



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, October 29, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting will be conducted in person at Town Hall
The meeting will also be available on Zoom <https://zoom.us/j/549799933> - Please mute your microphone.
[youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”. If you are calling in from phone dial:
(415) 762-9988 Type in the Room ID: 549-799-933 followed by # Press # a second time and
Press *9 to raise your hand for public comment

- I. Call to Order the Selectboard Meeting (6:00)
- II. Pledge of Allegiance (6:02)
- III. Local Liquor Control Board (6:03)
 1. Consider the Renewal of Putnam’s Vineyard, LLC d/b/a Putnam’s Vineyard, 188 South Main Street, White River Jct., VT 05001 (1st Class, 2nd Class, Outside Consumption Permits)
- IV. Local Cannabis Control Board
- V. Order of Agenda (6:05)
- VI. Selectboard
 1. Public Comment (6:06)
 2. Selectboard Comments and Announcements (6:15)
 3. Appointments - None
 4. Town Manager’s Report (6:25)
Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=496>
 5. Board Reports, Motions & Ordinances
 - a. Public Information Hearing on Fairview Terrace & Gates Street Bond Vote Article (6:30)
 - b. Consider Proposed Contract for Engineering Services for FEMA Buy-out Grant (7:30)
 - c. Consider Proposal to Seek Justice Assistance Grant Funding for Police Department (7:40)
 - d. Consider Proposed use of Quechee Wastewater Reserves for Leach Field Engineering (7:55)
 - e. Award Engineering Contract for Podunk Road Culvert (8:05)
 - f. Consider Proposed Use of Hartford Water Reserves for Wilder Mains Engineering (8:15)
 - g. Award Contract for Solid Waste Monitoring Funded with Reserves (8:25)
 - h. Consider Options for Improving West Hartford Library Water Quality (8:35)
 - i. Budget Overview (8:45)
- VII. Commission Reports (9:00)
- VIII. Consent Agenda (9:10)

Approve Payroll Ending: 10/26/2024
Approve A/P Manifest of: 10/25/24 & 10/31/2024
Approve Meeting Minutes of: 10/15/2024
Future Meetings: 11/12/2024; 11/14/2024 (Budget Meeting);
11/19/2024 (Budget Meeting); & 11/26/2024
- IX. Adjourn the Selectboard Meeting (9:15)

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

SEP 30 2024



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

HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 30-Sep-24 Applicant: Putnam's vineyard, LLC

Doing Business As: Putnam's vineyard

Mailing Address:

PO Box 1159 Hartford, VT 05001 - 188 South Main St.

Telephone Number(s): 802.899.0405 E-mail: krush@putnamsvineyard.com

Other Contact Name: (if applicable) Kelsey Rush

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

Kelsey Rush 06-Nov-1982
James Turner 03-Jul-1981

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

None.

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

None.

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

[Signature]
Licensee's Signature

Kelsey Rush
Printed Name

30-Sept-2024
Date

[Signature]
Licensee's Signature

James Turner
Printed Name

30-Sept-2024
Date



Application ID: DLL - Application - 48616
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Putnam's vineyard, LLC
Business ID: 0405906
Business Address: PO Box 1159,
Hartford, Vermont 05001
Entity Type: Limited Liability Corporation
Phone: 802-899-0405
Management Type if LLC: Member-managed
Email: krush@putnamsvineyard.com

People Information

- **Person:**
Kelsey Rush

Business Role: Member/Manager
Email: krush@putnamsvineyard.com
Business Address: 7 Juniper Lane,
Hanover, New Hampshire, 03755
US Citizen?
Political Position
Name: Kelsey Rush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Kelsey Rush

Business Role:

Email:

Partner

krush@putnamsvineyard.com

Business Address:

7 Juniper Lane,
Hanover, New Hampshire, 03755

US Citizen?

Yes

Political Position

Name: Kelsey Rush

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Turner

Business Role:

Member/Manager

Email:

jameswturnerjr@gmail.com

Business Address:

7 Juniper Lane,
Hanover, New Hampshire, 03755

US Citizen?

Yes

Political Position

Name: James Turner

Office:

Jurisdiction:

Violations:

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

Location Name:

Putnam's Vineyard

Do you lease this Premises:

Health License:

Food:13411 (42527 insp id)

Lodging:

Location Address:

188 South Main Street,
Hartford, Vermont 05001

Vermont Tax Department:

MRT-11219190-001

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-027256

Licensee Name:

Putnam's Vineyard

License Status:

License Active - Ready for Renewal

Licensee Address:

188 South Main Street Unit 110,
Hartford, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-00980	Federal Employee Identification #	LN-024030
D-00984	Articles of Organization	LN-024030
D-00985	Health License	LN-024030
D-00986	Lease or proof of ownership	LN-024030
D-00987	Operating Agreement	LN-024030
D-00988	Proof of Worker Compensation Insurance	LN-024030
D-00995	Map/Area Sketch	LN-024030
D-00980	Federal Employee Identification #	LN-024030
D-00984	Articles of Organization	LN-024030
D-00985	Health License	LN-024030
D-00986	Lease or proof of ownership	LN-024030
D-00987	Operating Agreement	LN-024030
D-00988	Proof of Worker Compensation Insurance	LN-024030
D-00995	Map/Area Sketch	LN-024030

Payment and Acknowledgement

Signed by:

Kelsey Jade Rush

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2024-09-29 14:40:24

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 48617
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Putnam's vineyard, LLC
Business ID: 0405906
Business Address: PO Box 1159,
Hartford, Vermont 05001
Entity Type: Limited Liability Corporation
Phone: 802-899-0405
Management Type if LLC: Member-managed
Email: krush@putnamsvineyard.com

People Information

- **Person:**
Kelsey Rush

Business Role:
Member/Manager

Email:
krush@putnamsvineyard.com

Business Address:
7 Juniper Lane,
Hanover, New Hampshire, 03755

US Citizen?

Political Position

Phone:

Name: Kelsey Rush

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Kelsey Rush

Business Role:

Email:

Partner

krush@putnamsvineyard.com

Business Address:

7 Juniper Lane,
Hanover, New Hampshire, 03755

Phone:

2154591313

US Citizen?

Yes

Political Position

Name: Kelsey Rush

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Turner

Business Role:

Member/Manager

Email:

jameswturnerjr@gmail.com

Business Address:

7 Juniper Lane,
Hanover, New Hampshire, 03755

US Citizen?

Yes

Political Position

Phone:

2154591314

Name: James Turner

Office:

Jurisdiction:

Violations:

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

Location Name:

Putnam's Vineyard

Do you lease this Premises:

Health License:

Food:13411

Lodging:

Location Address:

188 South Main Street,
Hartford, Vermont 05001

Vermont Tax Department:

SUT-11219190-001

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-027257

Licensee Name:

Putnam's Vineyard

License Status:

License Active - Ready for Renewal

Licensee Address:

188 South Main Street Unit 110,
Hartford, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-00980	Federal Employee Identification #	LN-024030
D-00984	Articles of Organization	LN-024030
D-00985	Health License	LN-024030
D-00986	Lease or proof of ownership	LN-024030
D-00987	Operating Agreement	LN-024030
D-00988	Proof of Worker Compensation Insurance	LN-024030
D-00995	Map/Area Sketch	LN-024030
D-00980	Federal Employee Identification #	LN-024030
D-00984	Articles of Organization	LN-024030
D-00985	Health License	LN-024030
D-00986	Lease or proof of ownership	LN-024030
D-00987	Operating Agreement	LN-024030
D-00988	Proof of Worker Compensation Insurance	LN-024030
D-00995	Map/Area Sketch	LN-024030

Payment and Acknowledgement

Signed by:

Kelsey Rush

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2024-09-29 14:41:10

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 48618
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Putnam's vineyard, LLC	Business ID: 0405906
Business Address: PO Box 1159, Hartford, Vermont 05001	Entity Type: Limited Liability Corporation
Phone: 802-899-0405	Management Type if LLC: Member-managed
Email: krush@putnamsvineyard.com	

Foundational License (if applicable)

License Type: OCP	License Number: LP-027258
Licensee Name: Putnam's Vineyard	License Status: License Active - Ready for Renewal
Licensee Address: 188 South Main Street Unit 110, Hartford, Vermont 05001	License Start Date: 2023-12-29
	License End Date: 2024-12-27

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name:
Putnam's Vineyard

Start date and time of event

End date and time of event

Location Address:
188 South Main Street,
Hartford, Vermont 05001

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:
Hartford

Describe the type of event/ OCP Area:

There are two raised decks accessible via stairs and enclosed by a railing. The front porch is 10' x 20' (and has Putnam's main door and access to bathrooms inside) and the side porch is 80' x ~7'.

Documents Attached

Name	Document Type	Assosicated With
D-00980	Federal Employee Identification #	LN-024030
D-00984	Articles of Organization	LN-024030
D-00985	Health License	LN-024030
D-00986	Lease or proof of ownership	LN-024030
D-00987	Operating Agreement	LN-024030
D-00988	Proof of Worker Compensation Insurance	LN-024030
D-00995	Map/Area Sketch	LN-024030
D-00980	Federal Employee Identification #	LN-024030
D-00984	Articles of Organization	LN-024030
D-00985	Health License	LN-024030
D-00986	Lease or proof of ownership	LN-024030
D-00987	Operating Agreement	LN-024030
D-00988	Proof of Worker Compensation Insurance	LN-024030
D-00995	Map/Area Sketch	LN-024030

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:
20.00

Date and time of Submission:
2024-09-29 14:41:39

State of Vermont / DLL Payment Status:

Local Application Fee:
0

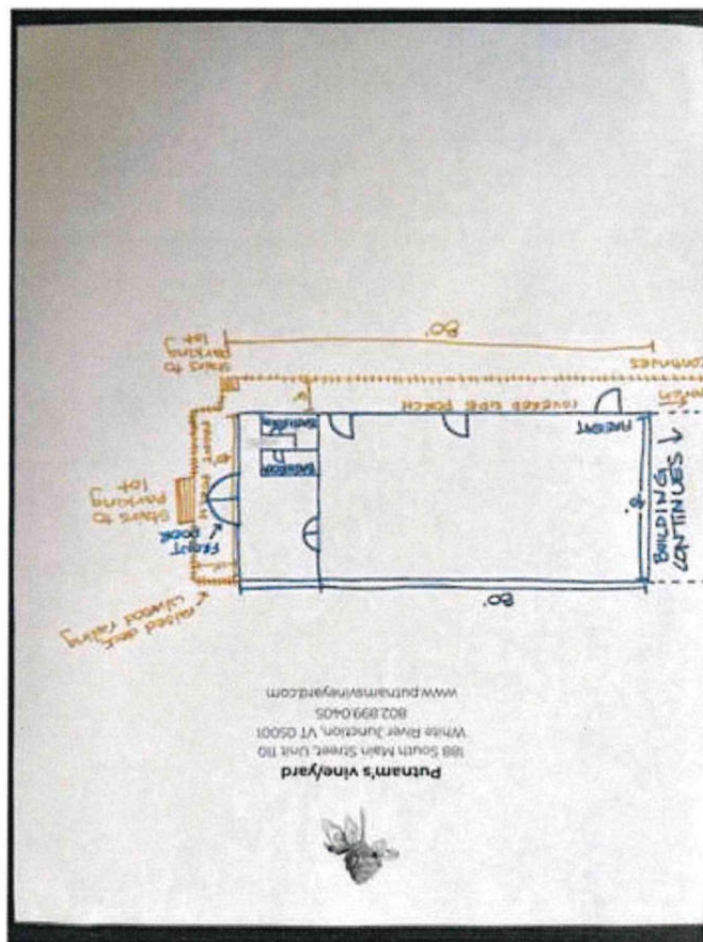
Local Control Payment Status:
false





Putnam's
VINE/YARD
SHOP • DINING • CATERING
WWW.PUTNAMSVINEYARD.COM





OCT 02 2024



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 10/2/2024

Re: Liquor Licenses

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

Putnam's Vineyard LLC
PO BOX 1159 Hartford VT

Kelsey Rush

James Turner

Choose an item.



Fire Inspection Report

Hartford Fire Department

Inspection 11590



Inspection

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

Scheduled 10/16/2024 15:00
Inspected On 10/16/2024 15:00
Finished At 10/16/2024 16:00
Next Inspection

Scheduled Peltier

Inspection Length 1.00

Occupant

Occupant Name Putnam's Vineyard
Building Name Assembly Occupancy
Contact Name Kelsey Rush - Business Owner
Address 188 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-899-0405

Owner

Owner / Company EXECUSUITE LLC
Contact Name TIM SIDORE
Address 77 BANK ST
City, State and Zip LEBANON, NH 03766-
Phone 603-322-3260

Comments

Liquor License Fire Inspection:
Initial Inspection: 10/03/2024
Final Inspection: 10/16/2024
Occupancy Type: Assembly
Occupancy Status: GRANTED

Final Inspection Notes:

- No violations were noted at the time of the final inspection. All previously noted violations have been corrected. Any change of use or alteration to this building will require an additional permit through the Hartford Fire Prevention Division.

4.6.9.1 Conditions for Occupancy:

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

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

Violation Summary

Status	Violation	Location
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Tickler History

Date	Type	Inspector	Narrative
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Town Manager's Report

October 29, 2024

Budgeting Process and Town Meeting Planning

Budget season is in full swing. The Town Manager and Finance Director have reviewed the budget proposals from Department Heads and tried to identify additional potential revenues and cost savings within those departmental budgets before they were presented to the Selectboard in the form of notebooks made available to Selectboard members on October 25.

Community Nurse

The Town has concluded another recruitment period for its Community Nurse position and we have interviewed one exceptional candidate. We hope to be able to share good news soon, so stay tuned.

EMS Calls in Sharon, VT

The Town's EMS staff have fielded excessive call-outs recently in Sharon, VT. The Town has a very modest contract with Sharon and a very small area of coverage. Sharon's primary reliance has been on the South Royalton Rescue Service (SRRS), but that agency has had staffing issues, vehicle problems and a leadership turnover. At a Sharon Selectboard meeting on Monday, October 21, it appeared that SRRS has revamped itself with the hope of better fulfilling its contract with Sharon. Chief Cooney and I will monitor the situation for 60 days to determine whether the problems have been addressed satisfactorily.

Quechee Lakes

The leadership of Quechee Lakes reached out to the Town in an effort to initiate a dialog on how QLLA might improve communications with the Town. Communications and Media Specialist JD Hawks and I attended a meeting on Tuesday, October 22 to discuss the matter.

VTCMA Conference

The Town Manager attended the Vermont Town and City Manager's Association (VTCMA) fall conference on Thursday and Friday, October 24 and 25.

Town of Hartford

Gate Street & Fairview Terrace Reconstruction & Stabilization Project

October 29, 2024 Presentation



Presentation Topics

- Project Location
- Project Extents
- Project History
- Project Design
- Cost & Funding
- Article 1
- Questions

Project Location

Project Location: The Gates Street & Fairview Terrace stabilization project focuses on stabilizing retaining walls 1A, 1B and 3 along with the associated slopes and infrastructure. The critical walls and slopes are located below Fairview Terrace and Gates Street and behind two Maplewood Terrace residences and the Bugbee Senior Center in White River Junction as indicated on the below location map.



Project Extents

Project History

Early History: In response to the deteriorating conditions of Gates Street from Maplewood Terrace to Fairview Terrace and the retaining walls located below, the Town contracted Knights Consulting Engineers, Inc. in 2013 to prepare a [Structural & Geotechnical Investigation Report](#) of the Gates Street & Fairview Terrace & Retaining Walls. Multiple conceptual options to stabilize the walls and roadway were provided. No further action was immediately taken.

In 2017 Gates Street was closed to traffic in response to growing concerns over increased movement, settling, and cracking along the westbound (uphill) lane of Gates Street and Retaining Wall 1B which is made up of a poured concrete retaining wall on top of a dry laid stone retaining wall. Subsequently one-way traffic was established eastbound (downhill) before mounting concerns over Retaining Wall 1b forced the road to be completely closed again.

In 2018-2019 [Pathways Consulting, LLC](#) monitored Wall 1B due to growing concerns over wall movement and some stones dislodging from the dry laid stone portion of the wall. It was determined after a few seasons of monitoring that there does appear to be some outward movement of the wall causing a heightened level of concern.

Recent History: With concerns centered over Walls 1A, 1B and 3 and at the direction of the Selectboard, the Department of Public Works developed a [Request for Proposals](#) (RFP) for engineering services based on a [Conceptual Layout](#) approved by the Selectboard. This layout included a one-way traffic lane down Gates Street from Fairview Terrace to Maplewood Terrace with a sidewalk and lighting improvements.

Project History Continued

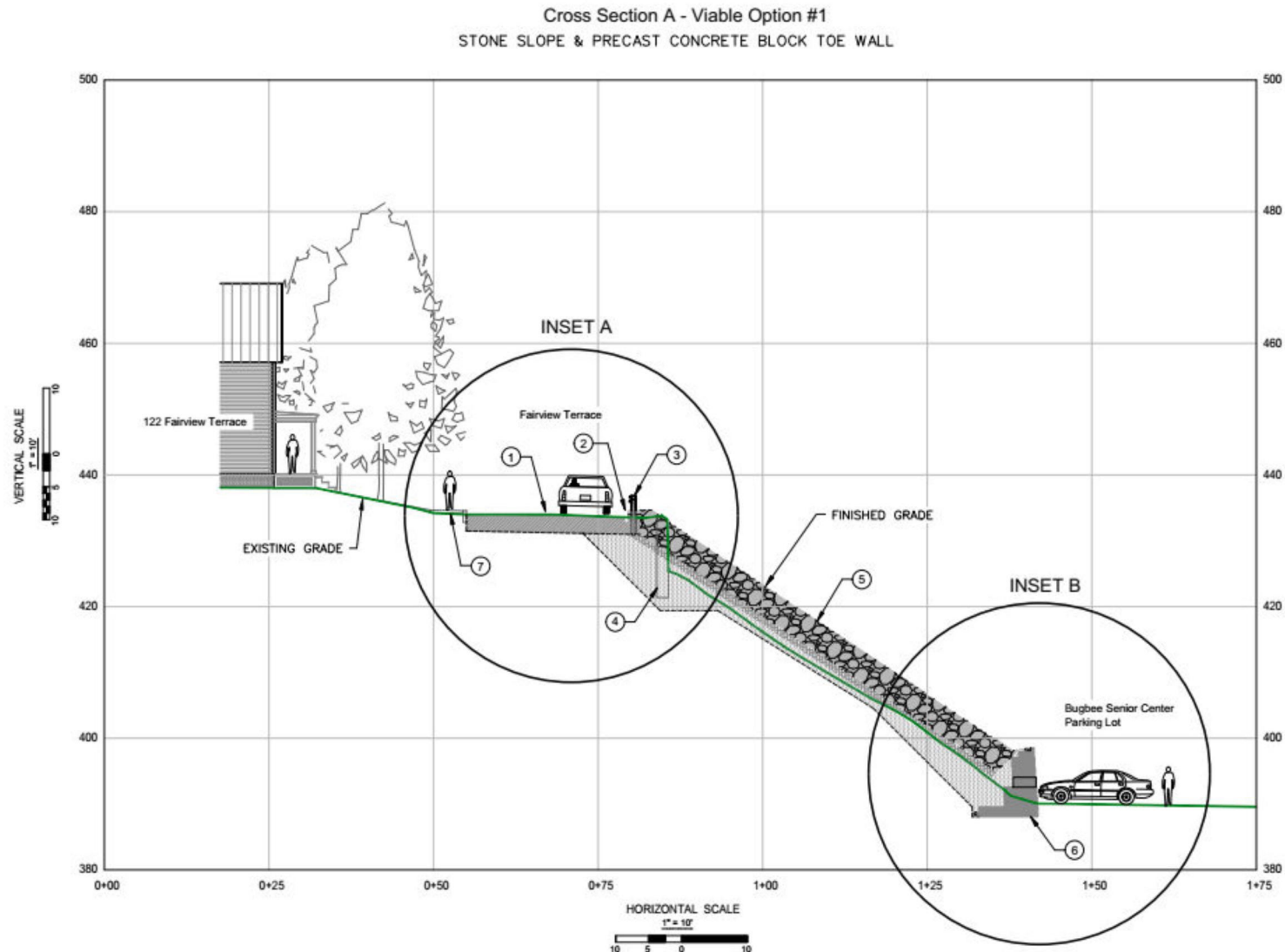
Following a lengthy RFP review, securing of funds and Selectboard approval, a contract was entered into with Dubois & King of Randolph, Vermont on December 5th, 2022.

Dubois & King along with their subconsultant [Geodesign](#) worked through available slope stabilization options including reinforced soil slopes, precast concrete block crest and toe walls with reinforced stone slopes, steel sheet piling crest and toe walls with reinforced stone slopes, and reinforced stone slopes. From these efforts the most viable options were moved forward for a more intensive analysis and cost estimating. Viability was determined based upon constructability, ability to maintain access along Fairview Terrace, and minimization of impacts to private property and public parking at the Bugbee Senior Center.

The [results](#) of these initial but extensive efforts were presented and discussed with the Selectboard at their August 22, 2023 meeting. A precast concrete block toe wall and stabilized rock slope option was chosen to be advanced at this meeting that maintained the original concept of a one-way traffic lane down Gates Street from Fairview Terrace to Maplewood Terrace with a sidewalk and lighting improvements.

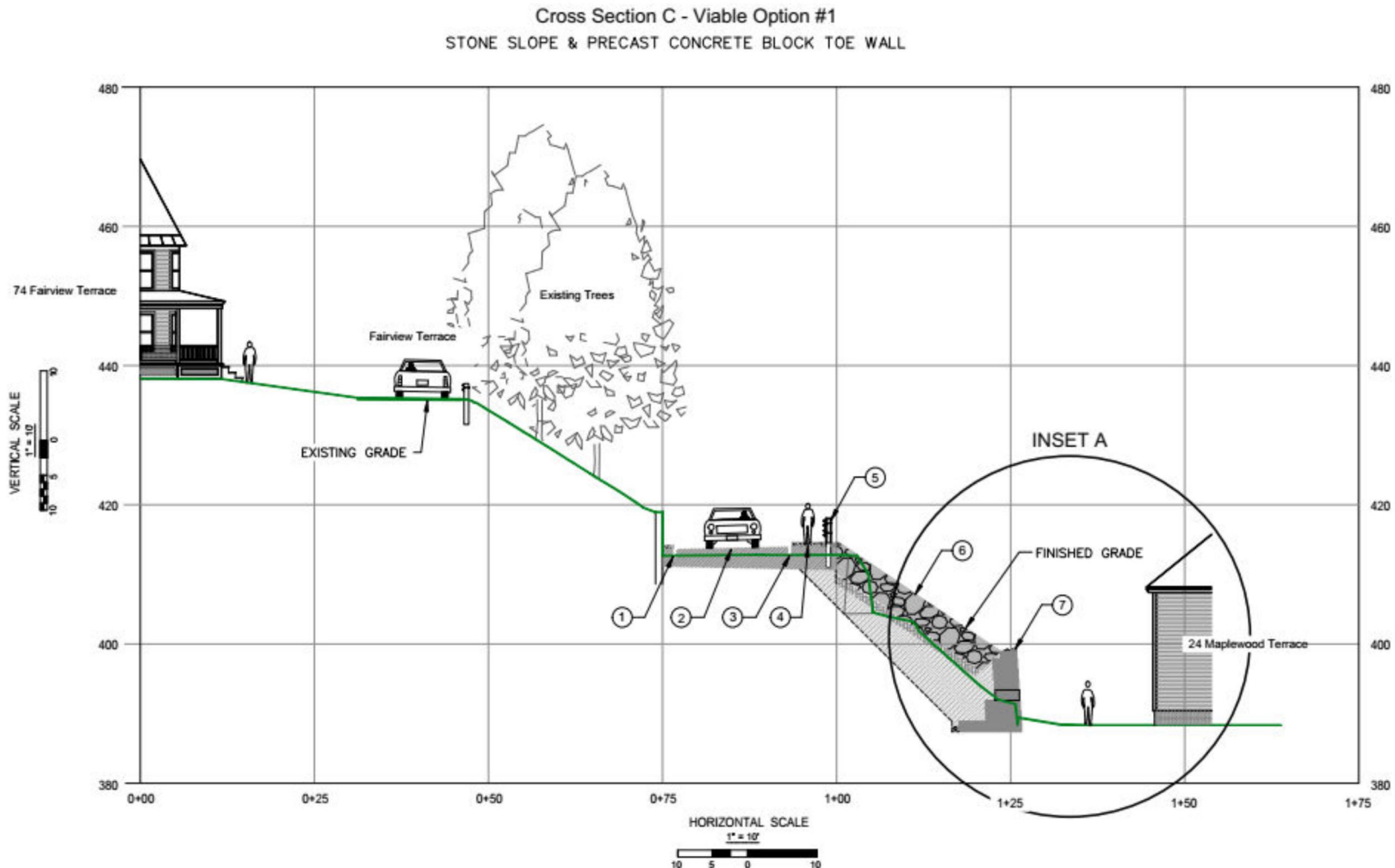
Project Design

The overall profile of the design intent from Fairview Terrace to the Bugbee Senior Center parking lot is illustrated in the below sketch.



Project Design

The overall profile of the design intent from Gates Street to the residence at 24 Maplewood Terrace is illustrated in the below sketch which maintains a one-way traffic lane down Gates Street from Fairview Terrace to Maplewood Terrace with a sidewalk and lighting improvements.



Project Design

The below photograph of a similar project represents the expected aesthetics of the finished project.



Cost & Funding

Cost: The overall cost of the project is estimated at **\$4,100,000** including easement acquisitions, estimated base construction cost, construction administration and resident engineering services, and a contingency.

Funding: Funding is proposed to be through the Pooled Loan Program of the Vermont Bond Bank utilizing either a 20-Year or 30-Year Term loan depending upon the FY-26 budget approval process.

If approved by the voters, the selected loan would commence on 3/01/25 with the first of 3 interest only bi-annual payments starting on 5/01/25, and the first of the principal and Interest bi-annual payments beginning on 11/01/2026.

The current interest rate for the 20-Year Loan is currently 3.64% with the first principal and interest payment totaling \$279,682 due on 6/30/2026 and the final payment of \$208,734 due on 6/30/2046. The total interest payments would total \$1,680,336.

The current interest rate for the 30-Year loan is 3.98% with the first principal and interest payment of \$218,154 due on 6/30/2026 and the final payment of \$139,383 due on 6/30/2056. The total interest payments would total \$2,648,344 or \$968,008 more than the interest due on the 21-Year Loan.

Gate Street & Fairview Terrace Stabilization Project

Cost & Funding Continued

20-Year Term

Debt Service Schedule

Vermont Bond Bank					 Vermont Bond Bank				
Illustrative Debt Service Schedule									
Rates as of 10/14/2024									
Hartford									
SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE			
		Loan Payment	Principal	Interest	Series D/S		Principal	Interest	Series D/S
Sources	Assumptions								
Par	\$4,100,000		4,100,000	1,680,336	5,780,336		4,100,000	1,680,336	5,780,336
Equity	0								
Total	\$4,100,000								
Uses									
Project	\$4,100,000								
COI									
Total	\$4,100,000								
Dated Date	3/1/2025								
I-Commencement Date	5/1/2025								
P-Commencement Date	11/1/2026								
Term	21 Years								
Amortization Period	20 Years								
Final Maturity	11/1/2045								
Avg Life	11.25 Years								
Statistics									
Net Interest Cost	3.64%								
[Note] NIC assumes no accrued interest & par bonds									
		5/1/2025	0	37,341	37,341	6/30/2024	0	0	0
		11/1/2025	0	74,682	74,682	6/30/2025	0	37,341	37,341
		5/1/2026	0	74,682	74,682	6/30/2026	0	149,363	149,363
		11/1/2026	205,000	74,682	279,682	6/30/2027	205,000	145,629	350,629
		5/1/2027	0	70,948	70,948	6/30/2028	205,000	138,161	343,161
		11/1/2027	205,000	70,948	275,948	6/30/2029	205,000	130,693	335,693
		5/1/2028	0	67,213	67,213	6/30/2030	205,000	123,225	328,225
		11/1/2028	205,000	67,213	272,213	6/30/2031	205,000	115,756	320,756
		5/1/2029	0	63,479	63,479	6/30/2032	205,000	108,288	313,288
		11/1/2029	205,000	63,479	268,479	6/30/2033	205,000	100,820	305,820
		5/1/2030	0	59,745	59,745	6/30/2034	205,000	93,352	298,352
		11/1/2030	205,000	59,745	264,745	6/30/2035	205,000	85,884	290,884
		5/1/2031	0	56,011	56,011	6/30/2036	205,000	78,416	283,416
		11/1/2031	205,000	56,011	261,011	6/30/2037	205,000	70,948	275,948
		5/1/2032	0	52,277	52,277	6/30/2038	205,000	63,479	268,479
		11/1/2032	205,000	52,277	257,277	6/30/2039	205,000	56,011	261,011
		5/1/2033	0	48,543	48,543	6/30/2040	205,000	48,543	253,543
		11/1/2033	205,000	48,543	253,543	6/30/2041	205,000	41,075	246,075
		5/1/2034	0	44,809	44,809	6/30/2042	205,000	33,607	238,607
		11/1/2034	205,000	44,809	249,809	6/30/2043	205,000	26,139	231,139
		5/1/2035	0	41,075	41,075	6/30/2044	205,000	18,670	223,670
		11/1/2035	205,000	41,075	246,075	6/30/2045	205,000	11,202	216,202
		5/1/2036	0	37,341	37,341	6/30/2046	205,000	3,734	208,734
		11/1/2036	205,000	37,341	242,341	6/30/2047	0	0	0
		5/1/2037	0	33,607	33,607	6/30/2048	0	0	0
		11/1/2037	205,000	33,607	238,607	6/30/2049	0	0	0
		5/1/2038	0	29,873	29,873	6/30/2050	0	0	0
		11/1/2038	205,000	29,873	234,873	6/30/2051	0	0	0
		5/1/2039	0	26,139	26,139	6/30/2052	0	0	0
		11/1/2039	205,000	26,139	231,139	6/30/2053	0	0	0
		5/1/2040	0	22,404	22,404	6/30/2054	0	0	0
		11/1/2040	205,000	22,404	227,404	6/30/2055	0	0	0
		5/1/2041	0	18,670	18,670	6/30/2056	0	0	0
		11/1/2041	205,000	18,670	223,670				
		5/1/2042	0	14,936	14,936				
		11/1/2042	205,000	14,936	219,936				
		5/1/2043	0	11,202	11,202				
		11/1/2043	205,000	11,202	216,202				
		5/1/2044	0	7,468	7,468				
		11/1/2044	205,000	7,468	212,468				
		5/1/2045	0	3,734	3,734				
		11/1/2045	205,000	3,734	208,734				
		5/1/2046	0	0	0				

Gate Street & Fairview Terrace Stabilization Project

Cost & Funding Continued

30-Year Term

Debt Service Schedule

Vermont Bond Bank

Illustrative Debt Service Schedule

Rates as of 10/14/2024



Hartford

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE			
Sources	Assumptions	Loan Payment	Principal	Interest	Series D/Y	Principal	Interest	Series D/Y	
Par	\$4,100,000		4,100,000	2,648,344	6,748,344	4,100,000	2,648,344	6,748,344	
Equity	0								
Total	\$4,100,000								
Uses									
Project	\$4,100,000								
COI									
Total	\$4,100,000								
Dated Date	3/1/2025								
I-Commencement Date	5/1/2025								
P-Commencement Date	11/1/2026								
Term	31 Years								
Amortization Period	30 Years								
Final Maturity	11/1/2055								
Avg Life	16.25 Years								
Statistics									
Net Interest Cost	3.98%								
[Note] NIC assumes no accrued interest & par bonds									
		5/1/2025	0	40,744	40,744	6/30/2024	0	0	
		11/1/2025	0	81,488	81,488	6/30/2025	0	40,744	
		5/1/2026	0	81,488	81,488	6/30/2026	0	162,975	
		11/1/2026	136,667	81,488	218,154	6/30/2027	136,667	160,259	
		5/1/2027	0	78,771	78,771	6/30/2028	136,667	154,826	
		11/1/2027	136,667	78,771	215,438	6/30/2029	136,667	149,394	
		5/1/2028	0	76,055	76,055	6/30/2030	136,667	143,961	
		11/1/2028	136,667	76,055	212,722	6/30/2031	136,667	138,529	
		5/1/2029	0	73,339	73,339	6/30/2032	136,667	133,096	
		11/1/2029	136,667	73,339	210,005	6/30/2033	136,667	127,664	
		5/1/2030	0	70,623	70,623	6/30/2034	136,667	122,231	
		11/1/2030	136,667	70,623	207,289	6/30/2035	136,667	116,799	
		5/1/2031	0	67,906	67,906	6/30/2036	136,667	111,366	
		11/1/2031	136,667	67,906	204,573	6/30/2037	136,667	105,934	
		5/1/2032	0	65,190	65,190	6/30/2038	136,667	100,501	
		11/1/2032	136,667	65,190	201,857	6/30/2039	136,667	95,069	
		5/1/2033	0	62,474	62,474	6/30/2040	136,667	89,636	
		11/1/2033	136,667	62,474	199,140	6/30/2041	136,667	84,204	
		5/1/2034	0	59,758	59,758	6/30/2042	136,667	78,771	
		11/1/2034	136,667	59,758	196,424	6/30/2043	136,667	73,339	
		5/1/2035	0	57,041	57,041	6/30/2044	136,667	67,906	
		11/1/2035	136,667	57,041	193,708	6/30/2045	136,667	62,474	
		5/1/2036	0	54,325	54,325	6/30/2046	136,667	57,041	
		11/1/2036	136,667	54,325	190,992	6/30/2047	136,667	51,609	
		5/1/2037	0	51,609	51,609	6/30/2048	136,667	46,176	
		11/1/2037	136,667	51,609	188,275	6/30/2049	136,667	40,744	
		5/1/2038	0	48,893	48,893	6/30/2050	136,667	35,311	
		11/1/2038	136,667	48,893	185,559	6/30/2051	136,667	29,879	
		5/1/2039	0	46,176	46,176	6/30/2052	136,667	24,446	
		11/1/2039	136,667	46,176	182,843	6/30/2053	136,667	19,014	
		5/1/2040	0	43,460	43,460	6/30/2054	136,667	13,581	
		11/1/2040	136,667	43,460	180,127	6/30/2055	136,667	8,149	
		5/1/2041	0	40,744	40,744	6/30/2056	136,667	2,716	
		11/1/2041	136,667	40,744	177,410				
		5/1/2042	0	38,028	38,028				
		11/1/2042	136,667	38,028	174,694				
		5/1/2043	0	35,311	35,311				
		11/1/2043	136,667	35,311	171,978				
		5/1/2044	0	32,595	32,595				
		11/1/2044	136,667	32,595	169,262				
		5/1/2045	0	29,879	29,879				
		11/1/2045	136,667	29,879	166,545				
		5/1/2046	0	27,163	27,163				
		11/1/2046	136,667	27,163	163,829				
		5/1/2047	0	24,446	24,446				
		11/1/2047	136,667	24,446	161,113				
		5/1/2048	0	21,730	21,730				
		11/1/2048	136,667	21,730	158,397				
		5/1/2049	0	19,014	19,014				
		11/1/2049	136,667	19,014	155,680				
		5/1/2050	0	16,298	16,298				
		11/1/2050	136,667	16,298	152,964				
		5/1/2051	0	13,581	13,581				
		11/1/2051	136,667	13,581	150,248				
		5/1/2052	0	10,865	10,865				
		11/1/2052	136,667	10,865	147,532				
		5/1/2053	0	8,149	8,149				
		11/1/2053	136,667	8,149	144,815				
		5/1/2054	0	5,433	5,433				
		11/1/2054	136,667	5,433	142,099				
		5/1/2055	0	2,716	2,716				
		11/1/2055	136,667	2,716	139,383				

Cost & Funding Continued

Tax Impact on a \$250,000 House

<u>20 Year 4.1MM</u>		Increase to 250k Home
Year 1 (1 interest only pymt)	\$ 0.00260	\$ 6.50
Year 2 (2 interest only pymts)	\$ 0.01050	\$ 26.25
Year 3 (1 principal & 2 interest pymts)	\$ 0.02460	\$ 61.50
Year 2046 Final (1 principal & 1 interest pymts)	\$ 0.01470	\$ 36.75
<u>30 Year 4.1MM</u>		
Year 1 (1 interest only pymt)	\$ 0.00290	\$ 7.18
Year 2 (2 interest only pymts)	\$ 0.01150	\$ 28.75
Year 3 (1 principal & 2 interest pymts)	\$ 0.02090	\$ 52.25
Year 2056 Final (1 principal & 1 interest pymts)	\$ 0.00980	\$ 24.50

Gate Street & Fairview Terrace
Stabilization Project

Article 1: The Selectboard has warned the project as Article 1 for voting by residents at a special meeting on November 5, 2024 at the Hartford High School between the hours of 7:00 AM and 7:00 PM or by mail.

OFFICIAL BALLOT

TOWN OF HARTFORD

SPECIAL MEETING NOVEMBER 5, 2024

ARTICLE I

Shall general obligation bonds or notes in an amount not to exceed Four Million One Hundred Thousand Dollars (\$4,100,000), subject to reduction by the application of federal and state grants-in-aid and reserve funds, be issued for the purpose of constructing public highway improvements and a retaining wall on or around Fairview Terrace and Gates Street, the estimated cost of such improvements Four Million One Hundred Thousand Dollars (\$4,100,000)?

If in favor of the proposition,
make a cross (x) in this square:

☐

If opposed to the proposition,
make a cross (x) in this square:

☐

Questions ?



AGENDA MEMORANDUM

October 29, 2024

Town Selectboard Meeting Items: 5.b.

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

Subject: Contract Award – Engineering Services for FEMA Buyout Grant

Background: The heavy rains related to the July 2023 Federally declared flood event for Vermont adversely affected the property at 361 South Street in Wilder. The impact is slope failure and erosion in the rear of the house resulting in imminent danger to the house and occupants. In December of 2023 the Selectboard approved submitting the property to the Federal Hazard Mitigation Grant Program (HMGP) for Buyout under the Federal Emergency Management Agency (FEMA). Using the HMGP, a Town acquires the property, agrees to demolish all the existing structures, and not to construct new structures with some exceptions such as minor recreational.

The Town received an HMGP Grant of \$351,249: \$283,436.75 (75%) from the FEMA HMGP, and \$87,812.25 (25%) from the State to cover 100% of the non-federal share. On August 20, 2024, the Selectboard authorized the Town Manager to execute the necessary Grant documents and submit to the state with the condition that final purchase is dependent on obtaining the funds necessary to cover all project expenditures. Any expenditures not covered by FEMA or the State are the responsibility of the property owners. Participation is voluntary for property owners and towns. Either party is free to withdraw from the process at any point before the property purchase closing.

Discussion: At the August 20th Selectboard meeting I noted that the State Vermont Emergency Management Office (VEM) was pursuing additional FEMA and State matching funds since the approved HMGP Buyout Grant estimate for demolition and site restoration/stabilization is significantly below the Town's estimate. Using the Town's prequalified engineers list, Town DPW staff obtained a sole source quote from DuBois & King (D&K) who were the only prequalified engineers with complete capabilities to do the necessary tasks. Staff proceeded under emergency conditions and the need to proceed quickly, and D&K did a site visit with geotechnical engineers to develop a scope of services and quote.

Based on D&K's estimate and other best available information from the Town and state review, VEM revised the Total Project Cost and submitted a request to FEMA on October 15, 2024 to increase the Grant (see attached VEM Local Match Commitment Letter).

- Total Project Cost: \$568,199 (increase of \$296,140)
- Federal Share: \$426,149.25 (increase of \$
- State Share: \$142,049.75 (increase of \$84,237.50)

With this commitment of funding, the Town is in a position to contract engineering services to stabilize the slop and demolition structures. In accordance with Section 3.7 of the Town's Purchasing Policy and Procedure, action is required by the Selectboard regarding the procurement process: "Waiver of the

requirements for Competitive Sealed Bidding or Competitive Sealed Proposals can only be made by the Select board.”

Financial Impact: The State has stated that the VEM 10/15/2024 Local Match Commitment Letter is a commitment of \$142,049.25 of State funds towards the HMGP Buyout process for 361 South Street, and is sufficient to cover the D&K engineering proposal. The state also has stated that once the engineering/assessments are completed, and the final extent of work to safely demolish the structure is known, there will be another submittal to FEMA outlining the refined scope and updated costs. FEMA. Also, the Town has been notified by D&K that a \$400 increase in the quote is forthcoming due to an increase in travel expenses for the drillers crew. The Town is reimbursed for qualified expenditures incurred.

Action Requested:

1. Approve an exception to the Town’s Purchasing Policy and Procedure under Section 3.7 to obtain engineering services to address sever slope failure and erosion conditions at 361 South Street for public safety and providing information to the State and FEMA to obtain assistance to address these conditions.
2. Award a contract to DeBois & King, Inc in the amount of \$115,400 to provide engineering services as specified in the attached May 28, 2024, proposal from DuBois & King for 361 South Street.

Attachments: 1. D&K May 28, 2024 Proposal for Slope Stabilization and Building Demolition
2. VEM October 15, 2024 Local Match Commitment Letter to FEMA



May 28, 2024

Chris Holzwarth
Public Works Project Manager
173 Airport Road
White River Junction, VT 05001

Re: ³⁶¹~~362~~ Hartford South Street slope stabilization and building demo – Request for Proposal

Dear Mr. Holzwarth

On behalf of DuBois & King, Inc. (D&K), I am pleased to submit the attached proposal for the above referenced project. The proposal includes D&K's Scope of Work and fee. As the Town is approaching this engineering procurement through the Town's pre-qualified list of consultants, we have purposely kept our submission brief and to the point. If you required additional information on D&K's approach, capabilities, qualifications, services etc., then let me know and I can follow up with supplemental documentation.

The D&K team assigned to this project is thoroughly experienced in slope stabilization projects, and have developed many projects throughout Vermont utilizing FHWA and FEMA funding. I will serve as Project Manager and have 16 years of experience. I will be the primary point of contact for the Town. David Conger, PE will serve as Project Principal, providing senior-level engineering and decision making for the project. Nick Williams, PE of GZA Geoenvironmental, Inc. will provide geotechnical investigations and evaluations. John Madigan of KD Associates, Inc. will provide asbestos and universal waste inventory and assessment services. Stephanie Solla, PE, and Olga Dalmer will lead the engineering and plan and specification production tasks. Other staff assigned to this project are Aimee Rutledge - Wetlands Scientist & Permitting Specialist, Chad Russo & Thorton Raskevitz – Survey.

We appreciate the opportunity to serve you and we look forward to assisting you with this project. If you have any questions or require additional information or services, please do not hesitate to contact me at hbreslend@dubois-king.com or 802.878.7661.

Sincerely,

Brian M. Breslend

Brian M. Breslend, PE
Project Manager

Attachments: Scope, Fee Estimate



Project Description

Due to the flooding from the storm events of July 2023 and subsequent storm events, a slope failure has occurred at 362 South Street, in the Village of Wilder, Town of Hartford, Vermont. The failure envelope encompasses from toe of slope to top of embankment. The failure area extends into the existing home's footprint, compromising the home. This property is a FEMA buyout parcel and the building is currently unoccupied.

The first objective of this project is to demolish the building in a safe and efficient manner. This work would be performed as a stand-alone construction package. The 2nd objective for this site will be to stabilize the slope while providing access for construction equipment to access the unnamed stream bottom for future repairs upstream and downstream of the project site.

The second objective will focus on the slope that is located along the existing (eastern) stream bank of the current parcel. The scarp extends downward approximately 50 feet vertically below the existing residence to the stream bed, approximately 60 feet horizontally along the slope, with scarp depths behind the face of the slope ranging from approximately 4 to 10 feet based on observations during the site visit. Based on existing publicly available LiDAR information, the inclination of the slope where the apparent failure occurred ranged from approximately 1.6H:1V near the crest to 0.8H:1V towards the toe. Existing stream bank inclinations upstream and downstream of the failed area are typically 1.2H:1V. It is noted that the pre-existing contours show a significantly over steepened area, steeper than 1H:1V, in the lower half of the slope where the current scarp is, indicating that soil movement was likely focused in this same area in the past. During the site visit, we also observed sloughing indicative of previous slope instability issues across the stream, extending along the entire length of the 100-foot-high slope.

Nearby existing geotechnical information includes a geotechnical evaluation conducted by ECS for the proposed development of the Cumberland Farms located at 1167 Hartford Avenue, White River Junction, VT. The report authored by ECS identifies the soils as predominately a Glacial deposit starting at a depth of up to 5 feet below existing fill material. Boring logs were not provided to GZA, and ECS described the soils as generally a medium dense coarse-grained ice-contact deposit interfingering with fine-grained glacial lake sediment. Explorations were terminated within the glacial deposit and the full thickness of the stratum was not explored. Groundwater was estimated by ECS at approximately 32 feet below ground surface based on visual soil classification.



As indicated by the Town, the stream banks appear to be susceptible to ongoing global instability issues, but are difficult to access given the current stream bank geometry. Based on discussions with the Town, it is anticipated that after the demolition of the existing building(s), the stabilization of the slope should incorporate a reconfiguration to provide access to the stream. It is anticipated that a construction access road will be cut into the slope from the existing ground surface elevation to the approximate stream elevation.

The proposed slope improvement is anticipated to consist of a stone fill/rip rap facing or earthen slope and all improvements would be contained to the property in question. No retaining walls are anticipated as part of the scope of work.

Scope of Services

Project Definition

1. *Project kickoff.* D&K will coordinate and schedule a virtual project kickoff meeting to discuss the Town's goals, objectives, and schedule. Available information relevant to the project will be collected by D&K, and we will take meeting notes documenting the discussions and decisions and distribute them to interested parties.
2. *Topographic Survey:* D&K will perform a topographic survey of the project area along the project limits. The survey envelope be approximately 250 feet by 250 feet and will include the property in question with minor encroachments to adjacent properties. Features including the roadway, driveways, drainage, above ground utilities, toe of slope, top of embankment, edge of river, appropriate contour intervals, visible monumentation, and other information required to properly design the improvements will be collected. Vertical and horizontal control points and benchmarks will be established and will be shown on subsequent plans. Project control will be based on NAD 83(1996) datum and the Vermont State Plane Coordinates. D&K will prepare a base plan from the information obtained from the survey.

Prior to entering on private property, D&K understands that the Town will notify and get approval from adjacent property owners.

3. *Right-of-Way and Deed Information.* D&K will develop a base map that shows the approximate limits of the existing property boundaries. The Town will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the approximate property lines and owners within the project limits using available information. A property boundary survey has not been provided at this time. This information will be presented on the base map.



4. *Resource Constraints and documentation.* D&K's Environmental/Permitting Lead will visit the site to evaluate the presence or absence of known natural resources in the project vicinity. These will include wetlands, rare, threatened or endangered (RTE) flora/fauna. In addition to the above evaluation, field measured stream bank full width determinations will be made. This information will be shown on the base map. At the conclusion of this task D&K will develop a brief memorandum detailing the investigations and findings.
5. *Bat survey.* Since the project involves federal funding and permitting, coordination for rare, threatened, and/or endangered species is required. A bat emergence survey at the site during the active season (April 15 to October 1) will be conducted to determine if rare, threatened, and/or endangered bats are roosting in the building. D&K will consult with the Vermont F&W bat biologist as needed to confirm that the bat survey follows State requirements. Survey will look for evidence of roosting bats of all species native to the area (northern long-eared, Indiana, and tri-colored bats). Acoustic readings via a handheld acoustic detector will be conducted to specifically identify the bat species. D&K will issue a brief memo covering the site visit survey and findings, including the USFWS Bat Emergence Survey Datasheet and coordinate with VT F&W.
6. *Building assessment.* D&K's subconsultant, KD Associates, Inc. (KD) will provide hazardous building materials inspections services for the building to be demolished. Materials will include Asbestos Containing Building Material (ACBM), Universal waste and waste requiring special handling and disposal. For this assessment, KD will be escorted through the building by the Town Fire Marshal.

Asbestos. The survey will be designed and conducted by KD to satisfy the requirements of the Vermont

Regulations for Asbestos Control (VRAC) (V.S.A. Title 18, Chapter 26) and will be performed in a manner sufficient to identify suspected asbestos-containing materials that can reasonably be accessed. Multiple samples of each suspect material will be collected in a statistically random manner and submitted to the laboratory for analysis by Polarized Light Microscopy (PLM). The number of samples will be guided by the sampling requirements of the EPA Asbestos Hazard Emergency Response Act (AHERA). It is estimated that approximately 30 samples will be collected.

An asbestos inspection report will be prepared by KD to document the location of samples collected and the location of materials found to be asbestos containing including quantities.

Other Hazardous Materials/Universal Waste ("OHM"). K-D Associates, Inc. will conduct an inventory of universal waste inventory of materials observed including mercury, fluorescent light bulbs, polychlorinated biphenyls (PCB), batteries, refrigerants and freon, fire extinguishers, smoke detectors and alarms, and any other universal waste observed.



KD's Final Report will contain the inventory, quantities and location of these materials.

7. *Hydrologic and Hydraulic (H&H) Analysis.* D&K will develop a HydroCAD model of the project area using the topographic survey, LiDAR survey data, site observations, aerial imagery, soil mapping and soil boring results to define the watershed characteristics. D&K will evaluate information on velocity, water surface elevation (WSE) and related erosion potential on the current conditions and alternatives for effective protection of the bank. The H&H analysis will consider how the range of flow values may impact the erosion potential along the bank.
8. *Subsurface data review and site visit.* D&K's subconsultant GZA GeoEnvironmental, Inc. (GZA) will review available data, including photographs, nearby geotechnical evaluations, bedrock and surficial geologic maps, and topography.

GZA will review drilling access and existing utilities to the extent visible; and mark the approximate locations of the test borings for Digsafe.

A site visit will be conducted by GZA's Project Manager and Principal-in-Charge. GZA will take direct geometric measurements and observations upstream, downstream, and at the location of the failure area where accessible on foot. GZA will use the collected data and measurements taken during the site visit in addition to the site survey to be provided by D&K, to characterize the geometry of the slope for use in stability analyses.

9. *Subsurface investigation and coordination.* GZA will complete an exploration program that includes one test boring, located as safe as possible near the top of the slope. Based on observation from the site visit and surficial geology in the area, GZA anticipates that the boring will encounter primarily granular material overlying bedrock.

The test boring will be drilled using a truck- or track-mounted drill rig equipped with hollow stem augers or driven 3-inch inside-diameter casing. Standard Penetration Testing and split-spoon soil sampling will be completed at 5-foot typical intervals in the test boring. The boring will be drilled to a depth of approximately 20 feet below the toe of slope (60 to 70 feet total depth), or practical refusal, if shallower. Upon completion, the bore hole will be backfilled with the cuttings.



GZA will arrange for a subcontractor to complete the test boring. The approximate test boring location will be estimated in the field by GZA personnel by tape measurement to existing features. The elevation at the boring will be interpolated between contours shown on the base plan. DigSafe utility clearance will be completed by the test boring subcontractor. GZA will forward available utility information provided by the Town to the subcontractor for their use in utility clearance. We note that DigSafe does not mark utilities on private property. GZA and their subcontractor will not be responsible for damage to private utilities not known to them. A GZA geotechnical engineer will observe the test boring and prepare a log of the exploration.

Prior to the field investigation, GZA will prepare a project-specific health and safety plan for execution of the field work.

10. *Laboratory Testing.* A geotechnical laboratory testing program will be performed to check visual soil classifications and estimate the engineering properties of the soil collected from the borings during the site visit. The program will include up to six (6) gradation analyses, including two (2) with hydrometer tests, up to two (2) Atterberg limits tests, and up to six (6) moisture content tests.
11. *Geotechnical Engineering Evaluations and Reporting.* GZA will conduct engineering evaluations to assess stability of a reconfigured slope which is planned to include a road cut into the bank for construction equipment to access the streambed. GZA will conduct analyses for a cross section of the pre-failure condition to assess that the developed soil properties predict failure similar to that observed. GZA will request assistance from the Town regarding observed water levels at the time of flooding events. Using properties that have been assessed based on boring results and the slope back-analysis above, GZA will evaluate alternatives for the new grading to be developed by the Client considering a similar or greater high-water event to those recently observed. The slope stabilization is intended to provide an acceptable factor of safety against future instability of the stabilized area/s, and still provide an equipment access path to the stream.

GZA will prepare a preliminary design memorandum that summarizes the results of their slope stability analyses. D&K will arrange a brief conference call with GZA to discuss findings before their memo is finalized. D&K will meet with GZA to discuss options and to assist in evaluating the planned slope configuration for future permitting and implementation. A scope and budget for these future additional services will be developed by GZA while the preliminary memorandum is being reviewed and discussed with D&K and the Town.



Project Design

12. *Preliminary plans – building demo.* D&K will prepare Preliminary Plans for the building demolition. The Preliminary Plans will indicate the existing topography, as well as the proposed work. Identified rights-of-way, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans. The Preliminary Plans are anticipated to consist of:

- Title Sheet
- Conventional Symbolology and Legend Sheet
- General Notes sheet
- Demolition Sheet
- Erosion Prevention and Sediment Control sheet

The Preliminary Plans will illustrate the information necessary to define the project and will include information on items to be demolished, subsurface utilities to be removed, construction limits, approximate location of property lines, existing utilities, etc.

Measurement of pay item quantities. Based upon the information presented in the Preliminary plans, D&K will develop pay item quantities. The pay items will be based upon the 2024 VTrans Standard Specifications for Construction.

Cost Opinion. A Cost Opinion will be prepared in conjunction with the Preliminary Plan Development in the standard VTrans IPDweb format. D&K will develop the Construction Cost Opinion that utilizes an individual item and unit price basis and is summarized on a tabular spreadsheet.



13. *Preliminary plans – slope stabilization.* D&K will prepare Preliminary Plans for the improvements. The Preliminary Plans will indicate the existing topography, as well as the proposed work. Identified rights-of-way, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans. The Preliminary Plans are anticipated to consist of:

- Title Sheet
- Conventional Symbolology and Legend Sheet
- Typical Section sheet
- General Notes sheet
- Layout Sheet
- Grading Sheet
- Erosion Prevention and Sediment Control sheet
- Cross Section sheets (1)

The Preliminary Plans will illustrate the information necessary to define the project for permitting purposes. The plans will include information such as gravel type and thickness, construction limits, existing right-of-way, approximate location of property lines, existing utilities, etc.

Measurement of pay item quantities. Based upon the information presented in the Preliminary plans, D&K will develop pay item quantities. The pay items will be based upon the 2024 VTrans Standard Specifications for Construction.

Cost Opinion. A Cost Opinion will be prepared in conjunction with the Preliminary Plan Development in the standard VTrans IPDweb format. D&K will develop the Construction Cost Opinion that utilizes an individual item and unit price basis and is summarized on a tabular spreadsheet.



Understanding of the Scope of Services

1. Final Design and permitting services will be performed under a supplemental agreement.
2. Wetlands and buffers will not be impacted.
3. Utility location or coordination is not scoped.
4. There are no rare, threatened, or endangered species.
5. Historical and Archaeological resource assessments are not required.
6. National Environmental Policy Act (NEPA) documentation is not required.
7. D&K and subconsultant(s) will have access to the project site.
8. Any right-of-way acquisition will be the responsibility of the Town.
9. Proposed improvements will be contained to 362 South Street.
10. Town to provide complete geotechnical report and peer reviews for 1167 Hartford Avenue development.
11. Standard demolition practices will be utilized for the building demolition, so a lead paint survey will not be required.
12. A boundary survey is not required.

Services beyond those specifically outlined above, or resulting from unforeseen circumstances beyond our control, shall be considered as Additional Services. The Engineer will also furnish such Additional Services as Client may request for an additional fee.

Proposed fee structure

The client shall reimburse the Engineer on a Lump Sum basis. Invoices will be submitted monthly based on an estimate of percent complete to date.

Preliminary Design Fee	\$115,000 Lump Sum



Vermont Emergency Management
Vermont Department of Public Safety
 45 State Drive
 Waterbury, VT 05671-1300

Toll free: 800-347-0488
 Phone: 802-244-8721
 Fax 802-241-5556
<http://vem.vermont.gov>

LOCAL MATCH COMMITMENT LETTER

Date: 10/15/2024

Delilah Solorzano
 Grants Management Specialist
 Mitigation Division
 FEMA Region I
 220 Binney Street
 Cambridge, MA 02142

Hazard Mitigation Grant Program (HMGP) Sub-application Local Match Commitment Letter – DR-4720 Hartford 361 South St. Landslide Acquisition Demolition

Dear Ms. Solorzano:

As part of the Hazard Mitigation Assistance (HMA) program process, a local match funding commitment is required.

In May of 2022, the Vermont Legislature agreed to fund an \$8 million dollar (\$8,000,000.00) one-time General Fund allocation to cover the non-federal match for eligible FEMA-funded projects.

This letter serves as Vermont Emergency Management's commitment to meet the local match fund requirements for this DR-4720 subgrant applied for by the Town of Hartford for the 361 South St. project.

Source of Local Match Commitment Funds:	Local Agency Funding	Other Agency Funding	Private Nonprofit Funding	State Agency Funding
	☐	☐	☐	☒

**Name of Local Match
Commitment Funding Source:**

Financial Match Sources: State of Vermont General Fund
Allocation Cash Match

Fund Availability:

Date Funds will be Available: July 1, 2022

Total Project Cost:

\$568,199.00

Requested Federal Share (75%):

\$426,149.25

**Local Match Commitment
(25%):**

\$142,049.75

We understand that in order for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record the cost match being provided. The records of all cash contributions will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or currently being utilized as a cost match toward another federal grant.

Sincerely,

DocuSigned by:

Eric Forand

A599E8CE4DC24DE...

Eric Forand, Director
Vermont Emergency Management

DS

SLS

Memo



To: Town Manager Haverstock / Hartford Select Board

From: Lt. Howell

CC: Chief Sheldon

Date: 10/22/2024

Re: FY24 Edward Byrne Memorial Justice Assistance Grant (JAG)

Town Manager Haverstock / Hartford Select Board,

The Hartford Police Department has applied for grant funding through the FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) to fund the purchase of new ballistic helmets for sworn members. The Edward Byrne Memorial Justice Assistance Grant (JAG) program is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of programs for law enforcement.

The Town of Hartford is allocated a set amount of funding each year through this grant, thus, it is not a competitive grant, however we do have to complete an application outlining our proposed project. This is the third year that I have requested this funding and the previous two years we were awarded funding for other projects.

In FY24, we were allocated \$11,186.

Our proposed project would be to purchase replacement ballistic helmets for our sworn members. Currently we do issue ballistic helmets but they are beyond the manufacturer's service life of 5 years. Overtime, the materials that these helmets are made of are degraded by the elements we work in, ultraviolet light and normal use. The majority of the helmets we have issued to officers were placed in service in early 2018, but overtime we have had to buy a few helmets for new officers or officers needing sizes we did not have. In our proposed project we outlined that the ballistic helmet of choice would be manufactured by Team

Wendy in the USA. These helmets exceed standards set by the National Institute of Justice (NIJ) for ballistic helmets. The NIJ is the testing body for all things related to body armor and is the standard for comparative testing of body armor. The Team Wendy helmet also has a service life of 10 years due to enhancements in material technology.

In the grant application, we proposed the purchase of 14 helmets totaling \$11,502.50 which is more than what we were allocated. We would seek to use \$316.50 out of our operating budget if this grant is approved to cover the remainder of one helmet as well as the shipping cost.

A requirement of the grant application in the "Certifications and Assurances by the Chief Executive of the Applicant Government" is to assure that the application was submitted for review to the governing body of the unit of local government. Along with this memo is a copy of the certifications form along with the application.

Respectfully submitted,

Tom Howell
Detective Lieutenant
Criminal Investigations Division

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2024 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2024 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.
7. If the applicant named below is not the unit of local government itself, I certify that it is an instrumentality of the unit of local government and is approved to serve as the applicant and recipient of FY 2024 JAG funding on behalf of the unit of local government.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

No documents have been uploaded for Other

Certified

Application Attachments

	Name	Category	Created by	Date Added
	Entity Application Submitted	Correspondence	Thomas Howell	10/22/2024
	Entity Application Submitted	Correspondence	Thomas Howell	10/22/2024
	BDW Completed FY 24.xlsm	Budget Worksheet and Budget Narrative (attachment)	Thomas Howell	10/22/2024
	Proposal Narrative FY 24.docx	Proposal Narrative	Thomas Howell	10/22/2024
	Action Required: Application GRANT14266524 Deadline Approaching	Correspondence	Agent(System-Queue-ServiceLevel.ProcessEvent)	10/18/2024
	Action Required: Application GRANT14266524 Deadline Approaching	Correspondence	Agent(System-Queue-ServiceLevel.ProcessEvent)	10/17/2024
	Form SF424_4_0-V4.0.pdf	Program/Project Congressional Districts	—	10/03/2024
	Form SFLLL_2_0-V2.0.pdf	LobbyingActivitiesDisclosur	—	10/03/2024
	GrantApplication.xml	Program/Project Congressional Districts	—	10/03/2024

Information Grant Package Application Versions

Standard Applicant Information (JustGrants 424 and General Agency Information)

Funding Opportunity

Federal Agency Name Bureau of Justice Assistance	Funding Opportunity Number O-BJA-2024-172239	Funding Opportunity Title BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program- Local Solicitation
Competition Identification Number C-BJA-2024-00091-PROD	Competition Identification Title Category 1– Applicants with eligible allocation amounts of less than \$25,000	Due Date October 22, 2024 8:59:00 PM EDT

Project Information

Project Title Hartford Police Department ballistic helmet program for the replacement of expired ballistic helmets issued to sworn law enforcement officers.	Proposed Project Start Date 10/22/24 Applicant Estimated Funding (Non- Federal Share) 0.0	Proposed Project End Date 10/22/25 Program Income Estimated Funding 0.0
Federal Estimated Funding (Federal Share) 11188.0		
Total Estimated Funding 11188.0		

Areas Affected by Project (Cities, Counties, States, etc.)

05001

Type Of Applicant

Type of Applicant 1: Select Applicant Type:
C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Application Submitter Contact Information

Application POC Prefix Name		
Lieut		
Application POC First Name	Application POC Middle Name	Application POC Last Name
Thomas	Edmund	Howell
Application POC Suffix Name		
Jr.		
Organizational Affiliation	Title	Email ID
Town of Hartford - Police Department	Detective Lieutenant	thowell@hartford-vt.org
Phone Number	Fax Number	
802-295-9425	_____	
ORINumber		

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? ★

c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?
No

SF424 Attachments (3)

	Name	Date Added
	Form SF424 4 0-V4 0.pdf	10/3/24
	Name	Date Added
	Form SFLLL 2 0-V2 0.pdf	10/3/24



Filename

[GrantApplication.xml](#)

Date Added

10/3/24

Authorized Representative

Authorized Representative Information

Prefix Name

Mr.

First Name

Middle Name

Last Name

Suffix Name

Thomas

Edmund

Howell

Jr.

Title

Lieutenant

Verify Legal Name, Doing Business As, and Legal Address

Legal Name

TOWN OF HARTFORD TOWN HALL

Doing Business As

UEI

SZNMKKN8CH S4

Legal Address

Street 1

171 BRIDGE ST

Street 2

City

WHITE RIVER JUNCTION

State

VT

Zip/Postal Code

05001

Congressional District

00

Country

USA

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.



I confirm this is the correct entity.

Signer Name

Thomas Howell

Certification Date / Time

10/22/2024 12:32 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:

- Contact your Entity Administrator.
- Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct UEI/SAM profile.

✓ Proposal Abstract*

The Hartford Police Department proposes to implement the ballistic helmet upgrade program to issue new ballistic helmets to all sworn officers. Project activities include procurement of ballistic helmets, implementing policy on its deployment, training with ballistic helmets and issuance of new upgraded ballistic helmets to sworn officers. Expected outcomes include the ability for officers to handle all calls for service to include higher risk calls for service with safer upgraded equipment. Currently the Hartford Police Department has expired helmets that are issued to individual officers. There will be no subrecipient activity.

✓ Data Requested with Application*

✓ Financial Management and System of Internal Controls

Background

Unique Entity Identifier (UEI) Number:

03-6000505

Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?

Yes

Audit Information

Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

No

If the answer to the question below is "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

Has the applicant entity undergone any of the following types of audit(s)? Please check all that apply:

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Yes

Financial Statement Audit

Yes

Defense Contract Agency Audit (DCAA)

Other Audit and Agency

Yes

None

If Other Audit and Agency - list type of audit:

Most Recent Audit Report Issued:

Within the last 12 months

Name of Audit Agency/Firm:

Jennett & Mudgett

Auditor's Opinion

On the most recent audit, what was the auditor's opinion?

Unqualified Opinion

Enter the number of findings (if none, enter "0"):

0

Enter the dollar amount of questioned costs (if none, enter "0"):

0

Were material weaknesses noted in the report or opinion?

No

Accounting System

Which of the following best describes the applicant entity's accounting system:

Automated

Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes

Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes

Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes

Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?

Yes

Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?

Yes

Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?

Yes

Property Standards and Procurement Standards

Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award fund (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?

Yes

Yes

Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?

Yes

Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?

Yes

Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity/individual that is suspended/debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended/debarred sub-grantees and contractors, prior to award?

Yes

Travel Policy

Does the applicant entity maintain a standard travel policy?

Yes

Does the applicant entity adhere to the Federal Travel Regulation (FTR)?

Yes

Subrecipient Management and Monitoring

Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?

N/A - Applicant does not make subawards under any OJP awards

Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

N/A - Applicant does not make subawards under any OJP awards

Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

N/A - Applicant does not make subawards under any OJP awards

Designation as High Risk by Other Federal Agencies

Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ?

Designation as High Risk by Other Federal Agencies

Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ?

No

Name(s) of the federal awarding agency:

Date(s) the agency notified the applicant entity of the "high risk" designation:

Enter in the contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

Reason for "high risk" status as set out by the federal agency:

Certification on Behalf of the Applicant Entity

This certification must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority.

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority to make this certification on behalf of the applicant entity.

Name:

Thomas Howell

Date:

20241021

Title:

Other

Please specify your title:

Please specify your title:

Designated Authorized Representative

Phone:

802-295-9425

- > Proposal Narrative*
- > Budget and Associated Documentation
- > Memoranda of Understanding (MOUs) and Other Supportive Documents
- ✓ Additional Application Components

✓ Tribal Authorizing Resolution

No documents have been uploaded for Tribal Authorizing Resolution

> Research and Evaluation Independence and Integrity Statement

> Additional Attachments

✓ Disclosure and Assurances



Name

[Form SFLLL 2.0-V2.0.pdf](#)

Category

LobbyingActivitiesDisclosure

Created by

—

Disclosure of Duplication in Cost Items

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

DOJ Certified Standard Assurances*

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ

g. On behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 72.100 and 72.207.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

amended, and subject to review by the Department, including by the Office of the Inspector General.

Please Acknowledge ✨

Signed

SignerID

thowell@hartford-vt.org

Signing Date / Time

10/17/24 3:34 PM

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any

any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement:

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony

principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliance@usdoj.gov; for CVM Applicants, to CVM at CVM.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSR@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliance@usdoj.gov; for CVM Applicants, to CVM at CVM.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSR@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OUV award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c) (5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge ★

Certified

SignerID

thowell@hartford-vt.org

Signing Date / Time

10/17/24 3:50 PM

Other Disclosures and Assurances

Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable)

No documents have been uploaded for Application Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Other Disclosures and Assurances

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.
2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.
3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge ✱

Signed

SignerID

thowell@hartford-vt.org

Signing Date / Time

10/22/24 12:26 PM

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	O-BJA-2024-172239
Opportunity Title:	BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program- Local Solicitation
Opportunity Package ID:	PKG00287845
CFDA Number:	16.733
CFDA Description:	Edward Byrne Memorial Justice Assistance Grant Program
Competition ID:	C-BJA-2024-00091-PROD
Competition Title:	Category 1- Applicants with eligible allocation amounts of less than \$25,000
Opening Date:	09/04/2024
Closing Date:	10/16/2024
Agency:	Bureau of Justice Assistance
Contact Information:	Erich Dietrich

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01425222
Application Filing Name:	Town of Hartford
UEI:	SZNMKKN3CHS4
Organization:	TOWN OF HARTFORD TOWN HALL
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Oct 03, 2024 11:02:20 AM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424			
* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision	
		* If Revision, select appropriate letter(s): * Other (Specify): 	
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: 	
5a. Federal Entity Identifier: 		5b. Federal Award Identifier: 	
State Use Only:			
6. Date Received by State:		7. State Application Identifier: VT	
8. APPLICANT INFORMATION:			
* a. Legal Name: Town of Hartford			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 036000505		* c. UEI: SZNMKKN8CHS4	
d. Address:			
* Street1: 171 Bridge Street			
Street2:			
* City: White River Junction			
County/Parish: VT			
* State: VT: Vermont			
Province:			
* Country: USA: UNITED STATES			
* Zip / Postal Code: 05001-7034			
e. Organizational Unit:			
Department Name: Hartford Police Department		Division Name: 	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: Lieutenant		* First Name: Thomas	
Middle Name: Edmund			
* Last Name: Howell			
Suffix: Jr.			
Title: Detective Lieutenant			
Organizational Affiliation: Town of Hartford - Police Department			
* Telephone Number: 8022959425		Fax Number:	
* Email: thowell@hartford-vt.org			

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

* 12. Funding Opportunity Number:

O-BJA-2024-172239

* Title:

BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program- Local Solicitation

13. Competition Identification Number:

C-BJA-2024-00091-PROD

Title:

Category 1- Applicants with eligible allocation amounts of less than \$25,000

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Hartford Police Department ballistic helmet program for the replacement of expired ballistic helmets.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	11,186.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	11,186.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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Contact Information:	Erich Dietrich

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01425222
Application Filing Name:	Town of Hartford
UEI:	SZNMKKN8CHS4
Organization:	TOWN OF HARTFORD TOWN HALL
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Oct 03, 2024 11:04:40 AM EDT
Form State:	No Errors

FORM ACTIONS:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
4. Name and Address of Reporting Entity: ☒ Prime ☐ SubAwardee * Name: Town of Hartford * Street 1: 171 Bridge Street Street 2: * City: White River Junction State: VT: Vermont Zip: 05001-7034 Congressional District, if known: VT-001		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: U.S. Department of Justice	7. * Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant Program CFDA Number, if applicable: 16.738	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$ 11,186.00	
10. a. Name and Address of Lobbying Registrant: Prefix * First Name N/A Middle Name N/A * Last Name N/A Suffix * Street 1: N/A Street 2: N/A * City: N/A State: Zip:		
b. Individual Performing Services (including address if different from No. 10a) Prefix * First Name N/A Middle Name N/A * Last Name N/A Suffix * Street 1: N/A Street 2: * City: N/A State: Zip:		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Completed on submission to Grants.gov * Name: Prefix Lieutenant * First Name Thomas Middle Name Edmund * Last Name Howell Suffix Jr. Title: Detective Lieutenant Telephone No.: 802-295-9425 Date: Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Town of Hartford

171 Bridge Street

Hartford, VT 05001

October, 2024

Thomas E Howell

Lieutenant – Criminal Investigation Division

NARRATIVE INFORMATION

Overview

The Town of Hartford Police Department is situated in Windsor County in the Upper Valley of Vermont and is on the border with New Hampshire. There are five villages within the town, all of which have varying residential and commercial areas. Within these villages there are main thoroughfares/roadways, residential neighborhoods, interstate on/off ramps, crosswalks and bike lanes as well as school zones. The town is approximately 45 square miles and the two main interstates (I89, I91) in Vermont cross within town. There is approximately 175 miles of roadway within the town of Hartford. The current population is around 11,000 residents.

Staffing

The Town of Hartford Police Department is currently authorized at 23 sworn officers and 4 civilian personnel. Current staffing levels has our agency at 21 sworn officers.

Problem Identification and Justification

The Hartford Police Department provides the highest level of service to our residents and those that pass through our town and need our assistance. We are responsible for all calls for service and are an “all hazards” response agency. We are responding too, and handling calls for service such as barricaded subjects, high risk search warrants and other calls where we would typically receive assistance from the Vermont State Police Special Teams such as their Tactical Service Unit. The Vermont State Police publicly announced that law enforcement agencies should be exhausting all other resources and options before calling them for assistance. Members of the Hartford Police Department Criminal Investigations Division are also responsible for all major investigations such as investigations in the drug/heroin/fentanyl trafficking trade, sexual assault, weapons offenses and homicide to name a few. Members of the Criminal Investigations Division and Patrol routinely conduct high risk operations where they need extra protection such as ballistic helmets, however, we do not have the up to date equipment necessary to facilitate this and are deploying expired/beyond the manufacturers service life ballistic helmets. We have not been able to successfully get updated ballistic helmets to replace the ones we have issued through the standard town budgeting process to date. We have a dire need to replace expired ballistic helmets to ensure they have the highest level of protection when responding to high priority calls.

Project Overview

The Town of Hartford Police Department would use funds from this grant to purchase ballistic helmets for members of the police department that have expired helmets. The total cost for this upgrade is \$11,502.50. We would use funds allocated to us through this grant (\$11,186) and fund the remaining portion ourselves.

We would purchase the below:

- 10 Team Wendy Epic Protector ballistic helmets
- 4 Team Wendy Epic Specialist ballistic helmets

The 10 Team Wendy Epic Protector ballistic helmets would be issued to patrol staff and the 4 Team Wendy Epic Specialist ballistic helmets would be issued to Detectives. The difference in these helmets is that the Specialist has features that would allow the use of communications headsets with the helmet during operations. The Team Wendy ballistic helmet was selected as it performs to NIJ III-A performance standards (according to NIJ STD 0106.01/0108.01), meets ACH Gen II Blunt Impact (AR/PD 1401) and AEP 2902 clause 4.1.1.1 and is made in the USA. The Team Wendy ballistic helmet will also be uniquely sized to the individual officer prior to procurement to provide each officer with the correctly fitted ballistic helmet. Team Wendy provides four sizing ranges (small, medium, large and xtra large) and has a 10 year warranty and service life which far surpasses any other manufacturer. This will allow us to have along lasting ballistic helmets for our members and will not burden our community with having to source funding for replacements for some time.

All purchased ballistic helmets would be inventoried, and the fitment would be assessed for each officer. The ballistic helmets would be added to the officer's issued equipment inventory as well as added to the agency quartermaster program and tracked. The agency quartermaster is responsible for the issuance and inspection of all issued equipment to include items listed in this project. Annual inspections of the ballistic helmets as well as all other issued equipment would occur and be documented on an equipment inventory form maintained by the quartermaster.



AGENDA MEMORANDUM

October 29, 2024

Town Selectboard Meeting Item: 5.d

Submitted by: Christopher Holzwarth, Assistant Director, Planning and Permitting

Subject: Recommendation to Execute Wastewater Disposal System 3B Engineering Study Contract

Background: The Town annually contracts 3rd party inspections and reporting of all Quechee Leach Fields permitted through the Indirect Discharge Program. Dubois & King (D&K) of Randolph, Vermont conducted the inspections and prepared the reports for 2024.

The annual inspection of Quechee Wastewater Disposal System 3B (3B) required by the conditions of General Permit for Existing Indirect Discharges of Sewage ID#-9-9001 was conducted on April 2, 2024, by D&K and system operators. The inspection was followed up with an Engineer's Inspection Report dated June 14, 2024, that was reviewed and accepted by the Indirect Discharge Program.

D&K visually observed the disposal fields of 3B from the surface. A significant breakout was observed at the southwest side of the leach fields requiring repairs or replacement. Town staff switched this field to inactive and alternated dosing to the opposite field. They have recommended to have a replacement leach field designed and installed at this time within their report accepted by the State.

In response, the Town reached out to the Town's Pre-Qualified Water Resource Engineers requesting proposals to investigate the existing leach fields, previously abandoned leach fields, and the upstream infrastructure to determine the best method to bring the leach fields into compliance.

We anticipate that there may be 3 options as follows, (1) the existing field is hydraulically overloaded due to infiltration and the upstream infrastructure needs improvements, (2) the existing leach field is failed primarily due to age (sealed off bio-mat) with replacement required potentially utilizing the abandoned leach field site through a site modification, and (3) a possible municipal connection in the event that options 1 and 2 are viable. Any remedy is likely to involve improvements to the upstream infrastructure.

We requested that the proposals include necessary field time to investigate, document and survey the existing conditions and compile the data into a report that (1) outlines existing conditions, (2) likely causes of the failure, (3) available options to correct the failure, and (4) magnitude of cost to design, permit and construct available options. The town will provide backhoe or mini-excavator services and directly contract the recorded pipe camera services.

Only Dubois & King Engineers (D&K) and MSK Engineers (MSK) accepted our invitation and provided bids.

- Discussion:** MSK was the apparent low bidder at \$8,250 but omitted monitoring services provided by the second bidder and states actual time and materials spent monthly would control. D&K was the complete, but high bidder at a range of \$7,000 to \$10,000 including upstream monitoring.
- Staff understand MSK's reasoning behind omitting monitoring, however we do not agree with omitting the services that are critical to quantifying the amount of infiltration contributing to the failure and provide the ability to forecast the viability of indirectly repairing the system through upstream improvements.
- Impact:** The financial impact of the contract with D&K is \$10,000 to be paid through 65-965-318-0000, Wastewater Administration Contracted Services funded from the Quechee Wastewater Engineering Reserves.
- Recommendation:** Staff recommends the Selectboard authorize the Town Manager to execute a Contract with Dubois & King for up to \$10,000 utilizing Quechee Wastewater Engineering Reserves.



Christopher Holzwarth, PE
Town of Hartford Public Works
173 Airport Road
White River Junction, VT 05001

September 24, 2024

Re: Town of Hartford – Proposal
Quechee Leach Field 3B Investigation, Evaluation and Improvements

Dear Chris,

DuBois & King, Inc. is pleased to present this proposal to provide Professional Services to the Town of Hartford in association with the Quechee Leach Field 3B. This proposal addresses the services required to investigate, evaluate and propose upgrades to the wastewater treatment and disposal system to bring it into permit compliance. This proposal is based upon your email from August 30, 2024, follow up conversations, and our overall understanding of the system based on our previous work conducting the annual inspections.

PROJECT UNDERSTANDING

The Quechee Leach Field 3B, owned and operated by the Town of Hartford, has a design capacity of 7,200 gallons per day. The wastewater system is in need of attention to address maintenance recommendations outlined in the 2024 Annual Inspection Report. Most notably, the report indicated a significant effluent breakout along the south west side of the leach field. The recommendation was to replace the leach field.

D&K understands the Town is looking to conduct an investigation of the leach field and the upstream wastewater infrastructure to identify potential causes of failure. The Town anticipates three potential outcomes of the investigation, including; the leach field is overloaded due to upstream infiltration and upstream improvements are needed; the existing leach field has failed and replacement is necessary; or a municipal connection if a suitable replacement area is not available.

To assist the Town in the further evaluation and design of an upgrade to or replacement of their existing on-site wastewater treatment and disposal system, DuBois & King, Inc. will provide the following Scope of Services:

SCOPE OF SERVICES

A. **Wastewater System Evaluation**

1. Meet with Town of Hartford Staff to review the information available for the existing wastewater system and known issues.
2. Collect and review existing information including but not limited to:
 - Current DEC Permit
 - 2024 Annual Inspection
 - Design plans of the existing system, if any
 - DEC on-site wastewater rules

3. Collect additional information on the condition of the leach field, upstream infrastructure to further refine and expand on the information contained in the Annual Inspection report. This will include:
 - Coordinate with the Town to excavate test pits in the leach field to review the condition of the piping, stone and bio-mat below the system.
 - Coordinate with a contractor to perform video recorded inspections of selected sections of system piping.
 - Install flow sensors with dataloggers in upstream piping to record sewer flows and evaluate infiltration. Infiltration could be coming from a number of sources such as groundwater infiltration into pipes or manhole, connected roof drains or catch basins, etc. The objective will be to identify these sources and come up with a plan to remove them from the wastewater system.
 - Review natural resources in proximity to existing and proposed leach field areas.

B. Alternatives

1. Based on the information collected above, develop up to three alternatives for replacement or rehabilitation of the leach field. At the writing of this proposal, D&K anticipates similar Alternatives as outlined by the Town which may include the following or a combination of the following:
 - a) Improving the upstream infrastructure to reduce infiltration and hydraulic overloading of the leach field.
 - b) Replacement of the leach field. A potential new leach field location will be identified based on soils investigations and available mapping.
 - c) Connection to the municipal sewer system for treatment at the Town wastewater treatment facility.
2. Alternatives Report – The alternatives considered will be summarized in a letter report. This will include pros and cons of each alternative, a conceptual estimate of probable construction costs and a recommendation on which alternative or combination of alternatives to advance into design.
3. Alternatives Meeting – Following submission of the alternatives report to the Town, a meeting will be held to review the report and to gain agreement on what elements to advance into the design phase. A meeting summary will be produced and distributed to participants.
4. DEC Coordination – A meeting will be scheduled with DEC and Town staff. The purpose of this meeting will be to review the results of our study efforts and to gain agreement with DEC on the selected alternative. The Scope for Task C will be refined following this meeting.

Upon selection of an Alternative, D&K anticipates providing an amendment to this scope of services to complete Final Design.

Understandings and Exclusions

1. The Town will be responsible for excavation services for the leach field test pits.
2. The Town will be responsible for video camera inspection services of the system piping.
3. Final Design Services are not included at this time
4. Services of other consultants, if required, are not included;
5. Other design services not outlined above are not included; and
6. Services due to changes in the scope of the Project are not included.

PROPOSED SCHEDULE

DuBois & King, Inc. will commence work on the above Scope of Services as soon as we are in receipt of a signed Agreement Amendment and Notice to Proceed (NTP). We anticipate completion of the work as follows unless circumstances beyond the control of DuBois & King, Inc. are encountered:

Phase A – Wastewater System Evaluation	10 weeks
Phase B – Alternatives	6 weeks
Total Time	16 weeks from NTP

PROFESSIONAL FEES

For performing the above Scope of Services, DuBois & King, Inc. will be paid on an hourly basis plus reimbursement of expenses in accordance with our Schedule of Fees attached. We estimate the fees to perform the scope of services to be approximately \$7,000 to \$10,000. D&K will not exceed the budgeted value without receiving written authorization from the Town in advance.

TERMS AND CONTRACT CONDITIONS

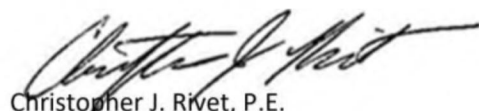
We will complete the Scope of Services provided above in accordance with our Standard Contract Terms & Conditions, which are attached hereto and made a part of this Agreement.

ACCEPTANCE

If the Scope of Services outlined above is acceptable to you, please sign the enclosed copy of this Agreement and return one copy to us, keeping one copy for your files. This letter will serve as our Agreement.

We appreciate this opportunity to be of continuing service. If you have any questions with regard to these services, please feel free to call me at (802) 728-3376 or email me at crivet@dubois-king.com.

Very truly yours,
DuBOIS & KING, INC.



Christopher J. Rivet, P.E.
Project Manager

ACCEPTED AND AUTHORIZED TO PROCEED:

BY: _____

TITLE: _____

DATE: _____

Quechee Leach Field 3B

9/24/2024

SCHEDULE OF FEES AND CONTRACT CONDITIONS**Hourly Rate**

Senior Principal	\$240.00
Principals/Director II.....	\$220.00
Principals/Director I.....	\$220.00
Senior Project Manager IV.....	\$230.00
Senior Project Manager III.....	\$210.00
Senior Project Manager II.....	\$200.00
Senior Project Manager I.....	\$180.00
MEP Sr. Design Engineer.....	\$175.00
Project Manager II.....	\$160.00
Project Manager I.....	\$150.00
Senior Project Engineer II.....	\$140.00
Senior Project Engineer I.....	\$135.00
Project Engineer II.....	\$130.00
Project Engineer I.....	\$125.00
Environmental Scientists/Field Naturalist.....	\$120.00
Construction Inspector.....	\$135.00
Landscape Architect.....	\$135.00
Landscape Designer/Planner.....	\$105.00
Staff Engineer II.....	\$115.00
Staff Engineer I.....	\$100.00
Senior Designer II.....	\$130.00
Senior Designer I.....	\$110.00
Designers/Technicians.....	\$90.00
Registered Land Surveyors.....	\$165.00
Survey Party Chief.....	\$125.00
Survey Technicians.....	\$95.00
One-Person Survey Crew.....	\$140.00
Two-Person Survey Crew.....	\$190.00
Three-Person Survey Crew.....	\$270.00
Administrative Support.....	\$90.00

Notes:

1. Expert Witness Assistance will be quoted separately.
2. DuBois & King, Inc., reserves the right to periodically modify the hourly billing rates detailed above at the sole discretion of DuBois & King, Inc., with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.
3. Overtime labor provided by non-exempt personnel will be invoiced at one and one-half (1.5) times the appropriate hourly rate as detailed above.

REIMBURSABLE EXPENSES and OTHER DIRECT COSTS including, but not limited to, the following items will be invoiced at cost plus Administrative Fee of 12%:

1. Transportation and subsistence expenses incurred.
2. Shipping charges and insurance for hardware, samples, field test equipment, etc.
3. Transportation to and from jobs.
 - a. Internal Revenue Service standard mileage reimbursement rate for business travel.
 - b. The use of rental cars, trucks, boats, airplanes or other means of transportation at our cost.
4. Reproduction of drawings, reports, and documents and photographs for project records.
5. Direct materials.

SERVICES OF OTHERS: On occasion, project needs will require the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be engaged with your approval. We expect that you will enter into an appropriate agreement with them and be directly responsible for all costs incurred by them. For work performed under this agreement for this project, we will review their invoices and forward to you a recommendation for disposition of payment. Services that are subcontracted by DuBois & King, Inc., will be billed at direct cost plus 12% overhead and fee.

REIMBURSABLE EXPENSES: Reimbursable expenses are in addition to the professional fee compensation for labor and typically include, but are not limited to, the following items: lodging and subsistence expenses; shipping charges and insurance for hardware, samples, field test equipment, etc.; transportation to and from projects; use of personal or company vehicles at a rate consistent with the federally allowable mileage reimbursement rate as determined by the Internal Revenue Service; the use of rental cars, trucks, boats, airplanes, or other means of transportation; reproduction of drawings, reports, documents, and photographs for project records; and any other direct materials. Reimbursable expenses will be billed at our direct cost plus an administrative fee of 12%.

DESIGN WITHOUT CONSTRUCTION PHASE SERVICES: If the Consultant's Scope of Services under this Agreement does not include project observation or review of the contractor's performance or any other construction phase services, it is understood and agreed that such services will be provided by the Client. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against the Consultant that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Consultant.

ON-SITE SERVICES DURING PROJECT CONSTRUCTION: Should our services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by our personnel is not intended to include review of the adequacy of the contractor's safety measures in, on or near the construction site. It is further understood that field services provided by our personnel will not relieve the contractor of the contractor's responsibilities for performing the work in accordance with the plans and specifications.

RIGHT-OF-ENTRY: Unless otherwise agreed, you will furnish right-of-entry on the land for us to make the planned studies, explorations, or investigations. We will take reasonable precautions to minimize damage to the land from use of equipment, but have not included in our fee the cost for restoration of damage that may result from our operations. If we are required to restore the land to its former condition, this will be accomplished and the cost will be added to our fee.

SCHEDULE OF FEES: DuBois & King, Inc., at its sole discretion, reserves the right to periodically modify the hourly billing rates as detailed in its published Schedule of Fees and Contract Conditions to more accurately reflect the cost of doing business, with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.

ADDITIONAL SERVICES: Services not explicitly detailed in this Agreement will be considered additional and subject to increased project fees. Additional services will not be provided without the Client's prior authorization to proceed.

TAXES: State and Local Sales, Use and License taxes will be billed at cost. Any taxes or fees, enacted by Local, State or Federal government subsequent to the date of this contract, and based on gross receipts or revenues, will be added to amounts due under this contract in accordance with any such fees or taxes.

INVOICES: Invoices may be submitted periodically, and not less than monthly, and are payable within thirty (30) days. Interest of one and one-half percent (1.5%) per month will be payable on any amount not paid within thirty (30) days. Any attorneys' fees or other costs incurred in collection of any delinquent amount shall be paid by the Client. Upon request, documentation of reimbursable expenses included in the invoice will be provided in some format itemizing the amount in excess of \$50.00. DuBois & King, Inc., reserves the right to discontinue work on any account that is not paid on a current basis in accordance with these terms. If reassignment of project personnel occurs due to non-payment on an account, project schedule and fees may be adversely impacted.

OWNERSHIP OF DOCUMENTS: All reports, field data and notes, laboratory test data, calculations, estimates, and other documents that we prepare, as instruments of service, shall remain the property of DuBois & King, Inc. We will retain all pertinent records relating to the services performed for a period of six years following the completion of our services, during which period the records will be made available to you at all reasonable times and for reasonable retrieval and reproduction costs.

INSURANCE: DuBois & King, Inc., is protected by Worker's Compensation Insurance (and/or Employer's Liability Insurance), and by Comprehensive General Liability Insurance for bodily injury and property damage. We will furnish information and certificates upon written request. We will not be responsible for any loss, damage or liability arising from your negligent acts, errors and omissions and those by your staff, consultants, contractors and agents or from those of any person for whose conduct we are not legally responsible.

RISK ALLOCATION: In recognition of the relative risks and benefits of the Project to both the Client and DuBois & King, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of DuBois & King, Inc., and its officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claim expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of DuBois & King, Inc., and its officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000, or DuBois & King, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

In the event the Client does not wish to limit DuBois & King, Inc.'s professional liability, DuBois & King, Inc., agrees to waive (or increase the amount of) this limitation of liability upon written notice from the Client and agreement of the Client to pay an additional fee. This additional fee is in consideration of the greater risk involved in performing work for which there is an increase in the limitation of liability or there is no limitation of liability.

INDEMNIFICATION: DuBois & King, Inc., agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by DuBois & King, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom DuBois & King, Inc., is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless DuBois & King, Inc., its officers, directors, employees and subconsultants (collectively, DuBois & King, Inc.) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor DuBois & King, Inc., shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES: In no event shall DuBois & King, Inc., be liable to the Client or the Client to DuBois & King, Inc., for consequential or indirect damages, including, but not limited to, loss of profits or revenue, loss of use of equipment, loss of production, additional expenses incurred in the use of equipment and facilities and claims of customers of the Client. This disclaimer shall apply to consequential damages based upon any cause of action whatsoever asserted, including ones arising out of any breach of warranty, guarantee, products liability, negligence, tort, strict liability, or any other cause pertaining to the performance or non-performance of the contract by the Client or DuBois & King, Inc.

STANDARD OF CARE: In performing our professional services, we will use that degree of care and skill ordinarily exercised, under similar circumstances by members of the profession practicing in the same or similar locality. This warranty is in lieu of all other representations expressed or implied.

OPINION OF PROBABLE COST: In providing Opinions of Probable Construction Costs, the Client understands that DuBois & King, Inc., has no control over the cost or availability of labor, equipment or materials, or over competitive bidding or market conditions, or the contractor's methods of pricing, and, therefore, that our Opinions of Probable Construction Costs are made on the basis of our professional judgement and experience. DuBois & King, Inc., makes no warranty, expressed or implied, that the bids of the negotiated costs of the Work will not vary from the Opinion of Probable Construction Cost provided and does not guarantee the accuracy of our project or construction cost estimates as compared to contractor bids or actual cost to the Client. DuBois & King, Inc., is not providing professional estimating services, and actual pay items and material quantities also may vary from the pay items and quantities included in this Opinion of Probable Construction Costs.

NO ADVANTAGE FROM ERRORS OR OMISSIONS IN CONTRACT DOCUMENTS: Neither the Client nor the Client's Contractor shall take advantage or be afforded any benefit as the result of apparent error(s) or omission(s) in the contract documents. If any party discovers errors(s) or omission(s), it shall immediately notify all the other parties.

DELAYS: DuBois & King, Inc., is not responsible for delays caused by factors beyond DuBois & King, Inc.'s reasonable control. When such delays beyond DuBois & King, Inc.'s reasonable control occur, the Client agrees DuBois & King, Inc., is not responsible for damages, nor shall DuBois & King, Inc., be deemed to be in default of this Agreement.

THIRD PARTY BENEFICIARY: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or DuBois & King, Inc. DuBois & King, Inc.'s services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and DuBois & King, Inc., agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

DISPUTE RESOLUTION: In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and DuBois & King, Inc., agree that all disputes between them arising out of, or relating to, this Agreement or the Project shall be submitted to nonbinding mediation.

The Client and DuBois & King, Inc., further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

TERMINATION: In the event of termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days of termination, pay DuBois & King, Inc., for all services rendered and all reimbursable costs incurred by DuBois & King, Inc., up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience, and without cause, upon giving DuBois & King, Inc., not less than seven (7) calendar days' written notice.

DuBois & King, Inc., may terminate this Agreement for the Consultant's convenience, and without cause, upon giving the Client not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or DuBois & King, Inc.'s services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of DuBois & King, Inc., the Client shall pay DuBois & King, Inc., in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by DuBois & King, Inc., in connection with the orderly termination of this Agreement, including, but not limited, to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

ASSIGNMENT: Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party.

SEVERABILITY: Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

EXTENT OF AGREEMENT: This Agreement comprises the final and complete agreement between the Client and DuBois & King, Inc. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had any questions explained by independent counsel, and is satisfied. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and DuBois & King, Inc.

LEGAL JURISDICTION: The parties agree that this contract shall be governed by and construed in accordance with the laws of the State of Vermont in connection with all matters arising out of this contract. The parties agree that the courts of the State of Vermont shall have exclusive jurisdiction over any legal proceeding arising out of this contract.

HR6(05-24)



BENNINGTON – BURLINGTON – WEST LEBANON
PO Box 139 | 150 Depot St | Bennington, VT 05201
802.447.1402 | www.mskeng.com

October 14, 2024

Christopher Holzwarth
Public Works Project Manager
173 Airport Road
White River Junction, VT 05001

Re: Quechee Lakes Site 3B (Birchwood) System Evaluation

Dear Chris,

MSK Engineers is pleased to offer this proposal for an evaluation and analysis of the Quechee Lakes Site 3B or Birchwood system. We appreciate the opportunity to assist the Town determine their next steps.

Project Understanding

In June the Town of Hartford received an annual inspection report for the Birchwood system. Part of the report recommended that a replacement disposal field be designed and installed after the identification of a significant breakout and previous surfacing effluent. The Town would like MSK to evaluate 3 potential improvements to the system and make recommendations on how the Town should proceed.

The Town would like to review 3 alternatives.

1. Assessment of wastewater collection system to evaluate overall condition and identify any locations of inflow or infiltration.
2. Conduct soil evaluation to confirm that the current disposal field has blinded off likely due to formation of a bio mat, but to also evaluate the area directly uphill of the disposal field where the original disposal field is located but was previously abandoned.
3. Evaluate the cost associated with installing a pump station to discharge wastewater from Birchwood to the gravity sewer collection main on Old Quechee Road and abandon all on site disposal systems.

All three alternatives assume that permitting of improvements and all subsequent authority over the system would transfer from the VT DEC Indirect Discharge Program to the Wastewater System and Potable Water Supply Program. As such we recommend that the soil evaluation proposed be coordinated with VT DEC Regional Engineer Terry Shearer, who would review and permit any improvements proposed for the system. Terry's participation particularly with item #2 will be especially critical when evaluating alternatives.

Scope of Services

Based on the information provided, our understanding of the project and the Town's request, and our familiarity with state regulations and working with the Town, we have developed the following scope of services.

1. **Kickoff Meeting** – We propose a virtual kickoff meeting to discuss the project, coordinate and set the overall schedule for the evaluation. MSK will coordinate the schedule for the



meeting with DPW and any other identified stakeholders. This will include confirming the schedule for the 3rd party TV inspection of the sewer collection system and the contractor performing the test pits for the soil evaluation.

2. **Record Review and Coordination w/ VT DEC** – In conjunction with our kickoff meeting we will review previous inspection reports and other associated documentation for the disposal system. We will also reach out to Terry Shearer to introduce him to the project and coordinate his attendance at the soil evaluation.
3. **Upstream Investigation** – The Town intends to hire a third-party contractor to perform a camera inspection of the Birchwood collection system. This will allow for a condition assessment of the collection main, joints and overall alignment, it will also help to identify sections of inflow or infiltration into the collection system. MSK will attend the inspection, review the video and logs of the inspection and discuss alternatives like slip lining or other in place improvements that can and should be considered to address any identified conditions issues or areas of inflow or infiltration.

Our recommendation is to consider a contractor like Green Mountain Pipeline ([Green Mountain Pipeline Services](#)) to conduct the inspection of the collection system. Their services will include an evaluation and budget to slip line the collection system which will likely be the cheapest solution to address inflow or infiltration.

4. **Soil Evaluation** – After a schedule has been confirmed with the Town's contractor and VT DEC, MSK will conduct a soil evaluation of the existing disposal field (2 test pits) to document the condition of the existing disposal field within the area of investigation and to evaluate the potential for a new disposal field directly uphill (3 test pits) of the current disposal field. This area is the area of the original disposal field which was abandoned years ago and has limited if any documentation.

The intent of the second evaluation area is to determine the area's viability to site a new disposal field in this location and identify and discuss permitting considerations with VT DEC while on site. If such a system can be sited, MSK will develop a conceptual layout and associated cost.

5. **Municipal Connection** – The third alternative to consider is the connection of the Birchwood system, via a pump station and force main, to the municipal collection main along Old Quechee Road. MSK will outline the requirements for the pump station along with a preliminary construction cost.
6. **Written Report** – At the conclusion of Tasks 3 thru 5 MSK will develop a written report outlining our findings, recommendations, permitting requirements, schedule and associated budget for each alternative considered including:

- Does the sewer collection system require any improvements? If so, what are the cost and associated benefits.
- Is the current disposal field in fact failed or just in need of repair?
- Can a new disposal field be located on site and if so, what is the cost?

- What would a new pump station look like and what are the associated cost and future O&M expenses that need to be considered.
- How should the Town proceed to address the current issue(s)?

Once the report has been submitted to DPW, MSK will schedule a meeting with DPW to review any questions and discuss recommendations further.

Schedule of Services

MSK can proceed with the project upon receipt of your authorization to proceed. We anticipate scheduling our kickoff meeting within 5 business days of authorization. Our written report will be completed within 4 weeks of all field investigation serves being complete.

Cost Proposal

MSK will perform the services listed above on a time and expense basis, based upon the hourly rates and associated expenses in the attached rate sheet. We estimate the budget for the services described above at \$8,250. Services will be invoiced monthly based on actual time spent.

We appreciate the opportunity to provide you with this proposal. Should the scope and estimated costs meet with your approval, please let us know and we will send you a Short Form Agreement for Professional Services for you to review and sign. Please do not hesitate to contact us if you have any questions.

Sincerely,



Craig Jewett, P.E.,
Senior Engineer
MSK Engineers
cjewett@mskeng.com



Jess Rizio, P.E.,
Senior Engineer
MSK Engineers
jrizio@mskeng.com

REVISIONS			
REV.	DESCRIPTION	BY:	DATE:



Quechee Leach Field 3B Investigation

Parcel 13-96-Q-MARSH Old Quechee Road

Quechee - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	
PROJ. NO.	

S.1a

SHEET NUMBER

REVISIONS			
REV.	DESCRIPTION	BY:	DATE:



Quechee Leach Field 3B Investigation

Parcel 13-96-Q-MARSH Old Quechee Road
Quechee - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	
PROJ. NO.	

S.1b
SHEET NUMBER

REVISIONS			
REV.	DESCRIPTION	BY:	DATE:



Leach Field Concept
Scale: 1" = 40'



Quechee Leach Field 3B Investigation
Parcel 13-96-Q-MARSH Old Quechee Road
Quechee - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	
PROJ. NO.	

C.1a
SHEET NUMBER

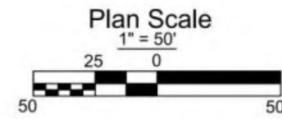
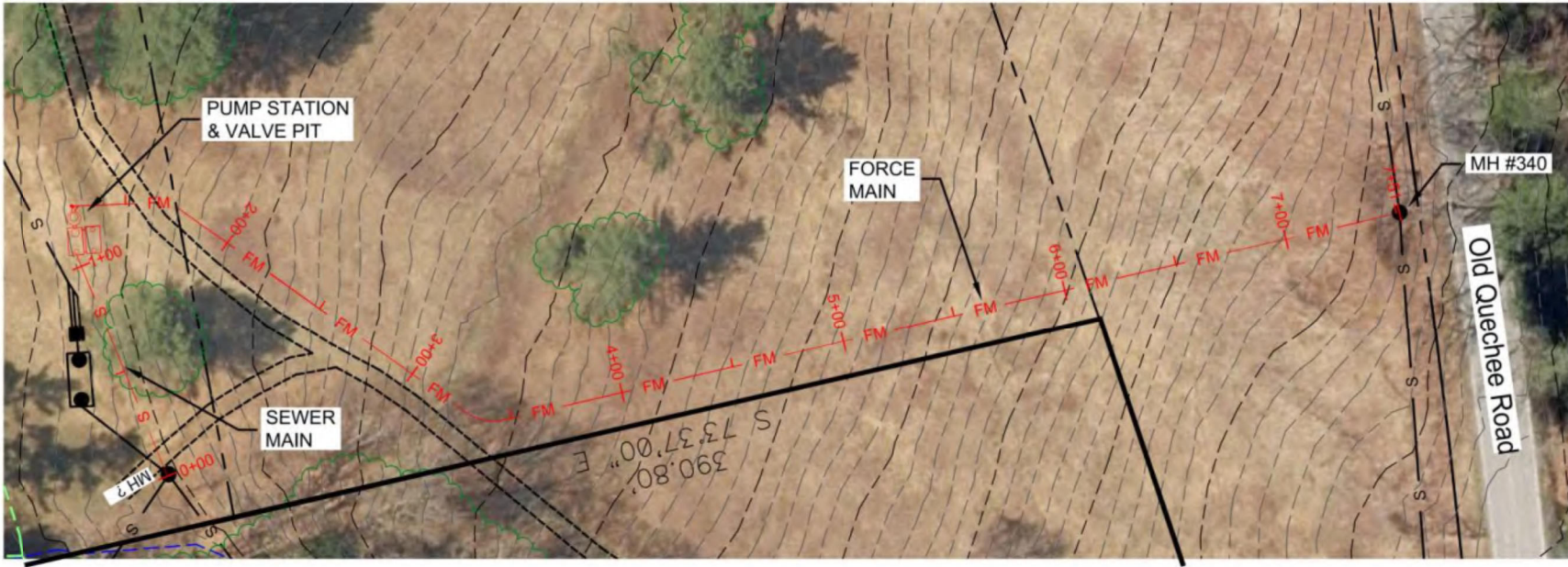
REVISIONS			
REV.	DESCRIPTION	BY:	DATE:

Municipal Connection Concept
Scale: 1" = 50'



Quechee Leach Field 3B Investigation

Parcel 13-96-Q-MARSH Old Quechee Road
Quechee - Town of Hartford Vermont



DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	
PROJ. NO.	

C.2a
SHEET NUMBER



AGENDA MEMORANDUM

October 29, 2024

Town Selectboard Meeting Item: 5.e (Update)

Submitted by: Christopher Holzwarth, Assistant Director, Planning and Permitting

Subject: Grant #BC2344 Update and Request for Additional Selectboard Authorizations

Background: The Town previously accepted Structures Grant #BC2344 in the amount of \$31,500 with a local match of 10% or \$3,150 for a total funding level of \$34,650.

The low bid received was for \$56,980 leaving a shortfall of \$22,330. Staff reached out to Chris Bump of the Vermont Agency of Transportation's District office to enquire about additional funding via phone conversations and emails. On 10/28/2024 we received an email indicating that there was now some funding that might be available to cover the additional cost this fiscal year and that we should apply for a grant amendment.

The additional funding would be utilized to expedite the Geotechnical Services and the Final Design/Bid Plans positioning the project for future grant funding.

Impact: With a total project cost of \$56,980 the grant amendment application would be for an additional \$19,980, bringing the total grant value to \$51,282 or 90% of the project cost. The Town's new local funding amount would rise to \$5,698 or 10% of the total project cost, an increase of \$2,548 from the previous request of \$3,150.

Short-term financing of the amended grant total (\$51,282) will be paid through Highway Engineering Reserves GL 25-985-100-300. Reimbursement by the grant typically takes two weeks. The 10% local match of up to \$5,698 will be expensed from GL 10-325-318-0000 & 0200 of the General Fund.

Recommendation: The Selectboard authorize the Town Manager to apply for a grant amendment requesting an additional \$19,980, and to execute the grant amendment if received. Further, if the grant is successfully executed, authorize the Town Manager to execute a contract amendment with MSK Engineers for Task 7 and Geotechnical Services for up to \$22,330 utilizing \$19,980 of Engineering Reserves providing short-term financing until the grant reimburses the account, and \$2,548 from FY25 GL 10-325-318-0000 & 0200 cover the local contribution.



HARTFORD PUBLIC WORKS DEPARTMENT

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

Request for Proposals
Professional Engineering Services
Podunk Road Culvert Replacement
Town of Hartford, Vermont

Project No. 2023-H8
September 20, 2023

Attachment A

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Attachment A

Section 1 – Proposal Instructions

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

Hartford Vermont Department of Public Works
c/o Christopher Holzwarth, Assistant Director, Planning & Permitting
173 Airport Road
White River Junction, VT 05001
Telephone: (802) 295-3622
E-Mail: cholzwarth@hartford-vt.org

All pre-bid communications and questions concerning this proposal request must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (Schedule). Written responses will be prepared by the Town and provided via email to all proposers by the date listed in Section 1.02. Changes to this request will only be by a formal written addendum issued by the Town.

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

Issue Request for Proposals:	September 20, 2024
Pre-Proposal Meeting Request Deadline:	No Pre-Proposal meeting will be held.
Pre-Proposal Meeting Timeframe:	No Pre-Proposal meeting will be held.
Voluntary Site Visits:	Consultants are encouraged to conduct site visits on their own.
Last Day to Submit Questions:	3:00 PM local E.S.T. on Monday September 30, 2024.
Written Responses to Questions and any Addendums:	3:00 PM local E.S.T. on Friday October 4, 2024.
Deadline for Proposals:	12:00 PM E.S.T. on Friday October 11, 2024.
Selection	Next available Selectboard Meeting.
Contract	Shortly After Selectboard Approval.

1.03 PRE-BID MEETING: The Town shall not conduct a pre-bid meeting. Questions should be submitted in writing with written responses prepared by the Town and provided via email to all proposers by the time and date listed in Section 1.02.

1.04 SITE VISIT: Engineers should conduct their own site visit within the public right of way and review the project location and site conditions to develop questions for submission in writing. Written responses will be prepared by the Town and provided via email to all proposers by the time and date listed in Section 1.02.

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

Hartford Department of Public Works
Project No. 2023-H8– Professional Engineering Services
(Podunk Road Culvert Replacement Engineering & Permitting)
c/o Christopher Holzwarth, Assistant Director, Planning & Permitting
171 Bridge Street
White River Junction, VT 05001

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

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

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

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

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

1.06 REQUIRED PROPOSAL CONTENTS: Engineers are required to submit the following information in their Proposal:

- **Letter of Transmittal – Exhibit A:** The proposer shall provide a letter of transmittal (Exhibit A) with an authorizing and binding signature for the proposal.
- **Key Personnel List – Exhibit B:** Provide the name, title, mailing address, telephone number and e-mail address of the people who will function as the Town’s primary contact and back-up contact person(s) for this specific project.

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- **Not to Exceed Fee Proposal Form – Exhibit C:** The proposer shall provide a completed Not to Exceed Fee Proposal Form encompassing the entire scope of work. The proposal must be on the form provided as Exhibit C with a separate man hour labor rate sheet detailing proposed hours by labor class and reimbursable expense categories with associated rates to be used for determining the cost.
- **Statement of Exceptions to Request for Proposals Requirements:** Provide a detailed description of any exceptions taken to the requirements of this request, including the Town Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable section/sub-section numbers. Any other departures from the Town’s request are to be identified and failure to do so shall make the Proposal non-responsive. This statement is to be submitted on the proposer’s own letterhead.

1.07 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.

- Late Proposals.
- Incomplete or non-responsive Proposal.

1.08 EVALUATION CRITERIA: The selection committee will evaluate each proposal based on their previous pre-qualification ranking combined with the key personnel/experience utilized for this project and the proposed cost and schedule.

After receipt and review of the Proposals, the Town reserves the option to interview the top two firms proposing prior to making a final decision.

Evaluation Criteria				
Item	Description	Possible Points	Multiplier	Maximum Points
1	Pre-Qualification Score and Assigned Key Personnel	100	0.50	50
2	Fee/Schedule	100	0.50	50
Total Possible Points				100

1.09 MISCELLANEOUS ITEMS:

All Engineers submitting a Proposal will be notified, upon final determination by the Town of the Firm selected to perform the services.

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

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SECTION 2 – SCOPE OF PROJECT

2.01 BACKGROUND

Existing Culvert Description: The subject culvert conveying the flow of Podunk Brook is constructed of 60-inch corrugated metal pipe with an earth and stone inlet and a dry laid stone headwall at the outlet and is located just north of Wildlife Road on Podunk Road at Lat: 43.71647° N, Lon: 72.40279° W. The culvert is believed to be undersized, and the layout does not meet aquatic passage rules. See Attachment A for existing condition photographs.

Drainage Area Description: This culvert receives runoff from approximately 1.6 square miles. See Attachments B and C for topographic mapping of the upstream drainage area. This steep drainage area largely comprising of Hydric Soil Group D soils has a history of overwhelming the culvert and either dislodging it or overtopping it and eroding the roadway.

Preliminary Analysis: The Town conducted a preliminary tabletop analysis of the upstream drainage area to evaluate the project magnitude and required opening to safely pass events up to the 100-Year event utilizing, GIS, Aerial, and Lidar data with CAD and Hydrocad Software. (This preliminary effort needs field work to verify and refine existing conditions.) The effort to date indicates the existing culvert is undersized. However, this work effort is considered very conservative and a hydraulics study conforming to the Vermont Agency of Transportation Hydraulic Manual may identify a smaller opening than indicated within the Town's internal evaluation. (A PDF copy of the preliminary Hydrocad model and a conceptual site plan developed is available upon request.)

Structures Grant: The town received Structures Grant BC2344 from the State of Vermont, Agency of Transportation to assist in funding the engineering and permitting of a replacement culvert. The typical grant requirements and conditions are incorporated into this request by reference. See Attachment D for grant conditions and requirements.

Anticipated Permits: A Stream Alteration permit is anticipated. The selected consultant shall coordinate with the Vermont (VT) Agency of Natural Resources (ANR) River Management Engineer to determine design considerations. While wetlands permitting is not anticipated for this project, a budget is requested to address possible impact permitting. Further, the consultant shall include a budget for any other anticipated environmental permitting or clearances from River Management (River Corridors) and the United States Army Corps of Engineers (U.S.A.C.E).

Municipal General Roads Permit 3-9040: Highways within the Town of Hartford are subject to the rules and regulations of the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation, Vermont Pollutant Discharge Elimination System (VPDES) General Permit 3-9040 for Stormwater Discharges from Municipal Roads. Proposed improvements shall comply with the rules and specifications of the permit.

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Wetlands General Permit 3-9026: While a Wetland Permit is not anticipated, it is the desire to limit the project to coverage under the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation, Wetlands General Permit 3-9026 if needed. Ability to obtain coverage is anticipated as this project is intended to improve water quality by mitigating erosive conditions, direct discharge of runoff from the roadway to treatment practices before final discharge, reduce flood hazards and minimize impacts of the permanent and temporary crossing.

2.02 SCOPE OF SERVICES:

The Town requests proposals from our prequalified water resource engineers to provide the necessary planning, engineering and permitting services to replace the culvert. The tasks as envisioned are listed below.

Task 1: Project Kick-off

Initial Review: The Engineer will review the project site and any available plans and data to a kick-off meeting.

Kickoff Meeting: The engineer shall schedule a kick-off meeting to be attended by key team members, assigned Town staff, and other entities as the Engineer determines to be appropriate. The meeting is intended to review the project site, conditions and restraints, and to discuss the schedule, key milestones, deliverables, project management protocols, data to be collected, other project information, and to set anticipated dates and times for upcoming meetings. The consultant shall provide meeting notes outlining the expectations.

Task 2: Topographic Survey and Base Mapping

Wetlands Delineation: The engineer shall provide a wetland delineation in accordance with Section 3.2 of the Vermont Wetland Rules which states *"The boundary between a wetland and an upland shall be delineated by the methodology set forth in the 1987 edition of the Corps of Engineers Wetlands Delineation Manual"*.

The delineation shall also utilize the *"Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region, (Version 2.0), U.S. Army Corps of Engineers, January 2012"*.

Topographic and Right of Way Survey: The engineer shall provide a survey of existing conditions showing all elevations, observable features (e.g., edge of road, walkways, buildings, trees, wells, septic tank covers, culverts with inverts, wetland flags, etc.) and underground utility information as made available by Dig-Safe and neighboring landowners (e.g. dry wells, leach fields, propane tanks, buried telephone, cable, and electric lines, etc.). The engineer shall coordinate with utility owners to have underground utilities marked out prior to the survey.

Further, the engineer will compile and map the approximate limits of the existing Right-of-Way. The municipality will provide available surveys, land records, property deeds and tax maps on file for the properties within the project limits. The purpose is to document the boundary lines and owners within the project limits for subsequent Right-of-Way and Easement development.

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Lastly, the engineer shall coordinate access to private residences as needed and perform the work on VT State Plane Coordinates and on the NAD83 elevation datum with a CAD file in AutoCAD Format 2021 provided to the Town for review.

Task 3: Conceptual Plans

Hydrologic and Hydraulic (H&H) Study: The engineer shall conduct a H&H study adhering to VTrans hydraulic standards outlined in the VTrans Hydraulics Manual entitled “*Hydraulic Manual, Vermont Agency of Transportation, May 28, 2015*”.

The H&H study must include (1) the identification of upstream and downstream impacts of alterations to the floodplain, including change to the extent or depth of the Special Flood Hazard Area (SFHA) or changes to the Base Flood Elevation (BFE), (2) a general site description, including location, latitude and longitude, drainage basin, FIRM, regulatory mapped flood zone if applicable, (3) the existing conditions including pipe shape, material, length, inlet and outlet conditions, performance level, (4) the proposed conditions including pipe or structure shape, size, material, length, inlet and outlet treatments, and expected performance level, (5) how the improvements will satisfy the local floodplain ordinance and local and state stormwater management requirements if applicable, and (5) be reviewed by a professional engineer in the State of Vermont to ensure compliance with 44 CFR 60.3.

The analysis resulting from an H&H study will further determine sizing and fish passage requirements for the structure. In addition, the analysis shall determine the proposed structure type based on site constraints and value engineering, provided it meets Vermont Codes and Standards for width, depth, embedment, fish passage, and hydraulic capacity.

Conceptual (30%) Plans: The consultant will prepare Conceptual Plans and a conceptual construction cost estimate for the improvements. The Conceptual Plans shall clearly illustrate the proposed work over the underlying existing conditions. Identified rights-of-ways, easements, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans.

The Conceptual Plans are anticipated to consist of:

1. Title Page.
2. Layout Sheets showing existing and proposed features.
3. Preliminary profiles.
4. Approximate right of way lines and construction limits.
5. Typical Sections for the proposed improvements.
6. Cross Sections.

Together, these drawings should illustrate the information necessary to define the project and will include information such as:

1. Roadway Design (Cross slope, material type, and thickness).
2. Culverts or other structures.

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3. Slope and channel reinforcement.
4. Limits of construction.
5. Signage.
6. Conceptual Traffic Control (at a minimum, plans shall reference VTrans standard drawings or Typical Applications from the MUTCD that illustrate how work zone traffic will be addressed).

A submittal of the plans and estimate to the Hartford Department of Public Works and project review meeting is expected at the completion of this stage.

Task 4: Resource Constraints and CE Documentation

In anticipation of utilizing grants with federal funding to construct the culvert, the engineer is expected to identify natural and cultural resources on the project plans to support the municipality in satisfying the National Environmental Policy Act (NEPA) process which is expected to be at the level of Categorical Exclusion (CE) with the following task anticipated.

1. Natural Resource Identification: The engineer will confirm the presence or absence of any known natural resources in the project vicinity and will identify these resources on plans of the project area.
2. Historical/Archaeological: The engineer will determine any historical or archaeological impacts and VTrans staff will provide concurrence as part of completing the CE.
3. Other Permitting and Investigations: The engineer will determine the need for other environmental permits and will assist the municipality in acquiring all necessary federal, state, and local environmental permits necessary to complete the project. The municipality is generally responsible for any permit fees, although these are waived for some permits.
4. Preparation of the Categorical Exclusion Document: Because federal funding is involved with this project, the National Environmental Policy Act (NEPA) process and requirements must be followed. To meet the requirements of this act, a Categorical Exclusion (CE) Document must be completed. The engineer will prepare the VTrans environmental analysis sheet and supporting documentation will be submitted to VTrans for review and concurrence. VTrans will complete the process with the FHWA.

All comments and changes resulting from the review, meeting and NEPA process will be addressed by the engineer in the following set of plans.

Task 5: Preliminary Plans/Environmental Permitting

Preliminary (50%) Plans: Upon receiving necessary feedback through the NEPA process or at the direction of the Town, the engineer shall develop preliminary plans and obtain environmental permits for the project.

The preliminary plans will include all the information from the conceptual plans and will add further detail, including any stormwater drainage and required erosion prevention and sediment control measures. The preliminary plans will contain:

1. Title Sheet.
2. Typical Sections.

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3. Base Plan with a project centerline and existing ROW information.
4. Profiles.
5. Cross Sections.
6. Driveway treatments.
7. Drainage details.
8. Erosion Prevention measures and details.
9. Signs and pavement markings.
10. Traffic control plans for motor vehicles and pedestrians including any details not covered by VTrans standard drawings or MUTCD Typical Applications.

In addition to the preliminary plans, the engineer will develop a revised Engineer's Estimate. A submittal of the plans and estimate to the Hartford Department of Public Works and a project review meeting is expected at the completion of this stage.

Further, it is anticipated that the engineer will complete any environmental permitting before the final design/bid plans are completed. This is anticipated to include but not limited to the following.

A Stream Alteration Permit: The engineer shall coordinate with the VT ANR River Management Engineer to determine design considerations and obtain a Stream Alteration Permit.

Wetlands General Permit 3-9026: The engineer shall limit any temporary or permanent wetland/wetland buffer impact to the greatest extent possible if applicable. Further, the engineer shall prepare impact plans and application documents for coverage under the VT ANR DEC, Wetlands General Permit 3-9026 if needed.

Additionally, the budget shall be adequate to address possible impact permitting such as but not limited to any other anticipated environmental permitting or clearances from River Management (River Corridors) and the United States Army Corps of Engineers (U.S.A.C.E).

Task 6: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Engineer. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project.

Right of Way Plans: The existing ROW, and all areas of additional ROW required, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the engineer in accordance with standard survey practices. Draft ROW plans and draft easements will be submitted to the Town for review and approval prior to negotiating with property owners. Easements should be consistent with the guidance material provided by the VTrans ROW section. Easements will be developed by the municipal attorney. ROW plans must include all the elements of preliminary plans with the addition of the following:

1. Right-of-Way detail sheet
2. Property Acquisition Table

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If Right-of-Way acquisition is simple and/or does not involve many parcels, it is acceptable to include Right-of-Way information on the project plan sheets.

Right of Way Coordination: The municipality will be responsible for appraisals, negotiations and completing the acquisitions. The engineer will provide assistance and work closely with the municipality throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17, which together are referred to as the “Uniform Act.”

Task 7 Final Design/Bid Plans

The engineer will prepare the final plans for the project adequate for bidding and construction, an updated construction cost estimate, and any special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2024) which will serve as the basis for the construction of the project. A draft of the final plans will be submitted to the Town for review and comments. All comments and changes resulting from the review will be addressed by the engineer prior to releasing the final design/bid plans.

Final Design/Bid (100%) Plans: The engineer will submit a draft of the final plans along with an updated listing of items and quantities, and an associated cost estimate for municipal review and concurrence before final release. These plans will incorporate all comments and conditions received from permitting agencies. ROW plans (if necessary) showing acquisition lines and any agreements made with property owners will be included.

The engineer will certify through the signature of an engineer registered in the state of Vermont to practice “structural or civil” engineering that these final plans meet all applicable standards, codes and requirements for design and public safety (design certification.) If a Traffic Management Plan (TMP) is part of the project, a final version of the TMP shall be submitted with Final Design/Bid Plans.

Special Provisions: The Consultant will develop any project special provisions to cover items not contained in the VTrans 2024 Standard Specifications for Construction or those items that vary from the standard specifications.

Final Estimate: The consultant will develop a final engineer’s estimate.

Right-of-way clearances and special agreements: The engineer will also provide a “Utility Clearance” that indicates that all necessary utility coordination has been completed. The municipality will assist where appropriate.

2.03 Proposal Cost

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

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

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

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

SECTION 3 – PROPOSAL REQUIREMENTS

3.01 – Proposer Affidavit

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

3.02 Proposer's Financial Obligation to the Town

No proposal may be accepted, or contract awarded to any person, firm or corporation that is in arrears or in default to the Town, or that is a defaulter of surety or otherwise upon any obligation to the Town or has failed to perform faithfully any previous contract with the Town.

3.03 Proposer's Incurred Costs

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

3.04 Proposer's Political Contributions

Each prequalified proposer shall reaffirm and certify on Exhibit A that it complies with State of Vermont Title 17: Labor, Chapter 61: Campaign Finance, Sub-Chapter 3: §2941 Limitations of Contributions.

SECTION 4 - STANDARD TERMS FOR PROFESSIONAL SERVICES CONTRACT

Article 1 - Services Provided

Engineer agrees to provide professional engineering and subordinate disciplines as needed to complete Tasks 1 through 7 of Request for Bids, Project No, 2023-H8 dated September 18, 2024, in a professional manner consistent with the standards established by any applicable governing agency. Town has the right to reject any services provided by consultant under this Agreement that were not completed in a professional manner or that otherwise fail to satisfy the established specifications or performance standards.

Article 2 – Compensation

Compensation for the above services will be at the rates set forth in the fee estimate provided by Engineer on October 11, 2024. The agreement shall not exceed the bid value of \$ AMOUNT HERE without prior approval by the Town Manager in the form of an approved and executed agreement amendment.

Upon receipt DPW of consultant invoices they shall be forwarded to the Finance Department for review and approval where the standard terms of payment will follow the most current Town of Hartford Purchasing Policy and Procedure as approved by the Selectboard.

Article 3 – Term

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

Article 4 – Independent Contractor

Engineer 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 Engineer. No employee-related withholdings or deductions shall be made from payments due to the consultant. consultant shall not be entitled to receive any benefits from the Town and shall not be eligible for workers' compensation or unemployment benefits.

Article 5 – Assignment and Subcontracting

This Agreement 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 Agreement without the prior written consent of the other party. This Agreement shall be governed by the laws of the State of Vermont.

The Engineer shall not enter into any sub agreement for performance of any services contemplated under this Agreement or assign any interest in the Agreement 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 Agreement without first providing Town certificates of insurance showing all the coverages required in Article 13 of this Agreement. The Engineer

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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 Engineer, the Town may require engineer to supply proof of payment for such materials or labor. Engineer shall pay the subcontractors for undisputed services provided by them within [30] days of receiving payment from Town.

Article 6 – Third Party

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

Article 7 – Equipment and Materials

Engineer shall warrant that it has the necessary equipment to provide the services required by this Agreement. All materials used or supplied under this Agreement shall be of first quality and meet the specifications established by any governing agency, if any. The Engineer will be solely responsible for supplying, storing, maintaining, and replacing 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.

Article 8 – Tax Exemption

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

Article 9 – Personnel

The Engineer is responsible for compliance with all applicable State and Federal laws. The Engineer will manage its own personnel without general oversight by the Town and shall oversee and coordinate sub-contractors 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 Engineer 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.

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

Article 10 - Equal Employment Opportunity

The engineer shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, demotion, transfer, recruitment or recruitment advertising,

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lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

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

Article 11 – Safety and Traffic Control

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

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

Article 12 – Indemnification

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

Article 13 - Insurance

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

(1) General Liability Insurance, having a combined single limit of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate.

(2) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

(3) Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.

(4) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.

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(5) Engineer shall maintain errors and omissions insurance in the amount of \$1,000,000.00.

(6) Engineer also shall maintain Workers' Compensation Insurance in such amounts as required by law for all employees and shall furnish to the Town evidence of same. If consultant is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance consultant may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts consultant from having to carry such coverage.

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

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

Article 14 – Standard of Care

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

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

Article 15: Non-Appropriation

If this agreement 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 agreement 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 consultant from municipal revenues.

Article 16 – Delay in Performance

Neither the Town nor the Engineer shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or

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authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Town or Engineer under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, consultants, sub-contractors and/or representatives.

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

Article 17 - Default

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

- (1) Failure to adequately perform or deliver the required services.
- (2) Failure to provide the required bonds or other security acceptable to Town before starting any work if applicable.
- (5) Declaration of bankruptcy by the consultant.
- (6) Making a material misrepresentation to the Town.
- (7) Persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or
- (8) Failure to perform any other material provision of the contract.

Upon default of the agreement by the Engineer, the Town may withhold any payment due to the Engineer 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 on the part of the 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 Engineer 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 agreement to conform with FEMA or Vermont Emergency Management regulations and directives.

Upon completion of the work or upon termination of the contract, the Engineer 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 Engineer.

Article 18 - Remedies

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

Any remedies available to the Town are cumulative and not exclusive. The seeking or exercising by the 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 the contract.

Article 19 - Termination

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

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

Article 20 – Governing Law and Venue

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

Article 21 - Arbitration

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

Article 22 – Agreement Documents

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

Article 23 – Amendment

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

Article 24 - Waiver

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

Article 25 - Severability

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

Article 26 - Town's Responsibilities

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

Article 27 – Ownership of Documents and Intellectual Property

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

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



Town of Hartford, Vermont
Department of Public Works

Attachment A

Request for Proposals
Professional Engineering Services – Podunk Road Culvert Replacement
Project No. 2023-H8
September 20, 2024

EXHIBIT A – LETTER OF TRANSMITTAL

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

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

Entity Name: _____

Company Headquarters Address: _____

Local Office Address: _____

Phone Number: _____

Proposer's E-mail Address: _____

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

If a corporation, state of incorporation: _____

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

Please include your IRS Form W9 with your Proposal.

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

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

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____

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



Request for Proposals
Professional Engineering Services – Podunk Road Culvert Replacement
Project No. 2024-H8
September 20, 2024

Name of Proposing Company: _____

[illegible]



Town of Hartford, Vermont

Department of Public Works

Request for Proposals

Professional Engineering Services – Podunk Road Culvert Replacement

Project No. 2023-H8

September 20, 2024

EXHIBIT C – Not to Exceed Proposal Form

Proposer: _____

Provide not to exceed cost for hourly and reimbursable fees for each task listed below. Project costs will be paid on a time and materials basis with payments to the Engineer up to the not to exceed figure without justification and prior written approval of the Town of Hartford through an executed change order.

Task Description	Not to Exceed Cost
Task 1 - Project Kick-off	
Task 2 - Topographic Survey and Base Mapping	
Task 3 - Conceptual Plans	
Task 4 - Resource Constraints and CE Documentation	
Task 5 - Preliminary Plans and Environmental Permitting	
Task 6 - Right-of-Way Plans and Acquisition Process	
Task 7 - Final Design/Bid Plans	

Total Dollars: _____
(Words)

(Figures)

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

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

Proposer's Incurred Costs: Each proposer shall be responsible for all costs incurred in preparing a response to this request. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.



Attachment B

PROPOSAL FOR

Professional Engineering Services Podunk Road Culvert Replacement

Submitted By:

Craig Jewett P.E.
Senior Engineer
MSK Engineers
cjewett@mskeng.com

RFP Release Date:

September 20, 2024

Submitted To:

Christopher Holzwarth
Assistant Director, Planning & Permitting
Hartford Department of Public Works
cholzwarth@hartford-vt.org

Proposal Submission Date:

October 11, 2024



October 11, 2024

Hartford Department of Public Works

Project No. 2023-H8-Professional Engineering Services

(Podunk Road Culvert Replacement Engineering & Permitting)

c/o: Christopher Holzwarth, Assistance Director, Planning & Permitting

171 Bridge Street

White River Junction, VT 05001

cholzwarth@hartford-vt.org

Re: MSK Engineers Firm Proposal

Dear Chris,

On behalf of MSK Engineers, I'd like to express our enthusiasm for the opportunity to collaborate on the upcoming culvert replacement project for the Hartford Department of Public Works.

At MSK Engineers, we pride ourselves on our commitment to quality, safety, and sustainability. Our extensive experience in infrastructure projects, coupled with our dedicated team of professionals enables us to deliver solutions that meet both functional and environmental needs. We adhere strictly to regulatory permitting requirements, ensuring our projects are compliant and executed with the highest standards of integrity.

In this proposal you will find the attached documents that we have tailored to meet the specific requirements of this project. We are confident that our expertise will result in a successful outcome that aligns with your goals.

Thank you again for considering our proposal. We look forward to the possibility of working together and contributing to the success of this project. If you have any questions or require further information, please do not hesitate to reach out.

A handwritten signature in black ink, appearing to read "C Jewett".

Craig Jewett, P.E., Senior Engineer
MSK Engineers
802-613-7642 | cjewett@mskeng.com

A handwritten signature in black ink, appearing to read "J Dolmetsch".

Jason Dolmetsch, P.E., President
MSK Engineers
802-613-7609 | jdolmetsch@mskeng.com



Town of Hartford, Vermont
Department of Public Works
Request for Proposals
Engineering Services – Podunk Road C
Project No. 2024-H8
September 20, 2024

EXHIBIT B – Key Personnel List

Name of Proposing Company: MSK Engineers

[illegible]



Town of Hartford, Vermont
Department of Public Works
Request for Proposals
Professional Engineering Services – Podunk Road Culvert Replacement
Project No. 2023-H8
September 20, 2024

EXHIBIT A – LETTER OF TRANSMITTAL

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

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

Entity Name: MSK Engineers

Company Headquarters Address: 150 Depot Street, Bennington, VT 05201

Local Office Address: 150 Depot Street, Bennington, VT 05201

Phone Number: 802-447-1402

Proposer's E-mail Address: cjewett@mskeng.com

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

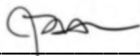
If a corporation, state of incorporation: Vermont

Federal Identification Number (or SSN for sole proprietorship): 03-0338911

Please include your IRS Form W9 with your Proposal.

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

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

SIGNATURE: 

PRINTED NAME AND TITLE: Jason Dolmetsch, P.E. , President

DATE: 10/11/2024

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



Town of Hartford, Vermont

Department of Public Works

Request for Proposals

Professional Engineering Services – Podunk Road Culvert Replacement

Project No. 2023-H8

September 20, 2024

EXHIBIT C – Not to Exceed Proposal Form

Proposer: MSK Engineers

Provide not to exceed cost for hourly and reimbursable fees for each task listed below. Project costs will be paid on a time and materials basis with payments to the Engineer up to the not to exceed figure without justification and prior written approval of the Town of Hartford through an executed change order.

Task Description	Not to Exceed Cost
Task 1 - Project Kick-off	\$1,825
Task 2 - Topographic Survey and Base Mapping	\$4,450
Task 3 - Conceptual Plans	\$8,860
Task 4 - Resource Constraints and CE Documentation	\$5,540
Task 5 - Preliminary Plans and Environmental Permitting	\$9,775
Task 6 - Right-of-Way Plans and Acquisition Process	\$1,700
Task 7 - Final Design/Bid Plans	\$7,080

Total Dollars: Thirty-nine thousand two hundred thirty
(Words)

\$39,230
(Figures)

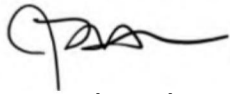
All Cost: Estimate must include the consultant's anticipated labor, materials, and expenses, including, but not limited to subconsultant's cost, mileage, direct and indirect expenses.

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

Proposer's Incurred Costs: Each proposer shall be responsible for all costs incurred in preparing a response to this request. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.

Re: Statement of Exceptions

MSK Engineers is committed to delivering high-quality solutions for this project, although not originally included in section 2.02 of the RFP, MSK recommends geotechnical services be added to the scope of this project to ensure site assessment and soil analysis. The Town has expressed interest in bottomless structure options. With that being the case, the geotechnical services are even more critical to that type of design. These services are essential for identifying subsurface conditions that could impact the project's design and execution. We have provided an estimated budget for your consideration. That budget is \$17,750. We strongly believe incorporating these services will enhance the overall project quality and mitigate potential risks. Our budget was developed with the help of SW Cole and the Town is welcome to deal with them directly should those services be added to the project.



Jason Dolmetsch, P.E., President
MSK Engineers
802-613-7609 | jdolmetsch@mskeng.com



Christopher Holzwarth
Hartford Vermont Department of Public Works
173 Airport Road
White River Junction, VT 05001

October 11, 2024

Re: Project No. 2023-H8– Professional Engineering Services
(Podunk Road Culvert Replacement Engineering & Permitting)

Dear Chris,

DuBois & King (D&K) is pleased to provide you with this letter proposal for design and permitting services for the Podunk Road Culvert Replacement in Hartford, Vermont. Attached is the Letter of Transmittal, Key Personnel List, Not to Exceed Proposal Form. Below is a list of exceptions, additions, or clarifications to the Request for Proposals Requirements, along with D&K's understandings and exclusions.

1) Task 4 – Resource Constraints and CE Documentation

- The cost for Wetlands Delineation, noted in Task 2 of the RFP, are incorporated into this Task.
- We have included costs for a subcontractor to complete one day of soil borings to understand the subsurface conditions below the culvert.
- We have included costs for a subconsultant to complete the Historical and Archaeological work.

2) Task 6 – Right-of-Way Plan and Acquisition Process

- This task will include the preparation of Right-of-Way Plans, and supplemental plans/documentation, if needed, based on the assumption that construction easements will be needed for construction. The plans will be prepared for the Town's use in negotiating the easements. D&K will reevaluate this cost after the Preliminary Plans are completed, depending on the need for easements.

3) The project will be designed only one time and any major redesign work will be charged as additional services.

4) Permit and recording fees are not included.

5) Services of other consultants, other than noted above, are not included.

6) Identification of and recommendations for disposal of hazardous materials are not included.

7) Other design services not outlined above are not included.

8) Services due to changes in the scope of the Project are not included.

9) Bid and Construction Services are not included. D&K can provide Bid and Construction Services if requested by the Owner.

We appreciate this opportunity to continue working with you. If you have any questions with regard to the proposal, please feel free to call me at (802) 728-3376 or email me at crivet@dubois-king.com.

Very truly yours,
DuBOIS & KING, INC.

Christopher J. Rivet, P.E.
Project Manager



Town of Hartford, Vermont
Department of Public Works
Request for Proposals
Professional Engineering Services – Podunk Road Culvert Replacement
Project No. 2023-H8
September 20, 2024

EXHIBIT A – LETTER OF TRANSMITTAL

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

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

Entity Name: DuBois & King, Inc.

Company Headquarters Address: 28 North Main Street, Randolph, VT 05061

Local Office Address: 28 North Main Street, Randolph, VT 05061

Phone Number: (802) 728-3376

Proposer's E-mail Address: crivet@dubois-king.com

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

If a corporation, state of incorporation: Vermont

Federal Identification Number (or SSN for sole proprietorship): 03-0224555

Please include your IRS Form W9 with your Proposal.

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

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

SIGNATURE: 

PRINTED NAME AND TITLE: Christopher Rivet, Project Manager

DATE: 10/11/2024

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



Attachment C

Town of Hartford, Vermont
Department of Public Works

Request for Proposals

Professional Engineering Services – Podunk Road Culvert Replacement

Project No. 2024-H8

September 20, 2024

EXHIBIT B – Key Personnel List

Name of Proposing Company: DuBois & King, Inc.

[illegible]



Town of Hartford, Vermont

Department of Public Works

Request for Proposals

Professional Engineering Services – Podunk Road Culvert Replacement

Project No. 2023-H8

September 20, 2024

EXHIBIT C – Not to Exceed Proposal Form

Proposer: DuBois & King, Inc.

Provide not to exceed cost for hourly and reimbursable fees for each task listed below. Project costs will be paid on a time and materials basis with payments to the Engineer up to the not to exceed figure without justification and prior written approval of the Town of Hartford through an executed change order.

Task Description	Not to Exceed Cost
Task 1 - Project Kick-off	\$2,500
Task 2 - Topographic Survey and Base Mapping	\$5,500
Task 3 - Conceptual Plans	\$6,000
Task 4 - Resource Constraints and CE Documentation	\$20,000
Task 5 - Preliminary Plans and Environmental Permitting	\$18,000
Task 6 - Right-of-Way Plans and Acquisition Process	\$10,000
Task 7 - Final Design/Bid Plans	\$6,000

Total Dollars: Sixty eight thousand dollars
(Words)

\$68,000
(Figures)

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

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

Proposer's Incurred Costs: Each proposer shall be responsible for all costs incurred in preparing a response to this request. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.



AGENDA MEMORANDUM

October 29, 2024

Town Selectboard Meeting Item: 5.f

Submitted by: Christopher Holzwarth, Assistant Director, Planning and Permitting

- Subject:** **Staff Recommendation for a Contract Amendment to the Wilder Water Mains Capital Improvements Professional Engineering Services Contract**
- Background:** The Town previously executed a contract with Dufresne Group (DG) of Springfield, Vermont for \$120,000 to engineer and permit Wilder water main improvements.
- The town was to be responsible for locating and marking out the water mains and services prior to surveying. Town staff were unable to adequately perform those field services due to a (Water Department) staffing shortage, many water main breaks, and service line leaks. This led to additional time required in the office to interpolate and draft data provided by the town to establish locations.
- Additional planning, estimating, and meetings with the Vermont Agency of Transportation have been required due to complicating factors such as the existing utility line locations, duplicate mains, and the concrete highway below the paved surface of Hartford Avenue (Route 5).
- Discussion:** DG has requested a contract amendment in the amount of \$9,250 to cover the additional tasks. Staff has reviewed their invoices and request to date and find the amount to be very reasonable and appropriate.
- Impact:** The financial impact of the contract amendment is \$9,250 to be paid through 50-954-318-0000, Distribution System Contracted Services and funded from the Hartford Water Engineering Reserves.
- Recommendation:** The Selectboard authorize the Town Manager to execute a contract amendment with Dufresne Group for \$9,250 utilizing Hartford Water Engineering Reserves.

DUFRESNE GROUP CONSULTING ENGINEERS ENGINEERING SERVICES AMENDMENT

This AMENDMENT is made between Dufresne & Associates, PC doing business as Dufresne Group (DG) and:

CLIENT: Town of Hartford
ADDRESS: 173 Airport Drive
White River Junction, VT 05001

This AMENDMENT revises the AGREEMENT dated 12/7/2023
between the parties indicated above. The services, terms and conditions
provided in this AMENDMENT and any attachments represent all such provisions
and supercede any prior written or oral understandings.

PROJECT: Engineering Services for Wilder Water Main Replacement
HVT DPW RFP 2023-W3

SCOPE OF AMENDMENT: As shown in Attachment 1

AMENDED FEE: As shown in Attachment 2

SCHEDULE: As shown in Attachment 3

ATTACHMENTS: _____

The authorized signatures representing the CLIENT and DG so execute this
AMENDMENT and authorize initiation of services unless otherwise provided.

Town of Hartford, VT DUFRESNE GROUP
(CLIENT) (DG)

Signed _____	Signed _____
By <u>Bryan Gazda</u> (printed name)	By <u>Naomi Johnson, PE</u> (printed name)
Title <u>Public Works Director</u>	Title <u>President</u>
Date _____	Date _____

*Dufresne Group is owned by Dufresne & Associates, PC

**ATTACHMENT 1 – AMENDMENT 1
SCOPE OF SERVICES
WILDER WATER MAIN REPLACEMENT
HARTFORD, VT
October 10, 2024**

Add the following tasks to the contract:

Task 2: Preliminary (30%) Design:

- O. In addition to utilizing field survey, create the existing utilities basemap including water service curb stops, valves, water main locations, and other infrastructure using record drawings, service ties, and other documentation provided by the CLIENT.
- P. Conduct additional field investigations as needed to resolve conflicts in the mapping information provided by the CLIENT.

Task 3: Permit (90%) Design:

- G. Meet with the Vermont Agency of Transportation on one (1) occasion to review alignments and installation requirements on VT Route 5 (Hartford Ave.).
- H. Respond to questions from AOT and provide additional information as needed to including alignment drawings, cost analyses and comparisons, and other information requested by AOT.
- I. Recommend an appropriate service line size for all residence buildings in the project area based on visual assesment of number of units per building and provide a list of recommendations to the CLIENT for approval.

**ATTACHMENT 2 – AMENDMENT 1
FEES AND CHARGES
WILDER WATER MAIN REPLACEMENT
HARTFORD, VT
October 10, 2024**

I. General

- A. DG agrees to provide the Engineering Services described in Attachment 1 upon receipt of signed copy of the AMENDMENT.
- B. The CLIENT agrees to pay DG for the services described in Attachment 1 as described below:

II. Fees and Charges

- A. The fees are as follows:

- 1) Engineering services as described in Attachment 1- Amendment 1
estimated on a time and expense basis of \$9,250

This AMENDMENT provides for a total of \$9,250 as outlined above.

A breakdown of the budget amount is below.

	Time & Expense
Original agreement amount:	\$120,000
Net change for prior amendments:	\$0
This amendment amount:	\$9,250
Revised Agreement amount:	\$129,250

TABLE 2 LEVEL OF EFFORT BUDGET WORKSHEET

Project Name: Wilder Water Main Replacement

Date: 10/10/2024

Task Number	Task Description	President NRJ, PE (Hrs)	VP RM CMH, PE (Hrs)	VP RM AJD, PE (Hrs)	PM (Hrs)	PE1 TPK, PE (Hrs)	CM RNG (Hrs)	Proj Eng EAE (Hrs)	Proj Eng CWF (Hrs)	Eng Tech2 MCB (Hrs)	Eng Tech3 JLG (Hrs)	Eng Tech3 MJO (Hrs)	Eng Tech3 AMG (Hrs)	Sub Consult (Dollars)	Expenses (Dollars)	Cost Per Task
Task 2																
O	Construct utilities basemap based on client drawings								24	8						\$3,440
P	Additional field investigations								8				8		\$150	\$1,710
Task 3																
G	Attend (1) meeting with AOT								4						\$100	\$540
H	Respond to AOT and provide materials as needed	2					4		12							\$2,140
I	Make recommendation for service line sizes in the project area	1							4	8						\$1,420
Total Hours		3	0	0	0	0	4	0	52	16	0	0	8			
Percent of Total Hours		4%	0%	0%	0%	0%	5%	0%	63%	19%	0%	0%	10%			
Hourly Rate		\$180.00	\$150.00	\$150.00	\$135.00	\$125.00	\$115.00	\$110.00	\$110.00	\$100.00	\$85.00	\$85.00	\$85.00			
Subtotals		\$540	\$0	\$0	\$0	\$0	\$460	\$0	\$5,720	\$1,600	\$0	\$0	\$680	\$0	\$250	\$9,250

NOTES:

- Hourly rates are valid through December 31, 2024.
- Direct subconsultant costs, if any, are listed in the Sub Consult column. The Cost Per Task column includes an 8% markup on subconsultant direct costs.
- This table is an estimate for planning purposes. Actual hours, staff assignments, and corresponding billing rates may vary from this estimate.



TOTAL FEES	\$9,250
-------------------	----------------

TOTAL HOURS	83
--------------------	-----------

**ATTACHMENT 3 – AMENDMENT 1
PROJECT SCHEDULE
WILDER WATER MAIN REPLACEMENT
HARTFORD, VT
October 10, 2024**

Attachment A

A. Schedule:

1. The project schedule is modified as follows:

- i) Submit Environmental Information Document byDecember 1, 2024
- j) Prepare and Submit 90% Plans byDecember 27, 2024
- k) Submit permit application byDecember 27, 2024
- l) Receive 90% Plan Approval by the Town by.....January 20, 2025
- m) Receive comments from the State byFebruary 7, 2025
- n) Prepare and submit Final Design Plans/Specifications by March 14, 2025
- o) Submit Priority List Application by.....January 15, 2025



AGENDA MEMORANDUM

October 29, 2024

Town Selectboard Meeting Item: 5.g

Submitted by: Bryan Gazda, Director of Public Works

Subject: Staff Recommendation for Annual Landfill (Closed) Water Quality Monitoring, Inspecting and Reporting Services Contract Award

Background: The Town of Hartford owns and is responsible for the performance of planned maintenance activities and appropriate environmental monitoring (post-closure care) of two non-operational landfills. One is a municipal solid waste unlined landfill and the other an unlined construction and demolition landfill. The facility located at 2590 North Hartland Road includes an 8.6-acre photovoltaic development on the capped landfill area and is identified as Solid Waste Facility #WS280.

The Solid Waste Management Facility Certification issued on October 30, 2019, requires bi-annual ground and surface water sampling and reporting, and annual site inspections and reporting. Inspections and reporting directly related to the solar array are performed by Sanborn Head directly for Global Resource Options, Inc.

To comply with the Town's purchasing policy a Request for Bids was issued to the Town's Prequalified Solid Waste Engineering and Environmental Monitoring Firms being, Atlas, Dubois & King, Sanborn Head, and TRC.

The Town received one complete and timely bid for \$34,705 from Sanborn Head, the Town's highest ranked Solid Waste Engineering and Environmental Monitoring firm. Staff reviewed past historical averages and inflation rates within the industry and found the cost to be reasonable.

Discussion: Timely execution of the contract is necessary ensure compliance with the Solid Waste Management Facility Certification issued on October 30, 2019.

Impact: The project is anticipated to be funded through 30-973-318-100 (Landfill Closure Expense) currently funded at \$15,000 leaving a shortfall of \$19,705 which can be funded by Landfill Reserves or other savings to be identified.

Recommendation: Staff recommends the Selectboard authorize the Town Manager to execute a Contract with Sanborn Head in amount of \$34,705.



HARTFORD PUBLIC WORKS DEPARTMENT

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

Request for Bids
Professional Solid Waste Engineering Services
(Monitoring, Inspecting & Reporting Services)
Solid Waste Management Facility WS280
Town of Hartford, Vermont

Project No. 2024-SW1
October 8, 2024

TABLE OF CONTENTS

2-3

SECTION 1 – BID INSTRUCTIONS

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Section 1 – Bid Instructions

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

Hartford Vermont Department of Public Works
c/o Christopher Holzwarth, Assistant Director, Planning & Permitting
173 Airport Road
White River Junction, VT 05001
Telephone: (802) 295-3622
E-Mail: cholzwarth@hartford-vt.org

All pre-bid communications and questions concerning this bid request must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (Schedule). Written responses will be prepared by the Town and provided via email to all proposers by the date listed in Section 1.02. Changes to this request will only be by a formal written addendum issued by the Town.

1.02 SCHEDULE: The following is the anticipated schedule for the RFB Process.

Issue Request for Bids:	October 8, 2024
Pre-Bid Meeting Request Deadline:	No Pre-Bid meeting will be held.
Pre-Bid Meeting Timeframe:	No Pre-Bid meeting will be held.
Voluntary Site Visits:	Consultants may conduct site visits on their own.
Last Day to Submit Questions:	3:00 PM local E.S.T. on Monday October 14, 2024.
Written Responses to Questions and any Addendums:	3:00 PM local E.S.T. on Tuesday October 15, 2024.
Deadline for Bids:	12:00 PM E.S.T. on Friday October 18, 2024.
Selection	Shortly thereafter.
Contract	Shortly thereafter.

1.03 PRE-BID MEETING: The Town shall not conduct a pre-bid meeting. Questions should be submitted in writing with written responses prepared by the Town and provided via email to all proposers by the time and date listed in Section 1.02.

1.04 SITE VISIT: Engineers can conduct their own site visit within on public land to review the project location and site conditions to develop questions for submission in writing. Written responses will be prepared by the Town and provided via email to all proposers by the time and date listed in Section 1.02.

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

Hartford Department of Public Works
Project No. 2024-SW1 – Monitoring, Inspecting & Reporting Services
(Solid Waste Management Facility WS280)
c/o Christopher Holzwarth, Assistant Director, Planning & Permitting
171 Bridge Street
White River Junction, VT 05001

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

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

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

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

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

Attachment A

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

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

1.07 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.

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

1.08 EVALUATION CRITERIA: Staff will evaluate each bid based on their previous pre-qualification ranking combined with the key personnel/experience utilized for this project and the proposed cost and schedule.

Evaluation Criteria				
Item	Description	Possible Points	Multiplier	Maximum Points
1	Pre-Qualification Score and Assigned Key Personnel	100	0.50	50
2	Fee/Schedule	100	0.50	50
Total Possible Points				100

1.09 MISCELLANEOUS ITEMS:

All Engineers submitting a Bid will be notified, upon final determination by the Town of the Firm selected to perform the services.

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

SECTION 2 – SCOPE OF PROJECT**2.01 Background**

The Town of Hartford, Vermont is seeking bids from pre-qualified firms capable of providing bi-annual groundwater monitoring, site inspections, and reporting services in accordance with the Solid Waste Facility Certification for Solid Waste Facility WS280 located at 2590 North Hartland Road in Hartford. Said Certification is considered valid past its expiration date of October 1, 2024, under the current Solid Waste Management Rules (Rule Number: 20P-005), effective October 31, 2020, as it appears the site has not yet qualified for custodial care.

2.02 Scope of Services:

The tasks as envisioned are listed below.

Task 1 – Ground Water Quality Monitoring Services

Immediately this October and in May of 2025, the selected and qualified professional shall perform groundwater quality monitoring. Sampling locations shall include groundwater monitoring wells MW-89-2, MW-2, MW-4, MW-5, MW-105, MW-93-1S, MW-91-6D, MW-01-N, MW-02-E and MW-101-D. All groundwater samples shall be collected and analyzed in accordance with Section III requirements of the Agency's Procedure Addressing Groundwater Quality Monitoring & Responses When a Groundwater Standard is Reached or Exceeded at Municipal Solid Waste Landfills ("Groundwater Procedure"), adopted February 8, 1999, and the 2019 Landfill Post-Closure Plan. Metal samples shall not be filtered.

Task 2 – Surface Water Quality Monitoring Services

Immediately this October and in May of 2025, the selected and qualified professional shall perform surface water quality monitoring. Sampling locations shall include surface water monitoring locations SW-1, SW-2, SW-3, SW-4, Seep-1 and Seep-2. All surface water samples shall be collected and analyzed in accordance with the methods and parameters contained in the Landfill Post-Closure Plan.

Task 3 – Water Quality Monitoring Services

Immediately this October and in May of 2025, the selected and qualified professional shall perform water quality monitoring at the following water supply locations: Recycling Center, Twin State Sand and Gravel, the Brower residence and the Doody residence. The following laboratory analysis shall be performed on all water supply samples: Chemical oxygen demand, dissolved oxygen demand, total sodium, total chloride, hardness, total metals (As, Cd, Cr, Cu, Fe, Pb, Mn, Hg, Ni, Zn) and volatile organic compounds using EPA Method 524.

Task 4 – Monitoring Results Reporting Services

Within 60 days after the dates of sampling conducted in Task I, II and III of this Request, the Permittee shall:

- a. For all groundwater samples, submit to the Program current and historic groundwater quality results, statistical evaluation and narrative assessment in accordance with Section III(E) of the Agency's Procedure Addressing Groundwater Quality Monitoring & Responses When a Groundwater Standard is Reached or Exceeded at Municipal Solid Waste Landfills ("Groundwater Procedure").

If the report and statistical evaluation concludes in a preliminary finding that parameters in groundwater exceed any standard at a point of standards application, the Secretary may initiate a response in accordance with Section III (F) of the Groundwater Procedures.

- b. For all surface water and water supply samples, submit to the Program and water supply owner current and historic water quality results, tabulated by sampling location through time and an evaluation by a qualified professional of water quality trends. The tabulation shall highlight concentrations of substances that exceed the Water Quality Criteria of the Vermont Water Quality Standards and applicable standard for the water supply samples.

Attachment A

Task 5 – Facility Inspection & Reporting Services

On or before June 15th of 2025, the selected registered engineer or approved qualified professional shall submit an annual evaluation of the entire landfill facility. The inspector shall evaluate, at a minimum the integrity of the final cover system, erosion control measures, drainage systems, gas control systems, the complete existing groundwater monitoring well network, and vegetative cover. The inspection should be conducted during the month of May.

2.03 Bid Cost

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

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

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

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

SECTION 3 – BID REQUIREMENTS

3.01 – Proposer Affidavit

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

Attachment A

3.02 Proposer's Financial Obligation to the Town

No bid may be accepted, or contract awarded to any person, firm or corporation that is in arrears or in default to the Town, or that is a defaulter of surety or otherwise upon any obligation to the Town or has failed to perform faithfully any previous contract with the Town.

3.03 Proposer's Incurred Costs

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

3.04 Proposer's Political Contributions

Each prequalified proposer shall reaffirm and certify on Exhibit A that it complies with State of Vermont Title 17: Labor, Chapter 61: Campaign Finance, Sub-Chapter 3: §2941 Limitations of Contributions.

SECTION 4-STANDARD TERMS FOR PROFESSIONAL SERVICES CONTRACT

Article 1 - Services Provided

Engineer agrees to provide professional engineering and subordinate disciplines as needed to complete Tasks 1 through 5 of Request for Bids, Project No, 2024-SW1 dated October 8, 2024, in a professional manner consistent with the standards established by any applicable governing agency. Town has the right to reject any services provided by consultant under this Agreement that were not completed in a professional manner or that otherwise fail to satisfy the established specifications or performance standards.

Article 2 – Compensation

Compensation for the above services will be at the rates set forth in the fee estimate provided by Engineer on October 16, 2024. The agreement shall not exceed the bid value of \$ AMOUNT HERE without prior approval by the Town Manager in the form of an approved and executed agreement amendment.

Upon receipt DPW of consultant invoices they shall be forwarded to the Finance Department for review and approval where the standard terms of payment will follow the most current Town of Hartford Purchasing Policy and Procedure as approved by the Selectboard.

Attachment A

Article 3 – Term

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

Article 4 – Independent Contractor

Engineer 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 Engineer. No employee-related withholdings or deductions shall be made from payments due to the consultant. consultant shall not be entitled to receive any benefits from the Town and shall not be eligible for workers' compensation or unemployment benefits.

Article 5 – Assignment and Subcontracting

This Agreement 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 Agreement without the prior written consent of the other party. This Agreement shall be governed by the laws of the State of Vermont.

The Engineer shall not enter into any sub agreement for performance of any services contemplated under this Agreement or assign any interest in the Agreement 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 Agreement without first providing Town certificates of insurance showing all the coverages required in Article 13 of this Agreement. The Engineer 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 Engineer, the Town may require engineer to supply proof of payment for such materials or labor. Engineer shall pay the subcontractors for undisputed services provided by them within [30] days of receiving payment from Town.

Article 6 – Third Party

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

Article 7 – Equipment and Materials

Engineer shall warrant that it has the necessary equipment to provide the services required by this Agreement. All materials used or supplied under this Agreement shall be of first quality and meet the specifications established by any governing agency, if any. The Engineer will be solely responsible for supplying, storing, maintaining, and replacing 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.

Article 8 – Tax Exemption

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

Article 9 – Personnel

The Engineer is responsible for compliance with all applicable State and Federal laws. The Engineer will manage its own personnel without general oversight by the Town and shall oversee and coordinate sub-contractors 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 Engineer 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.

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

Article 10 - Equal Employment Opportunity

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

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

Article 11 – Safety and Traffic Control

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

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

Article 12 – Indemnification

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

Article 13 - Insurance

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

- (1) General Liability Insurance, having a combined single limit of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate.
- (2) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- (3) Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.
- (4) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.
- (5) Engineer shall maintain errors and omissions insurance in the amount of \$1,000,000.00.

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(6) Engineer also shall maintain Workers' Compensation Insurance in such amounts as required by law for all employees and shall furnish to the Town evidence of same. If consultant is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance consultant may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts consultant from having to carry such coverage.

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

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

Article 14 – Standard of Care

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

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

Article 15: Non-Appropriation

If this agreement 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 agreement 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 consultant from municipal revenues.

Article 16 – Delay in Performance

Neither the Town nor the Engineer shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal

Attachment A

weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Town or Engineer under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, consultants, sub-contractors and/or representatives.

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

Article 17 - Default

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

- (1) Failure to adequately perform or deliver the required services.
- (2) Failure to provide the required bonds or other security acceptable to Town before starting any work if applicable.
- (5) Declaration of bankruptcy by the consultant.
- (6) Making a material misrepresentation to the Town.
- (7) Persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or
- (8) Failure to perform any other material provision of the contract.

Upon default of the agreement by the Engineer, the Town may withhold any payment due to the Engineer 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 on the part of the 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.

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The Town and the Engineer 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 agreement to conform with FEMA or Vermont Emergency Management regulations and directives.

Upon completion of the work or upon termination of the contract, the Engineer 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 Engineer.

Article 18 - Remedies

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

Any remedies available to the Town are cumulative and not exclusive. The seeking or exercising by the 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 the contract.

Article 19 - Termination

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

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

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Article 20 – Governing Law and Venue

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

Article 21 - Arbitration

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

Article 22 – Agreement Documents

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

Article 23 – Amendment

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

Article 24 - Waiver

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

Article 25 - Severability

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

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Article 26 - Town's Responsibilities

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

Article 27 – Ownership of Documents and Intellectual Property

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

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



Town of Hartford, Vermont
Department of Public Works
Request for Bids
Professional Solid Waste Engineering Services
Project No. 2024-SW1
October 8, 2024

EXHIBIT A – LETTER OF TRANSMITTAL (Updated)

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

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

Entity Name: _____

Company Headquarters Address: _____

Local Office Address: _____

Phone Number: _____

Proposer's E-mail Address: _____

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

If a corporation, state of incorporation: _____

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

Please include your IRS Form W9 with your Bid.

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

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

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____

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



Town of Hartford, Vermont
Department of Public Works
Request for Bids
Professional Solid Waste Engineering Services
Project No. 2024-SW1
October 8, 2024

EXHIBIT B – Key Personnel List (Updated)

Name of Proposing Company: _____

[illegible]



Town of Hartford, Vermont

Department of Public Works

Request for Bids

Professional Solid Waste Engineering Services

Project No. 2024-SW1

October 8, 2024

EXHIBIT C – Bid Form (Not to Exceed Amount)

Proposer: _____

Provide not to exceed cost for hourly and reimbursable fees for each task listed below. Project costs will be paid on a time and materials basis with payments to the Engineer up to the not to exceed figure without justification and prior written approval of the Town of Hartford through an executed change order.

Task Description	Bid
Task 1 – Ground Water Quality Monitoring Services – October 2024	
Task 1 – Ground Water Quality Monitoring Services – May 2025	
Task 2 – Surface Water Quality Monitoring Services – October 2024	
Task 2 – Surface Water Quality Monitoring Services – May 2025	
Task 3 –Water Quality Monitoring Services – October 2024	
Task 3 –Water Quality Monitoring Services – May 2025	
Task 4 - Monitoring Results Reporting Services - 2024	
Task 4 - Monitoring Results Reporting Services - 2025	
Task 5 – Facility Inspection & Reporting Services - 2025	

Total Dollars: _____

(Words)

(Figures)

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

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

Proposer's Incurred Costs: Each proposer shall be responsible for all costs incurred in preparing a response to this request. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.

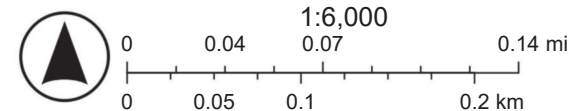
Figure 1: Hartford Landfill Approximate Sampling Locations



9/19/2024

Legend

-  Monitoring Well
-  Surface Water Sample
-  Well Water



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187 Saint Paul Street, Suite 201
Burlington, VT 05401

Mr. Christopher Holzwarth
Hartford Vermont Department of Public Works
Assistant Director, Planning & Permitting Town of Hartford
173 Airport Road
White River Junction, VT 05001

October 18, 2024

Re: Solid Waste Engineering Services (Monitoring, Inspecting & Reporting Services)
Response to Request for Bids – Project No. 2024-SW1
Town of Hartford Landfill
Hartford, Vermont

Dear Chris:

We understand that the Town of Hartford is seeking bids from pre-qualified firms capable of providing bi-annual groundwater monitoring, site inspections, and reporting services in accordance with the Solid Waste Facility Certification for Solid Waste Facility WS280 located at 2590 North Hartland Road in Hartford, Vermont (Site). Sanborn, Head & Associates, Inc. (Sanborn Head) has prepared this proposal as a response to the Hartford Public Works Department's Request for Bids (RFB) for Project No. 2024-SW1 dated October 8, 2024.

Sanborn Head is uniquely qualified to provide these services given our direct experience with the Town's transfer station and landfill. In addition, we performed the latest round of monitoring and reporting outlined for tasks 1 through 4 in the RFB for the Town of Hartford and regularly perform the fall evaluation and reporting outlined in task 5 for the company that leases the solar farm at the landfill. We also have a strong understanding of the Vermont Solid Waste Management Rules and have worked closely with regulators at the Vermont Department of Environmental Conservation for many years.

The following documents are enclosed with this proposal as required by the RFB:

- Exhibit A – Letter of Transmittal
- Exhibit B – Key Personnel List
- Exhibit C – Not To Exceed Bid Form
- Exhibit D – Cost Summary

SCOPE OF SERVICES

Task 1 Groundwater Quality Monitoring Services

Sanborn Head will perform groundwater quality monitoring at the Site in October 2024 (provided the award of the work is given by October 23, 2024) and in May of 2025. We will collect groundwater samples from monitoring wells MW-89-2, MW-2, MW-4, MW-5, MW-105, MW-93-1S, MW-91-6D, MW-01-N, MW-02-E and MW-101-D and have the samples analyzed in



accordance with the requirements outlined in Section III of the Vermont Department of Environmental Conservation's (VTDEC's) *"Procedure Addressing Groundwater Quality Monitoring & Responses When a Groundwater Standard is Reached or Exceeded at Municipal Solid Waste Landfills"* adopted February 8, 1999 (Groundwater Procedure) and the facility's 2019 Landfill Post-Closure Plan. Metal samples will not be filtered.

Task 2 Surface Water Quality Monitoring Services

We will perform surface water quality monitoring at the Site in October 2024 (provided the award of the work is given by October 23, 2024) and in May of 2025. We will collect samples from surface water monitoring locations SW-1, SW-2, SW-3, SW-4, Seep-1 and Seep-2 and have them analyzed in accordance with the methods and parameters contained in the facility's 2019 Landfill Post-Closure Plan.

Task 3 Water Quality Monitoring Services

Sanborn Head will perform water quality monitoring at the Site in October 2024 (provided the award of the work is given by October 23, 2024) and in May of 2025 at the following water supply locations: the Recycling Center; Twin State Sand and Gravel; the Brower residence; and the Doody residence. The water supply samples will be analyzed for chemical oxygen demand, dissolved oxygen demand, total sodium, total chloride, hardness, total metals (As, Cd, Cr, Cu, Fe, Pb, Mn, Hg, Ni, Zn) and volatile organic compounds using EPA Method 524.

We plan to contract with Eastern Analytical, Inc. (EAI) of Concord, New Hampshire, a NH-certified laboratory, to provide the required laboratory services. These analytical costs are included in the costs provided in Exhibit C. We will continue to coordinate with EAI for delivery and pickup of sample containers prior to each sampling round. Our budget anticipates the groundwater, surface water, and water supply sampling will take two days to complete.

Task 4 Monitoring Results Reporting Services

Sanborn Head will summarize the water quality analytical data in a letter report that will be reviewed by the Town of Hartford and submitted to VTDEC within 60 days after the dates of sampling. Our letter report will provide the current and historical water quality monitoring results, statistical evaluation, and a narrative overview of the contaminants (if any) detected by monitoring location and their concentrations relative to Section III(E) of the Groundwater Procedure, the most recent Water Quality Criteria of the Vermont Water Quality Standards, and applicable standards for water supply samples.

The transmittal will include historical results tables, our field sampling summary forms, and laboratory analytical data reports as provided by our analytical laboratory subcontractor, EAI.

Task 5 Facility Inspection & Reporting Services

On or before June 15th of 2025, Sanborn Head will submit an annual evaluation of the entire landfill facility. This includes an evaluation of the integrity of the final cover system, erosion control measures, drainage systems, landfill gas control systems, existing groundwater monitoring well network, and vegetative cover. We will conduct the inspection during the month of May 2025.

BUDGET

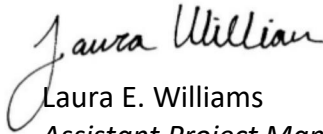
The not to exceed budget costs for Sanborn Head to complete the scope of services described above are provided in enclosed Exhibit C according to the labor rates, hours , and reimbursable costs shown in Exhibit D. Project costs will be paid on a time and materials basis. These costs will not be exceeded without justification and prior written approval of the Town of Hartford through an executed change order.

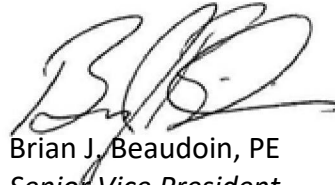
EXCEPTIONS TO RFB REQUIREMENTS

- Sanborn Head proposes to use the attached Terms and Conditions that the Town of Hartford has previously agreed to in place of the requirements outlined in Section 4 of the RFB.
- We assume that all tasks will be performed concurrently for each event; therefore, our direct expenses have been split between tasks 1 through 3 and task 5.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions, please do not hesitate to call us.

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


Laura E. Williams
Assistant Project Manager


Brian J. Beaudoin, PE
Senior Vice President

LEW/TLP/BJB:tlp

Attachments Exhibit A – Letter of Transmittal
Exhibit B – Key Personnel List
Exhibit C – Not to Exceed Fee Bid Form
Exhibit D – Cost Summary
Terms and Conditions

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Town of Hartford, Vermont
Department of Public Works
Request for Bids
Professional Solid Waste Engineering Services
Project No. 2024-SW1
October 8, 2024

EXHIBIT A – LETTER OF TRANSMITTAL (Updated)

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

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

Entity Name: Sanborn, Head & Associates, Inc.

Company Headquarters Address: 6 Bedford Falls Drive, Suite 201, Bedford, NH 03110

Local Office Address: 187 Saint Paul Street, Suite 201, Burlington, VT 05401

Phone Number: (802) 391-8520

Proposer's E-mail Address: bbeaudoin@sanbornhead.com

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

If a corporation, state of incorporation: New Hampshire

Federal Identification Number (or SSN for sole proprietorship): 02-0463099

Please include your IRS Form W9 with your Bid.

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

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

SIGNATURE: _____

PRINTED NAME AND TITLE: Brian J. Beaudoin, PE, Senior Vice President

DATE: October 18, 2024

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



Attachment B

Town of Hartford, Vermont
Department of Public Works
Request for Bids
Professional Solid Waste Engineering Services
Project No. 2024-SW1
October 8, 2024

EXHIBIT B – Key Personnel List (Updated)

Name of Proposing Company: Sanborn, Head & Associates, Inc.

Key Personnel: Name	Title	Contact Information: telephone numbers and email address	Primary Contact YES / NO
Laura Williams	Assistant Project Manager	187 Saint Paul Street, Suite 201 Burlington, VT 05401	Yes
		Ph: (802) 391-8509 E: lewilliams@sanbornhead.com	
Brian J. Beaudoin, PE	Senior Vice President	187 Saint Paul Street, Suite 201 Burlington, VT 05401	No
		Ph: (802)391-8501 E:bbeaudoin@sanbornhead.com	
Timothy L. Petit, PE	Senior Project Manager	187 Saint Paul Street, Suite 201 Burlington, VT 05401	No
		Ph: (802) 391-8505 E: tpetit@sanbornhead.com	
Tyler Bodette	Associate Project Professional	187 Saint Paul Street, Suite 201 Burlington, VT 05401	No
		Ph: (802)391-8511 E:tbodette@sanbornhead.com	



Town of Hartford, Vermont

Department of Public Works

Request for Bids

Professional Solid Waste Engineering Services

Project No. 2024-SW1

October 8, 2024

EXHIBIT C – Bid Form (Not to Exceed Amount)

Proposer: Sanborn, Head & Associates, Inc.

Provide not to exceed cost for hourly and reimbursable fees for each task listed below. Project costs will be paid on a time and materials basis with payments to the Engineer up to the not to exceed figure without justification and prior written approval of the Town of Hartford through an executed change order.

Task Description	Bid
Task 1 – Ground Water Quality Monitoring Services – October 2024	\$6,500
Task 1 – Ground Water Quality Monitoring Services – May 2025	\$6,500
Task 2 – Surface Water Quality Monitoring Services – October 2024	\$4,130
Task 2 – Surface Water Quality Monitoring Services – May 2025	\$4,130
Task 3 –Water Quality Monitoring Services – October 2024	\$2,950
Task 3 –Water Quality Monitoring Services – May 2025	\$2,950
Task 4 - Monitoring Results Reporting Services - 2024	\$3,030
Task 4 - Monitoring Results Reporting Services - 2025	\$3,030
Task 5 – Facility Inspection & Reporting Services - 2025	\$1,485

Total Dollars: thirty-four thousand seven hundred five dollars
 (Words)
\$34,705
 (Figures)

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

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

Proposer's Incurred Costs: Each proposer shall be responsible for all costs incurred in preparing a response to this request. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.

Exhibit D - Cost Summary
Sanborn, Head Associates, Inc.

Level	Rate	Task 1, Per Event		Task 2, Per Event		Task 3, Per Event		Task 4, Per Event		Task 5, Per Event	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Senior Vice President	\$276	1	\$276.00	0.6	\$165.60	0.4	\$110.40	2	\$552.00	0.5	\$138.00
Vice President	\$264	--	--	--	--	--	--	--	--	--	--
Project Director	\$250	--	--	--	--	--	--	--	--	--	--
Senior Project Manager	\$213	--	--	--	--	--	--	--	--	--	--
Project Manager	\$199	--	--	--	--	--	--	--	--	--	--
Assistant Project Manager	\$188	1	\$188.00	0.6	\$112.80	0.4	\$75.20	6	\$1,128.00	1	\$188.00
Senior Project Coordinator	\$177	--	--	--	--	--	--	--	--	--	--
Senior Project Engineer/Geologist	\$173	--	--	--	--	--	--	--	--	--	--
Project Engineer/Geologist	\$164	--	--	--	--	--	--	--	--	--	--
Project Coordinator	\$156	--	--	--	--	--	--	--	--	--	--
Engineer/Geologist	\$150	9.5	\$1,425.00	5.7	\$855.00	3.8	\$570.00	9	\$1,350.00	7	\$1,050.00
Supervising Technician	\$133	--	--	--	--	--	--	--	--	--	--
Senior Engineering Technician	\$120	--	--	--	--	--	--	--	--	--	--
Engineering Technician	\$113	--	--	--	--	--	--	--	--	--	--
Support Staff	\$89	--	--	--	--	--	--	--	--	--	--
Mileage ^{1,3}			\$34.27		\$34.27		\$34.27		--		\$34.27
Per Diem Lodging and Meals ^{2,3}			\$75.08		\$75.08		\$75.08		--		\$75.08
Equipment			\$215.53		\$215.53		\$215.53		--		--
Laboratory Costs ³			\$4,290.00		\$2,673.00		\$1,870.00		--		--
Total			\$6,503.88		\$4,131.28		\$2,950.48		\$3,030.00		\$1,485.35

Notes:

1 - Mileage is based on travel to and from Sanborn Head's Burlington, Vermont office at the 2024 IRS rate of \$0.67 per mile.

2 - The per diem lodging and meal rates are based on October 2024 rates for White River Junction, Vermont as shown on the U.S. General Services Administration website.

3 - Expenses and laboratory costs contain a 10 percent mark-up.

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](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.

Hi John,

I have not heard back from Ken at Valley Artesian Well Service. Please use the attached and this email thread for any backup materials needed.

Dana and I met and concurred that the two documents that I forwarded to you on 10.17, attached, are what is needed for the discussion at the SB meeting.

Dana will be there and is dialed into water quality and what can be done to treat the water so it doesn't contain the minerals that stain the porcelain fixtures. He will also address the reverse osmosis ability. If that is used, we would need to re-plumb the sink and kitchen water due to the 20 to 30 gallon capacity. The toilet and any spigot would be best to keep off the reverse osmosis system, taking into account the 20 to 30 gallon max usage.

Another option is drilling a new well but we had been told the water quality in the region of the WHCCL is similar to what we have there now. Not sure we would recommend that but if that is the pleasure of others then we would need to obtain a cost for doing so.

I can also be there to assist with any facility question as the West Hartford Library Community Center building and Patriot Park are under Parks and Recreation care and maintenance.

Please let me know if there is anything else needed for the meeting.

Scott Hausler

Dana Clawson

From: Ken White <kwhite.vaw@gmail.com>
Sent: Monday, September 18, 2023 3:16 PM
To: Dana Clawson
Subject: Fwd: West Hartford Library
Attachments: W Hartford Library Well.html.txt; West Hartford Library.pdf

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

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

----- Forwarded message -----

From: **Ken White** <kwhite.vaw@gmail.com>
Date: Wed, Sep 13, 2023, 11:13 AM
Subject: West Hartford Library
To: dclawson@hartford-vt.org <dclawson@hartford-vt.org>

Hi Dana,

Sorry, I have not gotten back to you earlier.

As you know, the water at the Library is horrible.

Your sodium and chloride numbers are excessively high, results of this nature are generally attributed to road salt contamination. Because of the high sodium number, if you add a softener to remove the iron, manganese and hardness the sodium number will rise by a similar amount. This would leave you between 400 and 500 mg/l of sodium. While there is not a maximum contaminant level for sodium, water above 100 tastes salty and over 250 is generally objectionable.

Reverse Osmosis for removing salt is possible but really not practical other than for small amounts of water 20 - 30 gallons per day.

I have attached a record for your well construction which indicates that 20 feet of casing was used to construct your well and the well is 145 feet deep and produces 8 gallons per minute. It would be worth pumping the water level down and investigating whether there are any sources of water coming into the well just below the casing or in the upper 60' of the well that may be contaminated and potentially shut off. When shutting off upper zones of a well it is important to know that we are not shutting off all of the water that supplies the well.

With the depth of the well and the amount of casing, this does not look like an expensive well to replace. That being said, if we were to drill a new one we would anticipate installing more casing in an effort to reduce the chances of similar salt contamination. I will put together a quote for drilling today for you.

Thanks,

Ken

Ken White CWD-PI

VALLEY ARTESIAN WELL

802 738 8400

490 East Industrial Park Drive
Manchester, NH 03109
www.nelsonanalytical.com
(603)622-0200
NH ELAP Accreditation #NH1005

NELSON ANALYTICAL LAB

RP230303059

Maine State Certification #NH01005
Vermont State Certification # VT1005
Maine Radon Certification # ME17500
Massachusetts State Certification #M-NH1005

Report of Analysis

Customer: Valley Artesian
Client Sample ID: Valley Artesian
Laboratory ID: 123030186.01
Sample Matrix: Drilled Well Water
Sample Location: 5133 Route 14, West Hartford, VT

Date Collected: 03/01/2023 10:00 AM
Collected By: Valley Artesian
Date Received: 03/02/2023 02:10 PM
Temperature Rec'd °C: #13.5

Parameters	Results	Acceptable Level	Units	Date Analyzed	Test Method	Test Type	Test Remarks
Total Coliform Bacteria	Absent	Absent	/100mL	03/02/2023 16:50	SM 9223B	Primary	Within Standard
E. coli Bacteria	Absent	Absent	/100mL	03/02/2023 16:50	SM 9223B	Primary	Within Standard
Nitrate-N	<1.0	10	mg/L	03/02/2023 16:50	SM 4500 NO3 D	Primary	Within Standard
Nitrite-N	<0.01	1.0	mg/L	03/02/2023 16:50	SM 4500 NO2B	Primary	Within Standard
Fluoride	<0.20	4.0	mg/L	03/03/2023 10:15	SM 4500F-C	Primary	Within Standard
Lead	<0.001	0.015	mg/L	03/02/2023 23:51	EPA 200.8	Primary	Within Standard
Copper	<0.010	1.30	mg/L	03/02/2023 23:51	EPA 200.8	Primary	Within Standard
Chloride	264	250	mg/L	03/03/2023 08:50	SM 4500Cl-B	Secondary	Outside of Standard
pH	7.24	6.5-8.5	SU	03/02/2023 16:24	SM 4500H B	Secondary	Within Standard
Iron	2.38	0.300	mg/L	03/02/2023 23:51	EPA 200.8	Secondary	Outside of Standard
Manganese	0.450	0.050	mg/L	03/02/2023 23:51	EPA 200.8	Secondary	Outside of Standard
Conductivity	1300	N/A	umhos/cm	03/03/2023 09:50	SM 2510B	N/A	No EPA Limit
Alkalinity	192	N/A	mg/L	03/03/2023 09:50	SM 2320B	N/A	No EPA Limit
Sodium	117	N/A	mg/L	03/02/2023 23:51	EPA 200.8	N/A	No EPA Limit
Total Hardness	375	N/A	mg/L	03/02/2023 23:51	SM 2340B	N/A	No EPA Limit
Arsenic	<0.0010	0.0100	mg/L	03/02/2023 23:51	EPA 200.8	Primary	Within Standard

Test Types: EPA Primary: Regulated by the EPA as a health related parameter
EPA Secondary: Aesthetic parameter - not regarded as a health concern

Respectfully Submitted



Andrew Nelson, Laboratory Director



Notes: mg/L=ppm; ug/L=ppb; ng/L=ppt, "<" denotes "less than". Nitrate is a non-accredited test for noncompliance water samples. This report of analysis may not be modified in any way, or reproduced except in full, without written approval from Nelson Analytical, LLC. Results reported above relate only to samples as submitted, unless specifically noted otherwise. Nelson Analytical, LLC is currently accredited by the New Hampshire Environmental Lab Accreditation Program, the Vermont Laboratory Accreditation Program, the Massachusetts Laboratory Certification Program, and the Maine Laboratory Accreditation Program. For a list of current accredited tests, please visit the websites listed below. Sampling performed by the lab is according to the lab document "Water Sampling Instructions". EPA standards list pH & Chlorine as field parameters which should be tested immediately upon sample collection. Samples tested for pH after submission are beyond the hold time. Samples will be analyzed as quickly as laboratory operations allow. Metals samples may be analyzed the same day they are received. # - Sample(s) received at laboratory do not meet method specified temperature criteria.

Solid samples are reported on a dry weight basis unless noted otherwise.

Subcontract Laboratories: SUB2: Nelson Analytical Maine NH2018 SUB 7: Nelson Analytical EAI Div. NH1007, SUB3: 2062 SUB4:2073/2239, SUB5:NH2530, SUB8:NH2136,

<https://www4.des.state.nh.us/OneStopPublicWeb/acclat/1005.pdf>

http://healthvermont.gov/enviro/ph_lab/PublicHealthLaboratory.aspx
<https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/professionals/labCert.shtml>
<https://www.mass.gov/certified-laboratories>

Total Coliform & E.coli Bacteria (Limit = "ABSENT" per 100ml)

The organisms in the total coliform group are called indicator organisms. That is, if present, they indicate that there is a **possibility, but not a certainty**, that disease organisms may also be present in the water. When absent there is a very low probability of disease organisms being present in the water. The ability of the total coliform test to reliably predict the bacterial safety of water relative to the hundreds of possible diseases that might be present is critical since it is impossible, in a practical sense, to check separately for every disease organism directly on a monthly or quarterly basis. The presence of only **Total Coliform** generally does not imply an imminent health risk but does require an analysis of all water systems facilities and their operation to determine how these organisms entered the water system.

Escherichia Coli (E.coli). This is a specific species (subgroup) within the coliform family. They originate only in the intestines of animals and humans. They have a relatively short life span compared to more general Total Coliform. Their presence indicates a strong likelihood that human or animal wastes are entering the water system, and have a much higher likelihood of causing illness.

Iron & Manganese (Limits = 0.3 & 0.05 mg/l respectively)

Iron and manganese occur naturally in New England's geology. They dissolve into groundwater as acidic rainfall percolates through the soil and rock. In higher concentrations, they can cause staining on laundry and water fixtures. Elevated concentrations can also cause the water to have a metallic or vinyl type taste in the water. Their appearance can also give an oily "crusty" sheen to the water's surface. The non-health related iron bacteria can clog strainers, pumps, and valves.

NH Department of Environmental Services (DES) is in the process of establishing an enforceable standard of 0.3 mg/L for manganese for all NH public water systems. The effective date is currently July 1, 2022. EPA, at present, has not set health standards for either iron or manganese in drinking water, both are considered aesthetic concerns only.

Hardness

The presence or absence of conventional hardness in drinking water is not known to pose a health risk to users. Hardness is normally considered an aesthetic water quality factor. The presence of some dissolved mineral material in drinking water is typically what gives the water its characteristic and pleasant "taste". At higher concentrations however, hardness creates the following consumer problems:

1. Produces white mineral deposits on tubs, showers, and dishes
2. Reduces the efficiency of devices that heat water. As hardness deposits build in thickness, they act like insulation, reducing heat transfer.
3. Can reduce the ability of soaps to create suds, thus reducing the efficiency of cleaning ability. Can cause problems with laundry.

Nitrate & Nitrite Nitrogen (Limits = 10.0 & 1.0 mg/l respectively)

Nitrate is a component in fertilizer, and both nitrate/nitrite are found in sewage and sanitary wastes from humans and animals. Nitrate/nitrite concentrations are not normally high in New England's wells or surface waters. When elevated, the surrounding area is often heavily developed, used for agricultural purposes, or subject to heavy fertilization. Excessive levels of these nitrogen compounds in drinking water have caused serious illness and sometimes death in infants under six months of age. Symptoms include shortness of breath and blueness of the skin (methemoglobinemia).

Sodium & Chloride (Limit Chloride = 250 mg/l)

The compound known as "salt" consists of the elements sodium and chloride. Substantially higher levels of Sodium and Chloride tend to imply contamination by activities of man including road salt storage, use of road salts, and discharges from water softeners. Typical background levels of Sodium and Chloride for pristine locations in New England's are generally less than 15 mg/L and 30 mg/L respectively.

pH (Acceptable Range = 6.5 – 8.5)

The pH of water is a measure of its acidity or alkalinity. A low pH indicates acidic water, which is therefore likely to be corrosive to household plumbing such as copper pipes. In older homes (prior to mid to late 1980's) the plumbing may also contain Lead in the soldered joints. Corrosive water will dissolve these metals from the plumbing into the water. Dissolved Copper & Lead in drinking water can be a health concern, and can also be a maintenance concern as the water corrodes the plumbing in the home eventually causing water leaks.

Lead & Copper (Limits = 0.015 & 1.3 mg/l respectively)

Found in water with corrosive tendencies (see pH). There is an extremely low occurrence of naturally occurring lead & copper in water. It is nearly always from plumbing systems with copper lines and/or lead solder. Levels are highest after water has been stagnant in the pipes. The recommended method for testing of Lead & Copper when plumbing is a concern is to sample water after it has been sitting in the pipes for 6 – 10 hours, without running the water at all prior to filling the bottle. This is called a "first draw" and simulates a worst case test.

Radioactivity (Limit = 15 pCi/L for Gross Alpha)

New England's bedrock contains naturally occurring radioactivity. A few examples include **Radon**, **Radium 226**, **Radium 228** and **Uranium**. Radon is a gas (see separate description); the others are minerals. The basic test to determine the total radioactivity from all these sources is **Gross Alpha**.

Alkalinity: A measure of water's acid neutralizing capacity. A low alkalinity in combination with low hardness may increase corrosive tendencies, especially in water that already has a pH below or at the low end of the acceptable range.

Arsenic (NH Limit = 0.005 mg/l EPA Limit 0.010 mg/l)

Arsenic occurs naturally in New England. In fact, arsenic was mined commercially in New England during the 1800s. Arsenic also occurs as a result of human activities. Activities that could have left arsenic residuals include apple orchard spraying and coal ash disposal. Generally it is not possible to predict if a well will have elevated arsenic. Arsenic has no smell, taste or coloration when dissolved in water, even at high concentrations. Arsenic has been classified by the U.S. Environmental Protection Agency (EPA) as a human carcinogen (cancer causing agent). Long term exposure to arsenic has been linked to cancer, cardiovascular disease, immunological disorders, diabetes and other medical issues. The NH DES has established a NH Maximum Contaminant Level (MCL) for arsenic of 0.005 mg/l, which took effect for July 1, 2021 for all NH public water systems. The federal EPA Safe Drinking Water Act MCL for arsenic is 0.010 mg/l. NH DES recommends that at least two tests be processed before concluding the well's arsenic concentration, as well water quality can change due to many factors.

Radon (No EPA regulated limit)

IMPORTANT NOTE: Radon levels may test significantly different when collected from a well that is not in a normal pattern of use, compared to Radon levels from the same well when in normal daily use.

Radon gas is normally found in all well water. Bedrock wells typically have much higher levels than dug or point wells. The most significant concern is the inhalation of Radon from the air. Radon typically enters air via two common pathways:

1. Migration (up from the soil) into the house air through cracks and/or other openings in the foundation.
2. Release of dissolved radon gas into the air from water usage in the home.

In New England's, the migration of radon up from the soil contributes the largest percent of radon found in the average home. Radon from a groundwater type water supply source, particularly a bedrock (artesian, drilled) well, contributes the next largest percentage of radon in the home. The US EPA has set an advisory "action level" of 4 pCi/L for radon gas in indoor air. Studies show that high levels of radon gas in the air increase the risk of developing lung cancer. **At present there is no federal or state regulated standard for radon in drinking water.** In 2016, the NH DES and the Maine Radon Program recommended that private wells with radon concentrations at or above 10,000 pCi/L be treated to reduce radon levels. Treatment for water with concentrations between 2000 and 10,000 pCi/L (in NH), or 4000 and 10,000 (in ME), may be advisable if the air concentrations in the home exceed 4 pCi/L. The EPA has proposed a limit of 4000 pCi/L, but this has never been enacted. Massachusetts recommends 10,000 pCi/L and Vermont 4,000 pCi/L. A useful equation developed by the EPA to determine the seriousness of Radon in water is that 1 pCi/L of Radon will develop in air for every 10,000 pCi/L in water.

Fluoride (Limit = 2.0/4.0 mg/l secondary/primary)

Fluoride occurs naturally in New England's bedrock. Fluoride has no taste, color or odor. The Centers for Disease Control (CDC) have recommended 1.0 to 1.2 milligrams per liter (mg/L) as the optimum beneficial concentration of fluoride in drinking water for dental protection. In the range of 2.0-4.0 mg/L of fluoride, staining of tooth enamel is possible. At concentrations above 4.0 mg/L, studies have shown the possibility of skeletal fluorosis as well as the staining of teeth.

Volatile Organic Compounds (VOC's)

Volatile Organic Chemicals (VOCs) are a class of chemicals that are carbon containing and vaporize easily into air at normal air temperatures. VOCs are found in a variety of commercial, industrial, and residential products, including gasoline, solvents, cleaners, degreasers, paints, inks and dyes. Many of these compounds are also known human carcinogens. Benzene, for example, may enter groundwater from gasoline or oil spills on the ground surface. Other examples of commonly detected VOCs are trichloroethylene, used in septic system cleaners; and tetrachloroethylene, used in the dry-cleaning industry. MtBE is the abbreviation for the compound "methyl tertiary butyl ether". This compound is a former additive to gasoline. The NH Department of Health and Human Services developed a health-based drinking water standard for MtBE of 13 micrograms per liter (ug/L).

Sulfide (Rotten Egg Odor) Sulfide can be formed naturally as a by-product of the decomposition of organic material possibly aided by the presence of non-hazardous sulfur reducing bacteria, or by chemical reactions of soil and bedrock minerals containing sulfur. At the concentrations typically found in drinking water, it is not hazardous to health. It is also important to note that the odor threshold for sulfide is considerably lower than the point at which our laboratory test detects it. So you may smell it before we can find it.

Conductivity: A very basic test measuring the total dissolved mineral content of water. Includes all individual minerals separately listed on this page.

Per- and Polyfluoralkyl Substances (PFAS)

(NH Limits PFOA=12 ng/L, PFOS=15 ng/L, PFNA=11 ng/L, PFHxS = 18 ng/L) PFAS are a group of various man-made compounds. These chemicals include PFOA, PFOS, and other chemicals which are used in the manufacturing of many every day products. Examples of products containing PFAS include food packaging, fire fighting foam, non-stick pans, stain resistant fabrics, microwave popcorn bags, and numerous other common household products. The two most studied compounds of the full list of PFAS chemicals are PFOS and PFOA, which have been given a combined limit of 70 ng/L by the EPA.



AGENDA MEMORANDUM

October 29, 2024

Town Selectboard Meeting Item 5.i.

Submitted by: John Haverstock, Town Manager

Subject: Proposed FY26 Budget Overview

Background:

Internal Budget Process

Department Heads crafted their annual budgets in October. Starting October 7, each met with the Finance Director and me to present and discuss their draft budgets for FY26. Concurrently, the libraries, cemeteries, and Bugbee Senior Center provided their budget requests. Once all proposed budgets were input into MuniSmart, the Finance Director and I reviewed them together and I input my relatively few recommended changes and narrative discussions into column 5 of the spreadsheets.

Social service appropriation requests are due by November 15 and are voted on during Town Meeting Day and requested amounts cannot be changed by the Selectboard. Hartford historically supports these requests, so anticipated funding levels are included within this budget draft as placeholders for a more complete picture of the budget.

At this early stage, it is no surprise that there is a wide gap between projected revenues based on existing tax rates and proposed expenditures. Indeed, the budget process is devoted to bridging this gap and bringing revenues and expenditures into alignment with as little an increase in the property tax burden as possible. On the revenue side, the Finance Director reminds me that we will not know our Unassigned Fund balance (from which the Town has "paid down tax rates" in the past) balance as of June 30, 2024 until November 6, when the auditor's report to the Selectboard. On the expense side, the Finance Director and I will present a wide variety of options for cuts to consider.

As we meet and discuss the departmental budgets with the Selectboard, staff will input confirmed items column 6 if the spreadsheet. We will reserve significant funding priorities for the December 3 wrap-up session. Our goal for that evening will be to have reached conclusions on those items. At the December 19 budget meeting, the proposed final budget will be presented with the goal of a Selectboard vote of approval.

Budget Presentations

Starting the week of November 11, we will be focused on budget presentations. Our expectation for the Selectboard is that Board members will have reviewed each proposed budget prior to the meeting devoted to their presentation.

November 12	Assessor/Town Clerk
November 14	Police/Dispatch/Fire
November 19	Bugbee/Town Manager/Public Works and Enterprise Funds
November 26	IT/Planning/Parks and Recreation/Finance
December 3	Wrap Up #1 – All Departments
December 10	Debt/Wrap Up #2 – All Departments
December 17	Budget
December 19	Budget - Finalize Budget
December 21	Budget – if Needed

Discussion:

Overall Budget Goals

Department Heads have reviewed and considered the Selectboard's Budget Guidance document and taken your words to heart with regard to taking care of what we have – whether that is the Town's infrastructure, our equipment, our buildings, or our people. In addition, much of the maintenance and upgrades to Town-owned buildings and vehicles also fit in with the need to address municipal emissions as part of the Climate Action Plan.

Town-Wide Increases

As part of the Board's guidance to both identify ways to be a competitive employer and retain employees, we have budgeted for both Union employees and non-Union employees a 4% wage increase.

Health care coverage has gone up 11 percent MVP remains a more cost-effective option than other carriers. The Town has historically paid 85 percent of these costs and that percentage will remain the same for FY26, which is a higher percentage than the average of all Vermont employers.

General Fund – Fund 10

The Assessor is currently predicting a slight (0.3%) increase in the Grand List. The Grand List will be finalized in the summer and in July 2025 and you will then set tax rates based on those final numbers.

Enterprise Funds

The Town maintains five enterprise funds. Enterprise funds should gain enough revenue from user fees to pay for expenditures. Historically, Hartford has been inconsistent in applying that reasoning for long-term and capital projects in the enterprise funds. This is a priority of the Public Works Director.

All of these revenues project modest increases in revenue starting July 1, 2025. However, during the fee schedule process in July 2025 the Public Works department does have the ability to adjust that increase based on the final numbers in FY25.

Proposed LOT items

Hartford's Local Option Tax (LOT) collects 1% of meals, rooms, and alcohol sales in Town. Typically, the annual amount collected is approximately \$300,000. Voters must approve the specific uses of the LOT. Town Staff will propose items that benefit a larger portion of the Town's population in order to garner broad support. Perhaps some proposals will allow expenditures to be removed from the General Fund budget (e.g. vehicle(s)). There may be a desire to return the Lyman Point Park project (narrowly defeated last year) to the voters. There may also be a desire to use LOT funds for the A/V upgrade to Room 1. (approx. cost \$60k)

If the full amount of LOT is not used, then it remains in the fund for a later date.

Local Option Sales Tax

Vermont Law now allows the voters of a municipality to adopt a one-percent local option sales tax, upon the Selectboard's "recommendation." The Selectboard will want to discuss whether it wishes to make such a recommendation and whether they wish to designate proceeds to a particular purpose district from how other LOT funds are currently used.

Capital Improvement Plan

The Town has not had an effective Capital Improvement Plan (CIP) for several years. The result is that capital needs have occasionally been addressed within the discussion of annual operating budgets. Ideally, any purchase or investment with a useful life greater than five years should be purchased or paid from capital/reserve accounts dedicated to particular purposes. Each department's annual budget should contain sufficient funds to make disciplined transfers into those capital/reserve funds, to preclude or minimize borrowing or raiding other accounts.

I hope to work with the Finance Director to re-establish a CIP for Hartford. Meanwhile, for extraordinary and/or large one-time expenditures, we should consider non-annual budget sources.

1. Grants
2. Any remaining ARPA funds (all of which must be committed by December 31, 2024 and spent by December 31, 2026)
3. Existing Reserves
4. Local Option Tax Funds

*Due to its size, we have linked the budget on the website. Select Finance and then FY26 for the PDFs.

**Selectboard members and Department Heads will receive hard copy binders containing proposed budgets by Friday, October 25, 2024.



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, October 15, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Kim Souza, Vice-Chair; Mary Erdei, Clerk; Susan Buckholz, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock; Matt Osborn; Johnathan Schechtman; Scott Cooney; Tish Owens; Jason Owens; Chirs Dolan

Present on Zoom: Lannie Collins, Member; Lana Livingston;

JAM Link: <https://www.youtube.com/live/G4kGzqKzFD8?si=Q-TGcotYTF1r92p7>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6:02 PM.
- II. Pledge of Allegiance was recited and led by John Haverstock.
- III. Local Liquor Control Board- None
- IV. Local Cannabis Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard meeting and opened the Local Cannabis Control Board.
 - a. **Selectboard Clerk, Mary Erdei made the motion to approve the #S-000010043 VVS Farms Tier 2 New Application S-000010043, Indoor Cultivator Tier 2. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.**
Selectboard Chair, Mike Hoyt closed the Local Cannabis Control Board and reopened the Selectboard Meeting.
- V. Order of Agenda: There were no changes to the order of agenda.
- VI. Selectboard
 1. Public Comment: None
 2. Selectboard Comments and Announcements
Mary Erdei noted that yesterday was a special day for Indigenous people.
Lannie Collins is zooming in tonight because he is home for medical reasons.
 3. Appointments
 - a. **Selectboard Vice Chair, Kim Souza made the motion to approve the NEW Appointment of Holly Henderson to the Hartford Conservation Commission for a four-year term beginning October 15, 2024 and ending October 14, 2028. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**
 4. Town Manager's Report
Budgeting Process and Town Meeting Planning
Budget season is in full swing. The Town Manager and Finance Director have met with all Department Heads to discuss their budget proposals for FY 2026. The Town Manager and Finance Director will review these proposed budgets and try to identify unbudgeted revenues and cost savings before they are presented to the Selectboard.
Clerical Worker Unionization
It appears that a number of Town clerical workers have reached out to AFSCME Council 93 to establish a collective bargaining unit. These are early days, so stay tuned for updates as this process unfolds.
Wright's Dam Meeting
On Friday, October 11, the Town Manager and Parks & Recreation Director welcomed several engineers to Town and took them on a site visit to Wright's Dam to solicit their ideas about possible paths forward to either (a) partially or fully rehabilitate the Dam on the one hand or (b) dismantle or "breach" the Dam, on the other.
Fairview Terrace and Gates Street Project Bond Vote
On October 29, coincident with the next Selectboard meeting, there will be a Public Hearing, led by the Town Manager and the Department of Public Works, on the \$4,100,000 Fairview Terrace and Gates

Street highway and retention wall project which appears as a November 5 bond vote ballot item. Meanwhile, DPW has generated a project FACT SHEET, which will be posted and disseminated to the community.

Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=495>

5. Board Reports, Motions & Ordinances

- a. Historic Preservation Commission Presentation by Jonathan Schechtman, Chair of the Historical Preservation Commission.
- b. Designate Code Number for Dilapidated Building Ordinance. Presented by Fire Chief, Scott Cooney.
Selectboard Clerk, Mary Erdei made the motion to assign Chapter 100 to the Dilapidated Building Ordinance in the Code of the Town of Hartford, VT. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- c. Designate Deputy Building Safety Officers. Presented by Fire Chief, Scott Cooney.
Selectboard Member, Brandon Smith made the motion to appoint Deputy Fire Marshals Amy Jerome and Alan Beebe as Deputy Building Safety Officers. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
- d. Transfer Reserves for Fire Marshal Vehicle. Presented by Fire Chief, Scott Cooney.
Selectboard Clerk, Mary Erdei made the motion to authorize the Town Manager to transfer funds from the Fire/Ambulance Reserve account for the purchase of a plug-in/hybrid vehicle from White River Toyota for the fire department. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
- e. Review Bids for Cardiac Monitor(s) for Fire Department. Presented by Fire Chief, Scott Cooney. This item was tabled until a future meeting later in the budget cycle.
- f. Approve Proposal to Establish Railroad Weathervane Steering Committee. Presented by Town Manager, John Haverstock.

It was decided the John Haverstock will contact the State to see if handing this over to the Hartford Historical Preservation Commission (HHPH) will meet their criteria. Jonathan Schechtman, Chair of the HHPH, was at this meeting and he would happily work on this project with the HHPH.

- g. Adopt Selectboard Budget Calendar
The updated calendar was distributed to the Selectboard.

VII. Commission Reports

HCOREI still has one vacancy- a student Liaison. A new Vice-Chair was elected by the commission for HCOREI and is member Susan Mullens.

Julia Lau met with the commission to discuss the District Equity Committee Work. Julia is the Hartford District Equity Coordinator. The goals for the Hartford School District for '24-'25 are:

- 1) Increase knowledge of 2 HSD Policies (Anti-Racism and Gender Inclusivity) and how to implement them at the classroom, school and district levels
 - 2) Begin Phase 1 of Restorative Practices through Advisory and Meeting Circles
 - 3) Begin writing a policy/resources centered around neurodiversity and disabilities
- ***Restorative Practices training was held on Sept 25 & 26 for HSD staff (20) across the district and will continue 7 more times throughout the year.

Meeting frequency and times were discussed and we are working on a trial period of operating once per month during busy months and 2x during months that are not as busy, and the meetings will be moved to 7pm rather than 6 pm. Think about budgetary needs as the season is upon us.

Hartford Conservation Commission

One guest from HACTC (Erika Schneider) discussed continuing the forestry educational partnership with them and informing the Commission of a new instructor with the program, Dan Gibson.

Several members from the Vermont Law and Graduate School were in attendance discussing Environmental Advocacy hoping to renew the agreement with HCC by the end of the calendar year. (Restoration and Invasives)

Discussion of the budget was an important part of the meeting, primarily because the costs that are going up in the budget are as a result of the amounts collected on Green Up Day. The HCC was over budget by \$300. The areas of concern are additional items that end up in the dumpster that are not supposed to be there, which means a surcharge and, as noted before, the higher costs of tires that must be disposed of since costs have risen from app. \$5/tire to \$15/tire. The Commission moved to use funds from other areas of the budget that have not been used to address this issue for now. More to be discussed later.

Family Forest Frolic with Sky Claud on 10/12/24 at 10 pm in Hurricane Forest
Hartford Community Coalition Block Party at Lyman Park, 10/18/24 at 3:30-5:45.

Planning Commission

On October 7th, the Planning Commission held a Public Hearing and approved an application by the Good Neighbor Health Clinic for a "Harm Reduction Vending Machine", and for a subdivision on the corner of Jericho Street and Newton Lane.

- VIII. Consent Agenda: **Selectboard Clerk, Mary Erdei made the motion to approve the Consent Agenda. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 10/12/2024

Approve A/P Manifest of: 10/11/24 & 10/15/2024

Approve Meeting Minutes of: 10/1/2024

Future Meetings: 10/29/2024; 11/12/2024; 11/14/2024 (Budget Meeting);
11/19/2024 (Budget Meeting); & 11/26/2024

- IX. Executive Session: **Selectboard Vice Chair, Kim Souza made the motion to find that there are legal matters involving the Town and premature general public knowledge would clearly place the Town and/or persons at a substantial disadvantage**

And

that the Selectboard go into executive session to discuss a pending legal matter in which the Town is involved and attorney-client communications made for the purpose of providing professional service, as set forth in 1 V.S.A. Section 3133(a) '(E) and (F).

Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Kim Souza made the motion to go into executive session to discuss an evaluation of a Town employee, pursuant to V.S.A. Section 3133 (a) (E). Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Mike Hoyt moved to come out of Executive session at 8:19 pm and Sue Buckholz second the motion. Vote was unanimous.

Mary Erdei moved that the Selectboard ratify the settlement of Little Tree v Town of Hartford, with the only financial contribution from the Town being its deductible of \$1000.00 with the remainder of the funds for the settlement being the amount paid by the Vermont League of Cities

and Towns' Property and Casualty Intermunicipal Fund (PACIF), \$21,500.00, that the Town issue a letter to Little Tree in the form negotiated and agreed to by the parties, and to authorize Town Manager John Haverstock to sign any necessary documents. Second by Sue Buckholz. Vote was unanimous.

- X. Adjourn the Selectboard Meeting
Selectboard Vice Chair, Kim Souza made the motion to adjourn the meeting at 8:20 PM. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Mary Erdei, Clerk
Selectboard Meeting October 15, 2024

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2:18PM

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Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0121	AMERICAN RECOVERY FUNDS					
036187	OTTER CREEK ENGINEERING, INC.			10/25/2024	2027	
24012	PROJ#6 NUTT,HARRISON&LATHAM WKS		0.00	\$4,348.75	0.00	4,348.75
	Desc:	PROJ#6 NUTT,HARRISON&LATHAM WKS	Acct: 25-985-121-0117	ARPA - Fund 50 -Nutt Lane,Harrison, La		
	Vendor Total:			4,348.75	0.00	4,348.75
041586	SANBORN, HEAD & ASSOCIATES, INC			10/25/2024	2028	
05005.003,0066244	PROJ#15 FEASIBILITY ANALYSIS PLAN		0.00	\$13,361.66	0.00	13,361.66
	Desc:	PROJ#15 FEASIBILITY ANALYSIS PLAN	Acct: 25-985-121-0109	ARPA - Solid Waste - Assessment		
	Vendor Total:			13,361.66	0.00	13,361.66
25-0121	K-9	Bank Total:			17,710.41	
25-0126	K-9					
018900	GOSLIN, MICHAEL	MICHAEL GOSLIN		10/25/2024	107	
10.04.2024	K9 FOOD REIMBURSEMENT		0.00	\$130.27	0.00	130.27
	Desc:	K9 FOOD	Acct: 25-985-211-0127	HPD K-9 Stanton Foundation		
	Vendor Total:			130.27	0.00	130.27
25-0126	Revaluation Reserve	Bank Total:			130.27	
25-0174	Revaluation Reserve					
059793	TYLER TECHNOLOGIES, INC			10/25/2024	1076	
060-115912	2025 REVALUATION CONTRACT-SEP'24		0.00	\$11,615.41	0.00	11,615.41
	Desc:	2025 REVALUATION CONTRACT-SEP'24	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:			11,615.41	0.00	11,615.41
25-0174	Fire & Ambulance	Bank Total:			11,615.41	
25-0221	Fire & Ambulance					
053170	WHITE RIVER MOTORS, INC	WHITE RIVER MOTORS, INC		10/25/2024	2004	
157963	CAR#5-FIRE MARSHAL-2024 RAV4		0.00	\$43,129.21	0.00	43,129.21
	Desc:	CAR#5-FIRE MARSHAL-2024 RAV4	Acct: 25-985-100-0221	Fire & Ambulance		
	Vendor Total:			43,129.21	0.00	43,129.21
25-0221	Highway Infastructure	Bank Total:			43,129.21	
25-0311	Highway Infastructure					
047075	TWO RIVERS-OTTAUQUECHEE REGION CO			10/25/2024	2019	
25-59	FY24 GIA TRORC TECHNICAL ASSISTANCE		0.00	\$1,500.00	0.00	1,500.00
	Desc:	FY24 GIA TRORC TECHNICAL ASSISTANCE	Acct: 25-985-100-0311	Highway Infrastructure		
	Vendor Total:			1,500.00	0.00	1,500.00
25-0311	PARKS - PLAYGROUND	Bank Total:			1,500.00	
25-0522	PARKS - PLAYGROUND					
036735	PATHWAYS CONSULTING, LLC			10/25/2024	101	
26814	TOPOGRAPHIC SURVEYING LYMAN POINT		0.00	\$3,900.00	0.00	3,900.00

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	TOPOGRAPHIC SURVEYING LYMAN POINT	Acct:	25-985-522-0055	PR -Lyman Point Park Playground		
		Vendor Total:			3,900.00	0.00	3,900.00
25-0522	Planning Capital Projects			Bank Total:		3,900.00	
25-0622	Planning Capital Projects						
005226	BETTER CITY, LLC				10/25/2024	1009	
2032	STRATEGIC PLANNING 10.01.24			0.00	\$900.00	0.00	900.00
	Desc:	STRATEGIC PLANNING 10.01.24	Acct:	25-985-622-0045	Grant Match - ED Consultant FYE 2022		
		Vendor Total:			900.00	0.00	900.00
048300	VALLEY NEWS		VALLEY NEWS		10/25/2024		1010
123440,447830	EC DEV CHAPTER UPDATE-COMMUNITY FOR			0.00	\$176.00	0.00	176.00
	Desc:	EC DEV CHAPTER UPDATE-COMMUNITY FOR	Acct:	25-985-622-0045	Grant Match - ED Consultant FYE 2022		
		Vendor Total:			176.00	0.00	176.00
25-0622	Town Office Renovation			Bank Total:		1,076.00	
25-8050	Town Office Renovation						
052370	WELD-TEK, INC				10/25/2024	1010	
22146	TH SIGN-MESSAGE BOARD WELDMENT			0.00	\$1,275.00	0.00	1,275.00
	Desc:	TH SIGN-MESSAGE BOARD WELDMENT	Acct:	25-985-100-8050	Town Office Renovation		
		Vendor Total:			1,275.00	0.00	1,275.00
25-8050	GENERAL FUND - MASCOMA			Bank Total:		1,275.00	
FUND 1 0	GENERAL FUND - MASCOMA						
000870	ADVANCE AUTO PARTS		ADVANCED AUTO PARTS		10/25/2024		92963
6084428569890	BRAKE DISCS			0.00	\$32.79	0.00	32.79
	Desc:	BRAKE DISCS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084428819239	TIE ROD END			0.00	\$32.62	0.00	32.62
	Desc:	TIE ROD END-AMB 19	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084429060015	OIL FILTER+ANTI GEL			0.00	\$178.89	0.00	178.89
	Desc:	OIL FILTER+ANTI GEL C3	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084429104961	AIR FILTERS			0.00	\$27.54	0.00	27.54
	Desc:	AIR FILTERS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084429204990	FILTERS			0.00	\$80.50	0.00	80.50
	Desc:	CABIN AIR FILTERS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084429204996	FILTERS			0.00	\$5.72	0.00	5.72
	Desc:	AIR FILTERS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084427869725	BATTERY PD-1			0.00	\$168.83	0.00	168.83
	Desc:	BATTERY PD-1	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Desc:	BATTERY PD-1	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084429205057	PARTS			0.00	\$28.60	0.00	28.60
	Desc:	AIR FILTERS	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084428104323	02 SENSOR, AIRFUEL SENSOR,OIL SEAL			0.00	\$127.13	0.00	127.13
	Desc:	02 SENSOR, AIRFUEL SENSOR,OIL SEAL	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084428287541	AIR FUEL SENSOR			0.00	\$56.12	0.00	56.12

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: AIR FUEL SENSOR		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084428404534	PARTS		0.00	\$246.87	0.00	246.87
	Desc: BLADES		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084428487574	PARTS		0.00	\$354.81	0.00	354.81
	Desc: WIPER BLADES FOR FLEET		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				1,340.42	0.00	1,340.42
001038	AHC CORP.			10/25/2024		92964
33847	LIFT INSPECTIONS		0.00	\$600.00	0.00	600.00
	Desc: LIFT INSPECTION		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc: LIFT INSPECTION		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				600.00	0.00	600.00
001170	AIRGAS, INC.		AIRGAS USA, LLC	10/25/2024		92965
9153810081	NITROGEN		0.00	\$43.64	0.00	43.64
	Desc: NITROGEN		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
9154121054	MED SUPPLIES		0.00	\$50.33	0.00	50.33
	Desc: MED O2		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
9154397581	SUPPLIES		0.00	\$37.36	0.00	37.36
	Desc: SUPPLIES		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:				131.33	0.00	131.33
001303	ALDRICH + ELLIOTT, PC			10/25/2024		92966
2019.002,82544	CSO ABATEMENT FD - SEP'24		90.77	\$90.77	0.00	90.77
	Desc: CSO ABATEMENT FD - SEP'24		Acct: 60-964-540-0000	RF1-271-1 CSO Plan Services		
Vendor Total:				90.77	0.00	90.77
001642	ALLARD'S PORTABLE TOILETS LLC			10/25/2024		92967
10056	PORTABLE TOILETS CLIFFORD & KILOWAT		0.00	\$435.00	0.00	435.00
	Desc: PORTABLE TOILETS CLIFFORD & KILOWAT		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				435.00	0.00	435.00
001645	ALLIANCE MECHANICAL INC.		ALLIANCE GROUP INC.	10/25/2024		92968
076082	STAIRWELL HEAT PUMP LEAKING		0.00	\$295.00	0.00	295.00
	Desc: STAIRWELL HEAT PUMP LEAKING		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
CM240198	HVAC MAINT - 142 IZZO PL		1,190.00	\$1,190.00	0.00	1,190.00
	Desc: HVAC MAINT - 142 IZZO PL		Acct: 65-963-318-0000	CONTRACTED SERVICES		
M240751	HVAC MAINT - 142 IZZO PL		2,625.00	\$2,625.00	0.00	2,625.00
	Desc: HVAC MAINT - 142 IZZO PL		Acct: 65-963-318-0000	CONTRACTED SERVICES		
075205	SERVER ROOM-NEW HEAT PUMP FAIL		0.00	\$535.00	0.00	535.00
	Desc: SERVER ROOM-NEW HEAT PUMP FAIL		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
075317	2ND FLOOR MULTIPLE HEAT PUMPS DOWN		0.00	\$4,958.86	0.00	4,958.86
	Desc: 2ND FLOOR MULTIPLE HEAT PUMPS DOWN		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
075423	FIN OFFICE-NEW EVAP COIL AC		0.00	\$1,657.63	0.00	1,657.63
	Desc: FIN OFFICE-NEW EVAP COIL AC		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
Vendor Total:				11,261.49	0.00	11,261.49
001650	ALLEN ENGINEERING POOLS AND SPAS			10/25/2024		92969

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
112-505548-01	3 STERNPAC		1,516.92	\$1,516.92	0.00	1,516.92
Desc: 3 STERNPAC		Acct: 65-963-340-0000		CHEMICALS		
112-505561-01	4 STERNPAC		1,949.96	\$1,949.96	0.00	1,949.96
Desc: 4 STERNPAC		Acct: 65-963-340-0000		CHEMICALS		
Vendor Total:				3,466.88	0.00	3,466.88
001670	ALTA CONSTRUCTION EQUIPMENT				10/25/2024	92970
SP6/43695	PARTS @ SIDEWALK MACHINE		0.00	\$2,491.25	0.00	2,491.25
Desc: PARTS @ SIDEWALK MACHINE		Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES		
Vendor Total:				2,491.25	0.00	2,491.25
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE			10/25/2024	92971
OCT'24	AFLAC INS OCT'24		0.00	\$2,262.30	0.00	2,262.30
Desc: AFLAC INS - OCT'24		Acct: 10-012-300-0270		ACCRUED AD&D PAYABLE		
Vendor Total:				2,262.30	0.00	2,262.30
002445	ANDERSON EQUIPMENT COMPANY (NY),IN				10/25/2024	92972
51240380820	GRADER REPAIR PARTS		0.00	\$41.60	0.00	41.60
Desc: GRADER REPAIR PARTS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
6124102010	GRADER REPAIRS LABOR + PARTS		0.00	\$1,793.13	0.00	1,793.13
Desc: GRADER REPAIRS LABOR + PARTS		Acct: 10-321-318-0000		DPW -CONTRACTED SERVICES		
Vendor Total:				1,834.73	0.00	1,834.73
004870	BENSON'S CHEVROLET, INC				10/25/2024	92973
90568	PITMAN ARM INSTALL @ H-10		0.00	\$567.84	0.00	567.84
Desc: PITMAN ARM INSTALL @ H-10		Acct: 10-321-318-0000		DPW -CONTRACTED SERVICES		
Vendor Total:				567.84	0.00	567.84
005226	BETTER CITY, LLC				10/25/2024	92974
2032	STRATEGIC PLANNING 10.01.24		1,350.00	\$1,350.00	0.00	1,350.00
Desc: STRATEGIC PLANNING 10.01.24		Acct: 70-622-318-7072		Municipal Planning #07110-MP-2023-Ha		
Vendor Total:				1,350.00	0.00	1,350.00
005520	BIG STATE INDUSTRIAL SUPPLY				10/25/2024	92975
1575352	SORBENT SOCK 10PK		399.98	\$399.98	0.00	399.98
Desc: SORBENT SOCK 10PK		Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
1575807	MATERIALS		181.70	\$181.70	0.00	181.70
Desc: MATERIALS		Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
Vendor Total:				581.68	0.00	581.68
005800	BLAKTOP INC.				10/25/2024	92976
33366	ASPHALT		1,249.56	\$1,673.05	0.00	1,673.05
Desc: ASPHALT - Pot Holes		Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
Desc: ASPHALT - Water Cuts		Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:				1,673.05	0.00	1,673.05
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC			10/25/2024	92977

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Vendor ID	Vendor Name					
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
85497862	MED SUPPLIES		0.00	\$1,648.95	0.00	1,648.95
Desc:	MED SUPPLIES	Acct: 10-221-331-0500		HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:				1,648.95	0.00	1,648.95
006965	BRADYPLUS OF VERMONT		BRADY INDUSTRIES		10/25/2024	92978
9352984	SUPPLIES FOR WABA STARTUP		0.00	\$599.17	0.00	599.17
Desc:	SUPPLIES FOR WABA STARTUP	Acct: 10-530-323-0000		PR -MATERIAL & SUPPLIES		
9355411	CLEANING SUPPLIES		0.00	\$9.01	0.00	9.01
Desc:	CLEANING SUPPLIES	Acct: 10-161-323-0000		TH -MATERIAL & SUPPLIES		
9369600	CLEANING SUPPLIES		0.00	\$38.75	0.00	38.75
Desc:	CLEANING SUPPLIES	Acct: 10-421-323-0000		SEN -MATERIAL & SUPPLIES		
Vendor Total:				646.93	0.00	646.93
007760	BURLINGTON COMMUNICATIONS				10/25/2024	92979
BCS15665	CABLES, REMOTE MOUNT		0.00	\$215.96	0.00	215.96
Desc:	CABLES, REMOTE MOUNT	Acct: 10-221-320-0100		HFD -EQUIP OPERATION-COMMUNIC		
Vendor Total:				215.96	0.00	215.96
008120	C-CLEAR AUTO GLASS I NC				10/25/2024	92980
W018380	PD-8 WINDSHIELD REPAIR		0.00	\$80.00	0.00	80.00
Desc:	PD-8 WINDSHIELD REPAIR	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				80.00	0.00	80.00
009165	CENTRISYS CORPORATION				10/25/2024	92981
PSI-34971	GREASE CARTRIDGE @ AUTO GREASER		692.19	\$692.19	0.00	692.19
Desc:	GREASE CARTRIDGE @ AUTO GREASER	Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
Vendor Total:				692.19	0.00	692.19
009460	CHAMPLAIN VALLEY EQUIPMENT INC				10/25/2024	92982
CM09531	FILTERS H-120		0.00	\$544.91	0.00	544.91
Desc:	H-120 Cab, Air, Eng, Hyd, Fuel filt	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				544.91	0.00	544.91
009737	CHIPPERS, a Davey Company				10/25/2024	92983
918978981	TREE SURGERY-HTFD LIBRARY 1587 MAPL		0.00	\$1,700.00	0.00	1,700.00
Desc:	TREE SURGERY-HTFD LIBRARY 1587 MAPL	Acct: 10-115-101-0201		BC -TREE WARDEN		
Vendor Total:				1,700.00	0.00	1,700.00
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M		10/25/2024	92984
4201244116	UNIFORM CLEANING		0.00	\$87.72	0.00	87.72
Desc:	UNIFORM CLEANING	Acct: 10-325-326-0000		DPW -UNIFORMS		
4206994999	MECH LAUNDRY		0.00	\$45.70	0.00	45.70
Desc:	MECH LAUNDRY	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
4207716383	UNIFORM CLEANING		0.00	\$98.11	0.00	98.11
Desc:	UNIFORM CLEANING	Acct: 10-325-326-0000		DPW -UNIFORMS		
4207716392	MECHANIC LAUNDRY		0.00	\$45.70	0.00	45.70
Desc:	MECHANIC LAUNDRY	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		

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4208434081	MECHANIC LAUNDRY	0.00	\$45.70	0.00	45.70
Desc: MECHANIC LAUNDRY	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
4208434096	UNIFORM CLEANING	0.00	\$98.11	0.00	98.11
Desc: UNIFORM CLEANING	Acct: 10-325-326-0000		DPW -UNIFORMS		
Vendor Total:			421.04	0.00	421.04
009840	CIVICPLUS, INC	CIVICPLUS, INC		10/25/2024	92985
314422	CIVICPLUS ONLINE TRAINING-COMM&MEDI	120.00	\$150.00	0.00	150.00
Desc: CIVICPLUS ONLINE TRAINING-COMM&MEDI	Acct: 10-121-330-0000		TM -OFFICE EQUIPMENT		
Desc: CIVICPLUS ONLINE TRAINING-COMM&MEDI	Acct: 50-955-330-0000		OFFICE EQUIPMENT		
Desc: CIVICPLUS ONLINE TRAINING-COMM&MEDI	Acct: 55-955-330-0000		OFFICE EQUIPMENT		
Desc: CIVICPLUS ONLINE TRAINING-COMM&MEDI	Acct: 60-965-330-0000		OFFICE EQUIPMENT		
Desc: CIVICPLUS ONLINE TRAINING-COMM&MEDI	Acct: 65-965-330-0000		OFFICE EQUIPMENT		
Vendor Total:			150.00	0.00	150.00
010257	CLEAR VIEW WINDOW SERVICE			10/25/2024	92986
3836	WINDOW CLEANING - TH	0.00	\$1,513.00	0.00	1,513.00
Desc: WINDOW CLEANING - TH	Acct: 10-161-318-0000		TH -CONTRACTED SERVICES		
Vendor Total:			1,513.00	0.00	1,513.00
010285	CLIFFORD, ERIC	ERIC CLIFFORD		10/25/2024	92987
10.19.24	REIMBURSEMENT	0.00	\$171.31	0.00	171.31
Desc: HANDCUFF AND MAGAZINE POUCHES	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Desc: PEPPER SPRAY AND PORT RADIO CASE	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			171.31	0.00	171.31
010735	COLLINS, TROY	TROY COLLINS		10/25/2024	92988
SEP-OCT'24	GYM REIMBURSEMENT	0.00	\$82.00	0.00	82.00
Desc: GYM REIMBURSEMENT T.C.	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
Vendor Total:			82.00	0.00	82.00
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT		10/25/2024	92989
9431-1049962	BACK UP HEATER @ RADIO TOWER	0.00	\$440.52	0.00	440.52
Desc: BACK UP HEATER @ RADIO TOWER	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
Desc: BACK UP HEATER @ RADIO TOWER	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
Desc: BACK UP HEATER - DISCOUNT	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
Desc: BACK UP HEATER - DISCOUNT	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
9431-1050596	LIGHT BULBS	0.00	\$84.67	0.00	84.67
Desc: LIGHT BULBS	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
Desc: LIGHT BULBS-DISCOUNT	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
9431-1050608	LIGHT BULBS	0.00	\$211.68	0.00	211.68
Desc: LIGHT BULBS	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
Desc: LIGHT BULBS - DISCOUNT	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			736.87	0.00	736.87
011530	CORELOGIC RE TAX SERVICE			10/25/2024	92990
2025 TAX BOA	REFUND BOA TAX FYE 25 - PID#12-117	0.00	\$1,725.23	0.00	1,725.23
Desc: REFUND BOA TAX FYE 25 - PID#12-117	Acct: 10-030-100-0200		CURRENT TAXES - ABATEMENTS		

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Vendor Total:				1,725.23	0.00	1,725.23
011599	COTA & COTA, INC.				10/25/2024	92991
634081	TOILET REPAIR		0.00	\$125.00	0.00	125.00
Desc:	TOILET REPAIR		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
634540	WATER LEAK		0.00	\$62.50	0.00	62.50
Desc:	WATER LEAK		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:				187.50	0.00	187.50
011825	COURTEMANCHE, KAELYN		KAELYN COURTEMANCHE		10/25/2024	92992
09.16.24-10.02.24	FIELD HOCKEY GAMES OFFICIAL		0.00	\$400.00	0.00	400.00
Desc:	FIELD HOCKEY GAMES OFFICIAL		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				400.00	0.00	400.00
011848	CRAFTSTUDIES, INC.				10/25/2024	92993
10.16.2024	AFTERSCHOOL PROG - SEP 17 + OCT 15		0.00	\$525.00	0.00	525.00
Desc:	AFTERSCHOOL PROG - SEP 17 + OCT 15		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				525.00	0.00	525.00
013575	DELL MARKETING L.P.				10/25/2024	92994
10773603556	GIS SPILLMAN LAPTOP		0.00	\$2,460.46	0.00	2,460.46
Desc:	GIS SPILLMAN LAPTOP		Acct: 10-221-330-0000	HFD -OFFICE EQUIPMENT		
Vendor Total:				2,460.46	0.00	2,460.46
013653	DENNISON LUBRICANTS INC				10/25/2024	92995
3790846	OIL		0.00	\$497.75	0.00	497.75
Desc:	OIL		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
3792516	OIL		0.00	\$370.00	0.00	370.00
Desc:	OIL		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Desc:	OIL		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				867.75	0.00	867.75
014447	DUFRESNE GROUP				10/25/2024	92996
19055	WILDR WATER MAIN FD - SEP'24		5,255.35	\$5,255.35	0.00	5,255.35
Desc:	WILDR WATER MAIN FD - SEP'24		Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE		
Vendor Total:				5,255.35	0.00	5,255.35
015001	EAGLE POINT GUN/T.J.MORRIS&SON				10/25/2024	92997
124813	AMMUNITION		0.00	\$4,000.00	0.00	4,000.00
Desc:	AMMUNITION		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:				4,000.00	0.00	4,000.00
015500	ENDYNE, INC				10/25/2024	92998
507779	TESTING		220.00	\$220.00	0.00	220.00
Desc:	TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES		
508414	TESTING		18.00	\$18.00	0.00	18.00
Desc:	TESTING		Acct: 55-954-318-0000	CONTRACTED SERVICES		

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508415	TESTING	72.00	\$72.00	0.00	72.00	
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES			
508628	TESTING	90.00	\$90.00	0.00	90.00	
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
508763	HTFD BIOSOLIDS	365.00	\$365.00	0.00	365.00	
Desc: HTFD BIOSOLIDS		Acct: 60-961-318-0000	CONTRACTED SERVICES			
Vendor Total:			765.00	0.00	765.00	
015815	EVANS GROUP INC	EVANS GROUP INC.		10/25/2024	92999	
9178999	FUEL - SEP'24	0.00	\$2,870.28	0.00	2,870.28	
Desc: FUEL - SEP'24		Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS			
Vendor Total:			2,870.28	0.00	2,870.28	
016080	CONSOLIDATED COMMUNICATIONS			10/25/2024	93000	
111020181918OCT'24	QUE WW PLANT - INTERNET	52.96	\$52.96	0.00	52.96	
Desc: QUE WW PLANT - INTERNET		Acct: 65-963-324-0000	TELEPHONE			
122569096956OCT'24	INTERNET-LF	61.44	\$61.44	0.00	61.44	
Desc: INTERNET-LF		Acct: 30-971-324-0000	TELEPHONE			
14091736024OCT'24	INTERNET-WABA	0.00	\$453.48	0.00	453.48	
Desc: INTERNET-WABA		Acct: 10-530-324-0000	PR -Telephone			
14362366935OCT'24	INTERNET-HEMLOCK RIDGE	88.22	\$88.22	0.00	88.22	
Desc: INTERNET-HEMLOCK RIDGE		Acct: 50-952-324-0000	TELEPHONE			
8022957049639OCT'24	INTERNET-SPORTS PARK PUMP	60.27	\$60.27	0.00	60.27	
Desc: INTERNET-SPORTS PARK PUMP		Acct: 60-964-324-0000	TELEPHONE			
8022959708618OCT'24	INTERNET-MAXFIELD PUMP HOUSE	64.79	\$64.79	0.00	64.79	
Desc: INTERNET-MAXFIELD PUMP HOUSE		Acct: 60-964-324-0000	TELEPHONE			
Vendor Total:			781.16	0.00	781.16	
016390	FASTENAL COMPANY			10/25/2024	93001	
NHCLA141722	PARTS	0.00	\$57.03	0.00	57.03	
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
NHCLA141836	MATERIALS	0.00	\$47.75	0.00	47.75	
Desc: MATERIALS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
Vendor Total:			104.78	0.00	104.78	
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576		10/25/2024	93002	
1252423	PARTS	124.10	\$124.10	0.00	124.10	
Desc: PARTS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
1252931	PARTS - WATER LEAK N MAIN ST	31.20	\$31.20	0.00	31.20	
Desc: PARTS - WATER LEAK N MAIN ST		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
1253852	MAXFIELD DRAINAGE MATERIALS	0.00	\$32.82	0.00	32.82	
Desc: MAXFIELD DRAINAGE MATERIALS		Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES			
Vendor Total:			188.12	0.00	188.12	
017110	FISHER AUTO PARTS, INC			10/25/2024	93003	
301-208963	OIL GREASE	0.00	\$18.16	0.00	18.16	
Desc: OIL GREASE		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
301-208970	PD-7 PARTS	0.00	\$22.00	0.00	22.00	

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	Desc: PD-7 PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
301-209390	TRAILER CONNECTOR KIT	0.00	\$8.04	0.00	8.04
	Desc: TRAILER CONNECTOR KIT	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-209462	HYDRAULIC FLUIDS	0.00	\$35.91	0.00	35.91
	Desc: HYDRAULIC FLUIDS	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
301-209549	PARTS	0.00	\$24.53	0.00	24.53
	Desc: PARTS - AMB 16	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-209550	PD-7 PARTS	0.00	\$26.97	0.00	26.97
	Desc: PD-7 PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
301-209845	PARTS	0.00	\$10.70	0.00	10.70
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-210107	LIGHTS	0.00	\$36.94	0.00	36.94
	Desc: LIGHTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-210108	BRUSH	0.00	\$17.09	0.00	17.09
	Desc: BRUSH	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-210428	BATTERY - SHOP LIFTS	0.00	\$341.82	0.00	341.82
	Desc: BATTERY - SHOP LIFTS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-210429	TRAILER CONNECTOR KIT	0.00	\$33.87	0.00	33.87
	Desc: TRAILER CONNECTOR KIT	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-355146	RETURNED PARTS	-135.48	\$-135.48	0.00	-135.48
	Desc: RETURNED PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: RETURNED PARTS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
	Desc: RETURNED PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-355297	FILTERS	0.00	\$261.22	0.00	261.22
	Desc: FILTERS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-355402	SWITCH	0.00	\$74.74	0.00	74.74
	Desc: SWITCH	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-355417	OIL GREASE / FILTERS	95.98	\$95.98	0.00	95.98
	Desc: OIL GREASE / FILTERS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: OIL GREASE / FILTERS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			872.49	0.00	872.49
017160	UNITED AG & TURF NE, LLC			10/25/2024	93004
10829958	FILTERS	0.00	\$291.83	0.00	291.83
	Desc: FILTERS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
10835266	PRIMARY FUEL FILTER	0.00	\$38.13	0.00	38.13
	Desc: PRIMARY FUEL FILTER	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			329.96	0.00	329.96
017301	FOGG'S LUMBER AND HARDWARE			10/25/2024	93005
298225/6	MATERIALS	0.00	\$92.55	0.00	92.55
	Desc: MATERIALS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
298339/6	MATERIALS	0.00	\$13.98	0.00	13.98
	Desc: MATERIALS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
298502/6	MATERIALS	0.00	\$76.00	0.00	76.00
	Desc: MATERIALS	Acct: 10-314-323-0000	DPW -MATERIAL & SUPPLIES		
298882/6	MATERIALS @ MAXFIELD GROUNDS	0.00	\$131.97	0.00	131.97
	Desc: MATERIALS @ MAXFIELD GROUNDS	Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES		

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299029/6	MATERIALS @ MAXFIELD GROUNDS		0.00	\$851.71	0.00	851.71
Desc:	MATERIALS @ MAXFIELD GROUNDS		Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES		
299318/6	MATERIALS - WATER LEAK N.MAIN ST		69.50	\$69.50	0.00	69.50
Desc:	MATERIALS - WATER LEAK N.MAIN ST		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
299665/6	MATERIALS-WINTERIZATION POOL		0.00	\$23.99	0.00	23.99
Desc:	MATERIALS-WINTERIZATION POOL		Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
299724/6	MATERIALS		0.00	\$90.00	0.00	90.00
Desc:	MATERIALS		Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES		
301-206085	PARTS		0.00	\$22.99	0.00	22.99
Desc:	PARTS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
301-206955	OIL		0.00	\$20.86	0.00	20.86
Desc:	OIL		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Vendor Total:				1,393.55	0.00	1,393.55
017313	FOLSOM, DEREK R		DEREK R FOLSOM		10/25/2024	93006
09.13.24-10.18.24	NFL FLAG OFFICIAL		0.00	\$275.00	0.00	275.00
Desc:	NFL FLAG OFFICIAL		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				275.00	0.00	275.00
019100	GOVE, ANTHONY		ANTHONY GOVE		10/25/2024	93007
10.13.2024	REIMBURSEMENT CLOTH		0.00	\$224.98	0.00	224.98
Desc:	Clothing/Boot Allowance per CBA		Acct: 10-325-326-0000	DPW -UNIFORMS		
Vendor Total:				224.98	0.00	224.98
019390	GRAINGER				10/25/2024	93008
9282613125	TARP		113.97	\$113.97	0.00	113.97
Desc:	TARP		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:				113.97	0.00	113.97
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		10/25/2024	93009
92124869873OCT'24	43 HIGHLAND AVE - POOL		0.00	\$75.25	0.00	75.25
Desc:	43 HIGHLAND AVE - POOL		Acct: 10-530-329-0000	PR -ELECTRICITY		
97303200006OCT'24	NOYES LN PUMP		52.75	\$52.75	0.00	52.75
Desc:	NOYES LN PUMP		Acct: 65-964-329-0000	ELECTRICITY		
23833000005OCT'24	ROUTE 5 HIGHLAND AVE		0.00	\$77.37	0.00	77.37
Desc:	ROUTE 5 HIGHLAND AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
49672200000OCT'24	RTE WEST HTFD & QUE ST		0.00	\$561.92	0.00	561.92
Desc:	RTE WEST HTFD & QUE ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
68053200009OCT'24	RT 14 W HARTFORD LIB		0.00	\$216.17	0.00	216.17
Desc:	RT 14 W HARTFORD LIB		Acct: 10-524-329-0000	PR -ELECTRICITY		
Vendor Total:				983.46	0.00	983.46
019901	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		10/25/2024	93010
523749	POLE RENT - OCT-DEC 2024		0.00	\$1,272.00	0.00	1,272.00
Desc:	POLE RENT - OCT-DEC 2024		Acct: 10-314-329-0000	DPW -ELECTRICITY		
Vendor Total:				1,272.00	0.00	1,272.00
020223	G. STONE COMMERCIAL DIVISION LLC				10/25/2024	93011

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96384	PARTS @ EXCAVATOR		0.00	\$590.07	0.00	590.07
Desc:	PARTS @ EXCAVATOR		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				590.07	0.00	590.07
020701	HANOVER, TOWN OF		TOWN OF HANOVER		10/25/2024	93012
02247	TOWER RENTAL		0.00	\$562.61	0.00	562.61
Desc:	TOWER RENTAL		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
Vendor Total:				562.61	0.00	562.61
022400	HERRIN, RANDY		RANDALL HERRIN		10/25/2024	93013
OCT'24-SEP'25	UVAC MEMBERSHIP REIMBURSEMENT		246.00	\$246.00	0.00	246.00
Desc:	UVAC MEMBERSHIP R.H. OCT'24-SEP'25		Acct: 60-961-313-0000	MEMBERSHIP DUES		
Vendor Total:				246.00	0.00	246.00
022515	HESS & GEHRIS PLLC				10/25/2024	93014
7302	STRATEGIC PLANNING SESSION SB-TRAIN		0.00	\$1,500.00	0.00	1,500.00
Desc:	STRATEGIC PLANNING SESSION SB-TRAIN		Acct: 10-111-315-0000	SB -RECRUITMENT & TRAINING		
Vendor Total:				1,500.00	0.00	1,500.00
023446	LEGACY PLUMBING AND HEATING LLC				10/25/2024	93015
2873	INSTALL - NEW SINGLE HEAT PUMP SYS		0.00	\$3,165.00	0.00	3,165.00
Desc:	INSTALL - NEW SINGLE HEAT PUMP SYS		Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		
Desc:	INSTALL - NEW SINGLE HEAT PUMP SYS		Acct: 10-271-321-0100	DISP -REPAIRS & MAINT - BUILDING		
Desc:	INSTALLATION OF HEATER		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
Vendor Total:				3,165.00	0.00	3,165.00
023473	INGRAM LIBRARY SERVICES LLC				10/25/2024	93016
84280224	BOOKS		0.00	\$411.83	0.00	411.83
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
84280225	BOOKS		0.00	\$11.24	0.00	11.24
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
84301224	BOOKS		0.00	\$19.13	0.00	19.13
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:				442.20	0.00	442.20
024225	INTOXIMETERS INC				10/25/2024	93017
771716	REPAIRS		0.00	\$316.75	0.00	316.75
Desc:	REPAIRS		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:				316.75	0.00	316.75
024335	ISUN, INC				10/25/2024	93018
INV-ISI-002362	SOLAR ARRAY - JUL'24		6,298.92	\$6,298.92	0.00	6,298.92
Desc:	SOLAR ARRAY - JUL'24		Acct: 65-963-329-0000	ELECTRICITY		
Vendor Total:				6,298.92	0.00	6,298.92
025715	KEY CHEVROLET OF WHITE RIVER				10/25/2024	93019
48814	H-111 PARTS		0.00	\$459.02	0.00	459.02

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: H-111 PARTS		Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
Vendor Total:				459.02	0.00	459.02
026040	KOFILE, INC	KOFILE, INC		10/25/2024		93020
	INV-KT-017949	3 LAND RECORD BOOKS+3 REAMS PAPER	0.00	\$937.07	0.00	937.07
	Desc: 3 LAND RECORD BOOKS+3 REAMS PAPER		Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
Vendor Total:				937.07	0.00	937.07
026051	KOLOSKI PLUMBING & HEATING, LLC			10/25/2024		93021
	3125	Sink repair and replacement of fixt	0.00	\$1,469.80	0.00	1,469.80
	Desc: Sink repair and replacement of fixt		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				1,469.80	0.00	1,469.80
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		10/25/2024		93022
	4333626,7881	#2 OIL 183.3G@\$2.7821 LANDFILL	515.46	\$515.46	0.00	515.46
	Desc: #2 OIL 183.3G@\$2.7821 LANDFILL		Acct: 30-971-327-0000	BUILDING HEAT		
Vendor Total:				515.46	0.00	515.46
027755	LEONARD, TIMOTHY A	TIMOTHY A. LEONARD		10/25/2024		93023
	09.13.24-10.16.24	NFL FLAG OFFICIAL	0.00	\$110.00	0.00	110.00
	Desc: NFL FLAG OFFICIAL		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				110.00	0.00	110.00
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS		10/25/2024		93024
	NOV'24	REIMBURSEMENT NOV'24	0.00	\$837.50	0.00	837.50
	Desc: Ret Reimb Nov 24 - W.L		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:				837.50	0.00	837.50
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN		10/25/2024		93025
	OCT'24	Ret reimb Oct 2024	0.00	\$399.36	0.00	399.36
	Desc: Ret reimb Oct 2024		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:				399.36	0.00	399.36
028848	MADISON NATIONAL LIFE INSURANCE CO,			10/25/2024		93026
	NOV'24	LIFE INS - NOV'24	286.50	\$2,732.12	0.00	2,732.12
	Desc: Life insurance - Nov24		Acct: 10-121-240-0000	TM -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-151-240-0000	TC -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-181-240-0000	IT -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-211-240-0000	HPD -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-221-240-0000	HFD -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-271-240-0000	DISP -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-312-240-0000	DPW -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-325-240-0000	DPW -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-511-240-0000	PR -LIFE INSURANCE		
	Desc: Life insurance - Nov24		Acct: 10-514-240-0000	PR -LIFE INSURANCE		

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	Desc: Life insurance - Nov24	Acct: 10-530-240-0000	PR -LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 10-621-240-0000	PDZ -LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 10-622-240-0000	PDZ -LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 30-974-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 30-975-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 50-954-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 50-955-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 55-955-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 60-961-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 50-955-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 65-963-240-0000	LIFE INSURANCE			
	Desc: Life insurance - Nov24	Acct: 65-965-240-0000	LIFE INSURANCE			
	Vendor Total:		2,732.12	0.00		2,732.12
028849	MADISON NATIONAL LIFE INSURANCE			10/25/2024		93027
	2024 Q3 FICA/MEDICARE Q3 2024 STD 2 EMP	0.00	\$437.14	0.00		437.14
	Desc: FICA/MEDICARE Q3 2024 STD 2 EMP	Acct: 10-012-200-0120	FICA/MEDICARE TAXES PAYABLE			
	Vendor Total:		437.14	0.00		437.14
028850	MAGEE OFFICE EQUIPMENT INC.			10/25/2024		93028
	C-01635485 LEASE-WIDE COPIER-NOV'24-FEB'25	0.00	\$537.50	0.00		537.50
	Desc: LEASE-WIDE COPIER-NOV'24-FEB'25	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
	Vendor Total:		537.50	0.00		537.50
029010	MAINE OXY ACETYLENE SUPPLY CO	MAINE OXY		10/25/2024		93029
	3003059042 CALIBRATION METERS	0.00	\$162.07	0.00		162.07
	Desc: CALIBRATION METERS	Acct: 10-221-331-0300	HFD -HAZMAT EQUIPMENT			
	Vendor Total:		162.07	0.00		162.07
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK		10/25/2024		93030
	700005551 10.09.24 PRE-EMPLOYMENT EXAM S.T.	0.00	\$140.00	0.00		140.00
	Desc: PRE-EMPLOYMENT EXAM S.T.	Acct: 10-325-315-0000	DPW -RECRUITMENT & TRAINING			
	Vendor Total:		140.00	0.00		140.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		10/25/2024		93031
	249360341 2 CS PAPERS	0.00	\$91.98	0.00		91.98
	Desc: 2 CS PAPERS	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
	249652090 TONER	84.99	\$84.99	0.00		84.99
	Desc: TONER	Acct: 60-965-323-0000	MATERIAL & SUPPLIES			
	249762243 SUPPLIES	0.00	\$53.80	0.00		53.80
	Desc: SUPPLIES	Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES			
	249881292 PINK PAPER	29.97	\$29.97	0.00		29.97
	Desc: PINK PAPER	Acct: 50-955-323-0000	MATERIAL & SUPPLIES			
	Desc: PINK PAPER	Acct: 55-955-323-0000	MATERIALS & SUPPLIES			
	Desc: PINK PAPER	Acct: 60-965-323-0000	MATERIAL & SUPPLIES			
	Desc: PINK PAPER	Acct: 65-965-323-0000	MATERIALS & SUPPLIES			
	250010758 OFFICE SUPPLIES - WALL CALENDARS	0.00	\$41.71	0.00		41.71
	Desc: OFFICE SUPPLIES - WALL CALENDARS	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			
	249741254 NOTE PADS	0.00	\$24.49	0.00		24.49

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	Desc: NOTE PADS	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	Vendor Total:		326.94	0.00	326.94
030180	LOWELL MCLEODS, INC		10/25/2024		93032
25878	DRAG LINK + INSTALL + ALIGNMENT	0.00	\$903.29	0.00	903.29
	Desc: DRAG LINK + INSTALL + ALIGNMENT	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
	Vendor Total:		903.29	0.00	903.29
031660	MORE WASTE SOLUTIONS LLC	MORE WASTE SOLUTIONS LLC	10/25/2024		93033
72103	TRASH PICK-UP APRIL-SEPT 2024	0.00	\$180.00	0.00	180.00
	Desc: TRASH PICK-UP APRIL-SEPT 2024	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		180.00	0.00	180.00
031735	MORSE, SARAH A	SARAH A MORSE	10/25/2024		93034
SEP-OCT'24	REIMBURSEMENT GYM MEMBERSHIP	0.00	\$40.06	0.00	40.06
	Desc: GYM REIMBURSEMENT-OCTOBER	Acct: 10-271-313-0000	DISP -MEMBERSHIP DUES		
	Desc: GYM REIMBURSEMENT- SEPTEMBER	Acct: 10-271-313-0000	DISP -MEMBERSHIP DUES		
	Vendor Total:		40.06	0.00	40.06
031875	MOTOROLA SOLUTIONS, INC		10/25/2024		93035
8282001205	PD#1-MOBILE RADIO MOTOROLA APX 8500	0.00	\$8,796.19	0.00	8,796.19
	Desc: PD#1-MOBILE RADIO MOTOROLA APX 8500	Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS		
	Vendor Total:		8,796.19	0.00	8,796.19
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC	10/25/2024		93036
IN2119038	UNIFORMS	0.00	\$70.45	0.00	70.45
	Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2131879	UNIFORMS	0.00	\$708.08	0.00	708.08
	Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2132513	UNIFORMS	0.00	\$399.39	0.00	399.39
	Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2133364	UNIFORMS	0.00	\$1,351.95	0.00	1,351.95
	Desc: UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		2,529.87	0.00	2,529.87
031998	MURPHY, RYAN M	RYAN M MURPHY	10/25/2024		93037
10.23-24.24	REIMBURSEMENT	0.00	\$481.45	0.00	481.45
	Desc: CDL License R.M.	Acct: 10-325-317-0000	DPW -PERMITS AND LICENSES		
	Desc: Boot & Clothing Allowance CBA R.M.	Acct: 10-325-326-0000	DPW -UNIFORMS		
	Vendor Total:		481.45	0.00	481.45
033981	NH EMERGENCY DISPATCHERS ASSOCIAT		10/25/2024		93038
JEBMCPUN	RIT TRAINING	0.00	\$65.00	0.00	65.00
	Desc: RIT TRAINING C.O'B.	Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		
LB8ZK8ZH	LEADERSHIP SUMMIT A.H.	0.00	\$40.00	0.00	40.00
	Desc: LEADERSHIP SUMMIT A.H.	Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		
NLN9UD7N	LEADERSHIP SUMMIT	0.00	\$40.00	0.00	40.00
	Desc: LEADERSHIP SUMMIT J.M.	Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		

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XDTEY8GL	RIT TRAINING	0.00	\$65.00	0.00	65.00
Desc: RIT TRAINING J.M.		Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		
Vendor Total:			210.00	0.00	210.00
034800	NORTHEAST DELTA DENTAL		10/25/2024		93039
NOV'24	DENTAL INS - NOV'24	1,218.15	\$9,603.59	0.00	9,603.59
Desc: Dental Ins - Nov24		Acct: 10-121-230-0000	TM -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-151-230-0000	TC -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-171-230-0000	FIN -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-174-230-0000	ASE -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-175-230-0000	DEL -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-181-230-0000	IT -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-211-230-0000	HPD -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-221-230-0000	HFD -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-271-230-0000	DISP -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-312-230-0000	DPW -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-325-230-0000	DPW -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-511-230-0000	PR -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-514-230-0000	PR -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-530-230-0000	PR -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-621-230-0000	PDZ -DENTAL		
Desc: Dental Ins - Nov24		Acct: 10-622-230-0000	PDZ -DENTAL		
Desc: Dental Ins - Nov24		Acct: 30-975-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 50-954-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 50-955-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 55-955-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 60-961-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 60-965-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 65-963-230-0000	DENTAL		
Desc: Dental Ins - Nov24		Acct: 65-965-230-0000	DENTAL		
Vendor Total:			9,603.59	0.00	9,603.59
034925	NORTHEAST RESOURCE RECOVERY ASSC		10/25/2024		93040
140267	Propane, Freon & Transportation	1,156.25	\$1,156.25	0.00	1,156.25
Desc: Propane, Freon & Transportation		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,156.25	0.00	1,156.25
035050	NORTHERN NURSERIES INC		10/25/2024		93041
218660	FOOD FOREST-SUPPLIES	0.00	\$106.75	0.00	106.75
Desc: FOOD FOREST-SUPPLIES		Acct: 10-627-323-0000	PDZ -Materials & Supplies		
Vendor Total:			106.75	0.00	106.75
035545	NUCAR FORD OF LEBANON		10/25/2024		93042
102063	AXEL AND RETAINER	0.00	\$128.43	0.00	128.43
Desc: AXEL AND RETAINER		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
842	WHEEL ALIGNMENT - AMB 19	0.00	\$179.95	0.00	179.95
Desc: WHEEL ALIGNMENT - AMB 19		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:			308.38	0.00	308.38

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035780	O'REILLY AUTO PARTS				10/25/2024	93043
	5698-350560	PARTS	0.00	\$147.87	0.00	147.87
	Desc: CV SHIFT		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			147.87	0.00	147.87
036695	PARRO'S GUN SHOP & POLICE				10/25/2024	93044
	115815	BP VEST	780.95	\$1,721.89	0.00	1,721.89
	Desc: BP VEST		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: BP VEST		Acct: 72-211-326-0100	Bullet proof vests		
	115958	2 BP VESTS	1,561.89	\$3,460.78	0.00	3,460.78
	Desc: 2 BP VESTS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: 2 BP VESTS		Acct: 72-211-326-0100	Bullet proof vests		
	Vendor Total:			5,182.67	0.00	5,182.67
036697	PARSONS ENVIRONMENT		JP MORGAN CHASE		10/25/2024	93045
	12933 STATEMENT	INSPECTIONS	0.00	\$18.08	0.00	18.08
	Desc: INSPECTIONS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc: INSPECTIONS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			18.08	0.00	18.08
037276	PETE'S TIRE BARNS, INC				10/25/2024	93046
	7539/16	TIRES @ TRAILER	0.00	\$356.00	0.00	356.00
	Desc: TIRES @ TRAILER		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			356.00	0.00	356.00
037450	PIKE INDUSTRIES INC				10/25/2024	93047
	1301426	ASPHALT - WATER CUTS	280.44	\$280.44	0.00	280.44
	Desc: ASPHALT - WATER CUTS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	1303082	STONE - TAFTSVILLE RIVER RD	1,513.98	\$1,513.98	0.00	1,513.98
	Desc: STONE - TAFTSVILLE RIVER RD		Acct: 12-500-311-0001	STORM 7.9.23 MATERIALS - 311		
	1301116	STONE-GREELY SHINPIKE	0.00	\$86.45	0.00	86.45
	Desc: STONE-GREELY SHINPIKE		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	1303089	STONE-WATER LEAK CHURCH STREET	98.94	\$98.94	0.00	98.94
	Desc: STONE-WATER LEAK CHURCH STREET		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:			1,979.81	0.00	1,979.81
037670	FERGUSON ENTERPRISES INC #3326		FERGUSON ENTERPRISES INC #3326		10/25/2024	93048
	0270535	BOOST PUMP	2,422.10	\$2,422.10	0.00	2,422.10
	Desc: BOOST PUMP		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
	Desc: BOOST PUMP		Acct: 55-954-321-0100	REPAIRS & MAINT - BUILDING		
	Vendor Total:			2,422.10	0.00	2,422.10
037751	PONZONI, JOAN		JOAN M. PONZONI		10/25/2024	93049
	OCT'24	RETIREE REIMBURSEMENT	306.50	\$383.12	0.00	383.12
	Desc: Ret reimb Oct 24		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret reimb Oct 24		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret reimb Oct 24		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret reimb Oct 24		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		

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	Desc: Ret reimb Oct 24		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Vendor Total:			383.12	0.00	383.12
039510	RC CLEANING LLC		RC CLEANING LLC	10/25/2024		93050
323	STEAM CLEAN BLEACHER FLOOR-WABA		0.00	\$1,400.00	0.00	1,400.00
	Desc: STEAM CLEAN BLEACHER FLOOR-WABA		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
320	CLEANING SERVICES - SEP'24		0.00	\$2,628.08	0.00	2,628.08
	Desc: CLEANING SERVICES - SEP'24		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
335	CARPET CLEANING		0.00	\$1,200.00	0.00	1,200.00
	Desc: CARPET CLEANING		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Desc: CARPET CLEANING		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: CARPET CLEANING		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
321	CLEANING SERVICES - SEP'24		0.00	\$1,356.09	0.00	1,356.09
	Desc: CLEANING SERVICES - SEP'24		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: CLEANING SERVICES - SEP'24		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
322	CLEANING SERVICES - SEP'24 - LIBRAR		0.00	\$409.80	0.00	409.80
	Desc: CLEANING SERVICES - SEP'24 - LIBRAR		Acct: 10-524-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			6,993.97	0.00	6,993.97
040250	RICHARD ELECTRIC, INC.			10/25/2024		93051
51527	PUMP #3 TROUBLESHOOT		132.00	\$132.00	0.00	132.00
	Desc: PUMP #3 TROUBLESHOOT		Acct: 60-962-318-0000	CONTRACTED SERVICES		
	Vendor Total:			132.00	0.00	132.00
040375	RICKER, ALLYN		ALLYN RICKER	10/25/2024		93052
OCT'24	RETIREE REIMBURSEMENT OCT'24		0.00	\$739.05	0.00	739.05
	Desc: RETIREE REIMBURSEMENT OCT'24		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Vendor Total:			739.05	0.00	739.05
040490	RITLAND, THOMAS		THOMAS RITLAND	10/25/2024		93053
JUN-OCT'24	REIMBURSEMENT HEALTH INS		0.00	\$4,218.75	0.00	4,218.75
	Desc: Ret Reimb Jun Jul Aug Sept Oct		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Vendor Total:			4,218.75	0.00	4,218.75
041450	SABIL & SONS, INC		SABIL & SONS, INC	10/25/2024		93054
47136	FILTERS		0.00	\$273.83	0.00	273.83
	Desc: FILTERS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			273.83	0.00	273.83
041478	SAFETY-KLEEN SYSTEMS, INC			10/25/2024		93055
95426857	OIL PICK-UP + USED AUTO OIL RECYCLE		0.00	\$187.75	0.00	187.75
	Desc: OIL PICK-UP + USED AUTO OIL RECYCLE		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc: OIL PICK-UP + USED AUTO OIL RECYCLE		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			187.75	0.00	187.75
041586	SANBORN, HEAD & ASSOCIATES, INC			10/25/2024		93056
05005.002,0065386A	C&D EVALUATION-JUN'24		7,175.00	\$7,175.00	0.00	7,175.00
	Desc: C&D EVALUATION-JUN'24		Acct: 30-973-318-0000	CONTRACTED SERVICES		

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	05005.002,0065386B	C&D EVALUATION-JUN'24	1,468.99	\$1,468.99	0.00	1,468.99
	Desc:	C&D EVALUATION-JUN'24	Acct: 30-973-318-0000	CONTRACTED SERVICES		
	Vendor Total:			8,643.99	0.00	8,643.99
042496	SIERRA TRAINING AND CONSULTING, INC			10/25/2024		93057
	2022-113	2 HELMETS+GAS MASKS	0.00	\$2,638.00	0.00	2,638.00
	Desc:	HELMETS AND GAS MASKS	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc:	2 HELMETS+GAS MASKS	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			2,638.00	0.00	2,638.00
043084	SNELLING, ELIJAH		ELIJAH SNELLING		10/25/2024	93058
	2024-2025	GYM MEMBERSHIP OCT'24-SEP'25 S.E.	0.00	\$370.00	0.00	370.00
	Desc:	GYM MEMBERSHIP OCT'24-SEP'25 S.E.	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Vendor Total:			370.00	0.00	370.00
043400	MILTON CAT		SOUTHWORTH-MILTON, INC.		10/25/2024	93059
	INV3368893	PARTS 924K	0.00	\$510.87	0.00	510.87
	Desc:	Motor Gp-Wip & Lamp Gp-Floo for 924	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	INV3384786	PADLOCKS	0.00	\$165.41	0.00	165.41
	Desc:	CISTERN LOCKS	Acct: 10-221-328-0200	HFD -RURAL WATER SUPPLY		
	INV3373361	MISC PARTS	0.00	\$704.86	0.00	704.86
	Desc:	Misc. Parts	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	SCR0513438	ALTERNATOR-G - WORN C	0.00	\$-561.21	0.00	-561.21
	Desc:	ALTERNATOR-G - WORN C	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	SCINV855301	924K LOADER REPAIRS	0.00	\$733.16	0.00	733.16
	Desc:	924K Loader Repair	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
	Vendor Total:			1,553.09	0.00	1,553.09
043426	FIRSTLIGHT FIBER		FIRSTLIGHT FIBER		10/25/2024	93060
	18467069	TELEPHONES	964.95	\$4,449.06	0.00	4,449.06
	Desc:	Telephone	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc:	Telephone	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc:	Telephone	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc:	Telephone	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc:	Telephone	Acct: 10-151-324-0000	TC -TELEPHONE		
	Desc:	Telephone	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc:	Telephone	Acct: 10-174-324-0000	ASE -TELEPHONE		
	Desc:	Telephone	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc:	Telephone	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc:	Telephone	Acct: 10-622-324-0000	PDZ -TELEPHONE		
	Desc:	Telephone	Acct: 10-530-324-0000	PR -Telephone		
	Desc:	Telephone	Acct: 50-952-324-0000	TELEPHONE		
	Desc:	Telephone	Acct: 60-961-324-0000	TELEPHONE		
	Desc:	Telephone	Acct: 30-971-324-0000	TELEPHONE		
	Desc:	Telephone	Acct: 60-962-324-0000	TELEPHONE		
	Desc:	Telephone	Acct: 10-321-324-0000	DPW -TELEPHONE		
	Desc:	Telephone	Acct: 10-325-324-0000	DPW -TELEPHONE		
	Vendor Total:			4,449.06	0.00	4,449.06

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044204	STEARNS SEPTIC SERVICE, LLC			10/25/2024		93061
9581101624	SLUDGE HAULING - QUE MAIN PUMP STN	1,884.00	\$1,884.00	0.00		1,884.00
Desc:	SLUDGE HAULING - QUE MAIN PUMP STN	Acct: 65-963-318-0000	CONTRACTED SERVICES			
Vendor Total:			1,884.00	0.00		1,884.00
044220	STERICYCLE, INC			10/25/2024		93062
8008493464	MED DISPOSAL OCT'24	0.00	\$32.75	0.00		32.75
Desc:	MED DISPOSAL OCT'24	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
Vendor Total:			32.75	0.00		32.75
046170	TOP STITCH EMBROIDERY INC			10/25/2024		93063
411033	UNIFORMS	0.00	\$224.25	0.00		224.25
Desc:	UNIFORMS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
Vendor Total:			224.25	0.00		224.25
046549	TROJAN TECHNOLOGIES GROUP ULC	FIFTH THIRD BANK		10/25/2024		93064
200/29465	UVI SENSOR REPLACE	1,965.00	\$1,965.00	0.00		1,965.00
Desc:	UVI SENSOR REPLACE	Acct: 60-961-318-0000	CONTRACTED SERVICES			
Vendor Total:			1,965.00	0.00		1,965.00
046950	TWIN STATE SAND AND GRAVEL CO			10/25/2024		93065
115588	GRAVEL STONE	0.00	\$40.91	0.00		40.91
Desc:	GRAVEL STONE	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES			
Vendor Total:			40.91	0.00		40.91
047297	UNITED STATES POSTAL SERVICE			10/25/2024		93066
09.25.2024	POSTAGE METER REFILL	0.00	\$200.00	0.00		200.00
Desc:	POSTAGE METER REFILL	Acct: 10-221-322-0000	HFD -POSTAGE			
Desc:	POSTAGE METER REFILL	Acct: 10-211-322-0000	HPD -POSTAGE			
Vendor Total:			200.00	0.00		200.00
048300	VALLEY NEWS	VALLEY NEWS		10/25/2024		93067
125911,4440142	SB AGENDA 10.29.2024	0.00	\$223.20	0.00		223.20
Desc:	SB AGENDA 10.29.2024	Acct: 10-111-312-0000	SB -ADVERTISING			
125717,4438882	RFP CARDIAC MONITOR	0.00	\$50.40	0.00		50.40
Desc:	RFP CARDIAC MONITOR	Acct: 10-221-312-0000	HFD -ADVERTISING			
125911,4439757	SB AGENDA 10.15.24	0.00	\$226.80	0.00		226.80
Desc:	SB AGENDA 10.15.24	Acct: 10-111-312-0000	SB -ADVERTISING			
Vendor Total:			500.40	0.00		500.40
048310	VALLEY TURF SERVICES			10/25/2024		93068
1663	MAXFIELD BASEBALL FIELD	0.00	\$8,975.00	0.00		8,975.00
Desc:	MAXFIELD BASEBALL FIELD	Acct: 10-527-318-0000	PR -CONTRACTED SERVICES			
Vendor Total:			8,975.00	0.00		8,975.00
048619	VERMONT EMS DISTRICT 9			10/25/2024		93069
10.11.24	2024 AEMT COURSES - G.M. + G.P.	0.00	\$3,000.00	0.00		3,000.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: AEMT COURSE TWO STUDENTS	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
Vendor Total:			3,000.00	0.00	3,000.00
049300	VERMONT DEPT OF LABOR	VERMONT DEPT OF LABOR	10/25/2024		93070
2024 Q3 JUL-SEP	UNEMPLOYMENT BENEFITS JUL-SEP 2024	0.00	\$352.00	0.00	352.00
Desc:	UNEMPLOYMENT BENEFITS JUL-SEP 2024	Acct: 10-811-318-0500	FIN -EXCISE & OTHER TAXES		
Vendor Total:			352.00	0.00	352.00
049800	VERMONT DEPARTMENT OF TAXES	VERMONT DEPARTMENT OF TAXES	10/25/2024		93071
2024 Q3	QUARTER 3 2024 - FRANCHISE TAX	954.07	\$954.07	0.00	954.07
Desc:	QUARTER 3 2024 - FRANCHISE TAX	Acct: 30-974-316-0000	GRANTS/APPROP/ST.TAXES		
Vendor Total:			954.07	0.00	954.07
050455	VERMONT LIFE SAFETY LLC		10/25/2024		93072
51737	ANNUAL FIRE ALARM INSPECTION	0.00	\$789.00	0.00	789.00
Desc:	ANNUAL FIRE ALARM INSPECTION	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			789.00	0.00	789.00
051924	VIP TIRES & SERVICE		10/25/2024		93073
2062027201	2016 CHEVY TRUCK BALANCE+ALIGNMENT	129.55	\$129.55	0.00	129.55
Desc:	2016 CHEVY TRUCK BALANCE+ALIGNMENT	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc:	2016 CHEVY TRUCK BALANCE+ALIGNMENT	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			129.55	0.00	129.55
053650	WILSON TIRE INC		10/25/2024		93074
542844	TIRES	0.00	\$793.00	0.00	793.00
Desc:	TIRE MOUNT BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
542784	TIRES	0.00	\$564.75	0.00	564.75
Desc:	TIRE MOUNT BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
542488	C1 TIRES	0.00	\$837.00	0.00	837.00
Desc:	C1 TIRES	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
542770	TIRES	0.00	\$793.00	0.00	793.00
Desc:	TIRE MOUNT BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,987.75	0.00	2,987.75
054160	WITMER PUBLIC SAFETY, INC		10/25/2024		93075
INV550012	DUTY BOOTS	0.00	\$332.19	0.00	332.19
Desc:	DUTY BOOTS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:			332.19	0.00	332.19
059743	HOWELL, THOMAS	THOMAS HOWELL	10/25/2024		93076
10.14-18.2024	REIMBURSEMENT	0.00	\$631.07	0.00	631.07
Desc:	DUTY BELT SUPPLIES	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	DUTY RADIO ACCESSORIES	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	MEAL FOR TEAM ON INCIDENT	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Vendor Total:			631.07	0.00	631.07
059882	CARY, SANDRA	SANDRA CARY	10/25/2024		93077

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2025-5	REIMB-AMAZON-MOVIES/BOOKS/BOOKCASE	0.00	\$370.96	0.00	370.96
Desc: IN639561	REIMB-AMAZON-MOVIES/BOOKS/BOOKCASE	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			370.96	0.00	370.96
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC	10/25/2024		93078
IN639561	METER COPIER - V1183 - DIS	0.00	\$326.09	0.00	326.09
Desc:	METER COPIER - V1183 - DIS	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Vendor Total:			326.09	0.00	326.09
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES	10/25/2024		93079
83157985	LEASE COPIER - NOV'24	285.96	\$1,166.94	0.00	1,166.94
Desc:	LEASE COPIER - NOV'24 DPW 13420152	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE COPIER - NOV'24 DPW 13420152	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE COPIER - NOV'24 DPW 13420152	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE COPIER - NOV'24 DPW 13420152	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE COPIER - NOV'24 PD W9T2Y13735	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Desc:	LEASE COPIER - NOV'24 PLAN H552X158	Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI		
Desc:	LEASE COPIER - NOV'24 VAL H552X1588	Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI		
Desc:	LEASE COPIER - NOV'24 REC H55332063	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
Desc:	LEASE COPIER - NOV'24 FD#1H5533207	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Desc:	LEASE COPIER - NOV'24 FIN W9S2Z1415	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
Desc:	LEASE COPIER - NOV'24 TM W9S2Z14336	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
83157941	LEASE KOICERA COPIERS - NOV'24	464.67	\$755.69	0.00	755.69
Desc:	LEASE KOICERA - NOV'24 DIS V1183	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Desc:	LEASE KOICERA - NOV'24 TC V1179	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
Desc:	LEASE KOICERA - NOV'24 DPW V1178	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE KOICERA - NOV'24 DPW V1178	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE KOICERA - NOV'24 DPW V1178	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE KOICERA - NOV'24 DPW V1178	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE FOLDING MACHINE - NOV'24	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
Desc:	LEASE FOLDING MACHINE - NOV'24	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE FOLDING MACHINE - NOV'24	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE FOLDING MACHINE - NOV'24	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE FOLDING MACHINE - NOV'24	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
83178514	LEASE COPIER - OCT'24 - QUE	0.00	\$59.25	0.00	59.25
Desc:	LEASE COPIER - OCT'24 - QUE	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:			1,981.88	0.00	1,981.88
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC	10/25/2024		93080
314132	SOLAR ARRAY - AUG'24	4,201.78	\$17,816.40	0.00	17,816.40
Desc:	Solar electricity for August 2024	Acct: 10-530-329-0000	PR -ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 10-161-329-0000	TH -ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 10-221-329-0000	HFD -ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 10-211-329-0000	HPD -ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 10-271-329-0000	DISP -ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 55-953-329-0000	ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 60-962-329-0000	ELECTRICITY		
Desc:	Solar electricity for August 2024	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
Desc:	Solar electricity for August 2024	Acct: 30-971-329-0000	ELECTRICITY		
Desc:	Solar electricity August 2024	Acct: 65-964-329-0000	ELECTRICITY		

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				17,816.40	0.00	17,816.40
060305	SANTANDER LEASING LLC		SANTANDER BANK, N.A.		10/25/2024	93081
	12982613	SIMULCAST MOTOROLA LEASE	0.00	\$25,125.30	0.00	25,125.30
	Desc:	SIMULCAST MOTOROLA LEASE	Acct: 10-912-542-0013	TM -Lease P- Simulcast #002-0026562-(		
	Desc:	SIMULCAST MOTOROLA LEASE	Acct: 10-912-542-0022	TM -Lease I- Simulcast #002-0026562-0		
Vendor Total:				25,125.30	0.00	25,125.30
489010	VERMONT CENTER FOR RESPONDER				10/25/2024	93082
	1642	EMPLOYEE WELLNESS PROG OCT-DEC'24	0.00	\$3,750.00	0.00	3,750.00
	Desc:	EMPLOYEE WELLNESS PROG OCT-DEC'24	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:				3,750.00	0.00	3,750.00
500237	SCHECHTMAN, JONATHAN		JONATHAN SCHECHTMAN		10/25/2024	93083
	ACCT#410680	REFUND SEWER CHARGES BOA 09.24.24	300.00	\$300.00	0.00	300.00
	Desc:	REFUND SEWER CHARGES BOA 09.24.24	Acct: 65-610-500-0000	WASTEWATER - QUECHEE (QSC)		
Vendor Total:				300.00	0.00	300.00
500387	EXECUSUITE, LLC				10/25/2024	93084
	34317	MONTHLY RENT - NOV 2024	0.00	\$400.00	0.00	400.00
	Desc:	MONTHLY RENT - NOV 2024	Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKIN		
Vendor Total:				400.00	0.00	400.00
500660	JP PEST SERVICE				10/25/2024	93085
	3948498	MONTHLY CONTRACT SERVICES	0.00	\$88.00	0.00	88.00
	Desc:	MONTHLY CONTRACT SERVICES	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:				88.00	0.00	88.00
500894	SECURSHRED		SECURSHRED		10/25/2024	93086
	471334	SHREDDING - OCT'24	0.00	\$24.00	0.00	24.00
	Desc:	SHREDDING - OCT'24	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	469539	SHREDDING - DPW	0.00	\$24.00	0.00	24.00
	Desc:	SHREDDING - DPW	Acct: 10-325-318-0000	DPW -CONTRACT SERVICES		
	471341	SHREDDING SERVICES - TH	0.00	\$24.00	0.00	24.00
	Desc:	SHREDDING SERVICES - TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:				72.00	0.00	72.00
502330	RICE, SAMANTHA				10/25/2024	93087
	2025	REFUND STATE PAYMNT ON PROPERTY TAX	0.00	\$379.47	0.00	379.47
	Desc:	REFUND STATE PAYMNT ON PROPERTY TAX	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
Vendor Total:				379.47	0.00	379.47
502361	WUNDERLICH, MAX		MAX WUNDERLICH		10/25/2024	93088
	OCT'24-SEP'25	GYM MEMBERSHIP	0.00	\$370.00	0.00	370.00
	Desc:	GYM MEMBERSHIP M.W.	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:				370.00	0.00	370.00

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Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
502385	SPAULDING, JOAN	JOAN SPAULDING			10/25/2024	93089
	2025	REFUND STATE PAYMNT ON PROPERTY TAX	0.00	\$27.49	0.00	27.49
	Desc:	REFUND STATE PAYMNT ON PROPERTY TAX	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
		Vendor Total:		27.49	0.00	27.49
502430	LIVINGSTON, LANA	LANA LIVINGSTON			10/25/2024	93090
	NOV'24-SEP'25	UVAC MEMBERSHIP REIMBURSEMENT	0.00	\$151.50	0.00	151.50
	Desc:	UVAC MEMBERSHIP L.L.	Acct: 10-121-313-0000	TM -MEMBERSHIP DUES		
		Vendor Total:		151.50	0.00	151.50
502527	TECHVAR				10/25/2024	93091
	6C214E62-0013	MICROSOFT LICENSES	0.00	\$2,870.58	0.00	2,870.58
	Desc:	MICROSOFT LICENSES FOR DISPATCH	Acct: 10-271-331-0000	DISP -DEPARTMENT EQUIPMENT		
		Vendor Total:		2,870.58	0.00	2,870.58
502960	CASH, JUSTIN	JUSTIN CASH			10/25/2024	93092
	2025B	REFUND STATE PAYMNT ON PROPERTY TAX	0.00	\$80.54	0.00	80.54
	Desc:	REFUND STATE PAYMNT ON PROPERTY TAX	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
		Vendor Total:		80.54	0.00	80.54
502970	FAULKNER, GREGORY	GREGORY H FAULKNER			10/25/2024	93093
	2025 TAX	REFUND 2025 PROPERTY TAX PAYMENT	0.00	\$4,433.75	0.00	4,433.75
	Desc:	REFUND 2025 PROPERTY TAX PAYMENT	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
		Vendor Total:		4,433.75	0.00	4,433.75
502971	MAHARAJ, TRIBHUVAN	TRIBHUVAN MAHARAJ			10/25/2024	93094
	2025	2025 PROPERTY TAX REFUND BOA	0.00	\$134.00	0.00	134.00
	Desc:	2025 PROPERTY TAX REFUND BOA	Acct: 10-030-100-0200	CURRENT TAXES - ABATEMENTS		
		Vendor Total:		134.00	0.00	134.00
502972	RHOADES, SANDRA	SANDRA RHOADES			10/25/2024	93095
	ACCT#123160	REFUND SEWER CHARGES BOA 09.24.24	550.00	\$550.00	0.00	550.00
	Desc:	REFUND SEWER CHARGES BOA 09.24.24	Acct: 60-610-200-0000	WASTEWATER-WILDER		
		Vendor Total:		550.00	0.00	550.00
502973	BOYCE, ZACHARY	ZACHARY BOYCE			10/25/2024	93096
	2025	REFUND PROPERTY TAX OVERPAYMNT	0.00	\$2,596.00	0.00	2,596.00
	Desc:	REFUND PROPERTY TAX OVERPAYMNT	Acct: 10-030-100-0100	CURRENT YEAR TAXES		
		Vendor Total:		2,596.00	0.00	2,596.00
502974	FOLLENSBEE, JULIE	JULIE FOLLENSBEE			10/25/2024	93097
	872021	REFUND-SOLID TRAINING PROG-FALL III	0.00	\$90.00	0.00	90.00
	Desc:	REFUND-SOLID TRAINING PROG-FALL III	Acct: 10-514-325-0000	PR -REFUNDS		
		Vendor Total:		90.00	0.00	90.00
502975	DAVIS, SCOTT	SCOTT DAVIS			10/25/2024	93098
	872064	REFUND-ICE HOCKEY CAMP	0.00	\$70.00	0.00	70.00

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Bank ID	Bank Name	Payee Name	Check Date	Check No.
Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.
Desc: REFUND-ICE HOCKEY CAMP		Acct: 10-514-325-0000	PR -REFUNDS	
Vendor Total:			70.00	0.00
				70.00
FUND 1 0			Bank Total:	234,458.34
			Holdback Total	314,794.64
Batch Totals:			0.00	370,137.78
			55,343.14	
				0.00

_____MICHAEL HOYT
_____KIM SOUZA
_____MARY M. ERDEI
_____SUSAN M. BUCKHOLZ
_____LANNIE J. COLLINS
_____IDA GRIESEMER
_____BRANDON SMITH
_____JOHN HAVERSTOCK
_____GAIL OSTROUT
_____JOSEPH MAJOR