc: Dennis Brown
Subject: Re: Request for banner extension

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

Sounds good, thank you.

On Fri, Sep 13, 2024 at 10:01 AM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Received.

Thanks, Joe.

I will share his with Selectboard leadership and follow up with you about potentially adding this to a future agenda.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Joe Major <jmajor@uvacswim.org>
Sent: Friday, September 13, 2024 9:26 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Dennis Brown <dlbm35vt@gmail.com>
Subject: Request for banner extension

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

Good morning John,

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.

--

Joe Major

Executive Director

802.296.2850 ext. 119

802.291.9857 Fax

Upper Valley Aquatic Center

Sports Venue Foundation

100 Arboretum Lane

PO Box 1198

White River Junction, VT 05001

Upper Valley Aquatic Center

PO Box 1198

100 Arboretum Lane

White River Junction, VT 05001

Weather Hotline: 802-698-8361

AGENDA MEMORANDUM

October 1, 2024
Town Selectboard Meeting Item: 5k
Submitted by: Christopher Holzwarth, Assistant DPW Director, Permits and Planning

Subject: **Staff Recommendations for Ranking Water Resource Engineers Update**

Background: The Department of Public Works previously solicited proposals for qualifications from professional engineering firms to perform services for water resources.

Four firms including Aldrich and Elliott, PC (A+E) of Essex Junction, VT, Otter Creek Engineering, Inc. (OCE) of East Middlebury and Rutland, VT and West Lebanon, NH, Dubois and King, Inc. (D&K) of Randolph, Springfield, and Waterbury, VT, and Dufresne Group (DG) of Barre, Manchester, Springfield, and St. Johnsbury, VT submitted proposals.

A selection committee comprised of staff members previously reviewed the proposals and rated them based upon a set of uniform criteria intended to identify the most qualified firms to be pre-approved to contract on municipal water resource projects.

The selection committee narrowly selected A+E as the most qualified firm followed by OCE as the second most qualified with D&K and DG tied as the third most qualified firms leaving all four firms responding eligible to bid on water resource projects except for CWSRF projects which must be negotiated with the highest-ranking firm.

Since the rankings were approved many changes have occurred at the firms including turnover and the loss of key employees. All firms seem overwhelmed with infrastructure work and employee shortages. This effects the timeliness of many projects and the availability and interest level in some projects such as leach fields.

Recently the Department of Public Works is having difficulty in securing bids and interest in many projects and would like to reconsider the rankings in a positive manner by adding a firm to the list. Craig Jewett, P.E. (Hartford resident) was formally with OCE and the facilitator for our relationship with OCE given his commitment and dedication to the town. Craig is now with MSK Engineers (MSK). Attached please find the firms qualifications.

Continued The Department of Public Works believes that providing MSK with Interim Pre-Qualified status until the next review in June is warranted and, in the Town's best

interest given Craig's extensive knowledge of the town infrastructure, rules, regulations, and MSK's local office and capabilities.

Impact: There is no direct cost associated with this selection however it could lead to lower cost which are determined by bids submitted for individual projects.

Recommendation: It is staff's recommendation that the Selectboard provide MSK Engineers with interim pre-qualified status allowing the firm to bid on Water Resource Projects until the annual review is completed in June at which time the rankings will be re-evaluated and provided to the Selectboard for approval.

Quechee Gorge in Hartford, VT

FIRM QUALIFICATIONS

Consulting Engineering Services

Prepared For:

Christopher Holzwarth
Public Works Project Manager
173 Airport Road
White River Junction, VT 05001
cholzwarth@hartford-vt.org

Prepared By:

Craig Jewett, P.E.
Senior Engineer
MSK Engineers
cjewett@mskeng.com
802-613-7642

Submitted:

August 2024

August 15, 2024

Christopher Holzwarth
Public Works Project Manager
173 Airport Road
White River Junction, VT 05001
cholzwarth@hartford-vt.org

Re: Proposal for Survey Services

Dear Chris,

MSK Engineers is pleased to offer this statement of qualifications in response to your request. With almost half a century of combined experience providing civil design, site development, permitting, survey, and infrastructure improvement projects, we have the staff and expertise to be a valuable resource for supporting the Town of Hartford.

As multidisciplinary professionals, we provide support throughout the entire project lifecycle. This includes leading scoping studies, developing project budget and conceptual designs, overseeing design development, permitting assistance, bidding, construction administration, and funding assistance.

Included in this package, please find our company background, relevant experience, and the credentials of our dedicated team. Should you have any questions, require clarifications or additional information, please do not hesitate to contact us. Thank you for considering MSK.

Sincerely,

Craig Jewett, P.E., Senior Engineer
MSK Engineers
802-613-7642
cjewett@mskeng.com

Jason Dolmetsch, P.E., President
MSK Engineers
802-613-7609
jdolmetsch@mskeng.com

CONTENTS

01 Firm Overview

02 Project Team & Organization

03 Qualifications & Experience

APPENDIX

01 Leadership Team Resumes

01 FIRM OVERVIEW

People-First Engineering

MSK Engineers is a privately-owned Vermont-based multidisciplinary civil engineering consulting firm that has been developing and improving the critical physical resources that communities depend on for over 30 years. We serve the public, nonprofit, and private sectors, and we specialize in supporting our clients throughout all stages of the infrastructure development process that accompany revitalization and redevelopment. Our professional services include:

- Civil/Site Design
- Construction Administration
- Environmental Remediation
- Financial Planning
- Permitting & Planning
- Stormwater Systems Design
- Survey & Mapping
- Water & Wastewater System Design

Firm History

We were founded in 1993 as a small locally focused firm providing high-quality civil engineering, survey, and construction administration services out of offices in Bennington and Shaftsbury, Vermont. In 2014, the company moved into the historic Bennington Station building, a former rail depot built at the turn of the twentieth century. In 2015, civil engineer (now owner and president) Jason Dolmetsch bought the practice after 17 years with the company. He guided MSK's growth that was sparked by several major municipal water system projects in the Bennington region.

Still headquartered in Bennington, with a growing number of offices in Vermont and New Hampshire, our engineers design and administer hundreds of municipal infrastructure projects throughout the states of Vermont, New York, and Colorado, as well as the greater New England area. Our growing staff of 45+ engineers, technicians, interns, and operational specialists enable us to provide a diverse background and wide range of technical skills and experiences, allowing us to tailor our teams to each client and project's specific needs. We are currently licensed in CO, CT, MA, NH, and VT.

Our Philosophy

Our mission has always been to advance infrastructure that helps communities thrive by keeping people **safe, healthy, and connected.** Our highly motivated staff share this vision and possess both the technical skills and decades of experience to help create communities that work for people and offer an outstanding quality of life to all who call them home.

We invest in the development of our staff to maximize the value we bring to clients through vision, specialized knowledge, and custom solutions. Our senior team brings decades of experience, and our junior staff are regularly mentored and trained across each division, allowing us to provide consistent high-quality results.

Our Services

As multidisciplinary professionals, we provide support throughout the entire project lifecycle. This includes leading scoping studies, developing project budget and conceptual designs, overseeing design development and construction, survey and deed research, management of state and federal funding, and providing support to help navigate Vermont's multiple permitting processes in order to maintain compliance. Some of our service area highlights include:

Water Resources

Our environmental engineers ensure that clients have safe, clean drinking water and that wastewater is properly transported to treatment facilities. We design pump stations, water distribution and community wastewater systems, conduct environmental site assessments, and develop mitigation and treatment plans for a wide range of contaminants found in water and soil. We are currently leading the state of Vermont in Lead and Copper Rule compliance.

Civil/Site

Our civil engineers help clients prepare sites for new development and redevelopment with grading plans, utility connection design, and stormwater site plans. We also provide clients with transportation design services for parking lots, sidewalks, roadways, and public bicycle-pedestrian paths. We have deep experience carrying out large-scale outreach campaigns to cultivate public support for infrastructure projects, a critical component of successful public works.

Contract Administration and Construction Observation

We provide full construction administration services, including quantity tracking, contractor coordination, and oversight of contract compliance. Our staff engineers and project managers develop contract documents and provides guidance and oversight of construction administration and inspection activities across many sites, managing effective communication with the public, contractors, the municipality, and colleagues while meticulously ensuring that the construction requirements are implemented at every stage.

Financial Management and Planning

We place financing at the center of project development by identifying and helping clients capture funding sources early on, and have extensive experience with a variety of state and federal funding sources including DWSRF, CWSRF, and DEC. We develop phased capital improvement plans, assist with the application for state and federal funding sources, and identify other creative, effective funding arrangements. We have also assisted municipal clients with the financial management of construction escrow accounts, a service overseen by our finance director, who contributes her 15-plus years of experience in accounting for institutions and businesses.

Permitting

Laws and regulations to protect the environment and the public interest are a core component of both new development and site reuse. Our senior permitting expert helps our clients navigate complex local, state, and federal regulations and permitting requirements to facilitate timely, cost-effective projects. We also develop long-term relationships with our clients to help them plan for site upgrades, improvements, and continued compliance as their business needs and the regulatory environment change over time.

Survey

Our in-house licensed survey team—headed by our Chief of Survey, who has more than a decade of professional surveying experience—allows us to provide responsive, timely client service before, during, and after the construction phase. We conduct existing conditions surveys to support design, carry out deed research, and conduct boundary surveys to inform legal contracts governing land use and land ownership. Our survey team works across scales, from individual residential properties to institutional campuses spanning hundreds of acres, supporting easement development, infrastructure siting, and matters of public safety.

02 PROJECT TEAM & ORGANIZATION

From our most senior engineers to our environmental technicians, our team brings decades of experience, and our junior staff are regularly mentored and trained across each division, allowing us to provide consistent, high-quality results. Below is an introduction to the primary individuals who will be supporting the Town of Hartford. Detailed resumes can be found in the Appendix.

Craig Jewett, P.E.
Primary Point of Contact
Senior Engineer

A recent addition to MSK, Craig's professional career began in 2003 and has focused on design, permitting, planning, and construction of residential and commercial site development projects. He believes that consideration of the client's needs, ease of operation and maintenance, technological advances, capital and operational expenses, and constructability are essential to a project's success. Through his years of consulting engineering experience, Craig has gained a deep understanding of the environmental permitting process and has established positive working relationships with representatives of funding and regulatory agencies.

Prior to MSK, he worked at design firms in Rutland, East Middlebury, and Woodstock, Vermont as well as Nantucket, Massachusetts, where his primary focus areas were civil site design; planning, and municipal sewer water and drainage.

Jason Dolmetsch, P.E.
President

As company president, Jason maintains key client relationships and cultivates new opportunities, directs the company's strategic decisions, and supports the growth and development of MSK's staff. He began his civil engineering career with MSK in 1998 and bought the practice after 17 years with the company. Jason guided MSK's growth that was sparked by several major municipal water system projects. He continually supports the project team in identifying, planning, and executing complex and non-traditional public health projects. He has always been interested in the role of creativity in engineering services and holds that the best engineering consultants provide more than just technical skill, they also cultivate an understanding of the client's long-term vision. In keeping with this philosophy, Jason works to develop new leaders in the engineering profession who can not only solve pressing client problems but can also cultivate new opportunities for community investment, growth, and transformation.

Patrick Smart, P.E.
Senior Environmental Engineer

Based in Montpelier, Pat brings more than 20 years of experience to MSK and is responsible for guiding our environmental engineering practice, focusing on water quality and contaminant remediation projects in both the public and private sectors. He has designed, operated, and constructed wastewater treatment systems for environmental remediation projects and industrial clients both nationally and internationally, using physical, chemical, and biological processes to treat water quality components typically associated with municipal wastewater. Through his prior experience as the Engineering and Operations Supervisor for VTDEC's public drinking water program, Pat has developed exceptional expertise with public drinking water regulations, VTDEC permitting processes, the VT DWSRF program and other funding sources.

Andrew Rodriguez, P.E.
Senior Engineer

Andrew joined MSK in the Fall of 2018 as a Staff Engineer and is currently part of our design team working to complete project plan sets and permit applications. With over 9 years of civil and geotechnical engineering experience, he has managed projects ranging from single family residential site design to commercial and institutional site development. He has both experience and formal training in project management, and as lead engineer, he applies this expertise to overseeing development of conceptual alternatives, plan production, timely completion of team deliverables, coordination with subconsultants, and management of public meetings.

Eamon Mulligan, L.S.
Chief of Survey

Eamon has been with MSK since 2006. His experience and qualifications include eight years of experience as a registered land surveyor and more than a decade of surveying experience. Eamon's work is critical to our team's ability to identify, work within, and verify boundaries and to establish correct elevations for grading according to construction document specifications.

As a licensed land surveyor in the state of Vermont, he works closely with other members of the MSK team on residential subdivisions and the design of commercial and industrial facilities and municipal projects. He has assisted with the existing conditions boundary work for multiple large-scale water line projects for the Town of Bennington and has extensive experience with generating flood elevation certificates.

Abby Chaloux
Senior Technician
Permitting

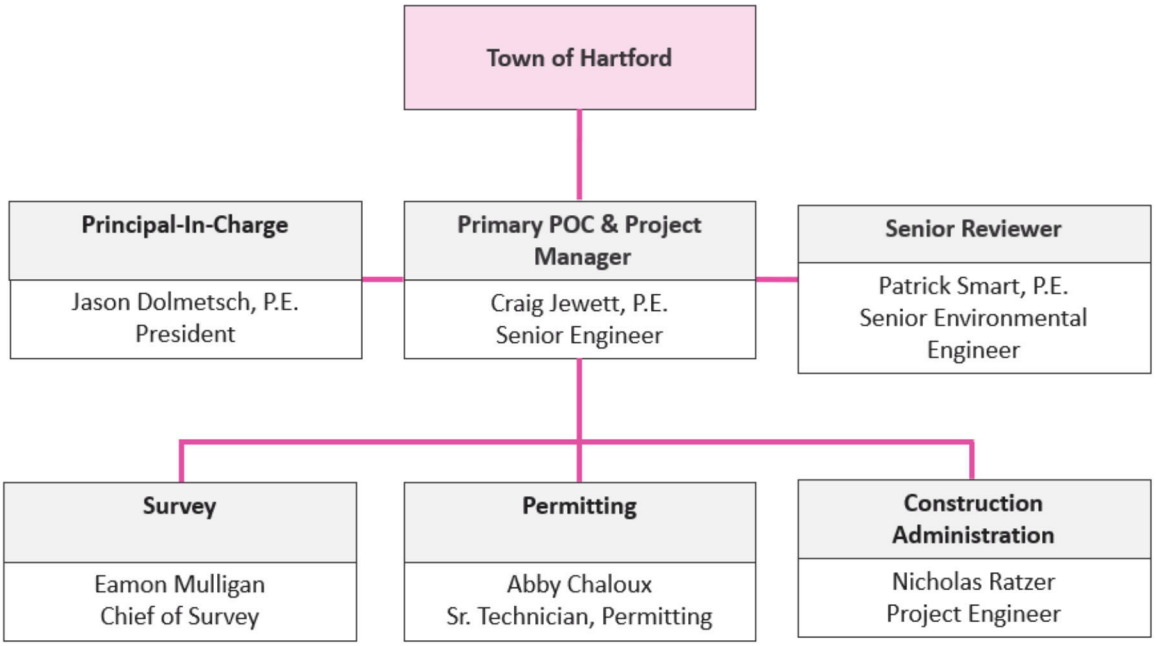
Abby has been part of MSK's leadership team since 2016 and is essential in helping our clients navigate local, state, and federal regulations and requirements. Her decade-long background in residential and commercial real estate law allows her to act as a valuable resource for our engineers and clients on all property-related legal matters. She has a wide range of experience with environmental permitting, including Act 250, local, wastewater improvements, potable water supply and distribution, stormwater treatment, and flood hazard mitigation. Her attention to detail and strong communication skills have proven her to be an effective link between clients, attorneys, sub-consultants, municipal leaders, and a variety of other stakeholders in managing the preparation of permit applications and contracts, as well as reviewing existing permit series and submissions.

Nicholas Ratzer
Staff Engineer

Nicholas brings over 8 years of project management experience in both the field and in the office, providing design, funding, and construction oversight for institutional site development projects as well as municipal improvement projects. He joined MSK in 2016 initially as a construction inspector and field survey crew member, and now is responsible for overseeing multimillion dollar contracts. He specializes in contract compliance oversight on high- value projects in the public eye; roadway rehabilitation and reconstruction inspection; DWSRF funding submissions, compliance with regulations governing environmental, archaeological, and historic resources.

TEAM ORGANIZATION

This chart represents our principal leadership and management team members only. Our full design and technical staff are not shown as expertise and roles vary according to the individual project requirements.



As president of the company, Jason remains actively involved in the day-to-day operations of the firm, the clients we serve and the project managers who deliver our engineering products. One of the most important milestones for communication occurs at the start of any project, where we prioritize early coordination on project scope, budget, expectations, schedule and any critical success factors or challenges prior to the commencement of our services. Twice weekly our project leaders meet to proactively confirm project staff availability, project deadlines and priorities, and confirm client needs. Daily set meeting check points provide opportunities for us to collaborate, solicit questions and feedback, brainstorm and problem solve, while allowing other time periods free of constant virtual meetings and related productivity disruptions. Internally, as a result of the COVID-19 pandemic, we used the challenges posed by remote work to embrace a new approach to team collaboration and project management, and consequently have experienced improved communication and collaboration across the company as well as more efficient and timely project delivery.

03 QUALIFICATIONS & EXPERIENCE

WATER SYSTEMS

TREATMENT EVALUATION & DESIGN

Two of MSK's senior engineers, Pat Smart, P.E. and Craig Jewett, P.E., have brought significant water treatment experience with them from their time with other organizations. Craig will provide his knowledge, background and experiences with planning, design and construction of water system improvements he gained while at Otter Creek Engineering. This experience spans the Town's water system improvement projects including the Quechee Water System improvements, Nutt Lane improvements and the Wider Well development and improvements. Craig will utilize his 15 years of experience with the DWSRF funding program to help position and keep Town projects moving forward and able to take advantage of any funding opportunities available.

To assist with Town water system improvement projects Craig will be assisted by Pat. While working in DEC's public drinking water program, Pat gained extensive technical and regulatory experience with surface water treatment systems throughout Vermont. He has managed and conducted sanitary surveys (comprehensive regulatory inspections of public water systems) at every public water system with a surface water supply source in Vermont. Sanitary surveys included evaluation of filter performance data, disinfection treatment efficacy, evaluation of all aspects of drinking water infrastructure, and review of water quality data. Additionally, Pat routinely evaluated and established approved treatment facility capacities through issuance of public water system operating permits and provided technical and regulatory engineering reviews to support projects improving surface water treatment facility infrastructure at systems across Vermont. Pat's technical review and permitting experience have included projects involving modifications to filtration treatment techniques, rehabilitation of rapid sand filters, and modifications to disinfection treatment. He also has managed VTDEC's public water system operating permit program, which evaluates and establishes authorized infrastructure capacities. Below is a partial list of projects Craig and Pat have been involved with. For further information please refer to the resume section in the appendix.

DISTRIBUTION EVALUATION & DESIGN

MSK has been working with the Town of Bennington Water Department to plan, design, and implement distribution infrastructure improvements and expansions since 2010. We first engaged with the Town to develop a capital improvements plan and multi-year phased project schedule for completing improvements to the south end pressure zone to resolve significant sanitary deficiencies related to inadequate hydraulic pressures under peak flow conditions. To date, we have assisted the Town with planning, design, and construction of over 50,000 linear feet of distribution mains, six pressure reducing vaults, and addition of over 400 new service connections to the 's water system. During these PFOA projects described below, we developed an extended particle simulation (EPS) hydraulic model for the Town's water system that simulates hydraulic pressures and water quality conditions throughout the system's eight distribution pressure zones and four storage tanks during varying water demand conditions. This model has been calibrated and verified by collection of field data before, during, and after construction, and is currently being employed to evaluate the feasibility of extending water service to potential new users near the existing south end pressure zone.

Asset management is necessary for all municipalities and is particularly valuable as a planning tool as well as an opportunity to leverage funding opportunities. Craig and Pat have both completed Asset Management training programs hosted by VTDEC's public drinking water program, and broadly apply the main tenants of the general asset management philosophy to plan and prioritize infrastructure improvement projects. The tenants that they apply include what infrastructure assets a system has, what age/condition are they in, what are the replacement costs, and what are the consequences of failure. This approach is a global approach on a similar theme which is the basis of every preliminary engineering study: what do you have, how old is it, when does it need to be replaced, and what is the list of critical improvements to be considered and prioritized over the next 10- to 15 years.

Relevant Projects

Municipal Water Line Extension for PFOA Remediation

2016-2021 | Bennington, VT

In 2016, following the discovery of PFOA in groundwater in Hoosick Falls, NY, residents of the west end of Bennington began asking the State of Vermont to test their well water, given their proximity to a former CHEMFAB Industries plant that manufactured PFOA-containing products. The State discovered more than 400 contaminated wells and officials recognized that they needed to respond to this discovery without delay. In a matter of days, MSK provided the Town with a comprehensive proposal to extend the Town's municipal water lines to affected residences. The plan called for the construction of 8 miles of new main and associated individual service lines. Much of the water line extension would reach into higher-elevation rural areas and would require costly technical solutions. Despite the complexity and scale of the project, the Town, facing a public health mandate, moved forward with the plan. We provided the Town with a preliminary engineering report, including cost projections. The State of Vermont requested additional work to determine if the Town's current water supply would be sufficient to serve the new connections. The State also asked the Town to examine whether water quality could be maintained in the new line, given that the formation of disinfection by-products is positively correlated with residence time, which would be longer in this extension to low-usage areas. MSK addressed these concerns by developing an extended period simulation model that calculated water aging as well as the influence of the water source. The State approved our plan to connect the entire rural western sector of to the municipal water system. We obtained necessary easements from landowners, carried out all right-of-way surveys, and provided construction observation and administration services. Construction was completed in 2019.

As the west end upgrades neared completion, we finished design work for a second phase of this project, as the result of a settlement negotiated between the State of Vermont and Saint-Gobain after contaminated well water was discovered in the northeastern side of Bennington. MSK obtained necessary easements from landowners and carried out all right-of-way surveys, construction administration and observation services.

Following our mapping of all of the water valves in the water system, the Town hired us to design a replacement for an aging cast iron water main in the heart of the Town's commercial district. The main was located directly under the crown of the state highway and was flanked on both sides by sewer mains. We surveyed and secured private easements along the mile-long stretch of main. We developed existing conditions drawings, completed a phased design plan, and oversaw bidding. Construction was completed over 5 seasons, keeping annual municipal outlays within the capital improvements budget, and avoiding bond financing. While providing construction administration services, MSK coordinated nightly shutdowns with private landowners, observed directional drilling under the state highway, and the observed installation of a new pressure-reducing valve vault.

So far, approximately $20 million in settlement funds from negotiations between Saint-Gobain and the State of Vermont have been placed in escrow to fund project construction. On behalf of the Town, we manage all disbursements and associated accounting, including billing, contractors' payments, and record keeping. Our services have allowed the Town to focus its resources on a range of other priorities while making timely contractor payment more straightforward.

Reservoir Pilot Study and Permitting

2021-2023 | Newbury, VT

The Village of Newbury hired Craig to develop a preliminary engineering study and hydraulic analysis to determine what improvements could be made to the system. This effort included a pilot study to assess the safety and viability of using the abandoned reservoir as a supplemental source during drought conditions. The project was funded via a DWSRF Planning Loan (100% subsidized). The Village is in the process of obtaining a source permit for the reservoir while also proceeding with the development of a distribution improvement project which was identified in the study.

Water System Filter Capacity Evaluation

2018-2023 | North Bennington, VT

As part of the Village's PFOA service area expansion project, they had to demonstrate to the State of Vermont that the existing treatment system had sufficient capacity to serve the additional demand proposed. MSK worked with the Village and their consultant (Otter Creek Engineering - Mark Yougstrom and Craig Jewett) to conduct performance testing of the surface water treatment facility's rapid sand filters, in support of expansion of the system's distribution network to serve homes with on-property water supplies impacted by PFAS compounds. Performance testing included evaluation of pumping rates, turbidities, and disinfection contact time, resulted in increasing the treatment facility's authorized maximum daily demand flow.

The study was accepted, and the rated capacity was added to the systems State Operating Permit. The project also involved the design of horizontal and vertical roadway and sidewalk improvements along County Street, which required construction phase coordination and design change orders to accommodate and integrate the active Bennington construction project (State Project # STP BIKE (26) S). The project was completed over a 3-month period and finished in January of 2023.

North Hero Water System

Permitted construction of an additional rapid sand filter for the water system's existing surface water treatment facility in North Hero, VT.

East Berkshire Fire District 1

Provided technical assistance and regulatory permitting assistance for construction of new filtration treatment to attain compliance with the surface water treatment rule and interim enhanced surface water treatment rule for a disadvantaged rural water system in northern Vermont.

Montpelier Water System

Conducted sanitary survey, including evaluation of the surface water treatment plant's water quality and performance data. We also provided regulatory review and concurrence that the facility was compliant with federal and state drinking water regulations and was operating in accordance with its permitted capacity.

Thompson's Point Association Water System

Thompson's Point is a transient non-community water system utilizing Lake Champlain as a water supply source. MSK provided regulatory and technical support for a pilot study of surface water treatment alternatives and permitted modifications to the water system's pumping, filtration, and disinfection components.

Grand Isle Consolidated Water District

Conducted sanitary survey, including evaluation of surface water treatment system performance for a treatment facility which employs rapid sand filters, granular activated carbon vessels, and hypochlorite addition to treat water pumped from Lake Champlain. Granular activated carbon vessels are employed to reduce concentrations of regulated disinfection byproduct precursors present in filtered water.

Disinfection Byproducts Formation Study

2016 | Bennington, VT

During the preliminary engineering phase of PFOA-related municipal water main extension projects in Bennington, Pat designed, implemented, and evaluated data on a jar study performed to characterized formation of disinfected byproducts concentrations in treated drinking water produced from the system's surface water treatment plant. Data and findings from this jar study were used as the technical basis for modeling acceptable water age throughout the water system and planned additional service areas. This study formed the foundation of the technical design basis for the distribution expansion project.

South End Upgrades

2010-2024 | Bennington, VT

Improvements were needed to the public drinking water distribution system in areas of Bennington experiencing low or negative water pressure (below the minimum requirement of 20psi) during fire flow events, increasing risk of water contamination. In 2008, the State of Vermont established a compliance schedule requiring these low-pressure conditions to be corrected. These conditions will be eliminated by replacing distribution mains to improve hydraulics. The main will be connected to a newer distribution tank that was installed roughly a decade ago as part of this project.

This has been a multi-year project for MSK, including storage tank upgrades, installation of over a mile of new water main, and replacement of 3000 linear feet of distribution main thus far. The scope of construction included trenching, removal of the existing asphalt and subbase, removal of existing concrete sidewalks, installation of water main, thrust blocks, hydrants, curb stops, installation of water main under Dewey Brook, installation of gravel base for sidewalks and full pavement depth replacement. Some areas had bacteria issues that were added into the scope of the project. Specifically with Southern Vermont College, coliform bacteria were found and managed through varying water connections to meet standard compliance.

Remaining work includes replacement of 7,500 feet of water main along Jefferson Heights, Stonehedge Drive, Merson Street, Crescent Boulevard, and Margaret Lane. Water main replacement will include the installation of 8" ductile iron pipe, 14 new fire hydrants, 4 new flush hydrants, and pressure and disinfection testing. Since the DWSRF program requires the passing of a bond vote before the projects are funded, MSK presented the case for a positive vote to the Select Board during a public information hearing in January 2023. This bond vote reflected the final $4,000,000.00 of remaining work on the project.

Transmission Main Replacement

2021 | Bennington, VT

MSK was responsible for the design, permitting, survey and construction administration services for the replacement of 950' of an actively failing major water transmission main on Burgess Road in Bennington to ensure water distribution and pressure was maintained at this critical transmission line. The project was constructed in the fall of 2021, funded by the Town of Bennington, and MSK served as the primary point of contact for the client and regulatory authorities on this expedited project. Given the age of the water main and its location in wetlands, we coordinated heavily with the Wetlands division on ensuring the project was exempt from permitting per the Vermont Wetlands Rules. We also coordinated the design of the replacement, ensuring the project was within the allowable disturbance limits and existing ROW. Project conception, design, required permitting, and construction all occurred within a six-month time frame.

Settlers Road Remedial Expansion

2023-2024 | Bennington, VT

In response to PFAS contamination, water main extensions are being implemented along Settlers Lane and Springhill Road. Specifically, the work has included trenching, removal of the existing asphalt and subbase, installation of water main, thrust blocks, hydrants, curb stops, service lines, interior residential plumbing connections, well abandonment, installation of roadway base and pavement and associated site work.

As part of the design process, homeowner outreach was conducted to inform the public of the water main expansion and allow for MSK personnel to inspect existing properties to determine the best route for individual water service lines, taking into account homeowner property characteristics to ensure the least invasive installation.

Gage Street Water System Upgrades

2023-2024 | Bennington, VT

Water mains along Gage Street between Branch Street and Cross Street experience low pressures during high flow events, and approximately 3,000 feet of water main replacement is required at this section of Gage Street and Frank

Street and Cross Street. The work has included include trenching, removal of the existing asphalt and subbase, installation of water main, thrust blocks, hydrants, curb stops, service lines with the ROW, installation of roadway base and pavement patch and associated site work in accordance with the contract plans and specifications. Since the DWSRF program requires the Town to pass a bond vote before the projects are funded, MSK presented the case for a positive vote to the Select Board during a public information hearing in January 2023.

WASTEWATER COLLECTION & PUMP STATIONS

We have a solid history of managing wastewater infrastructure improvement projects from preliminary project inception and planning through construction under various local, state, and federal funding programs including DEC's CWSRF and DWSRF programs. Nearly all Town wastewater improvement projects qualify for Clean Water State Revolving Loan financing, therefore our direct experience working with the Town along with our knowledge of the CWSRF program will be an asset throughout any improvement project.

Any large municipal wastewater improvement project requires the need for collaborative planning and consistent/clear communication from initial planning through completion of construction and beyond. Our approach is to become the project fulcrum, so the Town's goals and expectations are clearly understood from a technical aspect (internally) but also a funding and overall schedule standpoint.

We leverage our overall technical capacity and professional partnerships to provide comprehensives services in an efficient manner. From planning through construction, a project is a multiple year process through any financing program and approach allows us to match our level of effort and milestones with the Town's expectations and our experience with the CWSRF program requirements.

Having the technical ability and services is just one aspect needed for a Town infrastructure project. Just as important if not more so in most circumstances is how to pay for these improvements while leveraging the CWSRF program to the greatest extent possible. For Town wastewater projects MSK will be led by Craig Jewett, P.E. Craig's 15 years' experience with CWSRF and DWSRF infrastructure improvement projects provides the level of experience necessary to apply our approach. He also has direct experience working with and for the Town over that same timeframe on multiple improvement projects including the Upper Valley Aquatic Center, Quechee Water System Improvements, Wilder Well Improvements, and multiple private development projects throughout the town. His knowledge of the funding program and direct experience working with and for the Town makes him an ideal candidate to lead a Town wastewater improvement project.

Craig's recent experience with CWSRF funded projects also includes:

- West Rutland Wastewater Treatment Facility Preliminary Engineering Study
- Bridgewater Wastewater System Improvements
- Pittsford Route 7 Wastewater Improvements
- Pittsford Depot Hill Pump Station Rehabilitation

He will be supported by other staff at MSK to provide technical services from planning through to construction of improvements.

Relevant Projects

| Rutland Northwest Neighborhood Sewer Separation

2017-2020 | Rutland, VT

To continue to address the City's 1272 order related to combined sewer overflows and persistent basement flooding in the neighborhoods, Craig (while with Otter Creek) was initially hired to develop a Preliminary Engineering Report to identify which areas in the Northwest neighborhood could have the combined flows separated and create new

stormwater collection systems to collect, convey and treat stormwater flows before being discharged to East Creek. The subsequent project developed was split into two phases. The initial phase was the creation of three stormwater collection systems to separate stormwater flows from a 65-acre watershed. Two of those collections systems were extended further in the subsequent project phase and separated an additional 50 acres of drainage area from the combined collection system. All project costs were funded through the VT DEC Water Investment Division with both CWSRF and DWSRF loans and subsidy.

County Street Emergency Sewer Replacement

2020 | Bennington, VT

When a sinkhole on a primary roadway in Bennington prompted an evaluation of its cause, it was determined to be the sewer main and prompted officials to conduct an emergency repair to maintain flows, and televising of the main during the repair confirmed extensive deterioration of the system. This project consisted of the emergency replacement of approximately 1,460 linear feet of actively failing 15- inch vitrified clay pipe with 24-inch PVC sewer main along County Street and Benmont Avenue. The sewer line serves close to half of the ’s residents and businesses and is in highly trafficked areas. Bypass pumping of large volumes of sewage while maintaining traffic flows was required for successful project completion. The emergency nature of this project timed with the winter months required tight project timelines for repaving requirements of high traffic roads.

The solution included trenching, removal of the existing asphalt and subbase, removal of existing sewer main, bypass pumping, installation of sewer main, installation of select trench fill, water main decommissioning, curb stops, installation of sidewalks, full pavement depth replacement, and associated site work in accordance with the contract plans and specifications. The project also involved the design of horizontal and vertical roadway and sidewalk improvements along County Street, which required construction phase coordination and design change orders to accommodate and integrate the active of Bennington construction project (State Project # STP BIKE (26) S). The project was completed over a 3-month period and finished in January of 2023.

Depot Hill Pump Station

2018-2022 | Pittsford, VT

The Town of Pittsford needed to replace two existing substandard pump stations which serve a large portion of the town's collection system. A PER was developed to review alternatives to replace and upgrade the pump station to meet current design standards. The lower of the two pump stations could increase its emergency storage to meet current standards. The second pump station which received flows from the lower pump station and gravity sections of sewer along Route 7 required an emergency backup generator to satisfy emergency storage requirements.

After the development of the PER the project moved into design, which was also funded by the CWSRF funding program. In addition to a new wet well, existing pumps and controls were replaced with new submersible pumps with variable frequency drive to allow more efficient operation of each pump station pump. The project was approved by the Drinking Water and Groundwater Protection Division and the Water Investment Division (CWSRF Program) and proceeded with bidding and construction. Project construction was completed on time and below the estimated total project cost

Wastewater Treatment Facility

2018-2023 | Bridgewater, VT

Utilizing a Rural Communities and Households (SEARCH) grant from USDA Rural Development and with funding assistance from the Clean Water Revolving Loan Fund program, the Town of Bridgewater conducted a 20-year evaluation of their 41-year-old .04 mgd Wastewater Treatment Facility (WWTF) and associated Collection System. Although this evaluation was a requirement of the system’s Direct Discharge Permit, the Town utilized this opportunity to assess potential future improvements necessary for their system based on current permitting requirements as well as operational and maintenance improvements anticipated to be necessary over the next 20 years.

Craig created a Preliminary Engineering Report (PER) that began with reviewing drawings, maps, and operational records such as water quality analyses, water use records, and operational monthly reports available from the Town and the State. He worked with the Facilities Engineering Division (FED) and the Clean Water State Revolving Fund (CWSRF) during project development such that the study met state funding requirements and positioned the Town to utilize the PER as the foundation for all future improvement projects and funding applications. At the completion of PER, the Town proceeded with the recommendations identified in the Report. Project design was funded via a CWSRF loan and completed in 2021. At the completion of the project, design was bid and began construction in 2022 and was completed in 2023. Construction was funded via a USDA Rural Development Grant (35%) and Loan package.

STORMWATER TREATMENT DESIGN & MANAGEMENT

We work with our clients to achieve and maintain compliance with the various state and local stormwater requirements. As part of our regular services MSK designs, permits, inspects, and renews stormwater systems covered under the state's Operational (9050 & INDS) and Construction (9020, INDC) stormwater permits. This involves detailed stormwater modeling, implementation of site grading and conveyance systems, siting, and design of treatment devices.

Our engineers assist our industrial and municipal clients with their MSGP permitting needs. This includes the creation and modification of stormwater management plans and spill prevention plans, as well as the review of TMDL results and annual compliance inspections and reporting. We also work with municipalities and private developments to evaluate and repair their existing liner conveyance systems (catch basins, drain lines and swales).

Permitting areas of expertise:

- Vermont General Permit 3-9050 for Stormwater Discharges
- Vermont Construction General Permit (CGP) 3-9020
- Three-Acre Stormwater General Permit compliance
- Multi Sector General (Industrial) Permit

Relevant Projects

| Lake Paran Village Stormwater & Wastewater Plan

2016-2020 | North Bennington, VT

MSK worked in conjunction with Shires Housing and Sage City Syndicate, a community development organization, to provide much-needed affordable housing convenient to the Village and the nearby Town of Shaftsbury with the construction of Lake Paran Village.

The parcel was completely undeveloped and needed water, wastewater, and stormwater solutions. The parcel was also under Act 250 jurisdiction. MSK worked with Shires and Goldstone Architecture to site a 4-building, 22-unit affordable-housing development. Our survey and design teams identified that an on- site wastewater system would not be appropriate, so we connected the development to the Town of Bennington's municipal wastewater system. We also designed water system connections and designed site access and circulation for pedestrians and vehicles. We developed a stormwater plan, obtained Vermont stormwater discharge permit, coordinated the Act 250 process, and obtained all other necessary permits. Following the design phase, we provided construction administration services and throughout the process helped foster agreement between entities on the site control and sale of the property to Shires. Since its completion in fall 2020, the project has provided much-needed housing, village density, healthy living, and a foundation for economic mobility for residents.

Monument View Apartments Multifamily Redevelopment

2013-2019 | Bennington, VT

MSK provided site development and permitting services for an affordable housing project intended to increase the availability of high-quality rental properties in the down Bennington area, helping to resolve a gap between workforce demand and housing availability. The project, initiated in 2013 and completed in 2019, was a collaboration between affordable-housing development nonprofits Housing Vermont and Shires Housing.

We redesigned existing stormwater infrastructure to meet stormwater permitting requirements and successfully obtained a Vermont stormwater discharge permit for 0.55 acres of new impervious surface on 2.20 acres, the product of five new duplexes and two multifamily dwellings. Our stormwater design includes mix of bioretention techniques that reduce site runoff and treat stormwater in areas disconnected from municipal infrastructure, and subsurface retention chambers that treat runoff before releasing it to the municipal stormwater system, helping to reduce and remediate discharge into a nearby tributary of the Walloomsac River.

The project was a joint effort between MSK, Shires, and Housing Vermont, and involved extensive coordination with municipal and State regulators, project developers, architects, consultants, and contractors.

United Children's Services - Head Start Spring Center

2018-2021 | Bennington, VT

MSK provided site development and permitting assistance for an addition to the Bennington Recreation Center to house the new United Children's Services Head Start, a federally funded educational childcare center. To obtain a Vermont stormwater discharge permit, MSK redesigned the site's stormwater management system to reflect the addition to the recreation center building, a parking lot expansion, and a reconfiguration of the site's existing playing fields, which together increased the site's impervious surface. Stormwater permitting compliance was achieved by designing a combination of grass swales and catch basins to convey stormwater to vegetated surfaces and subsurface infiltration chambers.

Salt and Sand Storage Area Stormwater Scoping Study

2020-2022 | Castleton, VT

The Town of Castleton's salt and sand storage area, municipal highway garage, and transfer station are situated on a 29-acre parcel in the Lake Champlain basin, which has been negatively affected by non-point-source pollution. To comply with regulations associated with the State of Vermont's Total Maximum Daily Load targets for the Champlain watershed, the had been managing erosion on the property for several years. In Fall of 2020, the Town—with support from the Rutland County Regional Planning Commission and funding from the VTrans Municipal Assistance Bureau—contracted with MSK to develop conceptual approaches to mitigate chloride contamination. This was achieved by locating a new sand shed to house the existing exposed sand pile and bring the whole site into compliance with the state's Three-Acre Stormwater General Permit and Municipal Roads General Permit.

We also partnered with the University of Vermont's Consulting Archaeology Program to conduct the required archaeological and historical resource assessments and Fitzgerald Environmental Associates on hydraulic and hydrologic assessments and stormwater treatment design.

Transfer Station Site Redevelopment

2017 | Shaftsbury, VT

In 2017, MSK worked with the Town of Shaftsbury to redevelop the 's public works and transfer station facilities. As part of this work, we provided site development, percolation tests, wastewater system design, stormwater management planning, and permitting services. Necessary permits included a Wastewater and Potable Water Supply permit, a stormwater operational permit, a construction discharge permit, local permits, and a solid waste permit. The redeveloped site includes a new transfer station, a highway garage, a salt shed—base slab, apron, and structure—a pole barn for municipal equipment storage, a salt/sand pile, a parking lot, and a fuel storage site. A

critical contribution of our site redesign has been a sitewide stormwater management system where there had previously been none.

Southern Vermont Medical Center Hospital Campus Improvements

2015-present | Bennington, VT

For the better part of a decade, MSK has provided Southwestern Vermont Medical Center with site development services for various hospital improvements. We have conducted campus-wide surveys and produced existing conditions drawings for buildings, site features, and topography for the entire campus. Our résumé of work with SMVC allows our technical staff to respond quickly to proposed projects the hospital undertakes from its capital improvements plan.

Our most recent project is the current expansion of the Emergency Department, which included updating the current hospital entrance, access drive, and renovation of interior spaces. Our team provided field survey work, site design services, permitting, and engineering field support throughout the duration of the exterior site construction. Survey efforts included updating existing data to confirm the locations of utilities, structures, and other site features to assist in the design of the site and proposed infrastructure. We developed the site layout, utility, grading, drainage, and construction details for submission to regulatory agencies to review in conjunction with permit applications and supporting materials. We also coordinated all permitting with the appropriate municipal and state agencies to support the design of the waterline, building addition, and building connector which included the demolition of a historic structure. This involved working with a land use attorney and historic preservation consultant to prepare documentation for approval by the Vermont Division of Historic Preservation in concert with Act 250 review. Our construction administration and support efforts included preparation of final drawings and specs for the contractor, coordination with the clients, architects, and construction manager to respond to subcontractor bidders' questions and assisted with building layouts, submittals, and payments.

SURVEY

Our in-house survey team is led by a licensed surveyor with 8 years of licensed experience and 18 years of experience, allowing us to provide responsive, timely client service before, during, and after the construction phase. Our team's experience is broad-based and includes conducting deed research and records reviews; surveying property boundaries' ALTA surveys; collecting existing conditions and topographic data for site plan and design development; collecting information and preparing right-of-way certifications; and providing broad- spectrum of survey services as requested to support construction projects.

Relevant Projects

Benmont Avenue Pedestrian Path Project

2018 | Bennington, VT

In 2018 the MSK survey department began work to determine the limits of the Town of Bennington Benmont Avenue right of way for the Bennington County Regional Commission. The limits of the right of way were to be used to determine the location of a proposed pedestrian path to be installed along Benmont Avenue. Deed research for the project was performed in the Town of Bennington Land Records for the town right of way and all surrounding properties. In certain situations, the limits of the right of way along with the adjacent properties were used in the development of easement that would allow pedestrian traffic over privately owned property.

Village Pedestrian Path Project

2019 | Dorset, VT

In 2019 the MSK survey department completed work to determine the limits of a portion of Vermont Route 30 right of way as it runs through the center of Dorset Village. The limits of the right of way were used to determine the location of a proposed pedestrian path to be installed along the section of Route 30 between the center of town and

a general store located to the southeast. Deed research for the project was performed in the Town of Dorset Land Records for the town right of way and all surrounding properties. Additionally, MSK gathered information and mapping from the Vermont Agency of Transportation which was further used in the determination of limits of the existing right of way.

South End Updates

2009 | Bennington, VT

Beginning in 2009, MSK Engineers began work to deal with issues associated with low municipal water pressure serving the south end of the town. As a first step to rectify the problem, MSK performed a roughly 2.75-mile-long existing conditions and topographic survey, following the proposed route of a municipal watermain that would be installed. MSK has been working with The Town of Bennington over the years on the continuation of this project, providing additional survey work, layout assistance and as-built services where needed.

PFOA Remediation, Phases I & II

2017 | Bennington, VT

Beginning in roughly 2017 the MSK survey department began work along with the engineering department to develop plans to install an expansive section of new Town of Bennington municipal water main to serve residential dwellings and businesses with wells contaminated by PFOAs. The survey department was required to perform deed research for the properties located adjacent to the proposed project route. The deed research was used to determine the limits of the existing town and state rights of way throughout the project path. The limits of the roadway rights of way were later used in the development of waterline easements where the placement of the proposed water main was not possible within the current limits of the roadway.

Whetstone River SLR River Corridor Survey

2016 | Brattleboro, VT

In 2016 MSK was hired by Milone and MacBroom, currently SLR International Corporation to collect river cross sections along a portion of the Whetstone Brook in Brattleboro, Vermont. In addition to the river cross sections, the MSK survey crew collected dimensional data related to the widths and heights of openings of the bridges crossing the brook along the path of its stream. This information was then provided to SLR to be analyzed to determine the risk of flooding and to be used in future flood mitigation.

04 CLIENT REFERENCES

- **Stuart Hurd, Town Manager**
  Town of Bennington
  shurd@benningtonvt.org
  802-442-1037

- **Ronald Zimmerman, Director of Engineering**
  Southwestern Vermont Medical Center
  Ronald.Zimmerman@svhealthcare.org
  518-409-6061

- **Catherine Bryers, Executive Director**
  Shires Housing
  cat.bryars@shireshousing.org
  802-442-8139 x1012

- **Devon Neary, Municipal Project Manager**
  c/o Rutland Regional Planning Commission
  devon@rutlandprc.org
  802-775-0871

- **Beth Wallace, Community Partnership Manager**
  Bennington County Head Start
  BWallace@UCSVT.org
  802-442-3686

- **Mike Yannotti**
  Town of Shaftsbury Public Works
  dpw@shaftsburyvt.gov
  802-681-7240

APPENDIX 01

Leadership Team Resumes

Craig Jewett, P.E.
Senior Project Engineer

CRAIG JEWETT, P.E. is a recent addition to MSK. His professional career began in 2003 and has focused on design, permitting, and construction of residential and commercial site development projects. Through his years of consulting engineering experience, Craig has in-depth knowledge of the environmental permitting process and funding programs in addition to his technical background.

Prior to MSK, Craig has worked at design firms in Nantucket, Massachusetts and Woodstock and Rutland, Vermont, where his primary focus is water resources engineering.

Contact

(802) 613-7642 | cjewett@mskeng.com

Experience

7 months with MSK, 20 years with others

Education

- BS, Science Degree in Civil Engineering
  University of Massachusetts, Amherst, MA

Licensure

- Registered Professional Engineer
  Vermont, New Hampshire, Massachusetts

- Member of the VT DEC Technical Advisory Committee (TAC) providing implementation of Wastewater System and Potable Water Supply Rules

- Member of VT DEC Indirect Discharge Advisory Committee

- ACEC Board Member & Environmental Protection Committee Chairman (VT)

WATER SYSTEM IMPROVEMENTS

| **Village of North Bennington Water Department,** *North Bennington, VT*

- Assisted on several projects for the Village's water system.
- Guided the Village with designing a replacement to the water system's only Pressure Reducing Valve Vault located within the historic Village Center.
- Project resulted with a design that included a package PRV vault and line stop insertion valve.
- Assisted with design and permitting of water system distribution extensions to serve contaminated parcels after PFAS detected in the Village.
- Project lead for bid administration, construction administration and management of construction review services.
- Project included a review of project progress and payments with the third party responsible for paying for improvements.
- Project resulted in 25,000 lineal feet of distribution improvements, connected 51 contaminated parcels, and was completed on time and under budget. Project was funded by USDA Rural Development.

| **South Wallingford Water Company,** *South Wallingford, VT*

- Designed and permitted new water disinfection building, source, and distribution improvements of current water system.
- Project was funded through DWSRF funding Program.

| **Woodstock Aqueduct Company,** *Woodstock, VT*

- Provided planning, design, permitting, bid assistance, and construction administration for Water Transmission Improvement project (5,500 lineal feet).
- This project included DWSRF funding assistance.
- Preliminary Engineering Study of entire water system to identify improvements and develop a DEC approved hydraulic model of the water system.
- Project was funded through DWSRF funding Program.

| **Town of Pittsford,** *Pittsford, VT*

- Created Preliminary Engineering Study to estimate the costs associated with replacing water and sewer infrastructure.
- Created overall design approach that avoided physical conflicts with new road and drainage infrastructure associated with construction projects.
- Collected and analyzed specific conditions and water quality parameters to ensure the team's design treatments and approach align with DEC regulations.

| **The Putney School,** *Putney, VT*

- Preliminary Engineering study and designed improvements that included centralized control system for the multiple water sources throughout campus, new booster pump building housing the new control systems, water treatment systems, and triplex booster pump skid.
- Improved existing water storage including a complete rehab of the existing concrete cap and the addition of 40,000 gallons of storage via two new buried storage tanks and supply and distribution improvements.
- Designed and permitted all improvements.
- Project was funded through DWSRF funding program.
- Lead the process of bid administration, construction administration and management of construction review services.

| **Town of Bloomfield,** *Bloomfield, VT*

- Designed improvements to the Town's water storage tank structure, treatment system and associated controls (the tank was experiencing contamination issues and other sanitary issues).
- Project was funded through DWSRF funding Program.

Craig Jewett, P.E.
Senior Project Engineer

MSK ENGINEERS

WASTEWATER SYSTEM IMPROVEMENTS

Depot Hill Pump Station, *Town of Pittsford, VT*

- Developed a PER to review alternatives to replace and upgrade the pump station to replace two existing substandard pump stations which serve a large portion of the town's collection system.
- In addition to a new wet well, existing pumps and controls were replaced with new submersible pumps with variable frequency drive to allow more efficient operation of each pump station pump.
- Planning, design, and construction were funded through CWSRF program.

City of Rutland Northwest Neighborhood Sewer Separation, *Rutland, VT*

- The Northwest Neighborhood project was developed to address combined sewer overflows and address localized basement flooding.
- The project was phased into two sperate construction projects: The initial phase created three new stormwater collection systems that separated a 55-acre watershed from the combined collection systems. The second phase of the project extended two of those systems to separate an additional 60-acre watershed. Each network has stormwater pretreatment (deep sump catch basins and swirl separators) and high-volume bypasses structures with discharges to East Creek. The segregation of stormwater flows from the sanitary system has reduced the frequency, duration, and total volume of overflows and eliminated basement flooding within the project area.
- Project was dual funded by DWSRF and CWSRF programs.

VT Building and General Services, *Newport, VT*

- The grinder pump station serving the Northern State Correctional Facility had reached its useful life and needed to be replaced. Due to existing arrangements, OCE was hired by VT BGS to design the improvements in conjunction with the City of Newport, who was responsible for operating and maintaining the pump station.
- The pump station upgrade included an above grade ejector style pump station to match other recent updates to its pump stations. This helped ease the maintenance requirements for the city while matching their existing infrastructure.

Town of Bridgewater, *Bridgewater, VT*

- Utilizing a USDA SEARCH Grant, Craig conducted a 20-year review and preliminary engineering study of the town’s entire wastewater collection and treatment facility.
- Identified improvements needed and the WWTF, pump station and collections system. Alternatives identified in the PER were designed and permitted with the help of a CWSRF planning loan. Design improvements were bid and constructed in 2022 and 2023 with loans and grants provided by USDA Rural Development.

Village of Ludlow, *Ludlow, VT*

- Collected and evaluated the existing Mountain related sewer infrastructure, operating conditions, and controls, including multiple pump stations operated by Okemo Mt Resort.
- The report that was developed identified potential hydraulic pinch points in the sewer collection main that connects to the Village system, along with other potential infrastructure improvements to be considered. Recommendations were provided for control changes and other operational considerations to be made so the Village could be notified sooner of any issues that may adversely affect the operation of the Village system.

Mountain Top Inn & Resort, *Chittenden, VT*

- Planning, designing, and permitting for wastewater and infrastructure improvements, including the design of a new 6,400 gallon per day mound wastewater disposal system.

Village of Ludlow, *Ludlow, VT*

- Evaluation of the municipal sewer collection system and pump stations on Okemo Mountain, including all Resort related infrastructure.

Village of Woodstock, *Woodstock, VT*

- Utilizing stormwater treatment principles, helped the Village design a new snow dump site. The previous site was located within the floodway of the Ottauquechee, with a direct conveyance of runoff to the River. The new site is outside of all flood hazard areas, more than 500 feet from the river and infiltrates all runoff associated with the Village’s snow storage.
- Conducted water quality monitoring of the project to ensure that the groundwater water quality was not being adversely affected by the infiltrating snow melt.

Jason Dolmetsch, P.E.
President

JASON DOLMETSCH, P.E., a civil engineer by training and profession, stepped into his role as MSK's president following more than 15 years of engineering and project management experience, including the design, permitting, and construction observation of water, stormwater, transportation, and wastewater infrastructure projects. Jay maintains key client relationships, cultivates new opportunities, and supports the quality of our work and the professional development of MSK's staff with ongoing technical guidance and mentorship.

As a professional committed to building vibrant communities, Jason is an active and involved community member. He serves on a variety of local and regional boards and strategic groups, including the VT Business Roundtable and the Flynn Theater. He lives with his family in White Creek, NY.

Contact
(802) 613-7609 | jdolmetsch@mskeng.com

Experience
26 with MSK

Education
- BS, Civil Engineering
Rensselaer Polytechnic Institute
Troy, NY

Licensure
- Registered Professional Engineer
Vermont, New York, Connecticut

WASTEWATER SYSTEMS

Bank Street Pump Station, *Bennington, VT*
- Designed new pump station.
- Managed client coordination, permitting process, and construction administration.

Southern Vermont College Line Extension, *Bennington, VT*
- Designed, obtained wastewater permits, managed bidding for, and oversaw construction of approximately 3,000 linear feet of replacement wastewater line.
- Oversaw the design and permitting for 234 linear feet of replacement wastewater line.

Manchester Knoll Sewer Line Repair, *Manchester, VT*
- Oversaw design and permitting for 234 linear feet of replacement wastewater line.

Freight Yard, *Cambridge, NY*
- Assisted with the application for and management of a $200,000 Environmental Facilities Corporation grant that the Community Partnership received for an 8,000 GPD decentralized system installed at the freight yard.

Hoosac School Community Wastewater System, *Hoosick Falls, NY*
- Designed single-pass, sand-filter, direct-discharge community wastewater system with UV disinfection treating 6,500 GPD.
- Oversaw construction.

STORMWATER MANAGEMENT

Town Garage Stormwater Scoping Study, *Castleton, VT*
- Provided client management and provided overall project leadership for stormwater scoping study.

Shaftsbury Town Garage, *Shaftsbury, VT*
- Developed project budget and conceptual designs and oversaw design development, including site grading and utility connections, for a new transfer station, a highway garage, a salt shed, a pole barn for municipal equipment storage, a salt/sand pile, a parking lot, and a fuel storage site.
- Obtained multiple permits and conducted percolation tests for a new wastewater system.
- Developed site stormwater master plan.

SVMC Campus Improvements, *Bennington, VT*
- Provided stormwater site balancing to manage an additional 0.28 acres of impervious surface and associated stormwater runoff produced by a new central heating building and parking area serving SVMC's main campus.

Monument View Apartments, *Bennington, VT*
- Oversaw site development and stormwater infrastructure redesign for affordable housing infill development project.
- Provided permitting services, including stormwater discharge permitting and Act 250 review.
- Participated in public permitting hearings.

Southern Vermont College, *Bennington, VT*
- Developed and oversaw construction of stormwater master plan associated with new campus dormitory.
- Managed all stormwater permitting.

Lake Paran Village, *Shaftsbury, VT*
- Led project development for a $7.2 million affordable housing project adding 22 units on 6.5 acres, of which 1.8 acres will be permanently preserved.
- Assisted client through the permitting process and Act 250 review.
- Oversaw the design of site access and circulation for pedestrians and vehicles, utility connections, and stormwater management.

Jason Dolmetsch, P.E.
President

MSK ENGINEERS

TRANSPORTATION

Roadway Realignment Scoping Study, *Whitingham, VT*

- Oversaw project management and providing project leadership for VTrans Municipal Assistance Bureau scoping study in a flood-prone village center in Whitingham, VT.

Benmont Active Transportation Corridor, *Bennington, VT*

- Oversaw the design of new active transportation corridor. Worked within the limits of the existing right-of-way to (1) create bike/pedestrian access without seeking easements and (2) add parking to southern portion of the existing right-of-way.
- Oversaw design of interventions to increase vegetative buffers between the path and the road and additional green space to improve stormwater infiltration.
- Developed conceptual and alternative designs.

Kocher Drive Mixed-Use Path, *Bennington, VT*

- Completed conceptual design. Assisted the client with right-of-way development in the VTrans limited access highway area.
- Obtained state and local permits for impacts within the Furnace Brook floodplain.

Ninja Mixed-Used Path, *Bennington, VT*

- Collaborated on a scoping study and developed conceptual and final design documents for a 2.12-mile shared-use path.
- Coordinated applications for river corridor and floodplain construction permits.
- Worked with subconsultant and state officials to develop corridor management line.
- Provided final design and permitting of the town construction portion of the Ninja Path between Bennington College entrance and Hannaford Plaza.
- Oversaw the categorical exclusion process for a temporary pathway through Route 279 VTrans right-of-way.
- Worked with VTrans to design intersection modifications at a high-crash intersection.

Willowbrook–Applegate Pedestrian Path, *Bennington, VT*

- Collaborated on a VTrans Municipal Assistance Bureau scoping study and contributed to the conceptual design for new pedestrian pathway.
- Developed a new right-of-way through wetlands in collaboration with county officials.
- Assisted with the wetlands permitting process.
- Coordinated with U.S. Army Corps and Vermont Agency of Natural Resources. Developed a final path alignment that meets US DOJ 2010 ADA standards for accessible design, as well as state regulations for safe and energy-efficient lighting.

WATER SYSTEMS

Lead Service Line Replacement Project, *Bennington, VT*

- Responsible for initial project development. Engineer of record for mapping conducted under initial grant and for mapping, testing, and outreach under subsequent project development grants.
- Currently provides overall project leadership and guidance.

Municipal Water Line Extension, *Bennington, VT*

- Provided company leadership and oversight on a $25MM municipal water line expansion project as the prime consultant for the Town of Bennington.
- Work supervised includes engineering design services, surveying, and construction administration; provided primary leadership in project development as well as client management, client service, and client communications across two phases of the multiyear project.

Northside Drive Improvements, *Bennington, VT*

- Wrote a preliminary engineering report to assess project feasibility, developed conceptual and final engineering designs incorporating project phasing over 5 seasons.
- Oversaw all bidding and conducted construction administration for all phases.

South End Water Line Upgrades, *Bennington, VT*

- Conducted initial feasibility study, developed financing solutions, completed all phases of design, obtained all necessary permits, and carried out construction administration for phases 1 and 2.
- Provide oversight and guidance for current construction.

Post-Irene Reconstruction, *Bennington, VT*

- Reconstructed the intake valve at the town's surface water supply; designed and observed construction of an aerial water line crossing and 600 linear feet of new water main following the blowout of 2 sections during Tropical Storm Irene.
- Coordinated with FEMA and assisted client with complete reimbursement for all emergency engineering and construction.

Patrick Smart, P.E.
Senior Environmental Engineer

PATRICK SMART, P.E. brings to MSK over 15 years of experience in environmental engineering and is responsible for guiding MSK's environmental engineering practice, focusing on water quality and contaminant remediation projects. He is currently the primary project lead for the preparation of service line inventories and replacement projects for community water systems located throughout Vermont.

Pat has spearheaded our development of a systematic stepwise approach to identify service lines and has recently been sharing this unique expertise to guide the implementation of our techniques at national conferences and educational forums across the industry. He has collaborated with experts at USEPA ORD to co-author a paper that has been published in the Journal of Water Research. He has presented on this topic at USEPA, NEWWA, GMWEA, Vermont ASCE conferences, and AWWA's national conference (ACE).

Contact
(802) 613-7445 | psmart@mskeng.com

Experience
4 with MSK, 16 with other firms

Education
- MS, Environmental Science & Engineering
  Colorado School of Mines, Golden, CO

- BS, Environmental Engineering
  University of New Hampshire, Durham, NH

Licensure
- Registered Professional Engineer
  New York, New Hampshire, Vermont, Colorado

WATER SYSTEMS

| Lead Service Line Replacement Project, *Bennington, VT*

- Serves as primary Technical Lead, currently overseeing all records review, observations, water sampling, data analysis, public outreach, development of engineering reports, design, permitting, and execution of LSL replacements for 3,800 sites. He also assisted the town with more than $11 million in loan applications.
- Developed and implemented a highly accurate and cost-effective stepwise method for identifying LSLs which is being implemented in programs across VT, the details in the process of being published by the USEPA.

| Service Line Inventory Projects, *State of VT*

- Currently managing approximately 20 staff in preparing service line inventories and lead service line replacement plans for ~100 public community and NTNC water systems throughout Vermont.
- Managing all aspects of these projects, including records reviews, community outreach, service line observations, data management, and reporting.
- To date 20,000 service lines have been inventoried throughout Vermont.

| Municipal Water Line Extension, *Bennington, VT*

- Provided technical review and regulation of the expansion of Bennington Water Department's service to provide municipal drinking water to properties with on-site water supplies that were contaminated with PFOA and PFAS.
- Provided direction, technical review, and established permit conditions to ensure compliance with the MRDL Rule, DBP-Stage 2 Rule, Federal LCRR, and the RTCR.

| State PFAs Response Plan, *Montpelier, VT*

- Provided technical assistance to development of the public drinking water program's PFAS Response Plan, which established actions to be taken if samples collected from a public system exceed the state MCLs for PFAS.

| Vermont Water Supply Rule, *Montpelier, VT*

- Assisted with development of the rule, revised in March 2020, which established regulations for PFAS, including a MCL, monitoring requirements, and technical design standards for treatment technologies.

CHLORAMINATION TREATMENT

| Confidential Client, *Vermont*

- Currently preparing design drawings and public water system construction permit application materials for a proposed new consecutive water system in Vermont which will employ chloramination as a secondary disinfection treatment to manage water quality.

CORROSION CONTROL TREATMENT

| Dailey's Precast, *Shaftsbury, Vermont*

- Prepared design and permitting documents for installation of corrosion control treatment at a public NTNC water system in Vermont.
- Permitting is complete and construction is scheduled for summer of 2024.

WASTEWATER EXPERIENCE

| Mining Influenced Water Treatment, *Various Locations*

- Worked on dozens of projects designing, evaluating, and supporting construction of treatment facilities to mitigate impacts from mining influenced waters.
- Particular expertise includes biochemical reactors, microfiltration, and high-density sludge treatment processes.

Interstate Brick, *West Jordan, Utah*

- Designed and executed a laboratory testing program to identify water treatment technologies capable of removing arsenic and mercury from an industrial water source.
- Developed a full-scale design for a system based on the laboratory results.
- Directed system startup and verification testing, managed client relationships, and provided technical support during initial water treatment system operations.

ENVIRONMENTAL REMEDIATION PROJECTS

Environmental Characterization and Soils Remediation, *Silverton, CO*

- Assisted a property developer in Silverton, Colorado with environmental characterization and soils remediation to support development of 3.5 acres of land for residential use. Soils at the property were found to contain lead and arsenic concentrations that exceed residential standards due to historical mining related activities in the area.
- Prepared an application to enroll the property in the State of Colorado's Voluntary Cleanup Program (VCUP). The application included an engineered design for both the remediation of impacted soils via excavation and the placement of excavated soils at a repository adjacent to the site. (Through the voluntary cleanup program, MSK was successful in procuring significant Brownfields development tax credits for the client.)
- Provided field engineering to support the excavation of impacted soils and the construction of the soil's repository. Remediation efforts included controlled soils sampling for laboratory analysis and field testing using XRF equipment.
- Successfully procured and managed a construction contract with a Colorado based contractor and helped navigate the regulatory requirements for both construction and site safety.
- Prepared a completion report and procured a certificate of no further action from the Colorado Department of Public Health and Environment (CDPHE) for the site.
- Project completed in October of 2022.

Pine Street Canal Superfund Site, *Burlington, Vermont*

- Designed, installed, and operated a stormwater monitoring and automatic surface water sample collection system for a canal's outflow into Lake Champlain.
- The system included remote instrumentation, cellular telemetry, and a datalogger/logic controller programmed to monitor the field data and control operations of the automatic sampler.

Dover Landfill, *Dover, NH*

- Assisted in coordinating and executing biennial sampling program involving the collection of surface water and groundwater samples for analysis of water quality characteristics.

NH Department of Environmental Services, *Hopkinton, NH*

- Performed a Phase 1 and Phase 2 environmental site investigation that included installation and subsequent sampling of 6 monitoring wells as well as collection of soil and groundwater environmental samples at a remote site.

Valley Forge National Historical Park Asbestos Release Site, *King of Prussia, PA*

- Project manager for the remediation of approximately 60,000 cubic yards of soils and sediments contaminated with asbestos, metals, and PAHs.
- Prepared the remedial design based on evaluation of analytical data obtained from soil/sediment samples.
- Coordinated/managed continuous contractor oversight during 2013–2014; reviewed contractor reports and submittals, managed oversight of the contractor's site activities, prepared detailed cost estimates, provided technical assistance during negotiation of change order budgets, and provided expert advice to NPS regarding CERCLA requirements.
- Managed collection of approximately 200 soil samples from the site to evaluate presence of contaminants of concern in surrounding soils.
- Primary author of a supplemental remedial design report to address approximately 10 acres of contaminated soils identified during the initial remediation activities.

Interstate Brick, *Utah*

- Designed and executed a laboratory testing program to identify water treatment technologies capable of removing arsenic and mercury from an industrial water source.
- Developed a full-scale design for a system based on the laboratory results.
- Directed system startup and verification testing, managed client relationships, and provided technical support during initial water treatment system operations.

Andrew Rodriguez, P.E.
Senior Engineer

PATRICK SMART, P.E. brings to MSK over 15 years of experience in environmental engineering and is responsible for guiding MSK's environmental engineering practice, focusing on water quality and contaminant remediation projects. He is currently the primary project lead for the preparation of SL inventories and LSL replacement projects for

ANDREW RODRIGUEZ, P.E. joined MSK in 2018. He has managed projects ranging from single family residential site design to commercial and institutional site development. Prior to joining MSK, Andrew developed expertise in site design, on-site wastewater disposal, and municipal reconstruction projects as a member of a large metro-area firm. With MSK he has permitted multiple stormwater projects, from multiunit residential subdivisions to commercial properties using a variety of treatment methods.

In his free time Andrew enjoys being outside with his family and playing soccer.

Contact
(802) 487-6311 | arodriguez@mskeng.com

Experience
6 with MSK, 8 with other firms

Education
MS, Geotechnical Engineering
BS, Civil Engineering
UMass Dartmouth, Dartmouth, MA

Licensure
Registered Professional Engineer
Vermont, New York, Massachusetts

Permitting Experience
- Vermont General Permit 3-9050 for Stormwater Discharges
- Vermont Construction General Permit (CGP) 3-9020
- Vermont Wastewater Disposal & Potable Water Supply
- Vermont ANR Stream Alteration

SITE CIVIL & TRANSPORTATION:

| **108 Northside Drive/Starbucks and Chipotle Development,** *Bennington, VT*
- Currently coordinating with Schiff Properties and Marker Construction Group to provide survey, geotechnical, traffic, site civil engineering, and permitting services for a property on Vermont Route 7A in Bennington, which included the demolition of the existing building and construction of two new buildings, together with sidewalks, parking, new utilities, lighting, drainage, signage, and other site features.
- Construction commenced in 2023.

| **Casella Waste Management,** *Various locations, VT*
- Currently assisting with permitting, site design and environmental services for Casella Waste Management at 7 of its Southern Vermont locations.
- This work includes regular stormwater inspections, state, and local permitting amendments and recertifications, water and wastewater system design, site survey, and site design work associated with existing site modifications.
- Performed site and permitting review services for potential site acquisitions.

| **Ninja Path,** *Bennington, VT*
- Currently working with the Bennington County Regional Commission and the Town of Bennington on a 2.12-mile, 12-foot-wide multi-use trail between the main commercial corridor in the town of Bennington and the Walloomsac River to improve community access to the town's commercial corridor.
- Worked with the MSK design team to submit plans and accompanying full permit application to the Act 250 District.

| **Benmont Ave,** *Bennington, VT*
- Managed development of a new active transportation corridor in Bennington that provides safer bike/pedestrian travel conditions and connections to the town's network of mixed-use pathways. (The proposed design has received approval from VTrans, and the project is currently in the construction phase.)
- Permitting oversight included VTrans Right-of-Way Certificate and NEPA Categorical Exclusion.

| **Depot Street Mixed-Use Housing Development,** *Bennington, VT*
- Oversaw the production of design documents for the development of a mixed-use commercial and residential building and associated site improvements located at 113 Depot Street in Bennington, Vermont.
- Scope included geotechnical investigation and permitting to support the design of a new building for commercial and residential development in partnership with Goldstone Architecture.

| **Prospect Mountain Wastewater System & Trail Expansion,** *Woodford, VT*
- Project managed engineering services for The Prospect Mountain Association for replacement of a septic system, and expansion of the existing trail network for a cross-country ski facility.
- Assisted in preparation of an Act 250 Land Use permit amendment application.

| **VA Medical Center,** *White River Junction, VT*
- Partnered with TL Services and White River Junction VAMC to design and permit an expansion to their CNG delivery area.

| **VIP Auto,** *Bennington, VT*
- Managed design, development, permitting and construction of a Bennington retail tire and service center in partnership with Goldstone Architecture.

| SVMC Emergency Department Modernization, *Bennington, VT*

- Oversaw the rehabilitation of ~2 acres of existing and new impervious and disturbed pervious surface, and modification of an existing detention basin to allow for the treatment of new runoff, conveyed by a new grass swale. The stormwater plan manages erosion downslope of the outfall and limits the deposition of sediment and pollutants into a nearby tributary of the Walloomsac River.
- Supported the permitting and design of a waterline, building addition, and building connector for modernization of the Medical Center. The project involved the demolition of a historic structure to accommodate the redevelopment of the hospital's emergency department.

STORMWATER SYSTEMS:

| Municipal Center Access and Flood Resilience Scoping Study, *Whitingham, VT*

- Project managed a scoping study to investigate ways to protect the village of Jacksonville from severe flooding through improvements to the river channel, floodplain, and surrounding infrastructure.
- Primary responsibilities included development of conceptual alternatives, oversight of plan production, coordination with subconsultants (including Fitzgerald Environmental Associates), management of public meetings, and timely completion of all deliverables.

| Pyramid Cell Tower, *Peru, VT*

- Supported permitting services to amend the current Stormwater General Permit 3-9050 Cell tower facility located on Route 11 in Peru, VT in order to reflect an increase in impervious area of additional utility equipment in a plan provided by Pyramid Network Services.

| Town Garage Stormwater Scoping Study, *Town of Castleton, VT*

- Worked with the Town to identify stormwater concerns on the site related to contamination caused by the storage of salt and sand on the property. Ensured client compliance with applicable state regulations to manage stormwater quality in impaired watershed.
- Performed site visits and desktop analysis and reviewing hydraulic modeling to develop conceptual alternatives.
- Created a feasibility study detailing results of the investigation and evaluating alternatives.

| B&D Product Distribution Center, *Barre, VT*

- Oversaw coordination with municipal, county, and state agencies on permitting, site design & development of an approximate 5,000 sf warehouse building of dedicated office space on an existing commercially zoned property.
- Oversaw and reviewed wastewater permitting, stormwater permitting 9020 and 9050 and local permitting.

| Northside Drive Self-Storage, *Bennington, VT*

- Worked with client and regulators to obtain 9020 and 9050 stormwater permits for a proposed self-storage facility.
- Participated in project management and oversaw stormwater treatment and site design work performed by junior colleague; provided mentorship.

| Head Start Spring Center / Recreation Center Extension, *Bennington, VT*

- Designed stormwater infrastructure to manage runoff associated with a $3.5 million Head Start addition to the Bennington Recreation Center.
- Produced a plan that uses direct treatment of new runoff to manage more than half an acre of additional impervious surface.
- Provided treatment through vegetated surfaces and subsurface infiltration chambers, with overflow directed into the municipal stormwater system.
- Obtained a Vermont stormwater discharge permit for the project, as well as a Vermont stormwater construction general permit.
- Coordinated and communicated with 5 project partners and owner to meet project schedules.

| Seasons at Mount Snow, *West Dover, VT*

- Designed stormwater system and completed VT ANR Stormwater 9015 and ANR 9020 permitting for a proposed sports complex expansion.
- System included a bioretention pond that treats runoff from the expanded impervious surface before routing it into the existing stormwater system.

Abby Chaloux
Senior Technician, Contracts & Permitting

ABBY CHALOUX joined MSK in 2016, bringing her decade-long experience in residential and commercial property transactions in the legal field. As a project manager and permitting specialist, she successfully manages the permitting process on both the local and state levels. Her attention to detail and strong communication skills have proven her to be an effective link between design, regulatory, and construction teams.

She is a key player in MSK's daily and weekly planning activities, giving her a comprehensive and constantly up-to-date understanding of MSK's projects and permitting priorities. Abby supports our team on questions of compliance and stays current on permitting requirements as they change over time. Outside of the office, Abby serves as a justice of the peace and a member of the Board of Civil Authority for the Town of Shaftsbury.

Contact
(802) 828-7926 | achaloux@mskeng.com

Experience
8 with MSK, 10 with other firms

Education
BA, Hobart and William Smith Colleges
Geneva, NY

Specific Permitting Experience
- VT Act 250 Land-Use
- Local Zoning and Development Review Board Approval
- VT Wastewater Disposal & Potable Water Supply
- VTrans Access Permit
- NEPA Categorical Exclusion
- ANR Stream Alteration
- USACE General

WATER SYSTEMS

| Bennington Municipal Water Line Extension, *Bennington, VT*
- Led water system permitting efforts for an 8-mile-long extension of the Town of Bennington's municipal waterline to remediate PFOA contamination in approximately 165 private wells in the northwest corner of town.
- Coordinated with the Town of Bennington and the Regional Floodplain Manager for the Department of Environmental Conservation to permit construction within the Fluvial Erosion Hazard Overlay District (FEH) and Special Flood Hazard Area.
- Responsible for assembling the permit application materials for a Stream Alteration Permit for 3 stream crossings affected by water main installation.
- Prepared accompanying application to the Army Corps of Engineers for the temporary diversion of a small stream during construction.
- Coordinated with University of Vermont for an Archaeological Resource Assessment for the areas impacted by construction.
- Legal and regulatory coordination:
  - Reviewed plans with surveyor for water main and service line placement to determine required easements from private landowners for all 9 contracts in 3-year, $25 million project.
  - Coordinated with attorney to complete title searches of the subject properties and assisted in preparation of easement documents.
  - Assisted in coordinating with private landowners and the Town of Bennington to execute easement deeds.
  - Prepared landowner construction agreements for property access by Town contractor and construction observation crews.
  - Prepared VTrans State Highway Access and Work Permits for work on Routes 279, 67A, and 7A.

| Lead Service Line Replacement Project, *Bennington, VT*
- Assisted the municipality with more than $11 million in loan applications.
- Assisted the survey team with research in the Bennington Land Records for deed and site plan information for approximately 400 properties in the downtown Bennington area to support survey and design activities for lead service line replacement.

| Corey Drive Pump Station, *Bennington, VT*
- Wastewater Project Permitting: Assisted in coordination with the Town of Bennington's attorney to determine Town's easement and access to existing pump station prior to preparation of permit application for the development of a sewer line connection to serve 14 residential units.
- Review of existing permit series for site and preparation of permit application for project, including confirmation of design flows for existing residences. Coordination with client and Agency of Natural Resources on permit submission and review.

| Lake Paran Village, *North Bennington, VT*
- Prepared Act 250 Land Use Permit application for 22 new units of affordable housing in the Town of Shaftsbury, adjacent to the Village of North Bennington. Attended site visit and public hearing with the District Commission to review the project under Act 250 Criteria.
- Assisted in coordination with the Town of Bennington and Village of North Bennington for sewer and water service to the project site.
- Prepared permit application and coordinated with client and VT Agency of Natural Resources on permit submission and review for wastewater disposal and potable water supply.

HOUSING & LOCAL DEVELOPMENT

| SVMC Campus Subdivision, *Bennington, VT*
- Coordinated with survey and attorney for client on permitting requirements for the subdivision of a 5.75-acre parcel from the main hospital campus; reviewed ALTA survey for clarity and accuracy.

- Prepared Act 250 permit amendment to existing permit series for the subdivision.

Putnam Block, *Bennington, VT*

- Assembled a permit package to the Town of Bennington for the redevelopment of a historic block of buildings in downtown Bennington, Vermont. (*A portion of the site lies within the 100-year floodplain, and an approval from the Development Board was required for improvements within the Flood Overlay District. Coordination with the Vermont Department of Conservation River Corridor and Floodplain Protection Program was required to approve proposed mitigation measures for the project.)*
- Assisted with the preparation of the applications and permit renewals for the 3-9020 Stormwater Construction General Permit and 3-9015 Stormwater Operational Permit for sitework.
- Conducted a project review with the Act 250 District Coordinator to ensure the project was exempt from land-use permitting requirements.

Northeastern Baptist College, *Bennington, VT*

- Partnered with Goldstone Architects in the design, permitting, and construction administration of a multi-family housing development (9 duplexes) for students and faculty on an undeveloped lot in Bennington, Vermont.
- Permits required for this project included Local, Wastewater and Potable Water Supply, Water Supply Permit to Construct, Act 250, Stormwater Construction General (3-9020), Wetlands, Stormwater Operational (3-9015).
- Prepared a local permitting application package for review and approval by the Town of Bennington Development Review Board.
- Assisted with preparation of the Water Supply Permit to Construct.
- Coordinated with the Wetlands Division of the Vermont Department of Conservation and subconsultant wetlands biologist on approval for construction of units and associated infrastructure within identified wetland and buffer areas.
- Prepared Act 250 permit application for the project, attended public hearings for project review, and coordinated mitigation of disturbance of primary agricultural soils with the Vermont Agency of Agriculture.

Tri-State Federal Credit Union, *Bennington, VT*

- Prepared permitting documents for the construction of a bank branch on undeveloped lot on Washington Avenue in Bennington, Vermont, located in the Flood Hazard Overlay (FHO) District.
- Coordinated with the Regional Floodplain Manager for the Department of Environmental Conservation to confirm the building design would not be impacted by a major flood event.
- Applied for a local permit from the Town of Bennington Development Review Board for the construction within the FHO District.

SVMC Emergency Department Modernization, *Bennington, VT*

- Local & Act 250 permitting to support the design of a waterline, building addition, and building connector for modernization of the Southern Vermont Medical Center in Bennington, VT. The project involved the demolition of a historic structure to accommodate the redevelopment of the hospital's emergency department.
- Worked with a land use attorney and historic preservation consultant to prepare documentation for approval by the Division of Vermont Historic Preservation in concert with Act 250 review.

TRANSPORTATION

Kocher Drive Mixed-Use Path, *Bennington, VT*

- Assisted with the preparation of permits related to the construction of a pedestrian and bike pathway linking two major commercial roadways in Bennington.
- Worked with the MSK design team to submit plans and accompanying permit applications for a Stormwater 3-9020 Construction General Permit (VT), a Stream Alteration Permit (VT), and a U.S. Army Corps of Engineers Permit for the extension of an existing box culvert in a streamway along Kocher Drive.
- Prepared application to the Town of Bennington for the construction of the pathway within the Town's Flood Hazard Overlay District.

Ninja Mixed-Use Path, *Bennington, VT*

- Assisted with the preparation of permits related to the construction of the first leg of a pedestrian and bike pathway running from the entrance of Bennington College to a nearby shopping center.
- Worked with the MSK design team to submit plans and accompanying full permit application to the Act 250 District Coordinator on behalf of the Town of Bennington and the private landowner for the multi-use 12-foot-wide pathway.

Willowbrook Housing–Applegate Pedestrian Path, *Bennington, VT*

- Helped prepare an VT Individual Wetlands Impact Permit and Army Corps of Engineers VT General Permit for the construction of a 480-linear-foot multiuse path composed of a hard-pack gravel surface and two boardwalk sections linking two housing developments in the Town of Bennington.

Eamon Mulligan, L.S.
Chief of Survey

EAMON MULLIGAN L.S. has been with MSK since 2006. His experience and qualifications include eight years of experience as a registered land surveyor and more than a decade of surveying experience. Eamon's work is critical to our team's ability to identify, work within, and verify boundaries and to establish correct elevations for grading according to construction document specifications.

As a licensed land surveyor in the state of Vermont, he works closely with other members of the MSK team on residential subdivisions and the design of commercial and industrial facilities and municipal projects. He has assisted with the existing conditions boundary work for multiple large-scale water line projects for the Town of Bennington and has extensive experience with generating flood elevation certificates.

Contact
(802) 613-7598 | emulligan@mskeng.com

Experience
17 with MSK

Education
AAS, Civil Engineering and Technology
Hudson Valley Community College Troy, NY

Licensure
Licensed Land Surveyor, Vermont

ROUTE SURVEY, RIGHT-OF-WAY DETERMINATION & EASEMENT DEVELOPMENT

Salt Ash, *Plymouth, VT*
- Conducted survey of multiple roadways to provide information to be used for a proposed paving project.
- Project length of approximately 30,000 feet that required MSK to gather information related to paved and gravel driveways, existing sewer and power infrastructure and surface and culvert information related to existing site drainage.

Shaftsbury Town Garage, *Shaftsbury, VT*
- Conducted an existing conditions survey and completed existing conditions drawings for the redevelopment of Shaftsbury's transfer station facility, resulting in a new transfer station, a new town garage, and stormwater management infrastructure on approximately 2 acres.

Municipal Waterline Extension, *Bennington, VT*
- Conducted a route survey, determined the limits of the right-of-way, and developed easements for both phases of the Town of Bennington municipal waterline extension projects to respond to PFOA groundwater contamination.

Lead Service Line Replacement Project, *Bennington, VT*
- Carried out deed research for approximately 400 individual properties.
- Conducted a route survey and determined the limits of the roadway network right-of-way as well as a full range of survey work in 6 months.

Northside Drive Water Line Improvements, *Bennington, VT*
- Developed easements along the course of the project, approximately 1 mile in length, to provide upgrades to water delivery infrastructure located underneath the Town of Bennington's main commercial corridor.

Jacksonville Flood Mitigation & Roadway Realignment Scoping Study, *Whitingham, VT*
- Performed a right-of-way determination and existing conditions survey for a project intended to reduce flood risk to village properties located on a highly constrained section of the East Branch of the North River.

Ninja Bike/Pedestrian Pathway, *Bennington, VT*
- Conducted a route survey and determined the adjacent boundary for the development of easements for a shared-use path passing through a floodplain and along Route 7A, the major commercial corridor in the Town of Bennington.

Bennington Recreation Center Head Start Addition, *Bennington, VT*
- Conducted an existing conditions survey and completed existing conditions drawings for an addition to the recreation center's main building, the expansion of the parking lot, and a reconfiguration of the playing fields in order to house a new early childhood education center and expand walkable access to affordable childcare in downtown Bennington.

Water Street Road Rehabilitation, *North Bennington, VT*
- Conducted an existing conditions survey, right-of-way determination, and partial construction layout.

Kocher Drive Bike/Pedestrian Path, *Bennington, VT*
- Conducted a route survey for a 0.3-mile shared-use path that will connect two commercial zones on the north side of Bennington creating a safe, pedestrian-actuated crossing over Route 7.

Dorset Pedestrian Path, *Bennington, VT*
- Conducted a route survey and facilitated right-of-way development for a shared-use pathway adjacent to Route 7 in Dorset.

Eamon Mulligan, L.S.
Chief of Survey

MSK ENGINEERS

TOPOGRAPHIC & EXISTING CONDITIONS SURVEYS

Landfill Slope Failure, *Halifax, VT*
- Conducted a topographic survey of a failed slope in an existing landfill for the Town of Halifax to help resolve a threat to public safety caused by the slope failure and subsequent mobilization of landfill material following heavy rains.

Landfill Redevelopment, *Bennington, VT*
- Conducted a topographic survey of a portion of the Town of Bennington's landfill for the purpose of regrading and redeveloping the area.

Post-Irene Water Infrastructure Reconstruction, *Bennington, VT*
- Conducted existing conditions survey, developed existing conditions and proposed conditions drawings, and completed grading work to support the rehabilitation of damaged water system infrastructure in the wake of Tropical Storm Irene.

Franklin Lane, *Bennington, VT*
- Conducted an existing conditions survey for a project to develop a "shared street" in a high-use alley in downtown Bennington in need of pedestrian safety features, including traffic calming and lighting.

Southern Vermont College Sewer Line Connection, *Bennington, VT*
- Conducted an existing conditions and topographic survey required for the development of the proposed sewer line connection.
- Conducted field layout during construction phase: worked with subcontractors to stake out manhole locations and invert elevations.

BOUNDARY SURVEYS

Benn High, *Bennington, VT*
- Performed a review of record documents obtained from the Town of Bennington Land Records for the subject and surrounding parcels.
- Performed an in-field ALTA boundary survey of the property, locating property corners, lot boundaries, and existing site features.
- Produced ALTA-level plan and associated notes sheet.
- Completed elevation certification to identify the property's flood zone, building characteristics, and lowest elevation point.
- Provided existing conditions survey of the property to indicate those features that affect the overall site.

108 Northside Drive, *Bennington, VT*
- Performed deed research in the Town of Bennington Land Records, collecting record information for the subject parcel and adjacent properties.
- Performed a boundary survey to determine the limits of the property to be developed.
- Completed a subdivision plan to be reviewed by The Town of Bennington Zoning Department and filed in the Land Records.
- Completed an existing conditions field survey to be used in the development of a post construction site plan.
- Set property pins along the proposed property line, dividing the parcel.
- Performed minor construction staking to assist the site contractors with the installation of site improvements.

Lake Paran Village, *Shaftsbury, VT*
- Conducted a boundary survey to support site development of a project adding 22 new units of affordable housing adjacent to the Village of North Bennington. During site development, when it became apparent that the site would need to tie into the Bennington municipal sewer system, the survey team conducted additional topographic work to determine the feasibility of connecting to the wastewater system.
- Conducted a boundary survey, an existing conditions survey, and grade verification for as-built conditions.

Monument View Apartments, *Bennington, VT*
- Conducted a boundary survey for a housing redevelopment resulting in 5 new duplexes and 2 multifamily dwellings on 2.2 acres.

Southern Vermont Medical Center Campus, *Bennington, VT*
- Worked with utility locators to include underground utilities on plans for development of hospital's boiler building.
- Surveyed most of the hospital campus and developed overall site plans, including structures, features, and overall topographic information.

310 Main Street, *Bennington, VT*
- Performed ALTA survey for a 0.32 +/- acre parcel identified as 310 Main Street, Bennington, and developed an ALTA plan, associated required notes, and setting of property corners; conducted deed research the subject and surrounding parcels.

Nicholas Ratzer
Staff Engineer

NICHOLAS RATZER joined MSK in 2016 initially as a construction inspector and field survey crew member. He is currently responsible for project management in the field and in the office providing design, funding, and construction oversight for institutional site development projects as well as municipal improvement projects.

After his first career opportunity serving as a Construction Manager for the Naval Facilities Engineering Command in Jacksonville, FL, Nicholas embraced the post-design aspect of engineering. In his free time, he enjoys mountain biking and working with his wife and two children at their horse boarding and training facility in southern Vermont.

Contact
(802) 613-7566 | nratzer@mskeng.com

Experience
8 with MSK, 1 with another firm

Education
- BS, Civil Engineering
New Mexico State University, *Las Cruces, NM*

WATER SYSTEMS

DEC Inventory for Small Water Systems, *Various Locations, Vermont*
- Assists with contracts, budget estimates, planning, staffing permits, and funding applications for 24 water systems across Vermont.

Bennington Lead Service Line Replacement Project, *Bennington, VT*
- Coordinates design, bidding, and construction activities for hundreds of individual water service line replacements and test excavations on private properties in Bennington, VT.
- Develops contracts, and funding applications for both engineering and construction stages in the project.
- Coordinates with other managers on daily staff activities and project progress.
- Coordinates funding reimbursements for the Town of Bennington through DWSRF funds.

South End Water Distribution Improvements, *Bennington, VT*
- Managed all design, hydraulic modeling, permitting (Drinking Water, Stream Alteration, Construction General), and sub-consultant coordination for the extension of approximately 2945 linear feet of a combination of both 10-inch and 8-inch ductile iron water main along Dewey Street, Putnam Street, Weeks Street and Observatory Street in Bennington, VT.

Municipal Water Line Extension for PFOA Remediation, *Bennington, VT*
- Conducted preliminary site investigations and oversaw design of waterline systems within VTrans road corridors on a $30M, 4-year water line expansion in response to PFOA contamination of aquifer in Bennington, VT.
- Coordinated the delineation and survey of wetlands within the project limits. Cleared the project site for potential impacts to endangered species and archaeological sites.
- Responsible for the oversight and training of seasonal construction observers to ensure compliance with engineered drawings and specifications.
- Conducted inspection of transverse road directional drilling to install HDPE water main sleeving. During unsuccessful drill attempts, coordinated with VTrans officials on the installation of water main sleeves via open cut across state highways.
- Inspected the installation of flowable fill and asphalt on both concrete and asphalt roadways during the reconstruction of the open cut installations.
- Actively collected load tickets and inspected truck asphalt deliveries for temperature, site time, and visual indicators of asphalt deficiencies.
- Coordinated with VTrans on construction within limited access rights-of-way and procured necessary permits for work within roadway and limited-access corridors.
- Monitored contractors' adherence to Erosion Prevention and Sediment Control plans during construction near protected waters of the state and after significant storm events.

Water System Upgrades - Gage Street and Settlers Lane, *Bennington, VT*
- Managed design, permitting (Drinking Water, Construction General), sub-consultant coordination, and DWSRF funding submissions for construction of new water main lines along Gage Street, Knapp Drive, Frank Street, Cross Street and Settlers Lane in Bennington, VT.
- Presented the case for a positive vote to the Town Select Board during a public information hearing in January 2023 to meet DWSRF program requirements of the town to passing a bond vote before the projects are funded.

Burgess Road Waterline Replacement, *Bennington, VT*
- Served as main point of contact for the Client and Regulatory authorities on an expedited replacement project for 950' of an actively failing major water transmission main on Burgess Road in Bennington, VT. Due to the age of the water main and its location, heavy coordination was required with the wetlands division to ensure the project was exempt from permitting per the Vermont Wetlands Rules.

- Coordinated the design of the replacement, ensuring the project was within the allowable disturbance limits and existing ROW. Project conception, design, required permitting, and construction all occurred within a 6-month time frame.
- Coordinated construction administration by engaging with a contractor mobilized on a separate water main project, successfully executing contracts for an expedited work start and finish.

| Morgan Springs, Bennington Bulk Filling Station, *Bennington, VT*

- Coordinated construction activities including the preparation of the construction contract, bidding, and contract award.
- Coordinated and attended pre-construction meetings.
- Reviewed submittals for general conformance with design plans and specifications.
- Conducted construction inspections.
- Coordinated with design architect on pump station building construction.
- Oversaw project closeout, including preparation of record drawings and permit certifications.

| Okemo Trailside Fire Protection Line, *Ludlow, VT*

- Managing water system design and permitting for a fire protection system on a rural mountainside area fed via a surface water pond at Okemo mountain in Ludlow, VT.
- Conducted hydraulic modeling and NFPA code review to confirm appropriate design solution with local regulatory authorities.
- Coordinating Act 250 permitting and navigating compliance challenges.
- Overseeing construction administration.

REMEDIATION

| Environmental Characterization, Soils Remediation, and Residential Utilities Construction, *Silverton, CO*

- Currently overseeing the design and permitting of new municipal roadways and utilities infrastructure including drinking water, sewer, stormwater, electrical, and communications.
- Successfully executed contracts with an out of state site contractor and coordinated logistics for an engineer's representative on site during work.

| Jelley Pit Remediation, *Bennington, VT*

- Worked with town personnel on the construction of an independently designed soils cap of a former waste site consisting of elevated levels of lead and other hazardous materials.
- Coordinated site layout and decontamination protocols for workers and equipment.
- Reviewed products for conformance with engineered cap design.

WASTEWATER SYSTEMS

| County Street Sewer Extension & Road Improvements, *Bennington, VT*

- Project manager of the emergency replacement of approximately 1460 linear feet of actively failing 15-inch vitrified clay pipe with 24-inch PVC sewer main along County Street and Benmont Avenue in the Town of Bennington, Vermont. The sewer line serves close to half of the town's residents and businesses.
- Oversaw bypass pumping of large volumes of sewage while maintaining traffic flows.
- Managed tight project timelines for paving requirements associated with colder seasonal work.
- Oversaw the design of horizontal and vertical roadway and sidewalk improvements.

| Corey Drive Pump Station, *North Bennington, VT*

- Reviewed submittals and provided technical oversight of the installation of a dual wastewater pump system, pressure transducer control switches, and the associated pressure-rated sewer main for a system designed to pump wastewater from a local neighborhood to the existing municipal sewer system in North Bennington, VT.
- Oversaw the removal of existing sewer service lines and a portion of the main and associated rerouting of existing sewer service lines.

| Manchester Knoll Sewer Line Repair, *Manchester, VT*

- Oversaw construction and technical communication with both the lead design engineer and contractor for the replacement of an existing sewer main with multiple sags and an inadequate line pitch that had a history of mechanical flushing.
- Provided a high level of care in construction oversight due to tight elevation constraints between apartment sewer line required elevations and the existing town sewer, which allowed only a 0.6% slope in the design and a maximum excavation depth of 16 feet.
- Worked closely with the contractor to ensure that all parties were aware of the required slope and the necessity of installing the main within the extremely low tolerance limits.
- Oversaw intermediate checks during the construction process to ensure the contractor was installing the system correctly.

Municipal Building, Hartford VT

Thank You

MSK ENGINEERS

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0121	**AMERICAN RECOVERY FUNDS**					
013680	DESORCIE EMERGENCY PRODUCTS,LLC	DESORCIE EMERGENCY PRODUCTS,LLC			9/27/2024	2023
19763	PROJ#13-2006 ENGINE ONE REFURBISHME		0.00	$310,964.00	0.00	310,964.00
Desc:	PROJ#13-2006 ENGINE ONE REFURBISHME	Acct:	25-985-121-0107	ARPA - Fire - 2006 EONE Refurbishmen		
	Vendor Total:			310,964.00	0.00	310,964.00
036187	OTTER CREEK ENGINEERING, INC.				9/27/2024	2024
23892	PROJ#6 NUTT,HARRISON&LATHAM WKS		0.00	$1,100.00	0.00	1,100.00
Desc:	PROJ#6 NUTT,HARRISON&LATHAM WKS	Acct:	25-985-121-0117	ARPA - Fund 50 -Nutt Lane,Harrison, La		
	Vendor Total:			1,100.00	0.00	1,100.00
25-0121	**Highway Infastructure**			**Bank Total:**		**312,064.00**
25-0311	**Highway Infastructure**					
037450	PIKE INDUSTRIES INC				9/27/2024	2017
1296608	STONE - FAWLER LANE		0.00	$893.84	0.00	893.84
Desc:	STONE - FAWLER LANE	Acct:	25-985-100-0311	Highway Infrastructure		
	Vendor Total:			893.84	0.00	893.84
25-0311	**GENERAL FUND - MASCOMA**			**Bank Total:**		**893.84**
FUND 1 0	**GENERAL FUND - MASCOMA**					
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS			9/27/2024	92681
6084424973779	PD 7 REPAIR AND MATERIALS		0.00	$201.23	0.00	201.23
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084425602838	PD 7 REPAIR AND MATERIALS		0.00	$4.65	0.00	4.65
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084426174026	PD 7 REPAIR AND MATERIALS		0.00	$249.44	0.00	249.44
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084424973781	PD 7 REPAIR AND MATERIALS		0.00	$129.15	0.00	129.15
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084426174049	RETURNS PD 7 REPAIR AND MATERIALS		0.00	$-249.44	0.00	-249.44
Desc:	RETURNS PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084426174061	PD 7 REPAIR AND MATERIALS		0.00	$168.83	0.00	168.83
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084424987140	PD 7 REPAIR AND MATERIALS		0.00	$1,266.46	0.00	1,266.46
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084426203231	PARTS		0.00	$62.55	0.00	62.55
Desc:	PARTS	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084425402694	PD 7 REPAIR AND MATERIALS		0.00	$55.39	0.00	55.39
Desc:	PD 7 REPAIR AND MATERIALS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			1,888.26	0.00	1,888.26
001650	ALLEN ENGINEERING POOLS AND SPAS				9/27/2024	92682
112-505498-01	CHLORINE 990 GAL		3,748.00	$3,748.00	0.00	3,748.00
Desc:	CHLORINE 990 GAL	Acct:	50-952-340-0000	CHEMICALS		
Desc:	CHLORINE 990 GAL	Acct:	55-953-340-0000	CHEMICALS		
112-505515-01	POLYMER		7,584.99	$7,584.99	0.00	7,584.99

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: POLYMER	Acct: 60-961-340-0000		CHEMICALS		
		Vendor Total:		11,332.99	0.00	11,332.99
001801	AMAZON CAPITAL SERVICES, INC				9/27/2024	92683
1RXP-TK3L-NN6T	UNIFORM BOOTS		0.00	$142.80	0.00	142.80
Desc: UNIFORM BOOTS		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
1QHF-TMVH-MTRC	MECHANIC TOOLS		0.00	$5.55	0.00	5.55
Desc: MECHANIC TOOLS		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		148.35	0.00	148.35
002260	AMERICAN TOWER CORPORATION				9/27/2024	92684
4680822	TOWER LEASE - SEP'24		0.00	$2,163.20	0.00	2,163.20
Desc: TOWER LEASE - SEP'24		Acct: 10-271-320-0100		DISP -EQUIP OPERATION-COMMUNIC		
		Vendor Total:		2,163.20	0.00	2,163.20
004850	BEN'S UNIFORMS INC.				9/27/2024	92685
200032	UNIFORMS - PANTS		0.00	$127.00	0.00	127.00
Desc: UNIFORMS - PANTS		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
200332	UNIFORMS - SHIRTS		0.00	$186.00	0.00	186.00
Desc: UNIFORMS - SHIRTS		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
200333	UNIFORMS - SHIRTS		0.00	$174.00	0.00	174.00
Desc: UNIFORMS - SHIRTS		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
		Vendor Total:		487.00	0.00	487.00
004863	BENNETT, DANIEL J	DANIEL J BENNETT			9/27/2024	92686
09.24-26.2024	MEALS REIMB-M4 Armorer Course		0.00	$177.00	0.00	177.00
Desc: MEALS REIMB-M4 Armorer Course		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
Desc: MEALS REIMB-M4 Armorer Course		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
		Vendor Total:		177.00	0.00	177.00
005800	BLAKTOP INC.				9/27/2024	92687
33318	MATERIALS - POTHOLES		0.00	$88.58	0.00	88.58
Desc: MATERIALS - POTHOLES		Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
		Vendor Total:		88.58	0.00	88.58
006950	N. A. MANOSH				9/27/2024	92688
49566	EMERG VACTOR SERVICE-WILLARD RD		2,005.00	$2,005.00	0.00	2,005.00
Desc: EMERG VACTOR SERVICE-WILLARD RD		Acct: 65-964-318-0000		CONTRACTED SERVICES		
		Vendor Total:		2,005.00	0.00	2,005.00
006965	BRADYPLUS OF VERMONT	BRADY INDUSTRIES			9/27/2024	92689
9229377	CLEANING SUPPLIES		0.00	$370.56	0.00	370.56
Desc: CLEANING SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: CLEANING SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: CLEANING SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
9240928	CLEANING SUPPLIES		0.00	$173.02	0.00	173.02
Desc: CLEANING SUPPLIES		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
9249076	CLEANING SUPPLIES - RETURN		0.00	$-225.36	0.00	-225.36

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
	Desc: CLEANING SUPPLIES - RETURN	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
	Vendor Total:		318.22	0.00		318.22
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S			9/27/2024	92690
54414	OIL	0.00	$9.50	0.00		9.50
Desc:	OIL	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
	Vendor Total:		9.50	0.00		9.50
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV	BSN SPORTS INC.			9/27/2024	92691
926846852	GOALKEEPING HELMET JUNIOR	0.00	$114.99	0.00		114.99
Desc:	GOALKEEPING HELMET JUNIOR	Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES			
	Vendor Total:		114.99	0.00		114.99
007760	BURLINGTON COMMUNICATIONS				9/27/2024	92692
BCS15584	AVETEC EQUIP MAINTENANCE	0.00	$450.00	0.00		450.00
Desc:	AVETEC EQUIP MAINTENANCE	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES			
BCS15062	RADIO MAINT CONTRACT	0.00	$140.00	0.00		140.00
Desc:	RADIO MAINT CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES			
BCS15063	AVETEC EQUIPMENT MAINT CONTRACT	0.00	$450.00	0.00		450.00
Desc:	AVETEC EQUIPMENT MAINT CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES			
BCS15583	RADIO MAINTENANCE CONTRACT	0.00	$140.00	0.00		140.00
Desc:	RADIO MAINTENANCE CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES			
	Vendor Total:		1,180.00	0.00		1,180.00
008823	JAM - JUNCTION ARTS & MEDIA	JAM - JUNCTION ARTS & MEDIA			9/27/2024	92693
1013	HPRD 50th Video	0.00	$900.00	0.00		900.00
Desc:	HPRD 50th Video	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		900.00	0.00		900.00
009028	CEMETERY SOLUTIONS, LLC				9/27/2024	92694
AUG'24	MOWING-AUG'24 CHRISTIAN ST CEMETERY	0.00	$1,300.00	0.00		1,300.00
Desc:	MOWING-AUG'24 CHRISTIAN ST CEMETERY	Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contracte			
	Vendor Total:		1,300.00	0.00		1,300.00
009460	CHAMPLAIN VALLEY EQUIPMENT INC				9/27/2024	92695
WM48382	KUBOTA REPAIRS	3,969.96	$3,969.96	0.00		3,969.96
Desc:	Repair Kubota Clutch	Acct: 65-963-318-0000	CONTRACTED SERVICES			
Desc:	Kubota Clutch Repair	Acct: 65-964-318-0000	CONTRACTED SERVICES			
	Vendor Total:		3,969.96	0.00		3,969.96
009470	CHAMPLIN ASSOCIATES INC				9/27/2024	92696
4910	Troubleshoot/Repair Controller/Stic	700.10	$700.10	0.00		700.10
Desc:	Troubleshoot/Repair Controller/Stic	Acct: 65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR			
	Vendor Total:		700.10	0.00		700.10
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M			9/27/2024	92697
4204823682	UNIFORM CLEANING	0.00	$87.72	0.00		87.72

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
	Desc: UNIFORM CLEANING	Acct: 10-325-326-0000	DPW -UNIFORMS			
4205543865	UNIFORM CLEANING	0.00	$87.72	0.00		87.72
	Desc: UNIFORM CLEANING	Acct: 10-325-326-0000	DPW -UNIFORMS			
	Vendor Total:		175.44	0.00		175.44
010257	CLEAR VIEW WINDOW SERVICE				9/27/2024	92698
3861	WINDOW CLEANING @ WABA	0.00	$1,001.00	0.00		1,001.00
	Desc: WINDOW CLEANING @ WABA	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		1,001.00	0.00		1,001.00
010420	COATES, THOMAS	THOMAS COATES			9/27/2024	92699
OCT'24	Ret Reimb Oct 24	234.89	$234.89	0.00		234.89
	Desc: Ret Reimb Oct 24	Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE			
	Vendor Total:		234.89	0.00		234.89
011905	CREATIVE INFORMATION SYSTEMS INC				9/27/2024	92700
INV-008605	Scale Software Subscription	1,183.30	$1,183.30	0.00		1,183.30
	Desc: Scale Software Subscription	Acct: 30-974-318-0000	CONTRACTED SERVICES			
	Vendor Total:		1,183.30	0.00		1,183.30
012275	CYRAN, JONATHAN	JONATHAN CYRAN			9/27/2024	92701
09.24-26.2024	MEAL REIMBURS-COLT ARMORES COURSE	0.00	$177.00	0.00		177.00
	Desc: MEAL REIMBURS-COLT ARMORES COURSE	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Desc: MEAL REIMBURS-COLT ARMORES COURSE	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Vendor Total:		177.00	0.00		177.00
012665	DANIELS, WANDA	WANDA DANIELS			9/27/2024	92702
OCT'24	Ret Reimb Oct 24	0.00	$229.17	0.00		229.17
	Desc: Ret Reimb Oct 24	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
	Vendor Total:		229.17	0.00		229.17
013575	DELL MARKETING L.P.				9/27/2024	92703
10772040550	FOXIT PDF EDITOR	0.00	$232.63	0.00		232.63
	Desc: FOXIT PDF EDITOR	Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES			
	Desc: FOXIT PDF EDITOR 1 Yr Maintenance	Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES			
	Vendor Total:		232.63	0.00		232.63
014383	MACDONALD, DUNCAN F	DUNCAN F MACDONALD			9/27/2024	92704
09.18.2024	UNIFORM REIMBURSEMENT	0.00	$296.50	0.00		296.50
	Desc: UNIFORM EARPIECE- UA	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Desc: COOLING VEST	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Vendor Total:		296.50	0.00		296.50
014447	DUFRESNE GROUP				9/27/2024	92705
18968	WILDR WATER MAIN FD - AUG'24	935.00	$935.00	0.00		935.00
	Desc: WILDR WATER MAIN FD - AUG'24	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE			
014447	DUFRESNE GROUP				9/27/2024	92706

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
19017	QUECHEE FIELD 5E REPL - SEP'24 75%	3,500.00	$3,500.00 / 0.00	3,500.00
Desc: QUECHEE FIELD 5E REPL - SEP'24 75%		Acct: 65-965-543-0000	CAPITAL OUTLAY	
	Vendor Total:		4,435.00 / 0.00	4,435.00
015090	EASTERN ANALYTICAL, INC		9/27/2024	92707
275572	TESTING	210.00	$210.00 / 0.00	210.00
Desc: TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES	
283292	TESTING	210.00	$210.00 / 0.00	210.00
Desc: TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES	
285565	TESTING	210.00	$210.00 / 0.00	210.00
Desc: TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES	
	Vendor Total:		630.00 / 0.00	630.00
015280	EBBIGHAUSEN, KARL	KARL EBBIGHAUSEN	9/27/2024	92708
09.04.2024	UNIFORM REIMBURSEMENT	0.00	$121.76 / 0.00	121.76
Desc: HOLSTER - UA		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Vendor Total:		121.76 / 0.00	121.76
015440	EMBLEM ENTERPRISES INC		9/27/2024	92709
928885	HPD METAL PINS	0.00	$275.27 / 0.00	275.27
Desc: HPD METAL PINS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Vendor Total:		275.27 / 0.00	275.27
015500	ENDYNE, INC		9/27/2024	92710
503864	TESTING	220.00	$220.00 / 0.00	220.00
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES	
504032	TESTING	18.00	$18.00 / 0.00	18.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES	
504226	TESTING	28.00	$28.00 / 0.00	28.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES	
504227	TESTING	72.00	$72.00 / 0.00	72.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES	
504548	TESTING	82.00	$82.00 / 0.00	82.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES	
504866	TESTING	90.00	$90.00 / 0.00	90.00
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES	
504867	TESTING	46.00	$46.00 / 0.00	46.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES	
505115	TESTING	46.00	$46.00 / 0.00	46.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES	
	Vendor Total:		602.00 / 0.00	602.00
015815	EVANS GROUP INC	EVANS GROUP INC.	9/27/2024	92711
9058455	GAS - AUG'24	0.00	$5,394.46 / 0.00	5,394.46
Desc: GAS - AUG'24		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS	
	Vendor Total:		5,394.46 / 0.00	5,394.46
016080	CONSOLIDATED COMMUNICATIONS		9/27/2024	92712

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
122569096956SEP'24	INTERNET-LF		61.13	$61.13	0.00	61.13
Desc: INTERNET-LF		Acct: 30-971-324-0000		TELEPHONE		
12615510982AUG'24	QUECHEE WATER		35.55	$35.55	0.00	35.55
Desc: QUECHEE WATER		Acct: 55-953-324-0000		TELEPHONE		
13444320594AUG'24	RADIO CIRCUITS		0.00	$752.79	0.00	752.79
Desc: RADIO CIRCUITS		Acct: 10-271-320-0100		DISP -EQUIP OPERATION-COMMUNIC		
14091736024SEP'24	INTERNET-WABA		0.00	$451.94	0.00	451.94
Desc: INTERNET-WABA		Acct: 10-530-324-0000		PR -Telephone		
14362366935SEP'24	INTERNET-HEMLOCK RIDGE		88.22	$88.22	0.00	88.22
Desc: INTERNET-HEMLOCK RIDGE		Acct: 50-952-324-0000		TELEPHONE		
8022957049639SEP'24	INTERNET-SPORTS PARK PUMP STN		60.14	$60.14	0.00	60.14
Desc: INTERNET-SPORTS PARK PUMP STN		Acct: 60-964-324-0000		TELEPHONE		
8022959708618SEP'24	INTERNET-MAXFIELD PUMP HOUSE - TEL		64.57	$64.57	0.00	64.57
Desc: INTERNET-MAXFIELD PUMP HOUSE - TEL		Acct: 60-964-324-0000		TELEPHONE		
111020181918SEP'24	INTERNET-QUE WW PLNT		52.96	$52.96	0.00	52.96
Desc: INTERNET-QUE WW PLNT		Acct: 65-963-324-0000		TELEPHONE		
11833807752AUG'24	WRJ WATER TANKS		366.94	$366.94	0.00	366.94
Desc: WRJ WATER TANKS		Acct: 50-952-324-0000		TELEPHONE		
	Vendor Total:			1,934.24	0.00	1,934.24
016390	FASTENAL COMPANY				9/27/2024	92713
NHCLA141425	PARTS		0.00	$156.97	0.00	156.97
Desc: PARTS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			156.97	0.00	156.97
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576			9/27/2024	92714
1243523-1	MATERIALS		152.04	$152.04	0.00	152.04
Desc: MATERIALS		Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
1248179	MATERIALS		150.14	$150.14	0.00	150.14
Desc: MATERIALS		Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:			302.18	0.00	302.18
017110	FISHER AUTO PARTS, INC				9/27/2024	92715
301-200205	PARTS AMB-16		0.00	$24.32	0.00	24.32
Desc: PARTS AMB-16		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
301-201046	PARTS		74.99	$74.99	0.00	74.99
Desc: PARTS		Acct: 60-961-321-0000		REPAIRS & MAINT-VEHICLES		
301-201048	PARTS - RETURNED		-74.99	$-74.99	0.00	-74.99
Desc: PARTS - RETURNED		Acct: 60-961-321-0000		REPAIRS & MAINT-VEHICLES		
301-201049	PARTS		47.74	$47.74	0.00	47.74
Desc: PARTS		Acct: 60-961-321-0000		REPAIRS & MAINT-VEHICLES		
301-202041	PARTS		19.97	$19.97	0.00	19.97
Desc: PARTS		Acct: 60-961-321-0000		REPAIRS & MAINT-VEHICLES		
301-205761	PARTS		0.00	$341.82	0.00	341.82
Desc: PARTS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
301-205774	PARTS		0.00	$170.91	0.00	170.91
Desc: PARTS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
301-206084	PARTS		0.00	$62.94	0.00	62.94

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
Desc: PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
301-206105	PARTS	0.00	$189.84	0.00		189.84
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206107	PARTS	0.00	$41.13	0.00		41.13
Desc: PARTS		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206145	PARTS H-8-16	0.00	$526.02	0.00		526.02
Desc: Rotella T6 15W40 Full Synthetic		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
Desc: Cabin & Engine Air Filters		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206416	PARTS	0.00	$315.98	0.00		315.98
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206417	PARTS	53.41	$53.41	0.00		53.41
Desc: PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES			
Desc: PARTS		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES			
301-206418	PARTS	0.00	$16.05	0.00		16.05
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206441	OIL GREASE	0.00	$7.83	0.00		7.83
Desc: OIL GREASE		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
301-206595	ANTI-FREEZE	0.00	$23.94	0.00		23.94
Desc: ANTI-FREEZE		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
301-206596	ANTI-FREEZE	0.00	$95.76	0.00		95.76
Desc: ANTI-FREEZE		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
301-206614	PARTS	0.00	$146.95	0.00		146.95
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206641	OXYGEN SENSOR	100.88	$100.88	0.00		100.88
Desc: OXYGEN SENSOR		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES			
Desc: OXYGEN SENSOR		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES			
301-206652	PARTS	0.00	$21.08	0.00		21.08
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-206760	PARTS	271.83	$271.83	0.00		271.83
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-206878	PARTS AMB-16	0.00	$53.48	0.00		53.48
Desc: PARTS AMB-16		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
301-353651	PARTS	158.08	$158.08	0.00		158.08
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-354009	RETURNED PARTS	0.00	$-73.50	0.00		-73.50
Desc: RETURNED PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-354037	FUEL PUMP	641.24	$641.24	0.00		641.24
Desc: Fuel Pump Module Assembly_W4		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES			
Desc: Fuel Pump Module Assembly_W4		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES			
301-354308	PARTS AMB-16	0.00	$38.45	0.00		38.45
Desc: PARTS AMB-16		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
301-354532	PARTS - W4	356.80	$356.80	0.00		356.80
Desc: PARTS - W4		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES			
Desc: PARTS - W4		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES			
301-354577	PARTS - H10	0.00	$97.64	0.00		97.64
Desc: PARTS - H10		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		3,750.59	0.00	3,750.59
017301	FOGG'S LUMBER AND HARDWARE				9/27/2024	92716
286237/6	MATERIALS		0.00	$14.36	0.00	14.36
Desc: MATERIALS		Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
289919/6	MATERIALS		0.00	$56.97	0.00	56.97
Desc: MATERIALS		Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES		
292660/6	MATERIALS		0.00	$18.99	0.00	18.99
Desc: MATERIALS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
292674/6	GRAFITTI REMOVER/PAINT/SPONGE SCRUB		0.00	$39.56	0.00	39.56
Desc: GRAFITTI REMOVER/PAINT/SPONGE SCRUB		Acct: 10-521-323-0000		PR -MATERIAL & SUPPLIES		
293291/6	MATERIALS		25.99	$25.99	0.00	25.99
Desc: MATERIALS		Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
294147/6	MATERIALS		0.00	$8.59	0.00	8.59
Desc: MATERIALS		Acct: 10-530-323-0000		PR -MATERIAL & SUPPLIES		
		Vendor Total:		164.46	0.00	164.46
017850	GALLS, LLC				9/27/2024	92717
028879701	CID UNIFORM ITEMS- UA		0.00	$374.32	0.00	374.32
Desc: CID UNIFORM ITEMS- UA		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
028882197	CID UNIFORM SHOES- UA		0.00	$160.00	0.00	160.00
Desc: CID UNIFORM SHOES- UA		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
028884400	CID SHIRT- UA		0.00	$40.00	0.00	40.00
Desc: CID SHIRT- UA		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
		Vendor Total:		574.32	0.00	574.32
018900	GOSLIN, MICHAEL	MICHAEL GOSLIN			9/27/2024	92718
09.17.2024	MILEAGE REIMBURSEMENT- TRAINING		0.00	$122.61	0.00	122.61
Desc: MILEAGE REIMBURSEMENT- TRAINING		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
		Vendor Total:		122.61	0.00	122.61
019390	GRAINGER				9/27/2024	92719
9242912344	CHEMICALS		71.04	$71.04	0.00	71.04
Desc: CHEMICALS		Acct: 65-963-340-0000		CHEMICALS		
		Vendor Total:		71.04	0.00	71.04
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP			9/27/2024	92720
92124869873SEP'24	43 HIGHLAND AVE - POOL		0.00	$1,087.90	0.00	1,087.90
Desc: 43 HIGHLAND AVE - POOL		Acct: 10-512-329-0000		PR -ELECTRICITY		
39065357434SEP'24	CURRIER ST		0.00	$110.35	0.00	110.35
Desc: CURRIER ST		Acct: 10-314-329-0000		DPW -ELECTRICITY		
39135140109SEP'24	120 LESLE DR PAVILLION C		0.00	$59.23	0.00	59.23
Desc: 120 LESLE DR PAVILLION C		Acct: 10-528-329-0000		PR -ELECTRICITY		
39424000006SEP'24	PUBLIC SAFETY		0.00	$371.39	0.00	371.39
Desc: PUBLIC SAFETY		Acct: 10-221-329-0000		HFD -ELECTRICITY		
Desc: PUBLIC SAFETY		Acct: 10-211-329-0000		HPD -ELECTRICITY		
Desc: PUBLIC SAFETY		Acct: 10-271-329-0000		DISP -ELECTRICITY		
82948328248SEP'24	PROSPECT ST		0.00	$130.38	0.00	130.38

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: PROSPECT ST		Acct: 10-314-329-0000		DPW -ELECTRICITY		
41082200001SEP'24	291 SUGAR HILL LN		144.48	$144.48	0.00	144.48
Desc: 291 SUGAR HILL LN		Acct: 55-954-329-0000		ELECTRICITY		
43382200004SEP'24	EASTMAN HILL PUMP		260.28	$260.28	0.00	260.28
Desc: EASTMAN HILL PUMP		Acct: 55-954-329-0000		ELECTRICITY		
43833000003SEP'24	BRIDGE ST TRAFFIC LGT		0.00	$87.29	0.00	87.29
Desc: BRIDGE ST TRAFFIC LGT		Acct: 10-314-329-0000		DPW -ELECTRICITY		
74972200005SEP'24	WHEELOCK RD		26.76	$26.76	0.00	26.76
Desc: WHEELOCK RD		Acct: 55-954-329-0000		ELECTRICITY		
44926000009AUG'24	STREET LIGHTS - HWY		0.00	$2,236.97	0.00	2,236.97
Desc: STREET LIGHTS - HWY		Acct: 10-314-329-0000		DPW -ELECTRICITY		
44926000009SEP'24	STREET LIGHTS - HWY		0.00	$2,337.01	0.00	2,337.01
Desc: STREET LIGHTS - HWY		Acct: 10-314-329-0000		DPW -ELECTRICITY		
48832000003SEP'24	ARBORETURM LN		77.77	$77.77	0.00	77.77
Desc: ARBORETURM LN		Acct: 60-964-329-0000		ELECTRICITY		
48933200007SEP'24	VILLAGE GREEN BALLOON FEST		0.00	$24.91	0.00	24.91
Desc: VILLAGE GREEN BALLOON FEST		Acct: 10-521-329-0000		PR -ELECTRICITY		
49424000005SEP'24	VA CUTOFF WTR		29.72	$29.72	0.00	29.72
Desc: VA CUTOFF WTR		Acct: 50-954-329-0000		ELECTRICITY		
49662156394SEP'24	SYKES MOUNTAIN AVE		0.00	$108.03	0.00	108.03
Desc: SYKES MOUNTAIN AVE		Acct: 10-314-329-0000		DPW -ELECTRICITY		
49672200000SEP'24	RTE WEST HTFD & QUE ST		0.00	$540.24	0.00	540.24
Desc: RTE WEST HTFD & QUE ST		Acct: 10-314-329-0000		DPW -ELECTRICITY		
49762000005SEP'24	BRIDGE ST PUMP STN		78.45	$78.45	0.00	78.45
Desc: BRIDGE ST PUMP STN		Acct: 60-964-329-0000		ELECTRICITY		
50776120219SEP'24	1103 N MAIN ST		0.00	$73.59	0.00	73.59
Desc: 1103 N MAIN ST		Acct: 10-314-329-0000		DPW -ELECTRICITY		
62592200000SEP'24	WOODSTOCK RD QUE SALT		0.00	$25.08	0.00	25.08
Desc: WOODSTOCK RD QUE SALT		Acct: 10-314-329-0000		DPW -ELECTRICITY		
62713200004SEP'24	WOODSTOCK RD HEAT TAPE		24.81	$24.81	0.00	24.81
Desc: WOODSTOCK RD HEAT TAPE		Acct: 55-954-329-0000		ELECTRICITY		
67003200002SEP'24	WILLARD RD QUE FIRE		0.00	$269.71	0.00	269.71
Desc: WILLARD RD QUE FIRE		Acct: 10-221-329-0000		HFD -ELECTRICITY		
67303200009SEP'24	78 MURPHY RD		125.20	$125.20	0.00	125.20
Desc: 78 MURPHY RD		Acct: 65-964-329-0000		ELECTRICITY		
67399084366SEP'24	120 LESLE DR PAVILLION B		0.00	$331.53	0.00	331.53
Desc: 120 LESLE DR PAVILLION B		Acct: 10-528-329-0000		PR -ELECTRICITY		
68053200009SEP'24	RT 14 W HARTFORD LIB		0.00	$208.49	0.00	208.49
Desc: RT 14 W HARTFORD LIB		Acct: 10-524-329-0000		PR -ELECTRICITY		
71013200002SEP'24	WHITMAN BROOK PUMP		149.70	$149.70	0.00	149.70
Desc: WHITMAN BROOK PUMP		Acct: 65-964-329-0000		ELECTRICITY		
74713200009SEP'24	WOODSTOCK RD		0.00	$28.43	0.00	28.43
Desc: WOODSTOCK RD		Acct: 10-314-329-0000		DPW -ELECTRICITY		
77303200008SEP'24	LAKE PINNEO WW PUMP		35.72	$35.72	0.00	35.72
Desc: LAKE PINNEO WW PUMP		Acct: 65-964-329-0000		ELECTRICITY		
78840100008SEP'24	RAILROAD ROW - ENGINE 494		0.00	$118.39	0.00	118.39
Desc: RAILROAD ROW - ENGINE 494		Acct: 10-521-329-0000		PR -ELECTRICITY		
80082200009SEP'24	NOYES LN KINGSWOOD		127.94	$127.94	0.00	127.94

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: NOYES LN KINGSWOOD	Acct: 55-954-329-0000		ELECTRICITY		
84443200005SEP'24	WATERMAN HL		0.00	$46.15	0.00	46.15
	Desc: WATERMAN HL	Acct: 10-314-329-0000		DPW -ELECTRICITY		
87303200007SEP'24	QUE HARTLAND RD		54.07	$54.07	0.00	54.07
	Desc: QUE HARTLAND RD	Acct: 65-964-329-0000		ELECTRICITY		
91624000005SEP'24	SOLID WASTE ADMIN		47.81	$47.81	0.00	47.81
	Desc: SOLID WASTE ADMIN	Acct: 30-971-329-0000		ELECTRICITY		
38035000009SEP'24	OLCOTT COMMERCE PARK		162.71	$162.71	0.00	162.71
	Desc: OLCOTT COMMERCE PARK	Acct: 60-964-329-0000		ELECTRICITY		
97303200006SEP'24	NOYES LN PUMP		33.08	$33.08	0.00	33.08
	Desc: NOYES LN PUMP	Acct: 65-964-329-0000		ELECTRICITY		
97762000004SEP'24	N MAIN ST HWY		0.00	$54.36	0.00	54.36
	Desc: N MAIN ST HWY	Acct: 10-314-329-0000		DPW -ELECTRICITY		
01013200009SEP'24	1299 QUE MAIN ST		52.68	$52.68	0.00	52.68
	Desc: 1299 QUE MAIN ST	Acct: 65-964-329-0000		ELECTRICITY		
28933000003SEP'24	MAPLE ST SEWER PUMP		145.60	$145.60	0.00	145.60
	Desc: MAPLE ST SEWER PUMP	Acct: 60-964-329-0000		ELECTRICITY		
04013200003SEP'24	BENTLEY RD PUMP		75.46	$75.46	0.00	75.46
	Desc: BENTLEY RD PUMP	Acct: 65-964-329-0000		ELECTRICITY		
08303200003SEP'24	DEWEY FAMILY RD		50.25	$50.25	0.00	50.25
	Desc: DEWEY FAMILY RD	Acct: 65-964-329-0000		ELECTRICITY		
09732000006SEP'24	319 LATHAM WKS LN		9,463.55	$9,463.55	0.00	9,463.55
	Desc: 319 LATHAM WKS LN	Acct: 60-961-329-0000		ELECTRICITY		
11013200008SEP'24	HENDEE WAY		27.74	$27.74	0.00	27.74
	Desc: HENDEE WAY	Acct: 65-964-329-0000		ELECTRICITY		
13414587553SEP'24	120 LESLE DR PAVILLION A		0.00	$239.25	0.00	239.25
	Desc: 120 LESLE DR PAVILLION A	Acct: 10-528-329-0000		PR -ELECTRICITY		
13833000006SEP'24	LYMAN POINT PARK		0.00	$42.50	0.00	42.50
	Desc: LYMAN POINT PARK	Acct: 10-521-329-0000		PR -ELECTRICITY		
23490000009SEP'24	200 CRANBERRY LN		3,899.85	$3,899.85	0.00	3,899.85
	Desc: 200 CRANBERRY LN	Acct: 50-952-329-0000		ELECTRICITY		
23833000005SEP'24	ROUTE 5 HIGHLAND AVE		0.00	$75.30	0.00	75.30
	Desc: ROUTE 5 HIGHLAND AVE	Acct: 10-314-329-0000		DPW -ELECTRICITY		
27333200007SEP'24	ALDEN PARTRIDGE RD		39.80	$39.80	0.00	39.80
	Desc: ALDEN PARTRIDGE RD	Acct: 65-964-329-0000		ELECTRICITY		
33833000004SEP'24	MAXFIELD PUMP STA		92.53	$92.53	0.00	92.53
	Desc: MAXFIELD PUMP STA	Acct: 60-964-329-0000		ELECTRICITY		
34926000000SEP'24	PARK/LEHMAN BRIDGE LGTS		0.00	$130.64	0.00	130.64
	Desc: PARK/LEHMAN BRIDGE LGTS	Acct: 10-314-329-0000		DPW -ELECTRICITY		
37762000000SEP'24	N MAIN ST - TRAFFIC LIGHT		0.00	$45.08	0.00	45.08
	Desc: N MAIN ST - TRAFFIC LIGHT	Acct: 10-314-329-0000		DPW -ELECTRICITY		
		Vendor Total:		24,008.16	0.00	24,008.16
019965	ST. PETER, RANDY	RANDY ST. PETER,			9/27/2024	92721
09.09-13.2024	MILEAGE REIMBURSEMENT- TRAINING		0.00	$174.87	0.00	174.87
	Desc: MILEAGE REIMBURSEMENT- TRAINING	Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
		Vendor Total:		174.87	0.00	174.87

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
020212	GUARINO'S SWIMMING POOL SERVICE INC		9/27/2024	92722
0521022-IN	SPLASH PAD FLOAT VALVE ASSEMB	0.00	$836.60 / 0.00	836.60
Desc: SPLASH PAD FLOAT VALVE ASSEMB	Acct: 10-512-320-0000	PR -EQUIPMENT OPERATION/MAINT		
0528805-IN	CHEMICALS - CLOSE UP	0.00	$790.00 / 0.00	790.00
Desc: CHEMICALS - CLOSE UP	Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:		1,626.60 / 0.00	1,626.60
020565	HAMMOND GRINDING & RECYCLING		9/27/2024	92723
HG1826	ASBESTOS INSPECTION-CATAMOUNT ENVIR	625.00	$625.00 / 0.00	625.00
Desc: ASBESTOS INSPECTION-CATAMOUNT ENVIR	Acct: 30-973-318-0000	CONTRACTED SERVICES		
	Vendor Total:		625.00 / 0.00	625.00
020701	HANOVER, TOWN OF	TOWN OF HANOVER	9/27/2024	92724
02224	TOWER RENTAL - AUG'24	0.00	$562.61 / 0.00	562.61
Desc: TOWER RENTAL - AUG'24	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:		562.61 / 0.00	562.61
021500	HARTFORD SCHOOL, TOWN OF	TOWN OF HARTFORD SCHOOL	9/27/2024	92725
2025 TAXES#2	FYE 2025 Taxes Payment # 2 - OCT'24	0.00	$3,000,000.00 / 0.00	3,000,000.00
Desc: FYE 2025 Taxes Payment # 2 - OCT'24	Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
	Vendor Total:		3,000,000.00 / 0.00	3,000,000.00
021783	HAVERSTOCK, JOHN S	JOHN S HAVERSTOCK	9/27/2024	92726
JUL-AUG'24	MILEAGE REIMBURSEMENT JUL-AUG'24	0.00	$666.66 / 0.00	666.66
Desc: MILEAGE REIMBURSEMENT JUL-AUG'24	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
SEP-OCT'24	MILEAGE REIMBURSEMENT SEP-OCT'24	0.00	$666.66 / 0.00	666.66
Desc: MILEAGE REIMBURSEMENT SEP-OCT'24	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
	Vendor Total:		1,333.32 / 0.00	1,333.32
022400	HERRIN, RANDY	RANDALL HERRIN	9/27/2024	92727
08.12.2024	UNIFORM - REIMBURSEMENT	590.38	$590.38 / 0.00	590.38
Desc: Boot & Clothing Allowance per CBA	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
Desc: Boot & Clothing Allowance per CBA	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI		
	Vendor Total:		590.38 / 0.00	590.38
022515	HESS & GEHRIS PLLC		9/27/2024	92728
7303	COMMUNITY LISTENING SESSION	0.00	$1,500.00 / 0.00	1,500.00
Desc: COMMUNITY LISTENING SESSION	Acct: 10-111-315-0000	SB -RECRUITMENT & TRAINING		
	Vendor Total:		1,500.00 / 0.00	1,500.00
022610	HIGGINS OFFICE PRODUCTS INC		9/27/2024	92729
IN152577	PROX CARD	0.00	$426.38 / 0.00	426.38
Desc: PROX CARD	Acct: 10-181-330-0000	IT -OFFICE EQUIPMENT		
	Vendor Total:		426.38 / 0.00	426.38
023473	INGRAM LIBRARY SERVICES LLC		9/27/2024	92730
83715234	BOOKS	0.00	$15.49 / 0.00	15.49

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
	Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
83854359	BOOKS	0.00	$41.18 / 0.00	41.18
	Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
83854361	BOOKS	0.00	$203.53 / 0.00	203.53
	Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
83854360	BOOKS	0.00	$43.05 / 0.00	43.05
	Desc: BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
	Vendor Total:		303.25 / 0.00	303.25
025229	KEELING, SIMON	SIMON KEELING	9/27/2024	92731
JUL-AUG'24	UVAC REIMBURSEMENT JUL-AUG'24	0.00	$120.00 / 0.00	120.00
	Desc: UVAC REIMBURSEMENT JUL-AUG'24	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES	
SEP'24	UVAC REIMBURSEMENT SEP'24	0.00	$41.00 / 0.00	41.00
	Desc: UVAC REIMBURSEMENT SEP'24	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES	
	Vendor Total:		161.00 / 0.00	161.00
025715	KEY CHEVROLET OF WHITE RIVER		9/27/2024	92732
9718	PARTS - W-4-16 TRUCK	251.62	$251.62 / 0.00	251.62
	Desc: PARTS - W-4-16 TRUCK	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES	
	Vendor Total:		251.62 / 0.00	251.62
026165	KS STATEBANK		9/27/2024	92733
2024 REALice	FINAL PAYMNT#4 REALice Unit&Heat Pu	0.00	$8,462.09 / 0.00	8,462.09
	Desc: FINAL PAYMNT#4 REALice Unit&Heat Pu	Acct: 10-912-542-0011	TM -Lease P- Real Ice #3358092	
	Desc: FINAL PAYMNT#4 REALice Unit&Heat Pu	Acct: 10-912-542-0020	TM -Lease I- Real Ice #3358092	
	Vendor Total:		8,462.09 / 0.00	8,462.09
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN	9/27/2024	92734
SEP'24	RETIREE REIMBURSEMENT - SEP'24	0.00	$399.36 / 0.00	399.36
	Desc: RETIREE REIMBURSEMENT - SEP'24	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE	
	Vendor Total:		399.36 / 0.00	399.36
028848	MADISON NATIONAL LIFE INSURANCE CO,		9/27/2024	92735
OCT'24	LIFE INS - OCT'24	330.10	$2,886.94 / 0.00	2,886.94
	Desc: Life and AD&D Insurance	Acct: 10-121-240-0000	TM -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-151-240-0000	TC -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-171-240-0000	FIN -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-174-240-0000	ASE -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-175-240-0000	DEL -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-181-240-0000	IT -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-211-240-0000	HPD -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-221-240-0000	HFD -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-271-240-0000	DISP -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-311-240-0000	DPW -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-325-240-0000	DPW -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-511-240-0000	PR -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-514-240-0000	PR -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-521-240-0000	PR -LIFE INSURANCE	
	Desc: Life and AD&D Insurance	Acct: 10-621-240-0000	PDZ -LIFE INSURANCE	

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
	Desc: Life and AD&D Insurance	Acct: 10-622-240-0000	PDZ -LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 30-974-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 30-975-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 50-954-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 50-955-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 55-955-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 60-961-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 60-965-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 65-963-240-0000	LIFE INSURANCE			
	Desc: Life and AD&D Insurance	Acct: 65-965-240-0000	LIFE INSURANCE			
	Vendor Total:		2,886.94	0.00		2,886.94
029745	DARTMOUTH HITCHCOCK	DARTMOUTH HITCHCOCK			9/27/2024	92736
0824-09	MED SUPPLIES	0.00	$278.99	0.00		278.99
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
	Vendor Total:		278.99	0.00		278.99
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK			9/27/2024	92737
700005551SEP'24	PRE-EMPLOYMENT EXAM E.B.	0.00	$140.00	0.00		140.00
	Desc: PRE-EMPLOYMENT EXAM E.B.	Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES			
	Vendor Total:		140.00	0.00		140.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			9/27/2024	92738
249162113	3 TONERS	351.97	$351.97	0.00		351.97
	Desc: 3 TONERS	Acct: 60-965-323-0000	MATERIAL & SUPPLIES			
249298562	2 CS PAPER/ CORRECT TAPE	0.00	$97.77	0.00		97.77
	Desc: 2 CS PAPER/ CORRECT TAPE	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
249103010	1 CS PAPER	0.00	$40.99	0.00		40.99
	Desc: 1 CS PAPER	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
249199423	LABELS/RUBBERBANDS	0.00	$36.37	0.00		36.37
	Desc: LABELS/RUBBERBANDS	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES			
248292723	INDOOR FLAG	0.00	$209.99	0.00		209.99
	Desc: INDOOR FLAG	Acct: 10-111-323-0000	SB -MATERIAL & SUPPLIES			
249230845	OFFICE SUPPLIES	0.00	$73.56	0.00		73.56
	Desc: OFFICE SUPPLIES	Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES			
249263891	LABELS/STAPLER/ 2 CS PAPER	0.00	$210.85	0.00		210.85
	Desc: LABELS/STAPLER/ 2 CS PAPER	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES			
	Vendor Total:		1,021.50	0.00		1,021.50
029915	MAZIARZ, PETER D	PETER D MAZIARZ			9/27/2024	92739
JUL-SEP'24	UVAC REIMBURSEMENT JUL-SEP'24	0.00	$161.00	0.00		161.00
	Desc: UVAC REIMBURSEMENT JUL-SEP'24	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES			
	Vendor Total:		161.00	0.00		161.00
030240	MCNALL, GLENN A	GLENN A MCNALL			9/27/2024	92740
09.14.2024	UNIFORM - REIMBURSEMENT	558.79	$558.79	0.00		558.79
	Desc: Boot & Clothing Allowance per CBA	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAI			

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		558.79	0.00	558.79
031320	MISSION COMMUNICATIONS, LLC				9/27/2024	92741
1087627	Olcott & A Street Pump Stations		774.00	$774.00	0.00	774.00
Desc:	Olcott & A Street Pump Stations	Acct: 60-964-318-0000		CONTRACTED SERVICES		
		Vendor Total:		774.00	0.00	774.00
031390	MODERN CLEANERS & TAILORS, INC				9/27/2024	92742
AUG'24	UNIFORM CLENAING - AUG'24		0.00	$252.00	0.00	252.00
Desc:	UNIFORM CLENAING - AUG'24	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
Desc:	UNIFORM CLENAING - AUG'24	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
		Vendor Total:		252.00	0.00	252.00
031438	MONAGHAN SAFAR PLLC				9/27/2024	92743
24640	LEGAL: CSO EASEMENTS		0.00	$645.00	0.00	645.00
Desc:	LEGAL: CSO EASEMENTS	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
24639	LEGAL: SYKES MNT AVE DEVELOPMENT		0.00	$215.00	0.00	215.00
Desc:	LEGAL: SYKES MNT AVE DEVELOPMENT	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
24638	LEGAL: WILDER DAM RE-LICENSING		0.00	$180.00	0.00	180.00
Desc:	LEGAL: WILDER DAM RE-LICENSING	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
24637	LEGAL: FIRE STATION 2 PROJECT		0.00	$801.65	0.00	801.65
Desc:	LEGAL: FIRE STATION 2 PROJECT	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
		Vendor Total:		1,841.65	0.00	1,841.65
031622	MOODY, BRYCE A	BRYCE A MOODY			9/27/2024	92744
JUL-SEP'24	UVAC REIMBURSEMENT JUL-SEP'24		0.00	$121.00	0.00	121.00
Desc:	UVAC REIMBURSEMENT JUL-SEP'24	Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
		Vendor Total:		121.00	0.00	121.00
031800	MOSES, KYLE				9/27/2024	92745
09.23.2024	UNIFORM REIMBURSEMENT		312.97	$312.97	0.00	312.97
Desc:	Boot, Clothing Allowance per CBA	Acct: 60-961-326-0000		UNIFORMS-PURCHASE/LEASE/CLEAI		
		Vendor Total:		312.97	0.00	312.97
032106	MVP HEALTH CARE, INC - UNDER 65	MVP HEALTH CARE, INC			9/27/2024	92746
OCT'24	HEALTH INS - OCT'24		21,836.07	$157,518.07	0.00	157,518.07
Desc:	HEALTH INS - OCT'24	Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-271-220-0000		DISP -HEALTH INSURANCE		
Desc:	HEALTH INS - OCT'24	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: HEALTH INS - OCT'24	Acct: 10-311-220-0000	DPW -HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-511-220-0000	PR -HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-514-220-0000	PR -HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-521-220-0000	PR -HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance			
	Desc: HEALTH INS - OCT'24	Acct: 30-975-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 50-954-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 50-955-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 55-955-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 60-961-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 60-965-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 65-963-220-0000	HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24	Acct: 65-965-220-0000	HEALTH INSURANCE			
	Vendor Total:			157,518.07	0.00	157,518.07
032108	MVP HEALTH CARE, INC - RETIREES				9/27/2024	92747
OCT'24	HEALTH INS - OCT'24 RETIREES		3,256.68	$12,033.37	0.00	12,033.37
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 10-174-418-0100	ASE -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE			
	Desc: HEALTH INS - OCT'24 RETIREES	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Vendor Total:			12,033.37	0.00	12,033.37
034800	NORTHEAST DELTA DENTAL				9/27/2024	92748
OCT'24	DENTAL INS - OCT'24		1,218.15	$9,662.22	0.00	9,662.22
	Desc: DENTAL INS - OCT'24	Acct: 10-121-230-0000	TM -DENTAL			
	Desc: DENTAL INS - OCT'24	Acct: 10-151-230-0000	TC -DENTAL			
	Desc: DENTAL INS - OCT'24	Acct: 10-171-230-0000	FIN -DENTAL			
	Desc: DENTAL INS - OCT'24	Acct: 10-174-230-0000	ASE -DENTAL			
	Desc: DENTAL INS - OCT'24	Acct: 10-175-230-0000	DEL -DENTAL			
	Desc: DENTAL INS - OCT'24	Acct: 10-181-230-0000	IT -DENTAL			
	Desc: Dental	Acct: 10-211-230-0000	HPD -DENTAL			
	Desc: Dental	Acct: 10-221-230-0000	HFD -DENTAL			
	Desc: Dental	Acct: 10-271-230-0000	DISP -DENTAL			
	Desc: Dental	Acct: 10-311-230-0000	DPW -DENTAL			
	Desc: Dental	Acct: 10-325-230-0000	DPW -DENTAL			
	Desc: Dental	Acct: 10-511-230-0000	PR -DENTAL			
	Desc: Dental	Acct: 10-514-230-0000	PR -DENTAL			
	Desc: Dental	Acct: 10-521-230-0000	PR -DENTAL			
	Desc: Dental	Acct: 10-621-230-0000	PDZ -DENTAL			
	Desc: Dental	Acct: 10-622-230-0000	PDZ -DENTAL			
	Desc: Dental	Acct: 30-975-230-0000	DENTAL			
	Desc: Dental	Acct: 50-954-230-0000	DENTAL			

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Dental	Acct: 50-955-230-0000		DENTAL		
	Desc: Dental	Acct: 55-955-230-0000		DENTAL		
	Desc: DENTAL INS - OCT'24	Acct: 60-961-230-0000		DENTAL		
	Desc: Dental	Acct: 60-965-230-0000		DENTAL		
	Desc: Dental	Acct: 65-963-230-0000		DENTAL		
	Desc: Dental	Acct: 65-965-230-0000		DENTAL		
	Vendor Total:			9,662.22	0.00	9,662.22
034925	NORTHEAST RESOURCE RECOVERY ASSC				9/27/2024	92749
139724	FREON UNITS		376.00	$376.00	0.00	376.00
	Desc: FREON UNITS	Acct: 30-971-318-0000		CONTRACTED SERVICES		
	Vendor Total:			376.00	0.00	376.00
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES			9/27/2024	92750
9600004155AUG'24	TRASH PICK-UP - AUG'24		0.00	$284.96	0.00	284.96
	Desc: TRASH PICK-UP - AUG'24	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
	Desc: TRASH PICK-UP - AUG'24	Acct: 10-211-318-0000		HPD -CONTRACTED SERVICES		
	Desc: TRASH PICK-UP - AUG'24	Acct: 10-271-320-0000		DISP -EQUIP OPERATION/MAINT-OFF		
	Vendor Total:			284.96	0.00	284.96
035050	NORTHERN NURSERIES INC				9/27/2024	92751
214081	RYE SEEDS		0.00	$93.00	0.00	93.00
	Desc: RYE SEEDS	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
	Vendor Total:			93.00	0.00	93.00
035360	NOTT'S EXCAVATING INC				9/27/2024	92752
QUE FIELD 5E - 1	QUE FIELD 5E REPLACEMENT - 09.10.24		84,339.00	$84,339.00	0.00	84,339.00
	Desc: QUE FIELD 5E REPLACEMENT - 09.10.24	Acct: 65-964-318-0000		CONTRACTED SERVICES		
	Desc: QUE FIELD 5E REPLACEMENT - 09.10.24	Acct: 65-965-543-0000		CAPITAL OUTLAY		
	Vendor Total:			84,339.00	0.00	84,339.00
035545	NUCAR FORD OF LEBANON				9/27/2024	92753
101602	PD 7 REPAIR AND MATERIALS		0.00	$202.38	0.00	202.38
	Desc: PD 7 REPAIR AND MATERIALS	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
101612	PD 12 REPAIR AND MATERIALS		0.00	$168.38	0.00	168.38
	Desc: PD 12 REPAIR AND MATERIALS	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			370.76	0.00	370.76
035780	O'REILLY AUTO PARTS				9/27/2024	92754
5698-346486	PD 7 REPAIR AND MATERIALS		0.00	$87.84	0.00	87.84
	Desc: PD 7 REPAIR AND MATERIALS	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			87.84	0.00	87.84
036742	PAUL FRANK + COLLINS P.C.				9/27/2024	92755
213942	Respect in the Workplace Training		0.00	$3,000.00	0.00	3,000.00
	Desc: Respect in the Workplace Training	Acct: 10-121-315-0000		TM -RECRUITMENT & TRAINING		
	Vendor Total:			3,000.00	0.00	3,000.00

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
037450	PIKE INDUSTRIES INC		9/27/2024	92756
1298824	STONE	85.41	$85.41 / 0.00	85.41
Desc: STONE		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	
	Vendor Total:		85.41 / 0.00	85.41
037475	PINE STATE ELEVATOR CO		9/27/2024	92757
40810681	ELEVATOR SERVICE CONTRACT	0.00	$232.67 / 0.00	232.67
Desc: ELEVATOR SERVICE CONTRACT		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES	
Desc: ELEVATOR SERVICE CONTRACT		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
	Vendor Total:		232.67 / 0.00	232.67
039250	RADIO NORTH GROUP INC		9/27/2024	92758
24146488	20 RADIO BATTERIES	0.00	$3,735.00 / 0.00	3,735.00
Desc: 20 RADIO BATTERIES		Acct: 10-211-330-0000	HPD -OFFICE EQUIPMENT	
	Vendor Total:		3,735.00 / 0.00	3,735.00
039510	RC CLEANING LLC	RC CLEANING LLC	9/27/2024	92759
305	CLEANING SERVICES - AUG'24	0.00	$1,515.86 / 0.00	1,515.86
Desc: CLEANING SERVICES - AUG'24		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
Desc: CLEANING SERVICES - AUG'24		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF	
	Vendor Total:		1,515.86 / 0.00	1,515.86
040375	RICKER, ALLYN	ALLYN RICKER	9/27/2024	92760
SEP'24	RETIREE REIMBURSEMENT - SEP'24	0.00	$739.05 / 0.00	739.05
Desc: RETIREE REIMBURSEMENT - SEP'24		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE	
	Vendor Total:		739.05 / 0.00	739.05
040378	RIDGELINE DEFENSE LLC		9/27/2024	92761
1064	PATROL RIFLE INSTRUCTOR COURSE	0.00	$550.00 / 0.00	550.00
Desc: PATROL RIFLE INSTRUCTOR COURSE		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING	
	Vendor Total:		550.00 / 0.00	550.00
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER	9/27/2024	92762
OCT'24	Ret Reimb Oct 24	128.00	$365.71 / 0.00	365.71
Desc: Ret Reimb Oct 24		Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE	
Desc: Ret Reimb Oct 24		Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE	
Desc: Ret Reimb Oct 24		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE	
Desc: Ret Reimb Oct 24		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE	
Desc: Ret Reimb Oct 24		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE	
Desc: Ret Reimb Oct 24		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE	
	Vendor Total:		365.71 / 0.00	365.71
040751	ROGERS, LARRY	LARRY ROGERS	9/27/2024	92763
OCT'24	Ret Reimb Oct 24	119.70	$119.70 / 0.00	119.70
Desc: Ret Reimb Oct 24		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE	
	Vendor Total:		119.70 / 0.00	119.70
041450	SABIL & SONS, INC	SABIL & SONS, INC	9/27/2024	92764

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
46923	PARTS H-6		0.00	$51.55	0.00	51.55
Desc: PARTS H-6		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
12996	2016 CHEVY SILVERADO REPAIRS		2,663.06	$2,663.06	0.00	2,663.06
Desc: Vehicle Tow/Fuel Pump Assembly Repl		Acct: 60-961-318-0000	CONTRACTED SERVICES			
	Vendor Total:			2,714.61	0.00	2,714.61
042702	JOHNSON CONTROLS FIRE PROTECTION L	JOHNSON CONTROLS FIRE PROTECTION LP			9/27/2024	92765
52288672	319 Latham Works Lane-Fire Extingui		995.00	$995.00	0.00	995.00
Desc: 319 Latham Works Lane-Fire Extingui		Acct: 60-961-318-0000	CONTRACTED SERVICES			
52288702	173 Airport Rd Inspection Fire Exti		0.00	$520.00	0.00	520.00
Desc: 173 Airport Rd Inspection Fire Exti		Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES			
	Vendor Total:			1,515.00	0.00	1,515.00
043190	SOLOMITA, DANIEL	DANIEL SOLOMITA			9/27/2024	92766
JUL-AUG'24	UVAC REIMBURSEMENT JUL-AUG'24		0.00	$120.00	0.00	120.00
Desc: UVAC REIMBURSEMENT JUL-AUG'24		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES			
	Vendor Total:			120.00	0.00	120.00
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.			9/27/2024	92767
INV3360145	PARTS		0.00	$164.52	0.00	164.52
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
INV3354171	PARTS - 924		0.00	$265.60	0.00	265.60
Desc: PARTS - 924		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
INV3357786	PARTS - GRADER		0.00	$174.87	0.00	174.87
Desc: PARTS - GRADER		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
INV3356438	PARTS - GRADER		0.00	$70.32	0.00	70.32
Desc: PARTS - GRADER		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
INV3353143	PARTS - GRADER		0.00	$257.25	0.00	257.25
Desc: PARTS - GRADER		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Vendor Total:			932.56	0.00	932.56
043426	FIRSTLIGHT FIBER	FIRSTLIGHT FIBER			9/27/2024	92768
18250051	TELEPHONES SEP'24		965.27	$5,773.77	0.00	5,773.77
Desc: TELEPHONES SEP'24		Acct: 10-211-324-0000	HPD -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-221-324-0000	HFD -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-271-324-0000	DISP -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-121-324-0000	TM -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-151-324-0000	TC -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-171-324-0000	FIN -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-174-324-0000	ASE -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-181-324-0000	IT -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-511-324-0000	PR -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-622-324-0000	PDZ -TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-530-324-0000	PR -Telephone			
Desc: TELEPHONES SEP'24		Acct: 50-952-324-0000	TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 60-961-324-0000	TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 30-971-324-0000	TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 60-962-324-0000	TELEPHONE			
Desc: TELEPHONES SEP'24		Acct: 10-321-324-0000	DPW -TELEPHONE			

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: TELEPHONES SEP'24	Acct: 10-325-324-0000		DPW -TELEPHONE		
		Vendor Total:		5,773.77	0.00	5,773.77
043930	STAPLES CONTRACT & COMMERCIAL	STAPLES ADVANTAGE			9/27/2024	92769
7002167258	TONER/DISINFECTANT WIPES/SIGNS		0.00	$124.51	0.00	124.51
	Desc: TONER/DISINFECTANT WIPES/SIGNS	Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
		Vendor Total:		124.51	0.00	124.51
044204	STEARNS SEPTIC SERVICE, LLC				9/27/2024	92770
9946082324	EMERGENCY VAC SERV-MILL RUN CONDOS		1,095.00	$1,095.00	0.00	1,095.00
	Desc: EMERGENCY VAC SERV-MILL RUN CONDOS	Acct: 65-964-318-0000		CONTRACTED SERVICES		
9581091824	SLUDGE HAULING - QUECHEE MAIN		1,884.00	$1,884.00	0.00	1,884.00
	Desc: SLUDGE HAULING - QUECHEE MAIN	Acct: 65-963-318-0000		CONTRACTED SERVICES		
		Vendor Total:		2,979.00	0.00	2,979.00
045500	TESSIER, JEAN	JEAN TESSIER			9/27/2024	92771
08.31.2024	UNIFORM - REIMBURSEMENT		0.00	$179.99	0.00	179.99
	Desc: Boots per CBA	Acct: 10-325-326-0000		DPW -UNIFORMS		
		Vendor Total:		179.99	0.00	179.99
045528	TEXAS REFINERY CORP				9/27/2024	92772
286183	880 Crown & Chassis Grease for Cent		520.00	$520.00	0.00	520.00
	Desc: 880 Crown & Chassis Grease for Cent	Acct: 60-961-320-0100		EQUIP OPERATION/MAINT-GENERAL		
		Vendor Total:		520.00	0.00	520.00
047190	USABLUEBOOK	USABLUEBOOK			9/27/2024	92773
INV00480944	MATERIALS		52.20	$52.20	0.00	52.20
	Desc: MATERIALS	Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
		Vendor Total:		52.20	0.00	52.20
048080	USTA NEW ENGLAND, INC.				9/27/2024	92774
NE00000271	AUGUST 2024 TENNIS PROGRAMS		0.00	$900.00	0.00	900.00
	Desc: AUGUST 2024 TENNIS PROGRAMS	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES		
		Vendor Total:		900.00	0.00	900.00
048300	VALLEY NEWS	VALLEY NEWS			9/27/2024	92775
125717,4438647	LAND USE PERMIT 3W0303-2		0.00	$212.40	0.00	212.40
	Desc: LAND USE PERMIT 3W0303-2	Acct: 10-221-312-0000		HFD -ADVERTISING		
125977,4438806	AD: PLANNING COMMISSION 10.07.24		0.00	$196.20	0.00	196.20
	Desc: AD: PLANNING COMMISSION 10.07.24	Acct: 10-622-312-0000		PDZ -ADVERTISING		
125978,4438610	RFB - NUTT LANE		154.80	$154.80	0.00	154.80
	Desc: RFB - NUTT LANE	Acct: 50-955-312-0000		ADVERTISING		
125911,4439290	SB AGENDA - 10.01.24		0.00	$248.40	0.00	248.40
	Desc: SB AGENDA - 10.01.24	Acct: 10-111-312-0000		SB -ADVERTISING		
125911,4439033	LEGAL: SB PLANNING SESSION 09.22.24		0.00	$106.20	0.00	106.20
	Desc: LEGAL: SB PLANNING SESSION 09.22.24	Acct: 10-111-312-0000		SB -ADVERTISING		
129852,4438330	AD JOB POSTING		0.00	$24.50	0.00	24.50

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: AD JOB POSTING	Acct: 10-211-312-0000		HPD -ADVERTISING		
		Vendor Total:		942.50	0.00	942.50
050045	XYLEM WATER SOLUTIONS U.S.A. INC				9/27/2024	92776
3556D39045	PARTS FOR FLYGT PUMP MILL RUN		765.80	$765.80	0.00	765.80
	Desc: PARTS FOR FLYGT PUMP MILL RUN	Acct: 65-964-321-0200		REPAIRS & MAINT-MAINS & APPUR		
		Vendor Total:		765.80	0.00	765.80
050090	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS			9/27/2024	92777
MIS2024-0048 A	VLCT WELCOMING & ENGAGING COMM COHO		90.15	$90.15	0.00	90.15
	Desc: VLCT WELCOMING & ENGAGING COMM COHO	Acct: 72-111-111-1200		Vermont Community Foundation Grant #		
MIS2024-0048 B	VLCT WELCOMING & ENGAGING COMM COHO		0.00	$9.85	0.00	9.85
	Desc: VLCT WELCOMING & ENGAGING COMM COHO	Acct: 10-111-315-0000		SB -RECRUITMENT & TRAINING		
		Vendor Total:		100.00	0.00	100.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN			9/27/2024	92778
OCT'24	VISION INS - OCT'24		0.00	$2,002.74	0.00	2,002.74
	Desc: VISION INS - OCT'24	Acct: 10-012-300-0225		ACCRUED VISION INSURANCE PAYAI		
		Vendor Total:		2,002.74	0.00	2,002.74
053040	WHITE RIVER CAR WASH				9/27/2024	92779
AUG'24	CARWASH - AUG'24		0.00	$206.42	0.00	206.42
	Desc: CARWASH - AUG'24	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		206.42	0.00	206.42
053650	WILSON TIRE INC				9/27/2024	92780
542105	TIRES MOUNT & BALANCE		0.00	$892.95	0.00	892.95
	Desc: TIRES MOUNT & BALANCE	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		892.95	0.00	892.95
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR			9/27/2024	92781
OCT'24	Ret Reimb Oct 24		0.00	$174.70	0.00	174.70
	Desc: Ret Reimb Oct 24	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
		Vendor Total:		174.70	0.00	174.70
059743	HOWELL, THOMAS	THOMAS HOWELL			9/27/2024	92782
08.31.2024	UNIFORM REIMBURSEMENT		0.00	$373.49	0.00	373.49
	Desc: Work pants- Uniform allowance	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: Shirts- Uniform Allowance	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
09.24-26.2024	MEAL REIMBURS-COLT ARMORES COURSE		0.00	$177.00	0.00	177.00
	Desc: MEAL REIMBURS-COLT ARMORES COURSE	Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
		Vendor Total:		550.49	0.00	550.49
059847	COUTERMARSH, TOM	TOM COUTERMARSH			9/27/2024	92783
OCT'24	Ret Reimb Oct 24		972.04	$972.04	0.00	972.04
	Desc: Ret Reimb Oct 24	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Oct 24	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Oct 24	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: Ret Reimb Oct 24		Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
	Vendor Total:			972.04	0.00	972.04
059855	PENN VALLEY PUMP CO., INC.				9/27/2024	92784
19216	DUROMETER		2,588.40	$2,588.40	0.00	2,588.40
Desc: DUROMETER		Acct: 60-961-320-0100		EQUIP OPERATION/MAINT-GENERAL		
	Vendor Total:			2,588.40	0.00	2,588.40
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES			9/27/2024	92785
83060988	LEASE COPIER - OCT'24		285.96	$1,166.94	0.00	1,166.94
Desc: LEASE COPIER - OCT'24 - DPW		Acct: 50-955-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE COPIER - OCT'24 - DPW		Acct: 55-955-320-0000		EQUIP OPERATION/MAINT - OFFICE		
Desc: LEASE COPIER - OCT'24 - DPW		Acct: 60-965-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE COPIER - OCT'24 - DPW		Acct: 65-965-320-0000		EQUIP OPERATION/MAINT - OFFICE		
Desc: LEASE COPIER - OCT'24 PD		Acct: 10-211-318-0000		HPD -CONTRACTED SERVICES		
Desc: LEASE COPIER - OCT'24 PLANN		Acct: 10-622-320-0000		PDZ -EQUIP OPERATION/MAINT-OFFI		
Desc: LEASE COPIER - OCT'24 VAL		Acct: 10-174-320-0000		ASE -EQUIP OPERATION/MAINT-OFFI		
Desc: LEASE COPIER - OCT'24- REC.		Acct: 10-511-318-0000		PR -CONTRACTED SERVICES		
Desc: LEASE COPIER - OCT'24 - FD		Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
Desc: LEASE COPIER - OCT'24 - FIN		Acct: 10-171-318-0000		FIN -CONTRACTED SERVICES		
Desc: LEASE COPIER - OCT'24 - TM		Acct: 10-121-318-0000		TM -CONTRACT SERVICES		
83074033	LEASE COPIER - SEP'24 - QUE		0.00	$59.25	0.00	59.25
Desc: LEASE COPIER - SEP'24 - QUE		Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
83060630	LEASE KOICERA - OCT'24		464.67	$755.69	0.00	755.69
Desc: LEASE KOICERA - OCT'24 DIS		Acct: 10-271-320-0000		DISP -EQUIP OPERATION/MAINT-OFF		
Desc: LEASE KOICERA - OCT'24 TC		Acct: 10-151-318-0000		TC -CONTRACTED SERVICES		
Desc: LEASE KOICERA - OCT'24 WIDE		Acct: 50-955-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE KOICERA - OCT'24 WIDE		Acct: 55-955-320-0000		EQUIP OPERATION/MAINT - OFFICE		
Desc: LEASE KOICERA - OCT'24 WIDE		Acct: 60-965-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE KOICERA - OCT'24 WIDE		Acct: 65-965-320-0000		EQUIP OPERATION/MAINT - OFFICE		
Desc: LEASE FOLDING MACHINE - OCT'24		Acct: 10-171-318-0000		FIN -CONTRACTED SERVICES		
Desc: LEASE FOLDING MACHINE - OCT'24		Acct: 50-955-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE FOLDING MACHINE - OCT'24		Acct: 55-955-320-0000		EQUIP OPERATION/MAINT - OFFICE		
Desc: LEASE FOLDING MACHINE - OCT'24		Acct: 60-965-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE FOLDING MACHINE - OCT'24		Acct: 65-965-320-0000		EQUIP OPERATION/MAINT - OFFICE		
	Vendor Total:			1,981.88	0.00	1,981.88
061850	STRATEGY MATTERS, LLC	STRATEGY MATTERS, LLC			9/27/2024	92786
2024-079	STRATEGIC PLAN-COMMUNITY SAFETY 3/3		0.00	$10,000.00	0.00	10,000.00
Desc: STRATEGIC PLAN-COMMUNITY SAFETY 3/3		Acct: 10-121-318-0000		TM -CONTRACT SERVICES		
	Vendor Total:			10,000.00	0.00	10,000.00
500387	EXECUSUITE, LLC				9/27/2024	92787
33984	RENT - OCTOBER 2024		0.00	$400.00	0.00	400.00
Desc: RENT - OCTOBER 2024		Acct: 10-121-318-0600		TM -CONTRACT SERVICES - PARKINC		
	Vendor Total:			400.00	0.00	400.00
500660	JP PEST SERVICE				9/27/2024	92788
3920099	MONTHLY CONTRACT		0.00	$88.00	0.00	88.00

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MONTHLY CONTRACT	Acct: 10-161-318-0000		TH -CONTRACTED SERVICES		
		Vendor Total:		88.00	0.00	88.00
500952	PRIMMER PIPER EGGLESTON & CRAMER P				9/27/2024	92789
B04982-00015-291243	LEGAL: FAIRVIEW TERRACE PROJ		0.00	$90.00	0.00	90.00
	Desc: LEGAL: FAIRVIEW TERRACE PROJ	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
		Vendor Total:		90.00	0.00	90.00
502300	BROWN, SPENCER	SPENCER BROWN			9/27/2024	92790
08.07.2024	Summer Speed & Agility Program		0.00	$832.00	0.00	832.00
	Desc: Summer Speed & Agility Program	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES		
		Vendor Total:		832.00	0.00	832.00
502361	WUNDERLICH, MAX	MAX WUNDERLICH			9/27/2024	92791
JUL-AUG'24	UVAC REIMBURSEMENT JUL-AUG'24		0.00	$120.00	0.00	120.00
	Desc: UVAC REIMBURSEMENT JUL-AUG'24	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
		Vendor Total:		120.00	0.00	120.00
502430	LIVINGSTON, LANA	LANA LIVINGSTON			9/27/2024	92792
09.18.24	UVAC Membership - September 2024		0.00	$20.50	0.00	20.50
	Desc: UVAC Membership - September 2024	Acct: 10-121-313-0000		TM -MEMBERSHIP DUES		
		Vendor Total:		20.50	0.00	20.50
502681	BROWER, KRISTOFER	KRISTOFER BROWER			9/27/2024	92793
2025	REFUND PROPERTY TAX STATE PAY 2025		0.00	$1,966.80	0.00	1,966.80
	Desc: REFUND PROPERTY TAX STATE PAY 2025	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
		Vendor Total:		1,966.80	0.00	1,966.80
502868	SCHAAL, MARCY	MARCY SCHAAL			9/27/2024	92794
AUG-SEP'24	UVAC REIMBURSEMENT AUG-SEP'24		0.00	$50.50	0.00	50.50
	Desc: UVAC REIMBURSEMENT AUG-SEP'24	Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
		Vendor Total:		50.50	0.00	50.50
502958	BELL HAROLD R	HAROLD R BELL			9/27/2024	92795
2025	REFUND PROPERTY TAX STATE PAY 2025		0.00	$1,960.88	0.00	1,960.88
	Desc: REFUND PROPERTY TAX STATE PAY 2025	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
		Vendor Total:		1,960.88	0.00	1,960.88
502960	CASH, JUSTIN	JUSTIN CASH			9/27/2024	92796
2025	REFUND PROPERTY TAX STATE PAY 2025		0.00	$3,020.39	0.00	3,020.39
	Desc: REFUND PROPERTY TAX STATE PAY 2025	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
		Vendor Total:		3,020.39	0.00	3,020.39
502961	REDIKER, RYAN K	RYAN K REDIKER			9/27/2024	92797
2025	REFUND PROPERTY TAX STATE PAY 2025		0.00	$3,261.76	0.00	3,261.76
	Desc: REFUND PROPERTY TAX STATE PAY 2025	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		3,261.76	0.00	3,261.76
FUND 1 0				**Bank Total:**		**3,421,530.47**
		Holdback Total				3,734,488.31
	Batch Totals:	0.00	171,748.06		0.00	3,906,236.37

_____ MICHAEL HOYT

_____ KIM SOUZA

_____ MARY M. ERDEI

_____ SUSAN M. BUCKHOLZ

_____ LANNIE J. COLLINS

_____ IDA GRIESEMER

_____ BRANDON SMITH

_____ JOHN HAVERSTOCK

_____ GAIL OSTROUT

_____ JOSEPH MAJOR

TOWN OF HARTFORD SELECTBOARD
LISTENING SESSION
Tuesday, September 10, 2024, 6:00pm
Wilder Library, 78 Norwich Avenue, Wilder, VT

MINUTES

JAM Link: https://www.youtube.com/live/cKcI15sn1AA?si=QolmDMsaq4KxuoaD

I. **Call to Order:** Selectboard Chair Mike Hoyt called the Selectboard Listening Session meeting to order at 6:00 pm.

II. **Introductions:** Selectboard members, the Town Manager and the Town's new Communications & Media Specialist introduced themselves and welcomed the members of the public who were attending in-person and remotely.

III. **Attendees:** Those attending in-person number approximately 35, while there were approximately 17 remote attendees. In-person attendees included Selectboard members Mike Hoyt, Kim Souza, Mary Erdei, Lannie Collins, Sue Buckholz, Brandon Smith and Ida Griesemer.

Also attending in-person were: John Haverstock, John "JD" Hawks, Joe Major, Alison Clarkson, Becca White, Patti Holmes, Faith DuBois, Barbara Middleton, Tim Fariel, Jennifer Mattern, Tim Thibodeau, Marcy Bartlett, Cathy Melocik, Jonathan Rugg, Sharon Cook, Richard Cook, Christina Dolan, Mary Lou Scelza, Beth Malow, Sara Ferguson, Phil Sargent, Bill Moore, Cathy Moore, Marie Alvin, Bonnie Fields, Nancy Promersberger, Brian Promersberger, Greg Eaton and Anita Drake

IV. **Discussion**: There followed an extended discussion among all participants, facilitated by Greg Eaton and Anita Drake of Prism Conflict Solutions, about how the Town might improve its communication to the public.

- PRISM has provided these notes from the Listening Session:

Hartford Selectboard Listening Session – Communication

6 – 7:30 p.m. on September 10, 2024

Notes taken by A. Drake and G. Eaton (PRISM Conflict Solutions)

Goals for communication from the town:

- Any communication plan must connect to our values as a town.
- Communication is based on grass roots and doesn't come from the top down. How can we think about pot lucks and other ways to encourage residents to interact?
- Part of the goal of communication is to avoid conflict.
- As local news coverage has decreased, there is an information void. It can be hard to track down information.
- There is a lot of unofficial information out there, which is confusing. People would like a consistent place to go.
- We need to make information accessible – in that anyone looking for it can find it via town outlets. It can then be propagated to the listserv and other outlets.
- Residents want some accountability from town officials. It is hard to have that without information.

Content Requests – What kinds of information?

- Some would like to see policies, procedures and protocols for the various town departments posted on the website
- It would also be useful to see a condensed version of the board meeting minutes on listserv. This existed previously.
- It would also be useful to communicate to the town residents how local government functions— budget process, town meeting cycle.
- There should be more information put out to the public to inform them about the impact of various proposals – for example, the impact on local property taxes of a local option tax.
- There is interest in hearing information communicated from the town regarding safety.

Ideas for how information can be propagated out:

- Is there a point person to ask questions to?
    - J. Haverstock (town manager) indicated that he was happy to be a point person.
- Suggestion that the town could have a phone number people could call to hear the meeting minutes. This would give access to those without computers or smartphones
- Meeting minutes don't give a complete picture of what happens at the meetings. Videos of the board meetings are available on the website
- Parks and Rec Dept. and Bugbee Center are excellent at communication and should serve as a model.
- Hartford Parks & Recreation sends out a newsletter regularly. This includes dates, and links for further information. There is nothing like that from the town.

- Could the town implement a ticketing system for tracking inquiries? And some kind of commitment to respond to residents?
- It would be nice to have a newsroom – a central place to access information.
- Could there be an FAQ – a clear layout of who to contact for specific services?
- Could the town move to a system like VT-Alerts, where people can opt-in to receiving text messages or emails regarding information they are interested in?
- Could there be a robo-calling system for alerts?
- It is currently hard to find the minutes – can they be posted in a way that makes them easily accessible?
    - The website does currently have a "notify me" option for town news, minutes, and agendas.
- How do we help folks that cannot access information online?
    - Mass mailing?
    - A town bulletin board? This could be a place where people can access information by town hall.
- E-newsletter from town manager – this is a way that Windsor is distributing information. Every Friday, an e-newsletter is sent out, and gives a window into what the town is doing. They also make printed copies available at the town hall, and it could be distributed to community groups.
- The mailers from the town regarding town meeting are well received – could we do an annual mailing regarding selectboard meetings? In this way, we could make the calendar more visible and shared.

How is the town receiving information from residents?

- Concern regarding the public comment portion of the board meetings being reduced from 5 minutes to 3 minutes. Sends message that what the public has to say is not important.
- There was a suggestion that the selectboard comment time be limited to three minutes as well.
- There is currently tension in decision making processes. There are decisions being made without getting buy-in.
- When the townspeople are communicating via vote, it does not feel like the town is listening.
- All were receptive to the suggestion that the board hold further listening sessions, perhaps on a quarterly basis

Miscellaneous

- Comments about parking meters, and whether they have already been purchased.
- Comments about public safety, and what is being done about current safety issues in town.
- Comments regarding the police department and outreach officer.

V. **Adjournment**: Selectboard Vice Chair, Kim Souza made the motion to adjourn the meeting at 7:36 pm. Selectboard Member Lannie Collins seconded the motion. All Selectboard members approved, and the motion passed.

_____

Mary Erdei, Selectboard Clerk
September 10, 2024 Selectboard Listening Session

TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, September 17, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001
This meeting was conducted in person at Town Hall

Present: Mike Hoyt; Kim Souza; Mary Erdei; Brandon Smith; Ida Griesemer; Lannie Collins; John Haverstock; Scott Hausler; Chris Holzwarth; Dana Clawson; John Reid; Lyn Bohi; Jesse Pollard; David Briggs; Peggy Adams; Sally Mansur; Vural Oktay: Chico Eastridge.

Present on Zoom: Gail Ostrout; Greg Sheldon; Dan Fraser; Heidi Duto; Marie Alvin; Jay Dunn;

JAM LINK: https://www.youtube.com/live/wTDFgz6GqTs?si=7tLMdqAhwV4KJkUO

I. Call to Order to the Selectboard Meeting by Chair, Mike Hoyt at 6:00 PM.
II. Pledge of Allegiance was recited and led by Lannie Collins.
III. Local Liquor Control Board:
1. Consider New Applications for Cappadocia Café, LLC d/b/a Cappadocia Café, 5 South Main Street, White River Jct, VT 05001 (3d Class and Outside Consumption). **Selectboard Vice Chair, Kim Souza made the motion to approve the 3d Class and Outside Consumption Liquor permit application from Cappadocia Café. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

IV. Local Cannabis Control Board:
1. Consider the Renewal of a Cannabis License for Easy Green Genetix, LLC for (#S-000009493). **Selectboard Clerk, Mary Erdei made the motion to approve the renewal of the cannabis license of Easy Green Genetix. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.**

V. Order of Agenda
VI. Selectboard
1. Public Comment
   a. David Briggs gave an update on his plans to re-develop the Coolidge Block.
   b. Dan Fraser asked Selectboard members not to crinkle papers, as it disrupts the audio.
   c. Marie Alvin advocated for a crosswalk on Route 5, the use of ARPA funds for lights and cameras for the Park 'N Ride and noted the continued presence there of a blue car.
   d. Heidi Duto thanked everyone for a constructive Selectboard Listening Session and also noted the continued presence of a blue car at the Park 'N Ride.
2. Selectboard Comments and Announcements
3. Appointments
   a. Consider the Re-Appointment of Sara Ferguson to the Design Review Committee. **Selectboard Clerk, Mary Erdei made the motion to re-appoint Sara Ferguson to the Design Review Committee for a three year term beginning September 17, 2024 and ending September 16, 2027. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**
   b. Consider the Re-Appointment of Lynn Bohi to the Energy Commission. **Selectboard Member, Lannie Collins made the motion to re-appoint Lynn Bohi to the Energy Commission for a three-year term beginning September 17, 2024, and ending September 16, 2027. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.**
   c. Consider the NEW Appointment of Sally Mansur to the Resilient Hartford Committee. **Selectboard Vice Chair, Kim Souza made the motion to appoint Sally Mansur to the Resilient Hartford Committee for a three-year term beginning September 17, 2024, and ending September 16, 2027. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.**

4. Town Manager's Report
Significant Activity Reports:

5. Board Reports, Motions & Ordinances

a. Update from Energy Commission. Energy Commission Chair Jesse Pollard updated the Selectboard on the work of the Energy Commission.

b. Update from Climate Action Steering Team (C.A.S.T.), C.A.S.T. Chair John Reid updated the Selectboard on the work of C.A.S.T.

c. Review and Adopt Proposed C.A.S.T. By-Laws. **Selectboard Vice Chair, Kim Souza made the motion to approve the proposed By-Laws developed by the C.A.S.T. on the condition that the final sentence of Section 6 be deleted. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

d. Climate Action Plan Update from Environmental Sustainability Coordinator. Dana Clawson updated the Selectboard on his work.

e. ARPA Funds Update. Town Manager John Haverstock and Finance Director Gail Ostrout updated the Selectboard on Staff efforts to obligate ARPA funds.

f. Review Capital Improvement Requests. John Haverstock provided an update and several Department Heads presented their Capital Improvement Requests.

g. Review Petition to Install Fiber Conduit Along Town ROW. **Consolidated Communications presented their request to lay fiber along Wheelock Road in Quechee. Selectboard Vice Chair, Kim Souza made the motion to authorize the Town Manager to sign the Petition for License for Conduit/Buried Location supplied by Consolidated Communications. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

h. Accept Engineering Grant for Podunk Road Culvert Replacement. **Selectboard Member, Brandon Smith made the motion to accept the $31,500 grant and authorize the Town Managet to execute the grant agreement. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed**.

i. Approve Entry License Agreement for Nutt Lane Water Main Project. **Selectboard Vice Chair, Kim Souza made the motion to authorize the Town Manager to sign the Entry License Agreement. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.**

j. Approve Master License Agreement for Nutt Lane Water Main Project. **Selectboard Vice Chair, Kim Souza made the motion to authorize the Town Manager to sign the Master License Agreement. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

k. Approve Nutt Lane Water Main Project Legal Review and Document Preparation Fees. **Selectboard member, Brandon Smith made the motion to approve the fees charged by VTrans and the Railroad, totaling $800.00. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**

l. Discuss Potential Room 1 Audio-Visual Upgrades. There was a discussion of the Town's needs, the proposals received from vendors and how an upgrade might be funded. Staff will continue to refine the project and will consider funding options.

m. Finalize Selectboard Guidance for FY 2026. **Selectboard Vice Chair, Kim Souza made the motion to adopt the Same Guidance as was adopted by the Board last year, with no changes. Selectboard Clerk, Mary Erdei seconded the motion. Approved by a vote of 4-1-0 (Collins opposed and Smith abstaining).**

VII. Commission Reports

a. Brandon Smith reported on his work with the Committee on Housing & Homelessness:

- Report from the housing and homelessness committee September 12: We had a quorum, but we had two absent members, so some business was postponed. We discussed the reception of the committee's briefing to the selectboard. I gave an update on my information-gathering with USDOJ about their lawsuit alleging price-fixing in the rental market, which that process is still ongoing. We discussed the upcoming block party at Lyman Point Park on October 18. Our committee will be having a table there with a nice quality audio recorder, and we'll ask for folks' stories about finding housing in Hartford. Should be exciting.

b. Kim Souza reported on her work with the Planning Commission
- The Planning Commission met on September 5th and approved 2 applications from Tremont Street LLC for Planned Development and Site Development at 1200 Christian Street (formerly known as Brookside Nursing Home). Commissioners approved both applications, 5-1, with conditions relating to a deferred parking plan to add 7 additional parking spaces, at a later date, if deemed necessary to comply with various parking concerns.

VIII. Consent Agenda: **Selectboard Vice Chair, Kim Souza made the motion to approve the Consent Agenda. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 9/14/2024
Approve A/P Manifest of: 9/13/024 & 9/19/2024
Approve Meeting Minutes of: 9/3/2024
Future Meetings: 09/22/2024 Strategic Planning Sesion;10/1/2024; 10/15/2024; 10/29/2024

IX. Executive Session: None.

X. Adjourn the Selectboard Meeting: **Selectboard Member, Ida Griesemer made the motion to adjourn the Selectboard Meeting at 9:53 PM. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**

_____

Mary Erdei, Selectboard Clerk
September 17, 2024 Meeting

TOWN OF HARTFORD SELECTBOARD
STRATEGIC PLANNING SESSION
Sunday, September 22, 2024, 1:00pm
West Hartford Library, 5133 Route 14, West Hartford, VT

MINUTES

I. **Call to Order**. Selectboard Chair Mike Hoyt called the Selectboard Listening Session meeting to order at 1:00 pm.

II. **Attendees:** Mike Hoyt; Kim Souza; Mary Erdei; Lannie Collins; Sue Buckholz; Brandon Smith; Ida Griesemer; John Haverstock; David Brown; Anita Drake and Melinda Gehris.

III. **Public Comment:** David Brown commented on affordability and the impact of tax increases, particularly on the School District side (and thereafter departed).

IV. **Discussion**. There followed an extended discussion among all participants, facilitated by Anita Drake and Melinda Gehris of PRism Conflict Solutions, about the Selectboard strategic plans, as follows:

- PRISM has provided notes from the Strategic Planning Session:

Hartford, Vermont Selectboard
Facilitated Strategic Planning Session
September 22, 2024, 1 p.m. to 5 p.m.

Facilitated by: Anita Drake and Melinda Gehris
Present: John Haverstock, Michael Hoyt, Kim Souza, Mary Erdei, Ida Griesemer, Lannie Collins, Brandon Smith, Sue Buckholz

1. **Overview, role of PRISM, conversational norms**

a. Purpose of the afternoon – Think creatively to review and update the 2019 Strategic Plan
b. PRISM reviewed expectations for the conversation.

2. **Review 2019 Strategic Vision:** K. Souza explained the process the Board undertook in 2019 to develop the Strategic Vision Document.

3. **What have we achieved?**
    a. The group engaged in small group discussions to review the 2019 Strategic Vision Document and decide which of the items on the list would not carry forward into the updated Strategic Vision. The group then discussed as a larger group those items that were not understood, had been accomplished, or no longer resonated. The group decided that some of the items on the 2019 document would not be on the updated Strategic Vision Document.

4. **What do we want to add to the strategic vision?**
    a. The group engaged in an individual brainstorming exercise to generate ideas for an updated strategic vision document. The group then engaged in large group discussion to review items and decide what items should be included in an updated strategic vision.

5. **Wrap-Up and Next Steps**
    a. The group will receive notes outlining the updated strategic vision discussed (PRISM will generate). Once received, the next step will be for the group to fine tune the updated strategic vision.

V. **Adjournment**. Selectboard Clerk, Mary Erdei made the motion to adjourn the meeting at 4:24 pm. Selectboard Member Sue Buckholz seconded the motion. All Selectboard members approved and the motion passed.

_____

Mary Erdei, Selectboard Clerk
September 22, 2024 Strategic Planning Session