TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, December 10, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

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

I. Call to Order the Selectboard Meeting (6:00)
II. Pledge of Allegiance (6:01)
III. Local Liquor Control Board: None
IV. Local Cannabis Control Board: None
V. Order of Agenda (6:02)
VI. Selectboard

1. Public Comment (6:03)
2. Selectboard Comments and Announcements (6:15)
3. Appointments (6:25)
   a. Consider the re-appointment of Laura Simon to the Climate Action Steering Team (CAST) for a three year term beginning December 10, 2024 and ending December 9, 2027.
   b. Consider the re-appointment of Jesse Pollard to the Hartford Energy Commission for a three year term beginning December 10, 2024 and ending December 9, 2027.
4. Town Manager's Report (6:35)
   Significant Activity Reports: https://www.hartford-vt.org/Archive.aspx?ADID=499
5. Board Reports, Motions & Ordinances
   a. Consider Adopting 250th Anniversary Resolution (6:45)
   b. Review Bids for Wastewater Chemicals (Chlorine) (7:05)
   c. Review Bids for Wastewater Chemicals (Polymer) (7:15)
   d. Purchase of a Used Front End Loader - Request to Waive Section 3.6 of the Purchasing Policy (7:25)
   e. Grant #BC2344 Update and Request for Additional Selectboard Authorizations (7:35)
   f. Approval of Historic Preservation Certified Local Government Grant Application (7:45)
   g. Review Cleaning Contract Bids (8:00)
   h. Select Vendor to Perform Ordinance Digitization (8:10)
   i. Review Bids for HFD Cardiac Monitors (8:20)
   j. Consider Making Recommendation to Voters to Adopt Local Option Sales Tax (8:35)
   k. Consider Canceling December 24 Meeting (8:50)
   l. Authorize Selectboard Chair and Vice Chair to approve Holiday Season Payroll and Accounts Payable (8:52)

VII. Commission Reports (8:55)
VIII. Consent Agenda (9:00)

Approve Payroll Ending: 12/7/2024
Approve A/P Manifest of: 12/6/2024 & 12/10/2024
Approve Meeting Minutes of: 11/26/2024; 12/3/2024
:Future Meetings: 12/17/2024 Budget; (12/18/2024 if needed); 12/19/2024 Budget and January 7, 2025

IX. Adjourn the Selectboard Meeting (9:05)

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.

3 year term

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or X re-appointment to: ~~HEC Hartford~~ Energy Department CAST

I. APPLICANT DATA:

Name: Laura Simon
Address: 124 Store Crest Ave
White River Junction VT 05001
Telephone: (Home) [redacted] (Work) — (Other) —
Email Address: [redacted]
How long have you been a Hartford resident? ~ 24 yrs
Are you a United States Citizen? yes Are you a registered voter? yes

II. EDUCATION:

High School: Queen of Peace No Arlington NJ Year Graduated: 1971
College 1: Rutgers University Degree Earned: BA
Course of Study: Social work Year: 1975
College 2: Adelphi Uni Degree Earned: MSW
Course of Study: Social work UVM Year: ? CAS specialed @ 1990

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
~~HMMRS~~ all schools in Hartford	7-11 2020	Substitute Teacher	assist teacher
ACRS		Child Family Therapist - Counseling	
Burling Housing authority	80's - 90's	director of social services	

many other employers

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? 2 x's and I already attend

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? to support the work of the town on energy issues

c. What are your past experiences in Municipal, State or Federal Government? I am on 3 town committees over the past 5 yrs I was town Service officer in Hinesburg in the 70's

d. What civic or social organizations have belonged to and what positions did you hold? I have coordinated services with environmental groups

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? solid homelessness and drug abuse

f. What might some solutions be? This is 5000 challenging only 5 lions Funding in affordable housing and drug counseling will help

g. Other hobbies/interests: biking hiking

V. REFERENCES: (Please list three)

Name: Fergus Marshal Telephone: [redacted]

Name: Joy Kosta Telephone: [redacted]

Name: Karen Bixler Telephone: [redacted]

Laura Simon 11/22/24

APPLICANTS SIGNATURE DATE

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or x re-appointment to: the Hartford Energy Commission

I. APPLICANT DATA:

Name: Jesse Pollard

Address: 49 Fieldstone Way, Unit 8C

White River Junction, VT 05001

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

Email Address: [redacted]

How long have you been a Hartford resident? >3 yrs

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

II. EDUCATION:

High School: Boone High School Year Graduated: 2014

College 1: Cornell University Degree Earned: BS

Course of Study: Environmental Engineering Year: 2017

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Galehead Development	04/2019 - Current	Director, Energy Transition	Manages a development team focused on large load customers and large scale renewable projects outside of New England. Technical scope of team includes tax analysis, utility engagement, permitting, real estate acquisition, and commercial engagement.
New York State Senate	01/2018 - 03/2019	Env. Policy Analyst	Conducted environmental policy analysis and supported legisla bill drafting alongside staff for Environmental Conservation Commission. Took and manages stakeholder engagement mee in office and in district.

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings?

Work travel permitting, I am available for regularly scheduled monthly evening meetings, ad-hoc morning meetings with Town Staff and local stakeholders, and attend ongoing Planning Commission Steerting Committee Meetings on Economic Development and Housing.

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

I believe I bring a pragmatic outlook and technical skillset to the Commission that combines my energy development/ engineering, and policy / stakeholder engagement backgrounds. I also bring with me perspectives and lessons learned from navigating universal challenges outside of Vermont that are present here as well.

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

I have worked as an employee at the municipal level (City of Orlando, Lifeguard '14), county level (Volusa County Mosquito Control '15), and state level (Env. Policy Analyst, NYS Senate). My work carries me to engage municipal and state authorities / utiltiies on infrastructure and economic development, balancing the needs of both with historic preservation, and environmental stewardship. I have volunteered on the Hartford Energy Commission since Dec '19, and have participated on CAST and various Steering Committee roles focused on Housing + ED.

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

In my youth I was an active participant in my community church and Boy Scouts of America (Eagle Scout). In college, I volunteered for various local reproductive health and student government organizations. Since moving to Vermont in 2019, I have prioritized community development through volunteering with the Energy Commission. The Commission has consistently voted me as Chairperson since the last Chair's departure (Molly Dunn '22).

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

By voter ballot measure and the Selectboard's Climate Action Plan, the Town has committed itself to various carbon reduction targets and initiatives. While much is being done by volunteers at every level, resources often go to what is urgent over what is important. Combine this with bandwidth constraints inherent in a volunteer-driven governance structure and how, oftentimes, the successes are masked by the perception of deficiency or disorganization. As budget concerns are elevated across the state and in Hartford, the importance of economic development has been elevated alongside housing, necessitating a level of technical creativity which we all acknowledge but struggle to deliver.

f. What might some solutions be?

If re-appointed, I would hope in my next term I can focus on increasing communiciations and transparency of the town 'wins' while also supporting growing the industrial / commercial tax base of the town to help alleviate budgetary concerns while also satisfying the demands of the Climate Action Plan, municipal carbon reducti (ballot measure), and the town residents' needs.

g. Other hobbies/interests:

I try to get outside as much as possible. Weekends and after work you might find me biking, hiking, or exploring what waterways the area has to offer. In general, I believe our community's ability to care and support eachother via systems and instutions which the Town can support or create will be essential to navigating local and global economic headwinds we are already experiencing.

V. REFERENCES: (Please list three)

Name: Molly Dunn. Prior Chair of Energy Commission Telephone: [redacted]

Name: Lynn Bohi. Clerk for Energy Commission Telephone: [redacted]

Anna Starr. Galehead Development [redacted]

Name: Anna Guenther. Vital Communities Telephone: [redacted]

Jesse Pollard 12/04/24

APPLICANTS SIGNATURE **DATE**

Town Manager's Report

December 10, 2024

Town Manager Return

The Town Manager was out for several days on vacation and would like to thank the many folks who pitched in to help while he was away. Thanks, in particular, to Finance Director Gail Ostrout and to the two Scotts (Hausler and Cooney) for hosting the two Stand Up sessions I missed and to all three for filling me in upon my return.

Community Nurse

Congratulations to Katie Williams, the Town of Hartford's first Community Nurse! We are very pleased to have her on board as Katie brings a wealth of experience from her long tenure as Hartland's Community Nurse.

Budget Update

Immediately after the December 3 budget meeting, I asked for the heads of our larger departments to meet targets for budget cuts totaling $700,000. Gail and I have received a good response thus far and we are now collecting the input and plan to provide an update to you all leading up to the December 17 budget meeting.

Community Resilience Building

On December 5, the Town Manager joined with the Nature Conservancy and many local leaders and staff to participate in a Community Resilience Building discussion focusing on climate change and measures to be taken to prepare for more extreme weather events here in Hartford. The information gathered in that session will help to inform the Town's future work with the Two Rivers Ottauquechee Regional Commission to update the Town's Hazard Mitigation Plan. Many thanks to our Environmental Sustainability Coordinator, Dana Clawson, and the Planning Department for their work to set this meeting up.

Meeting with State Health Department Officials

On December 11, the Town Manager will meet with State Health Department officials to get acquainted and discuss areas of common interest and concern.

Vermont 250th ANNIVERSARY RESOLUTION

A resolution of the Town of Hartford, State of Vermont, supporting the Vermont 250th Anniversary Commission;

WHEREAS, Vermont Governor Phil Scott signed an executive order to create the Vermont 250th Anniversary Commission on December 15, 2020, to plan, encourage, develop, coordinate, and promote observances and activities to be held in Vermont in commemoration of the historic events associated with the 250th anniversary of the 1776 signing of the Declaration of Independence, the Revolutionary War between 1775 and 1777, the founding of Vermont in 1777, and the creation of the political foundations of the United States of America;

WHEREAS, the Vermont 250th Anniversary Commission hopes to engage all 252 cities and towns through their many programs, projects, and events over the next several years, thereby inspiring future leaders and celebrating Vermonters' contributions to the nation over the last 250 years;

WHEREAS, by adoption of the Vermont 250th Anniversary Commission, we hope to inspire Vermonters to learn from the history, legacy, and context of the past to build stronger communities for the future.

RESOLVED, the Town of Hartford officially establishes a local committee, the Hartford 250th Commemoration Committee, made up of a diverse group of citizens to work with the Vermont 250th Anniversary Commission on any or all activities. This is a short-term committee to be active with the passing of this resolution and to dissolve by the end of the State of Vermont's 250th Commission time period conclusion September 1, 2027. There will be seven voting members. The participants of the Town of Hartford from the general public are voluntary roles and there will be no compensation for participation.

RESOLVED, Town of Hartford may provide funding for planning or implementation of 250th related commemorations in their community or region as available.

RESOLVED, that a copy of this resolution be sent to the Vermont 250th Anniversary Commission.

ADOPTED by the Selectboard of the Town of Hartford, the State of Vermont, this 10th day of December, 2024.

Select Board

_____
Mike Hoyt, Selectboard Chair

_____
Kim Souza, Selectboard Vice Chair

_____
Mary Erdei, Selectboard Clerk

_____
Lannie Collins, Selectboard Member

_____
Ida Griesemer, Selectboard Member

_____
Lisa O'Neil, Town Clerk
Town of Hartford

_____
Brandon Smith, Selectboard Member

Lana Livingston

From: Lori Hirshfield
Sent: Tuesday, November 19, 2024 7:03 PM
To: Paula Nulty
Cc: John Haverstock; Lana Livingston
Subject: RE: Town 250th Committee draft resolution
Attachments: Hartford Committee on Housing and Homelessness Charge_Revised 12_27_2022 (1).pdf

Hi Paula,

Attached is the SB charge establishing the Hartford Committee on Housing and Homelessness (HCHH). I didn't have much involvement in this so can't speak to the particulars.

A couple of thoughts/questions.

- It sounds like this is a limited time ad hoc committee that would dissolve after the 250 celebration activities are completed. The resolution should state this.
- I would think applications are required for all SB appointments. Since we staff permanent ones, Lana may know if the process is different for limited term SB committees.
- If the SB is appointing a committee, it is unclear to me if the following statement in the proposed resolution can occur:
  "The 250th Committee will recruit and name additional members as it deems appropriate.".
- As a SB appointed committee, it would be subject to all open meeting laws (e.g., taking mtg minutes and timely posting of meeting agenda and minutes; no email correspondence other than arranging meetings). Who will oversee this?
- We are doing all hybrid meetings for our Committees/Commission/Boards (I know at least one member of the current 250 group is avoiding in-person for health reasons so probably would want this). Who will coordinate this?
- Would the there be a SB Liaison?
- With the HCHH, a SB liaison also was appointed as a voting Committee member. This is not the case for any of the Committees/Commission/Boards we staff. From my perspective, it is best not to have the SB be a voting member since it could run into conflict of interest if the Committee asks for SB action on a particular matter.
- There have been problems in the past with committees without a staff liaison where open meeting law requirements were not properly observed.

Regarding a staff liaison. We have been very honest with Gwen that we will do what we can to support the initiative, but we have major projects to complete over the next two years and can't take on a leadership role. This being said, I think we can commit to the logistics of ensuring meeting agendas and minutes are properly noticed and posted and guide them on compliance with other open meeting law requirements. We also could set up the hybrid meetings.

Also, the Historic Preservation Commission is involved as a participant but feels it can't take on the leadership of the initiative.

I hope this is helpful. Let me know if you have any questions.

Lori

Lori Hirshfield
Director, Dept. of Planning & Development
Town of Hartford, Vermont
171 Bridge Street
White River Junction, VT 05001
P: 802-295-3075; F: 802-295-6382
Visit us at www.hartford-vt.org

From: Paula Nulty <pnulty@hartford-vt.org>
Sent: Tuesday, November 19, 2024 4:33 PM
To: Lori Hirshfield <lhirshfield@hartford-vt.org>; Lana Livingston <llivingston@hartford-vt.org>
Cc: John Haverstock <jhaverstock@hartford-vt.org>
Subject: FW: Town 250th Committee draft resolution

Hi Lori and Lana,

John and I discussed the subject below, and in light of my negligible association with committees, we are hoping you can assist. Looking at the committees, the Housing and Homeless and HCOREI may be the most recent. If you have any drafts, samples, protocols, please provide.

Thanks,

Paula

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, November 19, 2024 4:24 PM
To: Paula Nulty <pnulty@hartford-vt.org>
Subject: FW: Town 250th Committee draft resolution

Any thoughts on this request to have the SB establish a committee? Proper process?

Thanks.

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

From: Gwen Tuson <gltuson@yahoo.com>
Sent: Monday, November 18, 2024 3:20 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Pat Stark <pas91450@gmail.com>; Farm <jerichohillfarm@gmail.com>; Hartford Historical Society

<info@hartfordhistoricalsociety.com>; Marjorie Brown <margeb905@gmail.com>
Subject: Town 250th Committee draft resolution

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

Dear John,

Attached is our Town 250th Committee draft resolution to form an official town committee to plan events and activities to commemoration the 250th Anniversary of the founding of our country. Also attached is general information steps for the potential Town Committee members that has been circulated.

Members representing area organizations, as requested by the Town, are listed on the resolution draft. I believe the idea was to recruit people before we requested a Committee. Will we all need to go through some application process to actually be on the committee, assuming it is passed, or can we just get started with current members listed once we get a meeting date?

When I met with Scott Hausler, Matt Osborn, and Jay McDonough on Mon., Nov 18th, I learned that the Selectboard Nov 26th meeting agenda will be set on Weds, Nov 20th, so I am sending this to you today. I understand this resolution may need to wait until the December Selectboard meeting, however if it can be on the Nov agenda, that would be most welcome.

Please contact me with any questions or revisions needed.

Thank you in advance for your time and effort,

Gwen Tuson
250th Commemoration Committee Chairperson
Hartford Historical Society

Hartford Committee on Housing and Homelessness

Charge:
To support the increase of Hartford's affordable housing stock as well as Hartford residents' well-being and access to stable housing, with actions that might include the following:

1. Identifying, tracking and reporting metrics regarding housing stock in Hartford and the state of Hartford's unhoused, unsheltered and housing insecure communities.
2. Identifying regulatory obstacles within State and local legislation to the creation and occupation of affordable housing in Hartford.
3. Assessing strengths and gaps regarding Hartford's housing stock and local and regional services and opportunities for people experiencing homelessness and housing insecurity.
4. Collecting mission statements and summaries of existing efforts of local and regional entities dedicated to addressing the region's housing crisis.
5. Creating an Affordable Housing Master Plan to identify current and potential future need for affordable housing including scenarios anticipating climate immigration and migration potentials (Climate Action Plan Section CE 2-2).
6. Supporting housing-related town planning and development initiatives such as updating the Town Plan Housing Chapter.
7. Supporting outreach and opportunities for regional collaboration between the Core 4 Towns to address housing and homelessness issues.

Constitution:
This Committee will be constituted by no more than seven Hartford residents, including one Selectboard Member. Each of these members shall have equal weight in discussion and voting. The Committee shall also include up to one non voting member of town staff at the discretion of the Town Manager, for a total of eight members.

Terms:
Committee members shall serve two-year terms beginning on the date of appointments, which may be renewed up to three times for a total of six years at the discretion of the Selectboard. This Committee shall be a standing committee and shall serve until discontinued by motion of the Selectboard.

Selection Process:
All vacancies, including those that result from an incomplete term, will be filled using the following process:

1. Members of the community interested in serving on the Committee shall apply to the Selectboard.

2. The Selectboard will ratify or reject by a vote each new appointment to the Committee.

Statutory Requirements:
As with all Hartford Committees, the Hartford Committee on Housing and Homelessness must operate in accordance with the Statutes of the State of Vermont and the Ordinances and Policies of the Town of Hartford. All meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

Approvals:
Selectboard – Amendment, December 27, 2022
Selectboard – July 26, 2022

Lana Livingston

From: John Haverstock
Sent: Tuesday, December 3, 2024 10:52 AM
To: Gwen Tuson
Cc: Matt Osborn; Lori Hirshfield; Jericho Hill Farm; Pat Stark; Hartford Historical Society; Lana Livingston
Subject: FW: newest 250th Committee Resolution
Attachments: Hartford 250th town resolution 24 11 25.docx

Hi Gwen.

Yes, we can attach this new draft of your Resolution, together with this explanatory email....

Thanks.

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

From: Gwen Tuson <gltuson@yahoo.com>
Sent: Monday, December 2, 2024 11:12 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Matt Osborn <mosborn@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Farm <jerichohillfarm@gmail.com>; Pat Stark <pas91450@gmail.com>; Hartford Historical Society <info@hartfordhistoricalsociety.com>
Subject: newest 250th Committee Resolution

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

Dear John,

I have attached the newest version of the nation's 250th Committee resolution to be submitted to the Town Selectboard. After my email and phone communications with Lori H., I have many a number of edits to the version submitted on Nov 11, 2024.

Please let me know if this resolution will make it onto the Dec 10th Selectboard agenda.

1. I deleted the list of possible members since I have learned any members must apply and be vetted through the town in order to be a member of a Selectboard committee. The Committee, if passed, must post for open positions to the public for a specific number of days, and then people can apply. We have over seven possible candidates from my original list.

2. I defined the committee to be seven voting members so that 3 possible members from Hartford Historical Society do not constitute a quorum if these three individuals are to meet or email each other on 250th Commemoration activities.

3. I defined this proposed committee to be short-term and its maximum length.

I do not know if a Selectboard member or a member from another Selectboard Committee/Commission will be a voting member or an ex-officio member. I do not know if a town employee will be serving on the Board in an advisory role and for the importance of communicating our plans for town activities. Such a town employee role would be critical for carrying out the plans. Of course more than one town employee could be alternating their attendance. If a town employee or a selectboard member is going to be a voting member, then we need to increase the number of members.

I have been unable to find written documents about rules, laws governing, or helpful suggestions about either creating a Vermont Selectboard committee nor for running or serving on such.

Thank you,
Gwen Tuson
Hartford Historical Society 250th Committee Chairperson

AGENDA MEMORANDUM
December 10, 2024
Town Selectboard Meeting Item: 5
Submitted by: Bryan Gazda, Director of Public Works

Subject: **Water and Wastewater Bulk Chemical Bid Award (12.5% Sodium Hypochlorite and Polymer 8837)**

Background: **12.5% Sodium Hypochlorite - Wilder Water filtration Plant**

In accordance with standard procedures contained in VT Water Supply Rule, processed water from our two water systems contains a residual amount of chlorine for disinfection purposes for potable water and for the green sand media filtration system. To accomplish this, the water filtration plant in Wilder has a 1,000-gallon storage tank and receives bulk deliveries of +/- 900 gallons of Sodium Hypochlorite 10-12 times per year. In addition, chlorine from the bulk tank is transferred via 5-gallon containers to the Quechee Water Filtration pump station on an as needed basis.

Polymer 8837 - Hartford Wastewater Treatment Plant

Polymer 8837 is a specialized coagulant used in the sludge treatment process to solidify 1-2% by volume sludge into a 20-25% by volume biosolid before being disposed at the Lebanon Landfill. This specific polymer has been in use since 2010 and was chosen as the best polymer after 2 years of testing with other polymers. The polymer is delivered in 275-gallon totes with 8-10 deliveries a year.

Discussion: Bid documents were prepared for 12.5% Sodium Hypochlorite, for water disinfection, and Polymer 8837 and Stern Pac 70 for the coagulation of sludge, and published in accordance with the town's Purchasing Policy. Three bids were received from Allen Engineering & Chemical Corporation, Rutland VT, Holland Company, Inc., Adams MA, and Kemira Water Solutions, Inc., Lawrence KS. Allen Engineering & Chemical Corporation was the only bidder to submit bids for 12.5% Sodium Hypochlorite at $3.50 per gallon and $25.46 per gallon for Polymer 8837. The request for bids requested pricing for an 18-month period from December 1, 2024, to June 30, 2026, but Allen's bid proposal pricing is only valid for 12 months, from December 1, 2024, to November 30, 2025.

Impact: Both products are budgeted for in FY 25 & FY 26 in account codes:

Sodium Hypochlorite
Hartford Water System - 50-952-340-0000
Quechee Water System – 55-953-340-0000

Polymer 8837

Hartford Wastewater System - 60-961-340-000

Recommendation: Staff recommend the following motion : The Selectboard award the bid to Allen Engineering & Chemical Corporation, Rutland, VT for an estimated 12,000 gallons of Sodium Hypochlorite at a price of $3.50 per gallon and an estimated 3,000 gallons of Polymer 8837 at $25.46 per gallon, and authorize the Town Manager to sign an agreement with Allen Engineering and Chemical Corporation for the period of December 1, 2024, to November 30, 2025.

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: Sodium Hypochlorite, etc
DEPARTMENT: DPW
DATE: 11/19/2024 @ 9am
Tabulated BY: _____

	Name & Address of Bidder	Bid	Sodium Hypochlorite	Sternpak 70	Polymer 8837
1	Allen Eng. + Chem. Corp PO Box 613, Rte 4 East Rutland, VT 05702		$3.50 1yr hold price	$4.85 1yr hold	25.46/GAL 1YR HOLD PRICE
2	HOLLAND COMPANY 153 HOWLAND AVE Adams MA 01220		NO BID	$3.50	NO BID
3	TINA IMROGNO REMIRA 4321 W 6TH ST. Lawrence, KS 66049		NO BID	$4.75	NO BID
4					
5					
6					
7					
8					
9					

ATTENDANCE SHEET DPW

BID/DATE: Sodium Hypochlorite etc. 11/19/2024 @ 9am

	Printed Name	Company	Signature
1	Jon-Luc Goodrich	Holland Company	
2	Kimberdine Brown	TOH	
3	Bryan Gazda	TOH	
4			
5			
6			
7			
8			
9			
10			

TOWN OF HARTFORD, VT

The Town of Hartford, VT is requesting bids for Sodium Hypochlorite 12.5% minimum, Sternpak 70, and Polymer 8837 delivered to our water and wastewater facilities.

SCOPE OF WORK

The contract will include the delivery of 990 gallons of Chlorine per order, to our Water Treatment Facility in Wilder, 4,000 gallons of bulk Stern Pak 70 per order, to Quechee Wastewater Facility, and delivery of 275-gallon totes of Polymer 8837, to our White River Junction Wastewater facility.

The period of service is December 1, 2024, through June 30, 2026.

INSTRUCTIONS

Bids must be submitted in a sealed envelope clearly marked "2024-26 Chemical Bid" and will be received at the Town of Hartford, Town Managers Office, 171 Bridge Street, White River Junction, Vermont 05001, no later than 9:00 a.m., Tuesday, November 19, 2024. Bids received after the noted time and date will not be accepted nor will bids that are faxed or emailed. Please contact Jeremy Delisle, Assistant Public Works Director, at 802- 295-3622, if you have any questions.

REJECTION OF BIDS

The Town of Hartford reserves the right to reject any or all bids or to award contracts in whole or in part if it is deemed in the best interest of the Town.

REVISION TO THE REQUEST FOR BIDS

The Town of Hartford reserves the right to modify any requirements associated with this bid and the scope of work.

LIMITATIONS OF LIABILITY

The Town of Hartford assumes no responsibility and no liability for costs incurred by the proposer in responding to the request for bid or in responding to any further request for interview, additional dates, etc. prior issuance of a contract. Purchases subject to annual budgetary appropriation.

BASIS OF AWARD

The contract shall be awarded to a responsible and responsive proposer as determined by the Town and review will include the following considerations:

- Ability to perform successfully under the terms of the scope of services.
- Prior experience and past record of performance.
- Price of product.
- Any other criteria considered relevant by the Town.

Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	_____
Stern Pack 70	4,000 gallons	12,000 gallons	_____
Polymer 8837	275 gallon totes	4,950 gallons	_____

Date:_____

Company Name:_____

Authorized Signature:_____

Printed Signature:_____

Address:_____

_____

Phone Number:_____

E-Mail Address:_____

Town of Hartford, VT
Request for Chemicals Bid

The Town of Hartford, VT is requesting bids for the bulk delivery of approximately 18,000 gallons of Chlorine, 12,000 gallons of Stern pack 70, and 4950 gallons of Polymer 8837 to Water and Wastewater Facilities in the Town of Hartford, VT. The period of service is December 1, 2024, through June 30, 2026.

Bids must be submitted in a sealed envelope clearly marked "2024-2026 Chemical Bid" and will be received at the Town Managers Office, 171 Bridge Street, White River Junction, Vermont 05001, no later than 9:00 a.m. Tuesday, November 19, 2024. Request for the bid document is available at https://www.hartford-vt.org/Bids.aspx .

Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	$3.50 - 1 year Price Hold
Stern Pack 70	4,000 gallons	12,000 gallons	$4.85 - 1 year Price Hold
Polymer 8837	275 gallon totes	~~4,950 gallons~~ 13 Totes	$25.46 - 1 year Price Hold

Date: 11/10/24

Company Name: Allen Chemical

Authorized Signature: [signature]

Printed Signature: John R. Pease

Address: 1901 US. RT 4
Mendon VT 05701

Phone Number: 802-417-3089

E-Mail Address: JPease@Allenpools-spas.com

Sorry 1-year Pricing The Best I could do.

[signature]

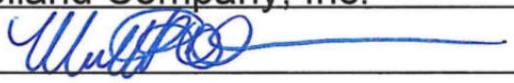
Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	No Bid
Stern Pack 70	4,000 gallons	12,000 gallons	$3.50*
Polymer 8837	275 gallon totes	4,950 gallons	No Bid

Date: November 13, 2024

Company Name: Holland Company, Inc.

Authorized Signature: 

Printed Signature: Matthew B. Holland

Address: 153 Howland Ave.
Adams, MA 01220-1199

Phone Number: 413-743-1292 / 1-800-639-9602

E-Mail Address: hcoffice@hollandcompany.com

*Same day emergency, weekend, and holiday delivery available.
See enclose Technical Support and After Hours Telephone List

Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	NO BID
Stern Pack 70	4,000 gallons	12,000 gallons	$4.75
Polymer 8837	275 gallon totes	4,950 gallons	NO BID

Date: 11/13/2024

Company Name: Kemira Water Solutions, Inc.

Authorized Signature: Ch Mbr

Printed Signature: Christina M. Imbrogno

Address: 4321 W. 6th St.
Lawrence, KS 66049

Phone Number: (785) 842-7424

E-Mail Address: Kwsna.bids@kemira.com

AGENDA MEMORANDUM
December 10, 2024
Town Selectboard Meeting Item: 5
Submitted by: Bryan Gazda, Director of Public Works

Subject: **Quechee Wastewater Bulk Chemical Bid Award**

Background: **Polymer - Quechee Wastewater Treatment Plant**

In recent years, the polymer used as a coagulant for the treatment of sludge has been for proprietary product called Stern Pac 70. This specific polymer has been used based on its compatibility with the polymer being used at the Hartford Wastewater Treatment Plant as the sludge from the Quechee Plant undergoes a final treatment at the Hartford facility before being disposed at the Lebanon Landfill.

Discussion: Bid documents were prepared for 12.5% Sodium Hypochlorite, for water disinfection, and Polymer 8837 and Stern Pac 70 for the coagulation of sludge, and published in accordance with the town's Purchasing Policy. Three bids were received from Allen Engineering & Chemical Corporation, Rutland VT, Holland Company, Inc., Adams MA, and Kemira Water Solutions, Inc., Lawrence KS. Allen and Kemira submitted bid pricing for Stern Pac 70, but Holland submitted bid pricing for their proprietary polymer called EPIC WW 58, which is compatible with Stern Pac 70, and has been used in the past with positive results. Pricing is as follows:

EPIC WW 58

Holland Company - $3.50 per gallon

Stern Pac 70

Kemira Water Solutions - $4.75 per gallon

Allen Eng. & Chemical - $4.85 per gallon (one year pricing only)

Impact: Funding for this product is in FY 25 & FY 26 in account code – 65-963-340-0000. Switching from Stern Pac 70 to EPIC WW 58 will save $1.25 per gallon and based on an estimated usage of 12,000 gallons, equates to $15,000 savings during the contract period of December 1, 2024, to June 30, 2026.

Recommendation: Staff recommend the following motion: The Selectboard award the bid to Holland Company, Inc., Adams MA. for an estimated 12,000 gallons of EPIC WW 58 at a price of $3.50 per gallon and authorize the Town Manager to sign an agreement with Holland Company, Inc., for the period of December 1, 2024, to June 30, 2026.

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: Sodium Hypochlorite, etc
DEPARTMENT: DPW
DATE: 11/19/2024 @ 9am
Tabulated BY: _____

	Name & Address of Bidder	Bid	Sodium Hypochlorite	Sternpac 70	Polymer 8837
1	Allen Eng. + Chem. Corp PO Box 613, Rte 4 East Rutland, VT 05702		$3.50 1yr hold price	$4.85 1yr hold	25.46/GAL 1YR HOLD PRICE
2	HOLLAND COMPANY 153 HOWLAND AVE Adams, MA 01220		NO BID	$3.50	NO BID
3	TINA IMROGNO REMIRA 4321 W 6TH ST. Lawrence, KS 66049		NO BID	$4.75	NO BID
4					
5					
6					
7					
8					
9					

ATTENDANCE SHEET DPW

BID/DATE: Sodium Hypochlorite etc. 11/19/2024 @ 9am

	Printed Name	Company	Signature
1	Jon-Luc Goodrich	Holland Company	
2	Kimberline Brown	Toth	
3	Bryan Gazda	Toth	
4			
5			
6			
7			
8			
9			
10			

TOWN OF HARTFORD, VT

The Town of Hartford, VT is requesting bids for Sodium Hypochlorite 12.5% minimum, Sternpak 70, and Polymer 8837 delivered to our water and wastewater facilities.

SCOPE OF WORK

The contract will include the delivery of 990 gallons of Chlorine per order, to our Water Treatment Facility in Wilder, 4,000 gallons of bulk Stern Pak 70 per order, to Quechee Wastewater Facility, and delivery of 275-gallon totes of Polymer 8837, to our White River Junction Wastewater facility.

The period of service is December 1, 2024, through June 30, 2026.

INSTRUCTIONS

Bids must be submitted in a sealed envelope clearly marked "2024-26 Chemical Bid" and will be received at the Town of Hartford, Town Managers Office, 171 Bridge Street, White River Junction, Vermont 05001, no later than 9:00 a.m., Tuesday, November 19, 2024. Bids received after the noted time and date will not be accepted nor will bids that are faxed or emailed. Please contact Jeremy Delisle, Assistant Public Works Director, at 802- 295-3622, if you have any questions.

REJECTION OF BIDS

The Town of Hartford reserves the right to reject any or all bids or to award contracts in whole or in part if it is deemed in the best interest of the Town.

REVISION TO THE REQUEST FOR BIDS

The Town of Hartford reserves the right to modify any requirements associated with this bid and the scope of work.

LIMITATIONS OF LIABILITY

The Town of Hartford assumes no responsibility and no liability for costs incurred by the proposer in responding to the request for bid or in responding to any further request for interview, additional dates, etc. prior issuance of a contract. Purchases subject to annual budgetary appropriation.

BASIS OF AWARD

The contract shall be awarded to a responsible and responsive proposer as determined by the Town and review will include the following considerations:

- Ability to perform successfully under the terms of the scope of services.
- Prior experience and past record of performance.
- Price of product.
- Any other criteria considered relevant by the Town.

Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	_____
Stern Pack 70	4,000 gallons	12,000 gallons	_____
Polymer 8837	275 gallon totes	4,950 gallons	_____

Date:_____

Company Name:_____

Authorized Signature:_____

Printed Signature:_____

Address:_____

_____

Phone Number:_____

E-Mail Address:_____

Town of Hartford, VT
Request for Chemicals Bid

The Town of Hartford, VT is requesting bids for the bulk delivery of approximately 18,000 gallons of Chlorine, 12,000 gallons of Stern pack 70, and 4950 gallons of Polymer 8837 to Water and Wastewater Facilities in the Town of Hartford, VT. The period of service is December 1, 2024, through June 30, 2026.

Bids must be submitted in a sealed envelope clearly marked "2024-2026 Chemical Bid" and will be received at the Town Managers Office, 171 Bridge Street, White River Junction, Vermont 05001, no later than 9:00 a.m. Tuesday, November 19, 2024. Request for the bid document is available at https://www.hartford-vt.org/Bids.aspx .

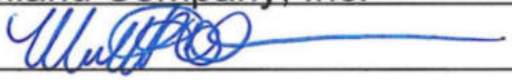
Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	No Bid
Stern Pack 70	4,000 gallons	12,000 gallons	$3.50*
Polymer 8837	275 gallon totes	4,950 gallons	No Bid

Date: November 13, 2024

Company Name: Holland Company, Inc.

Authorized Signature: 

Printed Signature: Matthew B. Holland

Address: 153 Howland Ave.
Adams, MA 01220-1199

Phone Number: 413-743-1292 / 1-800-639-9602

E-Mail Address: hcoffice@hollandcompany.com

*Same day emergency, weekend, and holiday delivery available.
See enclose Technical Support and After Hours Telephone List

Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	NO BID
Stern Pack 70	4,000 gallons	12,000 gallons	$4.75
Polymer 8837	275 gallon totes	4,950 gallons	NO BID

Date: 11/13/2024

Company Name: Kemira Water Solutions, Inc.

Authorized Signature: [signature]

Printed Signature: Christina M. Imbrogno

Address: 4321 W. 6th St.
Lawrence, KS 66049

Phone Number: (785) 842-7424

E-Mail Address: Kwsna.bids@kemira.com

Chemical
BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Chemicals for the estimated gallons.

Material	Each Delivery amount	Approximate Gallons	Price/ Gallon
Sodium Hypochlorite Minimum 12.5%	990 gallons	18,000 gallons	$3.50 - 1 year Price Hold
Stern Pack 70	4,000 gallons	12,000 gallons	$4.85 - 1 year Price Hold
Polymer 8837	275 gallon totes	~~4,950 gallons~~ 13 Totes	$25.46 - 1 year Price Hold

Date: 11/10/24

Company Name: Allen Chemical

Authorized Signature: [signature]

Printed Signature: John R. Pease

Address: 1901 US. RT 4
Mendon VT 05701

Phone Number: 802-417-3089

E-Mail Address: JPease@Allenpools-sds.com

Sorry 1-year Pricing The Best I could do.

[signature]

Holland Company, Inc.
153 Howland Avenue Adams, MA 01220 U.S.A.
800-639-9602 / 413-743-1292 www.hollandcompany.com

EPIC WW 58

DESCRIPTION: A proprietary inorganic coagulant / flocculant.
NSF International certified as meeting NSF/ANSI Standard 60 for water treatment chemicals.

Produced at Adams, Massachusetts in a NSF International Registered & Inspected facility

APPLICATION: EPIC WW 58 is a proprietary pre-polymerized coagulant, effective in reducing Phosphorus, Turbidity, Suspended Solids, BOD and other Contaminants. When compared with other coagulants it has less effect on pH, generates fewer treatment solids.
EPIC WW 58 does not stain treatment plant surfaces or equipment.

TYPICAL PROPERTIES & CHARACTERISTICS

***Appearance**: Clear to slight haze < 50NTU

***pH in concentrate @ 77°F (25°C):** 2.5 - 2.8

***Density @ 68°F (20°C):** 1.26 - 1.28

***Odor:** Negligible & Solvent Free

***Freeze point:** 14°F (-10°C) approx.

STORAGE & USE

Storage: Keep in covered containers in a secure area. Recommended to inspect and clean annually.

Recommended storage temperature: 45°F (7°C) - 95°F (35°C)

Use: Recommended using full strength. For best results use within 6 months of delivery.

ORDER - DELIVERY - SERVICE (24/7)

Orders or Technical help call: 800-639-9602 / 413-743-1292, or order using online customer access.

Lead time for delivery: 1-2 days for bulk delivery. Deliveries made 7 days per week including holidays.

Emergency service: Same day emergency delivery can be available.

Packaging: Bulk Tank Truck, Mini Bulk, Totes and drums

The information set forth herein is furnished free of charge and is based on technical data that Holland believes to be reliable.
It is intended for use by persons having technical skill and at their own discretion and risk. Since conditions of use are outside our control, we make no warranties, expressed or implied, and assume no liability in connection with any use of this information.
Nothing herein is or be taken as a license to operate under or a recommendation to infringe any patents.

Bryan Gazda

From: Randy Herrin
Sent: Wednesday, November 27, 2024 10:24 AM
To: Bryan Gazda
Cc: Tom Coates
Subject: Polymer

Bryan,

I talked to Tom, about the new polymer, and he said that Quechee used this polymer years ago, and White River wastewater had no problems.
Tom and I think we will be alright here at White River wastewater.
Everything may run normal or we may need to mix it with White River sludge longer, all things that we have done before.
Thanks for thinking ahead Bryan !!

Sent from Mail for Windows

AGENDA MEMORANDUM
December 10, 2024
Town Selectboard Meeting Item: 5
Submitted by: Bryan Gazda, Director of Public Works

Subject: **Exception to Section 3.6 of the Purchasing Policy - Used Front-End Load for the Transfer Station**

Background: A front-end loader is needed at the Transfer Station for several tasks to include the compression and loading of recyclable materials into dumpsters, the movement of 40 cubic yard dumpsters, snow removal, and general site maintenance. Starting around the Labor Day weekend, the front-end loader developed issues starting and staying started and the initial thought was it was a fuel-system related issue. Upon inspection by a John Deere service technician on September 24, 2024, it was determined that fine glass bead like material had recently been placed in the engine oil, which caused severe internal damage to the engine. HPD was contacted and a police report was generated (see attached) and a notice of claim was filed with our insurance carrier, PACIF. PACIF had an independent adjuster inspect the front-end loader and it was declared a total loss, with an adjusted value of $37,437.

Discussion: The vandalized front-end loader is a 2002 John Deere 544H and we are looking to replace the loader with a similar used front-end loader, utilizing the amount received in insurance proceeds. Upon contacting 3 local heavy equipment vendors for the availability of a similar style front-end loader based on price, we received price quotes from 2 vendors (see attached emails) for used front-end loaders they currently have available.

With this information on manufacturers and models, we determined it would be difficult to develop a bid specification that would allow a competitive bidding process, given the fixed price range and non-standardization of available used front-end loaders and seek an exception to Section 3.6 of the Purchasing Policy.

Impact: Funding for the used front-end loader would be the insurance proceeds in the amount of $37,437.

Recommendation: Staff recommend the following motion: In accordance with Section 3.7 of the Town Purchasing Policy, the Selectboard waives the requirement for competitive bidding for a used front-end loader and authorized the Director of Public Works to purchase a used front-end loader in an amount not to exceed $37,437, which complies with all other applicable provisions of the Town Purchasing Policy.

Hartford Police Department

Incident Report for Incident 24HF05785

Nature: Vandalism

Address: 2590 N HARTLAND RD; HARTFORD RECYCLING Hartford VT 05001

Location: 1408S

Offense Codes: 1400
Received By: Morse, M **How Received:** T **Agency:** 1408
Responding Officers: MacDonald, D
Responsible Officer: MacDonald, D **Disposition:** ACT 09/24/24
When Reported: 10:06:53 09/24/24 **Occurred Between:** 10:06:53 09/24/24 and 10:11:06 09/24/24

Assigned To: **Detail:** **Date Assigned:** **/**/**
Status: **Status Date:** **/**/** **Due Date:** **/**/**

Complainant:
Last: **First:** **Mid:**
DOB: **/**/** **Dr Lic:** **Address:**
Race: **Sex:** **Phone:** **City:** ,

Offense Codes

Reported: 1400 VANDALISM **Observed:** 1400 VANDALISM
Additional Offense: 1400 VANDALISM

Circumstances

BM88 No Bias/Motivation
LT18 Parking Lot/Garage
VH08 Other Motor Vehicle

Responding Officers: **Unit :**
MacDonald, D 120

Responsible Officer: MacDonald, D **Agency:** 1408
Received By: Morse, M **Last Radio Log:** 10:53:07 09/24/24 CMPLT
How Received: T Telephone **Clearance:** 5CI Event Founded- Rpt or Investn
When Reported: 10:06:53 09/24/24 **Disposition:** ACT **Date:** 09/24/24
Judicial Status: **Occurred between:** 10:06:53 09/24/24
Misc Entry: **and:** 10:11:06 09/24/24

Modus Operandi: **Description :** **Method :**

RADIOLOGS

10:53:07 09/24/24 - 1408 - 120 - CMPLT - incid#=24HF05785 Completed call call=311
10:32:39 09/24/24 - 1408 - 120 - ARRVD - incid#=24HF05785 Arrived on scene call=311
10:24:41 09/24/24 - 1408 - 120 - ENRT - incid#=24HF05785 Enroute to a call call=311
10:11:43 09/24/24 - 1408 - 120 - ASSGN - incid#=24HF05785 Assigned to a call disp:ACT call=311

Involvements

Date	Type	Description	Relationship

Narrative

MacDonald Report

On September 24, 2024 I was notified that Chief Sheldon requested an officer respond to the Hartford Recycling Center at 2590 N Hartland Rd for the report of a front loader that had possibly been vandalized.

Upon arrival I was directed to the front loader, a John Deere 544H, and observed that a United Ag & Turf John Deere technician was currently working on the issue. United advised it was clear something had been dumped into the oil fill and proceeded to show me the oil filter which showed significant build up of a shiny black substance. After further inspection the United technician stated the substance appeared to be consistent with glass bead, as it was determined to be finer than sand. It was further advised the engine on the front loader did not appear to be salvageable and a ballpark estimate on a new engine would be between $25k-30k without labor.

Hartford DPW staff advised the front loader was parked outside overnight from 8/23/2024-8/24/2024 and again on 8/28/2024-8/29/2024, otherwise it is normally stored inside the building. Staff confirmed there are no working security cameras on the property. Staff added the exterior door to the lower level of the building does not lock, therefore the front loader could have been accessed while stored inside. It was advised the front loader starting showing issues on 9/19/2024, but it is unclear when the suspected vandalism occurred.

With the information available, I am unable to identify any suspects at this time. This investigation is suspended pending additional information. Pictures were taken on scene and have been added to this case.

DFM
Tue Sep 24 12:46:05 EDT 2024

_____

Responsible LEO:

_____

Approved by:

_____

Date

Bryan Gazda

From: Jeremy Delisle
Sent: Wednesday, November 27, 2024 9:02 AM
To: Bryan Gazda
Subject: Loader for landfill
Attachments: doc04041020241127081114.pdf; doc04041120241127081124.pdf; doc04041220241127081132.pdf

Good morning Bryan,

Attached you will find three attachments for used loader options. My recommendation is the first attachment from Anderson for $37,000. I have reached out to Anderson Equipment, Milton Cat and Alta Equipment for quotes. Anderson and Milton Cat were the only ones who had a few options within our price range. Alta Equipment, to my knowledge, is still looking for a used loader in our price range. The only thing I am waiting on from Alta is what, if any, will they give us for trade in on our vandalized machine.

Please let me know if you need anything else.

Thank you,

Jeremy Delisle
Assistant Public Works Director
Town Of Hartford
173 Airport Rd
White River Junction VT 05001
1-802-295-3622 Phone
1-802-369-4018 Cell
1-802-281-7051 Fax
jdelisle@hartford-vt.org

1st Choice

Jeremy Delisle

From:	Gingue, James <jgingue@andersonequip.com>
Sent:	Thursday, November 7, 2024 1:22 PM
To:	Jeremy Delisle
Cc:	Charest Mark
Subject:	Used Komatsu WA250-6
Attachments:	wa250a.jpeg; wa250b.jpeg; wa250c.jpeg; wa250d.jpeg; wa250e.jpeg; wa250f.jpeg

You don't often get email from jgingue@andersonequip.com. Learn why this is important

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

Jeremy,

Here is a good option for you. This is a trade I have coming in from a municipality. Well-maintained. Lots of idle time so hours are high. Pins redone so it's pretty tight. Has some rust but operational, shifts through all gears well, functions as it should, couple lights are out.

2009 Komatsu WA250-6
9905 hours
416 coupler
3 yard bucket
6 cyl Komatsu engine
New windshield installed

Asking price $42,000, I'd sell this for $37,000, plus trucking from East Montpelier, VT.

James Gingue
Vermont Sales Rep
Anderson Equipment Company
151 Packard Rd
East Montpelier, VT 05651
jgingue@andersonequip.com
802-535-9274 Call or text anytime

#1 Choice

@ 37,000

Jeremy Delisle 2nd Choice!

From: Gingue, James <jgingue@andersonequip.com>
Sent: Thursday, November 7, 2024 11:42 AM
To: Jeremy Delisle
Cc: Charest Mark
Subject: RE: Used Komatsu WA380-3

You don't often get email from jgingue@andersonequip.com. Learn why this is important

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

Good morning Jeremy,

Yes this machine is available at $32,000. As-is.

James Gingue
Vermont Sales Rep
Anderson Equipment Company
151 Packard Rd
East Montpelier, VT 05651
jgingue@andersonequip.com
802-535-9274 Call or text anytime

From: Jeremy Delisle <jdelisle@hartford-vt.org>
Sent: Thursday, November 7, 2024 10:31 AM
To: Gingue, James <jgingue@andersonequip.com>
Cc: Charest Mark <mcharest@andersonequip.com>
Subject: RE: Used Komatsu WA380-3

External Email: Use caution & trust the source before clicking links or opening attachments.

Good morning James,

Is this loader still available? Were you interested on taking our other loader in on trade? I have a budget of $37,000 dollars plus trade in to work with. If you have any other loaders available in that price range, please let me know.

Thank you,

Jeremy Delisle
Assistant Public Works Director
Town Of Hartford
173 Airport Rd
White River Junction VT 05001
1-802-295-3622 Phone
1-802-369-4018 Cell
1-802-281-7051 Fax
jdelisle@hartford-vt.org

From: Gingue, James <jgingue@andersonequip.com>
Sent: Tuesday, October 22, 2024 3:13 PM
To: Jeremy Delisle <jdelisle@hartford-vt.org>
Cc: Charest Mark <mcharest@andersonequip.com>
Subject: Used Komatsu WA380-3

You don't often get email from jgingue@andersonequip.com. Learn why this is important

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

Jeremy,

Here is a loader option, 1997 Komatsu WA380-3 with 11,900 hours. I can sell this as-is for $32,000. Machine is in Manchester, NH and ready to go. Good running machine, coupler is a little loose, all around good running machine.

Will this will work for you?

James Gingue
Vermont Sales Rep
Anderson Equipment Company
151 Packard Rd
East Montpelier, VT 05651
jgingue@andersonequip.com
802-535-9274 Call or text anytime

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

KOMATSU WA380

Jeremy Delisle

From: Slade, Jeff <Jeff_Slade@miltoncat.com>
Sent: Tuesday, October 22, 2024 11:52 AM
To: Jeremy Delisle
Subject: Loaders

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

2007 Cat 928Gz would be $47,500.00 + Trucking from Milford MA

2006 Cat 938G II would be $57,500 + Trucking from Clifton Park NY

Jeff Slade
Territory Manager, Governmental Accounts
Vermont/New Hampshire
Milton Cat
Richmond, VT/Londonderry, NH
802-770-8168 Cell
802-674-6420 Fax

"The value built into our product will outlive the cheaper price of our competitors"

Purchasing Policy and Climate Action Plan Review Form

The purpose of this form is to ensure that the town and departments are making purchasing decisions that are in line with the Climate Action Plan and 2022 Purchasing Policy. This form is required for any purchase of equipment over $4001 that combust fossil fuels, such as gasoline, diesel, or oil, so that a review of adequate alternatives with lower greenhouse gas emissions can be made and is taken into account prior to the purchase.

Department: SOLID WASTE	Contact Person: Bryan Gazda	When is item needed: ASAP
Name of Product: Komatsu	Manufacturer & Model Number: WA250-6	Item it is replacing: 2002 John Deere 544
Estimated Cost: $37,000	Estimated Fuel & Maintenance Cost (if known):	Life Expectancy:

What are the primary functions of the product:

Compacting cardboard and other trash containers. Removing containers, plowing the yard and keeping brush and wood chips pushed back.

Required features (what does it *have* to do?):

Everything stated above

Alternative products that have been used successfully:

unknown

Alternative products that have been considered:

Backhoe, smaller loader and tractor

As there are no electric options available this item is as in line with the Climate Action Plan as possible at this time.

12-04-24

Please submit this form to the Town Manager's Office for review by the Environmental Sustainability Coordinator. Item will be reviewed ASAP and you should expect a response within 24 hours. If an item needs to be replaced immediately please call the Environmental Sustainability Coordinator at 802-295-9353.

AGENDA MEMORANDUM
December 10, 2024
Town Selectboard Meeting Item: 5
Submitted by: Christopher Holzwarth, Assistant Director, Planning and Permitting

Subject: **Grant #BC2344 Amendment 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 applied for a grant amendment in response to VTrans securing additional funds for the project, and the Selectboard authorized the Town Manger to apply for an amended grant on October 29, 2024.

The amended grant award is for $51,282 requiring a local match of $5,698 which is an increase of $2,548 from the previous Selectboard approval.

Impact: 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 of the General Fund.

Recommendation: The Selectboard authorize the Town Manager to execute a contract with MSK Engineers for $56,980 for the Podunk Road culvert engineering project utilizing $51,282 of Engineering Reserves for short-term financing until the grant reimburses the account, and $5,698 from FY25 GL 10-325-318-0000 to cover the local contribution.

Docusign Envelope ID: E314E98E-3C7C-483C-B13B-4E85A530024A

STATE OF VERMONT
GRANT AMENDMENT

Part 2 – Grant Amendment

This is a Grant Amendment (hereinafter called "Amendment") between the State of Vermont, Agency of Transportation (hereinafter called "State"), and the **Town of Hartford**, (hereinafter called "Grantee"). The Agreement dated **September 24, 2024**, shall be modified as follows:

1. Award Details: Part 1 – Grant Award Detail is hereby deleted and replaced in its entirety with the revised Part 1 – Grant Award Detail attached and made a part hereof.

2. Attachments: Attachment A, Scope of Work is hereby modified to include the Municipal Highway Grant Amendment Application dated **November 11, 2024**, which is attached hereto and made a part hereof.

3. Attachments: Attachment C, Standard State Provisions for Contracts and Grants dated December 7, 2023, is hereby deleted in its entirety, and replaced by Attachment C, Standard State Provisions for Contracts and Grants Revised October 1, 2024, attached, and made a part hereof.

4. Order of Precedence: Attachment C, Standard State Provisions for Contracts and Grants (revised 12/7/2023), is hereby modified to read as, Attachment C- Standard State Provisions for Contracts and Grants Revised October 1, 2024.

Except as modified by this or any existing Amendments, all other provisions of the original Agreement dated **September 24, 2024**, shall remain unchanged and in full force and effect.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AMENDMENT.

State of Vermont
Agency of Transportation

Date: 11/22/2024

Signature: DocuSigned by: Jayna Morse A3DCADA2524F439...

Name: Joe Flynn

Title: Secretary of Transportation

Grantee
Town of Hartford

Date: 11/21/2024

Signature:

Name: John Haverstock

Title: Town Manager

STATE OF VERMONT GRANT AGREEMENT — Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

[1] Grant #: BC2344	[2] Original ☐	Amendment # 1
[3] Grant Title: Town Highway Structures Program - FY25		
[4] Amount Previously Awarded: $31,500.00	[5] Amount Awarded This Action: $19,782.00	[6] Total Award Amount: $51,282.00
[7] Award Start Date: Jul 01, 2024	[8] Award End Date: Dec 31, 2026	[9] Subrecipient Award: YES ☐ NO ☒
[10] Supplier #: 0000040704	[11] Grantee Name: Town of Hartford	
[12] Grantee Address: 173 Airport Rd		
[13] City: White River Junction	[14] State: VT	[15] Zip Code: 05001
[16] State Granting Agency: Vermont Agency of Transportation		[17] Business Unit: 08100
[18] Performance Measures: YES ☒ NO ☐	[19] Match/In-Kind: $ 10% Description: LOCAL SHARE	
[20] *If this action is an amendment, the following is amended:* Amount: ☒ Funding Allocation: ☐ Performance Period: ☐ Scope of Work: ☐ Other: ☐		

SECTION II - SUBRECIPIENT AWARD INFORMATION

[21] Grantee Identifier [UEI] #: SZNMKKN8CHS4	[22] Indirect Rate: N/A % (Approved rate or de minimis 10%)	[23] FFATA: YES ☐ NO ☒
[24] Grantee Fiscal Year End Month (MM format): 06		[25] R&D: ☐
[26] EEI Registered Name *(if different than VISION Vendor Name in Box 11)*:		

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	[27]Awarded Previously	[28]Award This Action	[29]Cumulative Award	[30]Special & Other Fund Descriptions
General Fund	$0.00	$0.00	$0.00	
Special Fund	$0.00	$0.00	$0.00	
Global Commitment (non-subrecipient funds)	$0.00	$0.00	$0.00	
Other State Funds	$31,500.00	$19,782.00	$51,282.00	Transportation Fund

FEDERAL FUNDS *(includes subrecipient Global Commitment funds)*

[31]ALN#	[32]Program Title	[33]Awarded Previously	[34]Award This Action	[35]Cumulative Award	[36]FAIN	[37]Federal Award Date	[38]Total Federal Award
		$0.00	$0.00	$0.00			
[39] Federal Awarding Agency:			[40] Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		$31,500.00	$19,782.00	$51,282.00			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Christopher Bump	NAME: Christopher Holzwarth
TITLE: District 4	TITLE: Public Works Project Manager
PHONE:Cell (802) 356 - 7678	PHONE:Office: (802) 295 - 3622
EMAIL: chris.bump@vermont.gov	EMAIL: cholzwarth@hartford-vt.org

ATTACHMENT A

VERMONT
AGENCY OF TRANSPORTATION

Municipal Highway Grant Amendment Application

MUNICIPALITY: Town of Hartford		
MUNICIPAL ADDRESS: 171 Bridge Street		
MUNICIPAL CONTACT (name): John Haverstock, Town Manager		
Phone: (802) 295-9353	E-Mail: jhaverstock@hartford-vt.org	
ACCOUNTING SYSTEM: Automated ☑	Manual ☐	Combination ☐
DUNS #: SZNMKKN8CHS4	Grantee FY End Month (mm format): 06	
Grant Contract No. BC2344	Grant EA No. THS40025	Change No. 1
Original Grant Amount Awarded: $ 31,500.00		

Grant Term Extension Request:	YES ☐	NO ☑	
Increase Maximum Amount:	YES ☑	NO ☐	New project Estimate: $ 56,980.00
Scope of Work Change:	YES ☐	NO ☐	

Described Reason for ALL Requested Changes:

The Town of Hartford recently received two bids to fully engineer a replacement culvert for the Podunk Road culvert just below the Norwich town line. The road and culvert primarily serve Town of Norwich residents and has a history of failure cutting off access to a few Hartford residents and many Town of Norwich residents. The low bid came in at $56,980 which is beyond our capacity to fund. Therefore we are requesting an increase of $19,782 to increase the grant to 90% ($51,282) of the total cost allowing us to proceed with executing the full contract.

Do you have an accounting system that will allow you too completely and accurately track the receipt and disbursements of funds related to the award? **YES** ☑ **NO** ☐

If your staff is required to track their time associated with the award, does the municipality have a system in place that will account for 100% of each employee's time? **YES** ☑ **NO** ☐

Has the municipality had one or more audit findings in your last single audit regarding program non-compliance? **YES** ☐ **NO** ☑

Has the municipality had one or more audit findings in your last single audit regarding significant internal control deficiency? **YES** ☐ **NO** ☑

MUNICIPALITY
Signature: _____ Name (print): John Haverstock
Title: Town Manager Date: November 11 , 2024

District Comments:

Recommended for Approval: DocuSigned by: Christopher Bump F121EB7B0F524D4... — Authorized District Representative: 4 — District: 11/14/2024 — Date

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS
REVISED OCTOBER 1, 2024

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee, or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. Where an authorized individual is either required to click-through or otherwise accept, or made subject to, any electronic terms and conditions to use or access any product or service provided hereunder, such terms and conditions are not binding and shall have no force or effect. Further, any terms and conditions of Party's invoice, acknowledgment, confirmation, or similar document, shall not apply, and any such terms and conditions on any such document are objected to without need of further notice or objection.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont without resort to conflict of laws principles. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State regarding its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights, or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights, or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity:

A. The Party shall defend the State and its officers and employees against all third-party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

B. After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

C. The Party shall indemnify the State and its officers and employees if the State, its officers, or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

D. Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection

costs or other costs of the Party or any third party.

8. Insurance: During the term of this Agreement, Party, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation of this Attachment C into this Agreement. The terms of the Vermont State Insurance Specification are hereby incorporated by reference into this Attachment C as if fully set forth herein. A copy of the Vermont State Insurance Specification is available at: https://aoa.vermont.gov/Risk-Claims-COI.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports, and other proofs of work.

10. False Claims Act: Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority, or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Use and Protection of State Information:

A. As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").

B. With respect to State Data, Party shall:

- **i.** take reasonable precautions for its protection;
- **ii.** not rent, sell, publish, share, or otherwise appropriate it; and
- **iii.** upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or otherwise requested in writing by the State.

C. With respect to Confidential State Data, Party shall:

- **i.** strictly maintain its confidentiality;
- **ii.** not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
- **iii.** provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
- **iv.** implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;
- **v.** promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or request for Confidential State Data so that the State may seek an appropriate protective order; and
- **vi.** upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.

D. If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:

- **i.** industry-standard firewall protection;
- **ii.** multi-factor authentication controls;
- **iii.** encryption of electronic Confidential State Data while in transit and at rest;
- **iv.** measures to ensure that the State Data shall not be altered without the prior written consent of the State;
- **v.** measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as

vi. training to implement the information security measures; and

vii. monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.

E. No Confidential State Data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the United States, except with the express written permission of the State.

F. Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.

G. State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The State of Vermont Cybersecurity Standard Update prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at: https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives

H. In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this Agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this Agreement. Records produced or acquired in a machine-readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of this Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable, and shall include this provision in all subcontracts for work performed in Vermont. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Offset: The State may offset any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any offset of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided in 32 V.S.A. § 3113.

16. Taxes Due to the State: Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract, or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of $250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), as amended by Section 17 of Act No. 142 (2010) and by

Section 6 of Act No. 50 (2011).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Confidentiality and Protection of State Information"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel, and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Regulation of Hydrofluorocarbons: Party confirms that all products provided to or for the use of the State under this Agreement shall not contain hydrofluorocarbons, as prohibited under 10 V.S.A. § 586.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: https://bgs.vermont.gov/purchasing-contracting/debarment.

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Vermont Public Records Act: Party acknowledges and agrees that this Agreement, any and all information obtained by the State from the Party in connection with this Agreement, and any obligations of the State to maintain the confidentiality of information are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 *et seq.*

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lockouts) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not use the State's logo or otherwise refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

A. **Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel this Agreement at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to pay Party from State revenues.

B. **Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.

C. **Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power, or remedy under this Agreement shall not impair any such right, power, or remedy, or be construed as a waiver of any such right, power, or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to, and use of, State facilities, which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

A. **Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. A Single Audit is required if the subrecipient expends $1,000,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

B. **Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

C. **Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

A. **Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of $1,000, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

B. **Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify; and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

VERMONT LEAGUE OF CITIES & TOWNS

Issue Date: 01/01/2024
Policy Number: P2852024
Certificate #: 26

CERTIFICATE OF COVERAGE

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

Company Affording Coverage
VLCT Property & Casualty Intermunicipal Fund, Inc.
89 Main Street Suite 4
Montpelier, VT 05602

This is to certify that the policies of coverage listed below have been issued to the named member listed above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, definitions, exclusions, and conditions of such policies. Note that limits shown may have been reduced by paid claims.

Type of Coverage	Term	Limits of Liability	
Commercial General Liability	01/01/2024 - 01/01/2025	$10,000,000	Per Occurrence
Coverage Includes:			
Premises/Operations			
Products/Completed Operations			
Personal Injury			
Contractual			
Independent Contractors			
Broad Form Property Damage			
Automobile Liability	01/01/2024 - 01/01/2025	$10,000,000	Per Occurrence
Any Auto			
Hired Autos			
Non-Owned Autos			
Comprehensive/Collision		ACV	
Workers Compensation	01/01/2024 - 01/01/2025	Statutory	
And			
Employers Liability		$5,000,000	Per Occurrence and in the Aggregate
Property	01/01/2024 - 01/01/2025	As Per Policy Declarations	

Other: The State of Vermont and its agencies, departments, officers and employees are included as an additional covered party (additional insured) for General Liability, Automobile Liability and Property Damage, but only in respect to operations by or on behalf of the Named Member, as respects the grant. Coverage shall be primary and noncontributory with any other insurance, when required by contract.

Certificate Holder:
State of Vermont
Agency of Transportation-Contract Administration
219 North Main Street, Suite 105
Barre, VT 05641

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.

Authorized Representative: Frederick J. Satinsky

AGENDA MEMORANDUM
December 10, 2024

Town Selectboard Public Hearing Item: 5.f.

Submitted by: **Matt Osborn, Planner & CLG Coordinator**
Jonathan Schechtman, Historic Preservation Commission Chair

Subject: **2025 Certified Local Government (Historic Preservation) Grant Application**

Background: This is the annual Vermont Certified Local Government (CLG) grant program. The Hartford Historic Preservation Commission (HHPC) is one of nineteen CLG's in Vermont. Since becoming a CLG in 1993, Hartford has used local dollars, staff in-kind time and HHPC volunteer time to leverage $208,908 in CLG federal funding. Hartford has greatly benefitted from the CLG Program. Projects have included historic district nominations to the National Register, historic district brochures, historic sites and structures surveys, barn census, cemetery research and oral history, several oral history projects and the Performing Arts History. The HHPC is currently wrapping up work on two Taft's Flat Historic District nominations.

Discussion: The Railroad Row kiosk was installed in the 2000s not long after the Connecticut River Scenic Byway was established and when the White River Junction Welcome Center was open. The current kiosk has a panel on Veterans Memorial Park, a panel on the Connecticut River Byway and two panels with information on the history of White River Junction and its historic buildings. A great deal has changed in the Downtown since then and the panels need to be updated. The HHPC seeks to hire a graphic designer and copywriter to work with staff and the HHPC to create attractive and engaging panels. The process will include opportunities for public input including working with the Monument Committee and the Downtown Business Association. Funds for the fabrication of the panels have already been allocated.

Total project cost will be $9,431. The CLG grant request is for $4,500. The local match is $4,931 with $3,431 coming from staff in-kind time, HHPC volunteer time and $1,500 in cash. The cost of hiring a consultant is $6,000.

The grant application is due on December 16th.

Financial Impact: The grant program is a 60/40 grant to local match ratio. The CLG Program allows staff in-kind time and Historic Preservation Commission volunteer time to go towards the local match requirement. To enhance our application and receive additional points, we are proposing a 52.3% local match. Therefore, the Town cash requirement will be $1,500 which will come from the current fiscal year budget under 10-625-316-0000 (grants and appropriations).

Request: Approve the submission of a grant application for the 2025 Certified Local Government Program and authorize the Town Manager to sign all documents related to the grant application and project implementation.

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Cleaning Contract Bids

Date: December 10, 2024

Discussion

It has been several years since the Town solicited bids for its cleaning contract, which now covers Town Hall, the HPD/Dispatch portions of the Public Safety Complex and the West Hartford Library. Therefore, I worked with Scott Hausler to generate a Request for Bids (see attached).

The Town received two bids—one from the incumbent, Renee Potwin of RC Cleaners, LLC located here in Hartford (WRJ) and the other from MN Adelle Commercial Cleaning, LLC from Lake Worth Beach, Florida.

Overall, the bid from RC Cleaners is substantially lower than MN Adelle Commercial Cleaning. When put together, the RC Cleaners bid for routine cleaning comes to $4,450.90 per month in 2025 and $4,582.90 per month in 2026 and the MN Adelle Commercial Cleaning bid totals $6,249.91 per month in 2025 and $6,418.66 per month in 2026.

In addition, the costs quoted for by RC Cleaning for specialty projects are also substantially lower than the costs quoted by MN Adelle Commercial Cleaning.

Recommendation

Move to accept the bid from RC Cleaning, LLC in the overall amount of $4,450.90 per month in 2025 and $4,582.90 per month in 2026 and instruct the Town Manager to execute a contract with RC Cleaning, LLC to cover 2025 and 2026 consistent with the prices quoted.

Attachments

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: — TWN. MGR
DEPARTMENT: Cleaning Service
DATE: 12/4/2024
Tabulated BY: John Haverstock

	Name & Address of Bidder	Bid / 2025	2026		
1	MN ARELLE-Commercial Cleaning LLC. --Lake Worth Beach, FLORIDA	① $2,569.59 ② $3,094.56 ③ $585.76 ④ $50./hr.	① $2,633.97 ② $3,178.11 ③ $601.58 ④ $50/hr.		
2	RC cleaning, LLC --179 Handy Road White River Jct., VT 05001	① $2,600. ② $1,530.90 ③ $320. ④ $45./hr	① $2,678. ② $1575.90 ③ $329.60 ④ $45/hr.		
3			LOCATIONS:		
4			① Town Hall ② HPD / Dispatch ③ WH. Library		
5					
6					
7					
8					
9					

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: — TWN. MGR
DEPARTMENT: Cleaning Service
DATE: 12/4/2024
Tabulated BY: John Haverstock

	Name & Address of Bidder	Bid / 2025	2026		
1	MN ARELLE-Commercial Cleaning LLC. --Lake Worth Beach, FLORIDA	① $2,569.59 ② $3,094.56 ③ $585.76 ④ $50./hr.	① $2,633.97 ② $3,178.11 ③ $601.58 ④ $50/hr.		
2	RC cleaning, LLC --179 Handy Road White River Jct., VT 05001	① $2,600. ② $1,530.90 ③ $320. ④ $45./hr	① $2,678. ② $1575.90 ③ $329.60 ④ $45/hr.		
3			LOCATIONS:		
4			① Town Hall ② HPD / Dispatch ③ W.H. Library		
5					
6					
7					
8					
9					

ATTENDANCE SHEET

BID/DATE: Cleaning Services 12/4/2024

	Printed Name	Company	Signature
1	Renée Potwin	RC Cleaning LLC	
2	Dana Clawson	TCH	
3	Bob Hovestadt	TCH	
4			
5			
6			
7			
8			
9			
10			

11/20/2024
Wed.

REQUEST FOR CLEANING SERVICE PROPOSALS

TOWN OF HARTFORD

The Town of Hartford is requesting bid proposals for cleaning services at the following locations: Hartford Town Hall - 171 Bridge Street

Hartford Public Safety Building (Police and Dispatch) - 712 VA Cutoff Road

West Hartford Community Center and Public Library -5133 VT, Rte 14

Proposals must be submitted in a sealed envelope clearly labeled "2025/2026 Cleaning Contract" and will be received at the Town of Hartford Town Manager's Office, 171 Bridge Street, White River Junction, Vermont, 05001, no later than 3:00 p.m. on Wednesday, December 4, 2024. Proposals received after the noted time and date will not be accepted.

Specifications and bid packets are available at the Town Manager's Office, 802-295-9353, 171 Bridge Street, White River Jct., VT 05001, and online at www.hartford-vt.org/ bids.aspx

TOWN OF HARTFORD

MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

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

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

November 15, 2024

Dear Vendor:

The Town of Hartford is seeking Bids for providing cleaning services to the Hartford Town Hall, the Police and Dispatch portions of the Public Safety Building and West Hartford Community Center and Public Library within the Town of Hartford. In order to bid on this contract, we ask that you follow all directions within this packet and submit your bid on the provided form. Your bid must include all the information requested or it may not be considered.

Bids will be accepted until 3:00 p.m. on December 4, 2024. You may mail or hand deliver your bid package to:

Town of Hartford
Town Manager's Office
171 Bridge Street
White River Junction, VT 05001

If you wish to tour the buildings or if you have any questions, please call our office at 802-295-9353 X217.

Sincerely,

John Haverstock
Town Manager

REQUEST FOR CLEANING SERVICE PROPOSALS

TOWN OF HARTFORD

The Town of Hartford is requesting bid proposals for cleaning services at the following locations:
Hartford Town Hall – 171 Bridge Street
Hartford Public Safety Building (Police and Dispatch) – 712 VA Cutoff Road
West Hartford Community Center and Public Library -5133 VT, Rte 14

Proposals must be submitted in a sealed envelope clearly labeled "2025/2026 Cleaning Contract" and will be received at the Town of Hartford Town Manager's Office, 171 Bridge Street, White River Junction, Vermont, 05001, no later than 3:00 p.m. on Wednesday, December 4, 2024. Proposals received after the noted time and date will not be accepted.

Specifications and bid packets are available at the Town Manager's Office, 802-295-9353, 171 Bridge Street, White River Jct., VT 05001, and online at www.hartford-vt.org/ bids.aspx

TOWN OF HARTFORD

171Bridge Street
White River Jct., VT 05001

I. NOTICE TO BIDDERS

Sealed bids will be received at the Town Manager's Office, 171 Bridge Street, White River Jct., VT 05001, until **3:00 p.m., Wednesday, December 4, 2024.**

II. INVITATION TO BID

Sealed bids, subject to the conditions as shown herein, are requested on the following, with services to be provided as per the enclosed list of requirements and to be inclusive of any charges for freight, delivery, containers, packaging, etc. Bids must be submitted in a sealed envelope plainly marked **2025/2026 CLEANING CONTRACT**.

III. INSTRUCTIONS TO BIDDERS

1. Proposals shall be typewritten or written in ink on the form prepared by the Town or on a reasonable substitute. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties. All corrections or erasures shall be initialed by the person signing the bid.

2. A bidder shall not stipulate in their proposal any conditions not contained in the specifications. Any proposal which fails to comply with the literal letter of these instructions and the specifications may be rejected.

3. It is the Town's intent to enter into a 2 year contract, which may be terminated by either party upon giving the other party a 60 day notice.

4. A schedule of the required work activities is attached. Bidder shall itemize the cost of all tasks marked with an asterisk (*).

5. In submitting the proposal, the vendor agrees that acceptance of a bid by the Town of Hartford within a reasonable time constitutes a contract.

6. The Town reserves the right to reject any and all bids for any or all items covered in the bid request, to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interest of the Town.

7. In determining the lowest bid, the Town will consider all responsible bids on the basis of net price to be paid.

8. The successful bidder shall be in good standing with respect to any and all Town taxes, fees, assessments, betterments or other Town of Hartford charges.

9. All employees of the successful bidder working within Town of Hartford locations shall be fingerprinted and favorably pass background checks.

TOWN HALL CLEANING SCHEDULE

DESCRIPTION OF ACTIVITY	FREQUENCY
Vacuum all carpeted areas, spot clean as needed	Daily & (spot clean as needed)
Sweep and mop floors: buff as needed	Daily & buff as needed
Sanitize handrails	Weekly
Sweep and mop stairwells	Daily
Empty trash and replace liners	Daily
Restrooms: clean and sanitize all fixtures, sinks, toilets, door handles and light fixtures, unclog toilets, remove trash and replace liners, sweep and mop, restock paper goods and hand soap, spot clean walls as needed.	Daily
Kitchen area: general clean-up, sweep & mop	Daily
Maintenance Room - will be kept clean and organized at all times (MSDS Book)	Daily
Clean entrance glass (front and rear entrances to the building)	Weekly or more frequent as needed
Clean elevator, vaccuum and clean surfaces	Weekly or more frequent as needed
General dusting and wiping - tops of file cases and sanitize countertops and window sills.	Weekly
All areas: inspected for stains, finger prints, cob webs, etc. on all surfaces	Weekly
General dusting and wiping - tops of file cases, desktops and book cases and sanitize countertops and window sills.	Bi-Weekly
Consumable products: provide list for reordering stock items to maintain a 3 week supply of toilet paper, paper towels, garbage bags, gloves, etc.	Quarterly
*Tile floors: thoroughly washed, waxed and buffed to maintain a professional appearance	1 x Yearly
*Mop and wax wooden inserts	2 x Yearly
*Shampoo and deep clean all carpets	2 x Yearly
*Wash inside and outside windows	2 x Yearly (spring and fall) and as needed

POLICE AND DISPATCH DEPARTMENTS
CLEANING SCHEDULE

DESCRIPTION OF ACTIVITY	FREQUENCY
Vacuum all carpeted areas, spot clean as needed	Daily
Sweep and mop floors	Daily
Sanitize handrails	Weekly
Sweep and mop stairwells	Daily
Empty trash and replace liners	Daily
Restrooms: clean and sanitize all fixtures, sinks, toilets, door handles and light fixtures, unclog toilets, remove trash and replace liners, sweep and mop, restock paper goods and hand soap, spot clean walls as needed.	Daily
Clean outside of refigerator, lobby water fountain	Daily
Locker rooms: Clean showers	Weekly
Locker rooms: Toilet, Sinks, counters, floors, trash	Daily
Kitchen area: general clean-up, sweep & mop	Daily
Clean entrance glass	Weekly or more frequent as needed
All areas: inspected for stains, finger prints, cob webs, etc. on all surfaces	Weekly
General dusting and wiping - tops of file cases, desktops and book cases and sanitize countertops and window sills.	Weekly
General dusting and wiping of computer equipment, desks, bookcases and window blinds	Bi-Weekly
Consumable products: provide list for reordering stock items to maintain a 3 week supply of toilet paper, paper towels, soap and light bulbs.	Quarterly
*Strip/wax floors	2 x Yearly
*Wash inside and outside windows	2 x Yearly (spring and fall)

WEST HARTFORD COMMUNITY CENTER &

PUBLIC LIBRARY CLEANING SCHEDULE

DESCRIPTION OF ACTIVITY	FREQUENCY
Vacuum all carpeted areas and handicap lift, spot clean as needed	Weekly
Sweep and mop floors	Weekly
Sanitize handrails	Weekly
Sweep and mop stairwells and handicap lift	Weekly
Empty trash and replace liners	Weekly
Clean entrance glass (front and side entrances to the building)	Weekly
Restrooms: clean and sanitize all fixtures, sinks, toilets, door handles and light fixtures, unclog toilets, remove trash and replace liners, sweep and mop, restock paper goods and hand soap, spot clean walls as needed.	Weekly
Kitchen area: clean and sanitize sink, counters, stove, refrigerator, general clean-up, not to include dishwashing	Weekly
Maintenance Room - will be kept clean and organized at all times	Weekly
General dusting and wiping - tops of file cases, desktops and book cases and sanitize countertops and window sills.	Weekly
General dusting and wiping - tops of file cases and sanitize countertops.	Weekly
Window sills, chair rails and electrical conduit to be vacuumed and wiped	Weekly
All areas: inspected for stains, finger prints, cob webs, etc. on all surfaces	Weekly
Consumable products: provide list for reordering stock items to maintain a 3 week supply of toilet paper, paper towels, cold drink cups for bathrooms, soap and light bulbs.	Quarterly
*Wash inside and outside windows	2 x Yearly (spring and fall) and as needed
*Carpet Cleaning	2 X yearly (Spring & Fall) & as needed
*Clean light fixtures	2 X yearly (Spring & Fall) & as needed
*Replace light and fluorescent bulbs as needed	As needed

TOWN OF HARTFORD
Town Manager's Office
171 Bridge Street
White River Junction, VT 05001

CLEANING CONTRACT BID

1. Our cost of cleaning the Hartford Hall three (3) days per week is _____ per month for 2025 and _____for 2026. The Town will furnish all cleaning supplies including soap, disinfectants, detergents, wax and other needed supplies.

2. Our cost of cleaning the Public Safety Building (Police and Dispatch) four (4) days per week is _____ per month for 2025 and _____for 2026. The Town will furnish all cleaning supplies including soaps, disinfectants, detergents, wax and other needed supplies.

3. Our cost of cleaning the West Hartford Community Center and Public Library one (1) day per week is _____per month for 2025 and _____for 2026. The Town will furnish all cleaning supplies including soaps, disinfectants, detergents, wax and other needed supplies.

4. Our price to perform optional small maintenance will be $ _____ per hour for 2025 and _____for 2026. An annual need of 180 person hours is estimated for this item. Work under this item shall be on an "as requested" basis and requires separate authorization by the Town.

In order to assure that the Town of Hartford receives quality services, we request that you attach a list of <u>at least five business references</u> (including names and telephone numbers) that can be contacted. No bid will be given consideration without a list of references.

THE TOWN OF HARTFORD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

_____
Date

_____
Signature

_____
Typed Name and Title

_____
Business Name

_____
Address

_____

TOWN OF HARFORD
Town Manager's Office
171 Bridge Street
White River Jct., VT 05001

ACKNOWLEDGMENTS

(to be completed by the contractor selected for this work)

I certify that the above quotation is exclusive of any Federal Excise taxes, and all other state and local taxes.

I further certify that the services to ne provided by the Town of Hartford will meet all the specifications it has so indicated in this bid.

_____
Date

_____
Signature

_____
Typed Name and Title

_____
Business Name

_____
Address

_____

TOWN OF HARTFORD
Town Manager's Office
171 Bridge Street
White River Jct., VT 05001

INDEMNIFICATION PROVISION

(to be completed by the contractor selected for this work)

The undersigned agrees to indemnify the Town from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage that the Town becomes legally obligated to pay, including reasonable attorneys' fees, investigative and discovery costs, and court costs, as a result of claims, demands, costs or judgments, against the Town arising out of the subject matter of the attached purchase order, contract or agreement, caused by or arising out of the negligence, fault, breach of warranty, products liability or strict liability of the undersigned, the Town, or third parties, whether such negligence, default, breach of warranty, products liability or strict liability is sole, joint or several.

_____
Date

_____
Signature

_____
Typed Name and Title

_____
Business Name

_____
Address

_____

CERTIFICATE OF INSURANCE

(to be completed by the contractor selected for this work)

This is to certify that the following policy(ies), subject to applicable terms, conditions, and exclusions has (have) been issued by the insurance company(ies) named below and is (are) in effect at date of this certificate.

This certificate of insurance either affirmatively nor negatively amends, extends or alters the coverage afforded by the policies indicated, except as shown below.

Name of Insured: _____

Address: _____

Certificate issued to: Town of Hartford, Vermont

Kind of Policy	Insurance Company	Policy Number	Expiration Date	Coverage (Mark "X")	Coverages & Limits of Liability Not less than Bodily Injury Not less than Property Damage
A. Broad Form Comprehensive General Liability					Each Person / Each Occurrence / Each Occurrence / Aggregate $500,000 / $500,000 Aggregate: $2,000,000 / $2,000,000 / $2,000,000 $500,000 Single Limit per occurrence $2,000,000 aggregate
B. Umbrella or Excess Liability					$1,000,000 Single Limit each occurrence $1,000,000 Aggregate (where applicable excess of primary insurance recorded above)
C. Worker's Compensation And Employers Liability (as required by law)					Compensation - Statutory -- State(s) of VT Employers Liability - $100,000

continued on next page . . .

The undersigned certifies that the policies listed under A, B and C above have been endorsed as follows:

1. The Town of Hartford is recognized as an additional named insured but only as respects the agreement, contract, or permit between the above insured and

2. This policy(ies) shall be considered as primary insurance and exclusive of any insurance carried by _____ and the insurance evidenced by this certificate shall be exhausted first, notwithstanding, the fact that _____ may have other valid and collectable insurance covering the same risk.

3. This policy shall not be canceled nor reduced in coverage until after 30 days written notice of such cancellation or reduction in coverage shall have been mailed to this certificate holder.

4. No act on the part of the insured shall affect the coverage afforded to _____ under this insurance.

Certified this _____ day of _____, 20____

_____
Insurance Agency

_____
Address

_____

_____
Telephone

TOWN OF HARTFORD
Town Manager's Office
171 Bridge Street
White River Junction, VT 05001

CLEANING CONTRACT BID

1. Our cost of cleaning the Hartford Hall three (3) days per week is 2,600.00 (Based on 13 cleanings per month @ 200 per time) per month for 2025 and 2678.00 for 2026. The Town will furnish all cleaning supplies including soap, disinfectants, detergents, wax and other needed supplies. (Based on 3 cleanings per month @ 206 per time)

2. Our cost of cleaning the Public Safety Building (Police and Dispatch) four (4) days per week is 1530.00 (Based on 18 cleanings per month @ 85 per time) per month for 2025 and 1575.90 for 2026. The Town will furnish all cleaning supplies including soaps, disinfectants, detergents, wax and other needed supplies.
↳ Based on 18 cleanings per month @ 87.55 per time

3. Our cost of cleaning the West Hartford Community Center and Public Library one (1) day per week is 320.00 (Based on 4 cleanings per month @ 80.00 per time) per month for 2025 and 329.60 for 2026. The Town will furnish all cleaning supplies including soaps, disinfectants, detergents, wax and other needed supplies.
↳ Based on 4 cleanings per month @ 82.40 per time

4. Our price to perform optional small maintenance will be $ 45 per hour for 2025 and 45 for 2026. An annual need of 180 person hours is estimated for this item. Work under this item shall be on an "as requested" basis and requires separate authorization by the Town.

In order to assure that the Town of Hartford receives quality services, we request that you attach a list of <u>at least five business references</u> (including names and telephone numbers) that can be contacted. No bid will be given consideration without a list of references.

THE TOWN OF HARTFORD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

12/4/24
Date

Renée C. Potwin
Signature

Renée C. Potwin
Typed Name and Title

RC Cleaning LLC
Business Name

179 Handy Rd
Address

W.R. Jct, VT 05001

Asterisk Pricing

Town Hall-

Strip & Wax Tile Floors-$1600
Mop & Wax Wood Inserts-N/A
Clean Carpets & Chairs-$3350
Wash Interior & Exterior Windows-N/A

Police & Dispatch-

Strip & Wax Tile Floors-$2000
Clean Carpets-$1200
Wash Interior & Exterior Windows-$600

West Hartford Community Center-

Wash Interior & Exterior Windows-$400
Clean Carpets-$250
Clean Light Fixtures-N/A
Replace Light and Fluorescent Bulbs-N/A

TOWN OF HARFORD
Town Manager's Office
171 Bridge Street
White River Jct., VT 05001

ACKNOWLEDGMENTS

(to be completed by the contractor selected for this work)

I certify that the above quotation is exclusive of any Federal Excise taxes, and all other state and local taxes.

I further certify that the services to ne provided by the Town of Hartford will meet all the specifications it has so indicated in this bid.

12/4/24
Date

Renée C. Potwin
Signature

Renée C. Potwin
Typed Name and Title

RC Cleaning LLC
Business Name

179 Handy Rd
Address

W. R. Jct, VT 05001

TOWN OF HARTFORD
Town Manager's Office
171 Bridge Street
White River Jct., VT 05001

INDEMNIFICATION PROVISION

(to be completed by the contractor selected for this work)

The undersigned agrees to indemnify the Town from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage that the Town becomes legally obligated to pay, including reasonable attorneys' fees, investigative and discovery costs, and court costs, as a result of claims, demands, costs or judgments, against the Town arising out of the subject matter of the attached purchase order, contract or agreement, caused by or arising out of the negligence, fault, breach of warranty, products liability or strict liability of the undersigned, the Town, or third parties, whether such negligence, default, breach of warranty, products liability or strict liability is sole, joint or several.

12/4/24
Date

Renée C. Potwin
Signature

Renée C. Potwin
Typed Name and Title

RC Cleaning LLC
Business Name

179 Handy Rd
Address

W.R. Jct. VT 05001

CERTIFICATE OF INSURANCE

(to be completed by the contractor selected for this work)

This is to certify that the following policy(ies), subject to applicable terms, conditions, and exclusions has (have) been issued by the insurance company(ies) named below and is (are) in effect at date of this certificate.

This certificate of insurance either affirmatively nor negatively amends, extends or alters the coverage afforded by the policies indicated, except as shown below.

Name of Insured: RC Cleaning LLC

Address: 179 Handy Rd W.R. Jct, VT 05001

Certificate issued to: Town of Hartford, Vermont

Kind of Policy	Insurance Company	Policy Number	Expiration Date	Coverage (Mark "X")	Coverages & Limits of Liability Not less than Bodily Injury Not less than Property Damage
A. Broad Form Comprehensive General Liability	MMG Ins. Co.	SC24003597	10/1/25	X	Each Person / Each Occurrence / Each Occurrence / Aggregate $500,000 / $500,000 Aggregate: $2,000,000 / $2,000,000 / $2,000,000 $500,000 Single Limit per occurrence $2,000,000 aggregate
B. Umbrella or Excess Liability	MMG maine mutual Ins.	KU14218793	10/1/25	X	$1,000,000 Single Limit each occurrence $1,000,000 Aggregate (where applicable excess of primary insurance recorded above)
C. Worker's Compensation And Employers Liability (as required by law)	Wesco Ins. Co.	WWC3746268 3A; NH, VT	10/1/25	X	Compensation - Statutory -- State(s) of VT Employers Liability - $100,000

continued on next page . . .

* Please see certificate on next page

The undersigned certifies that the policies listed under A, B and C above have been endorsed as follows:

1. The Town of Hartford is recognized as an additional named insured but only as respects the agreement, contract, or permit between the above insured and

2. This policy(ies) shall be considered as primary insurance and exclusive of any insurance carried by RC Cleaning LLC and the insurance evidenced by this certificate shall be exhausted first, notwithstanding, the fact that RC Cleaning LLC may have other valid and collectable insurance covering the same risk.

3. This policy shall not be canceled nor reduced in coverage until after 30 days written notice of such cancellation or reduction in coverage shall have been mailed to this certificate holder.

4. No act on the part of the insured shall affect the coverage afforded to RC Cleaning LLC, under this insurance.

Certified this 3rd day of December, 2024

Cross Insurance
Insurance Agency

75 Portsmouth Blvd
Address

Suite 100
Portsmouth, NH 03801

603-812-2600
Telephone

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Daniel Lewis
Cross Insurance 75 Portsmouth Blvd. Suite 100 Portsmouth NH 03801	PHONE (A/C, No, Ext): (603) 812-2600 FAX (A/C, No): (603) 570-1073 E-MAIL ADDRESS: portsmouth.certificates@crossagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : MMG Ins Co	15997
INSURER B : MMG (Maine Mutual) Ins.	
INSURER C : Wesco Ins. Co.	25011
INSURER D :	
INSURER E :	
INSURER F :	

INSURED: RC Cleaning LLC, 179 Handy Rd, White River Junctio VT 05001

COVERAGES **CERTIFICATE NUMBER:** 24-25 Liability Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			SC24003597	10/01/2024	10/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 250,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			KA14218036	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			KU14218793	10/01/2024	10/01/2025	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3740268 3A: NH, VT	10/01/2024	10/01/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Renee Potwin is excluded from the Workers Compensation policy.							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurance afforded by the policies described herein is subject to all the terms, exclusions, warranties and conditions of such policies.

CERTIFICATE HOLDER

Town of Hartford
171 Bridge Street
White River Jct. VT 05001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Daniel Lewis

© 1988-2015 ACORD CORPORATION. All rights reserved.

TOWN OF HARTFORD
Town Manager's Office
171 Bridge Street
White River Junction, VT 05001

CLEANING CONTRACT BID

1. Our cost of cleaning the Hartford Hall three (3) days per week is $ 2,569.59 per month for 2025 and $ 2,638.97 for 2026. The Town will furnish all cleaning supplies including soap, disinfectants, detergents, wax and other needed supplies.

2. Our cost of cleaning the Public Safety Building (Police and Dispatch) four (4) days per week is $ 3,094.56 per month for 2025 and $ 3,178.11 for 2026. The Town will furnish all cleaning supplies including soaps, disinfectants, detergents, wax and other needed supplies.

3. Our cost of cleaning the West Hartford Community Center and Public Library one (1) day per week is $ 585.76 per month for 2025 and $ 601.58 for 2026. The Town will furnish all cleaning supplies including soaps, disinfectants, detergents, wax and other needed supplies.

4. Our price to perform optional small maintenance will be $ 50 per hour for 2025 and $ 51.35 for 2026. An annual need of 180 person hours is estimated for this item. Work under this item shall be on an "as requested" basis and requires separate authorization by the Town.

In order to assure that the Town of Hartford receives quality services, we request that you attach a list of at least five business references (including names and telephone numbers) that can be contacted. No bid will be given consideration without a list of references.

THE TOWN OF HARTFORD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

12/1/24
Date

Signature

Monique Baldwin, Co-owner
Typed Name and Title

MN Adelle Commercial Cleaning LLC
Business Name

1601 N Dixie Hwy Unit 214
Address

Lake Worth Beach, Florida 33460

TOWN OF HARFORD
Town Manager's Office
171 Bridge Street
White River Jct., VT 05001

ACKNOWLEDGMENTS

(to be completed by the contractor selected for this work)

I certify that the above quotation is exclusive of any Federal Excise taxes, and all other state and local taxes.

I further certify that the services to ne provided by the Town of Hartford will meet all the specifications it has so indicated in this bid.

12/1/24
Date

Signature

Monique Baldwin, Co-owner
Typed Name and Title

MNA delle Commercial Cleaning LLC
Business Name

1601 N dixie Hwy Unit 214
Address

Lake Worth Beach, FL 33460

TOWN OF HARTFORD
Town Manager's Office
171 Bridge Street
White River Jct., VT 05001

INDEMNIFICATION PROVISION

(to be completed by the contractor selected for this work)

The undersigned agrees to indemnify the Town from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage that the Town becomes legally obligated to pay, including reasonable attorneys' fees, investigative and discovery costs, and court costs, as a result of claims, demands, costs or judgments, against the Town arising out of the subject matter of the attached purchase order, contract or agreement, caused by or arising out of the negligence, fault, breach of warranty, products liability or strict liability of the undersigned, the Town, or third parties, whether such negligence, default, breach of warranty, products liability or strict liability is sole, joint or several.

12/1/24
Date

Signature

Monique Baldwin, Co-owner
Typed Name and Title

MN Adelle Commercial Cleaning LLC
Business Name

1601 N Dixie Hwy Unit 214
Address

Lake Worth Beach, FL 33460

MN Adelle Commercial Cleaning LLC

MN Adelle Commercial Cleaning LLC is a minority-owned business dedicated to providing high-quality commercial cleaning services. Our leadership team possesses over seven years of experience serving municipal governments and remains committed to its strong foundation in service excellence.

In summary, the general cleaning monthly rate for the Town Hall is $2,569.59 for FY25, while the general cleaning monthly rate for FY26 is $2,638.97. The FY25 & FY26 general cleaning rates for the Police & Dispatch Departments are $3,094.56 and $3,178.11, respectively. The rates for the Community Center / Library are $585.76 for FY25, and $601.58 for FY26.

Please note the attached itemization of services on a yearly, bi-yearly, and as-needed basis are **not included** in the above general cleaning monthly rates.

We sincerely hope to have the opportunity to work with the Town of Hartford. Please direct your questions to Monique Baldwin via mb@mnadelle.com or (603) 264-9034.

Co-Owner Co-Owner

REFERENCES

- **Palm Beach County, Florida**
  - Jimilla Hicks, Sr. Performance Manager
  - jhicks@pbc.gov | (561) 876-3488
- **City of Las Cruces, New Mexico**
  - Mark Miller, Senior Long Range Planner & Contract Manager
  - mmiller@lascruces.gov | (575) 642-5007
- **Immaculate Flight Private Aircraft Detailing**
  - Jonathan Gary, Operations General Manager
  - jgary@immaculateflight.com | (561) 545-7490
- **Rockingham Marble & Granite**
  - James Holland, Chief Executive Officer
  - jholland@rockinghammarbleandgranite.com | (603) 4903723
- **Confetti Express, New Hampshire**
  - Lousie Mercado, Owner | (603) 534-2639

MN Adelle Commerical Cleaning LLC

Date: 12/1/2024
Quote #: 6309-0023

FY25

Client

Town of Hartford
171 Bridge St
White River Junction, Vermont, 05001
(802) 295-9353

Project Description

Itemization of Services for Hartford Town Hall (171 Bridge St), and portions of the Public Safety Building (812 VA Cutoff Rd) and Community Center & Public Library (5133 VT, Rte 14).

Fiscal Year 25

Description	Price	Qty	Total
TOWN HALL - Tile Floors: Thoroughly washed, waxed and buffed to maintain a professional appearance (1x yearly)	$2,500	1	$2,500
TOWN HALL - Mop & Wax Wooden Inserts (2x yearly)	$639	2	$1,278
TOWN HALL - Shampoo & deep clean all carptes (2x yearly)	$2,175	2	$4,350
TOWN HALL - Wash interior & exterior windows (2x yearly; Spring & Fall & as needed)	$1,416	2	$2,832
POLICE & DISPATCH DEPARTMENTS - Strip / Wax Floors (2x yearly)	$6,950	2	$13,900
POLICE & DISPATCH DEPARTMENTS - Wash interior & exterior windows (2x Yearly; Spring & Fall)	$688	2	$1,376
W HARTFORD COMMUNITY CNTR & LIBRARY - Wash interior & exterior windows (2x Yearly; Spring & Fall & as needed)	$337	2	$674
W HARTFORD COMMUNITY CNTR & LIBRARY - Carpet Cleaning (2x Yearly; Spring & Fall & as needed)	$410	2	$820
W HARTFORD COMMUNITY CNTR & LIBRARY - Clean light fixtures (2x Yearly; Spring & Fall & as needed)	$50	2	$100
W HARTFORD COMMUNITY CNTR & LIBRARY - Replace light & florescent bulbs as needed)			$60

Special Notes

FY25 Price Reflects RFP Cleaning Schedule **Asterisked** Services. The total shown is **NOT** reflective of the monthly general cleaning prices for the Town Hall, Police Dept., and Community Center.

Total **$27,890.00**

This is NOT an invoice.

Confirm acceptance of this estimate by signing:

Signature _____

Print Name _____

Date _____

Direct questions to Monique Baldwin (603) 264-9034 | mb@mnadelle.com

MN Adelle Commerical Cleaning LLC

Date: 12/1/2024
Quote #: 6309-0026

FY26

Client

Town of Hartford
171 Bridge St
White River Junction, Vermont, 05001
(802) 295-9353

Project Description

Itemization of Services for Hartford Town Hall (171 Bridge St), and portions of the Public Safety Building (812 VA Cutoff Rd) and Community Center & Public Library (5133 VT, Rte 14).

Fiscal Year 26

Description	Price	Qty	Total
TOWN HALL - Tile Floors: Thoroughly washed, waxed and buffed to maintain a professional appearance (1x yearly)	$2,568	1	$2,568
TOWN HALL - Mop & Wax Wooden Inserts (2x yearly)	$656	2	$1,313
TOWN HALL - Shampoo & deep clean all carptes (2x yearly)	$2,234	2	$4,467
TOWN HALL - Wash interior & exterior windows (2x yearly; Spring & Fall & as needed)	$1,454	2	$2,908
POLICE & DISPATCH DEPARTMENTS - Strip / Wax Floors (2x yearly)	$7,138	2	$14,275
POLICE & DISPATCH DEPARTMENTS - Wash interior & exterior windows (2x Yearly; Spring & Fall)	$707	2	$1,413
W HARTFORD COMMUNITY CNTR & LIBRARY - Wash interior & exterior windows (2x Yearly; Spring & Fall & as needed)	$346	2	$692
W HARTFORD COMMUNITY CNTR & LIBRARY - Carpet Cleaning (2x Yearly; Spring & Fall & as needed)	$421	2	$842
W HARTFORD COMMUNITY CNTR & LIBRARY - Clean light fixtures (2x Yearly; Spring & Fall & as needed)	$51	2	$103
W HARTFORD COMMUNITY CNTR & LIBRARY - Replace light & florescent bulbs as needed)			$62

Special Notes

FY26 Price Reflects RFP Cleaning Schedule **Asterisked** Services. The total shown is **NOT** reflective of the monthly general cleaning prices for the Town Hall, Police Dept., and Community Center.

Total **$28,643.03**

This is NOT an invoice.

Confirm acceptance of this estimate by signing:

Signature _____

Print Name _____

Date _____

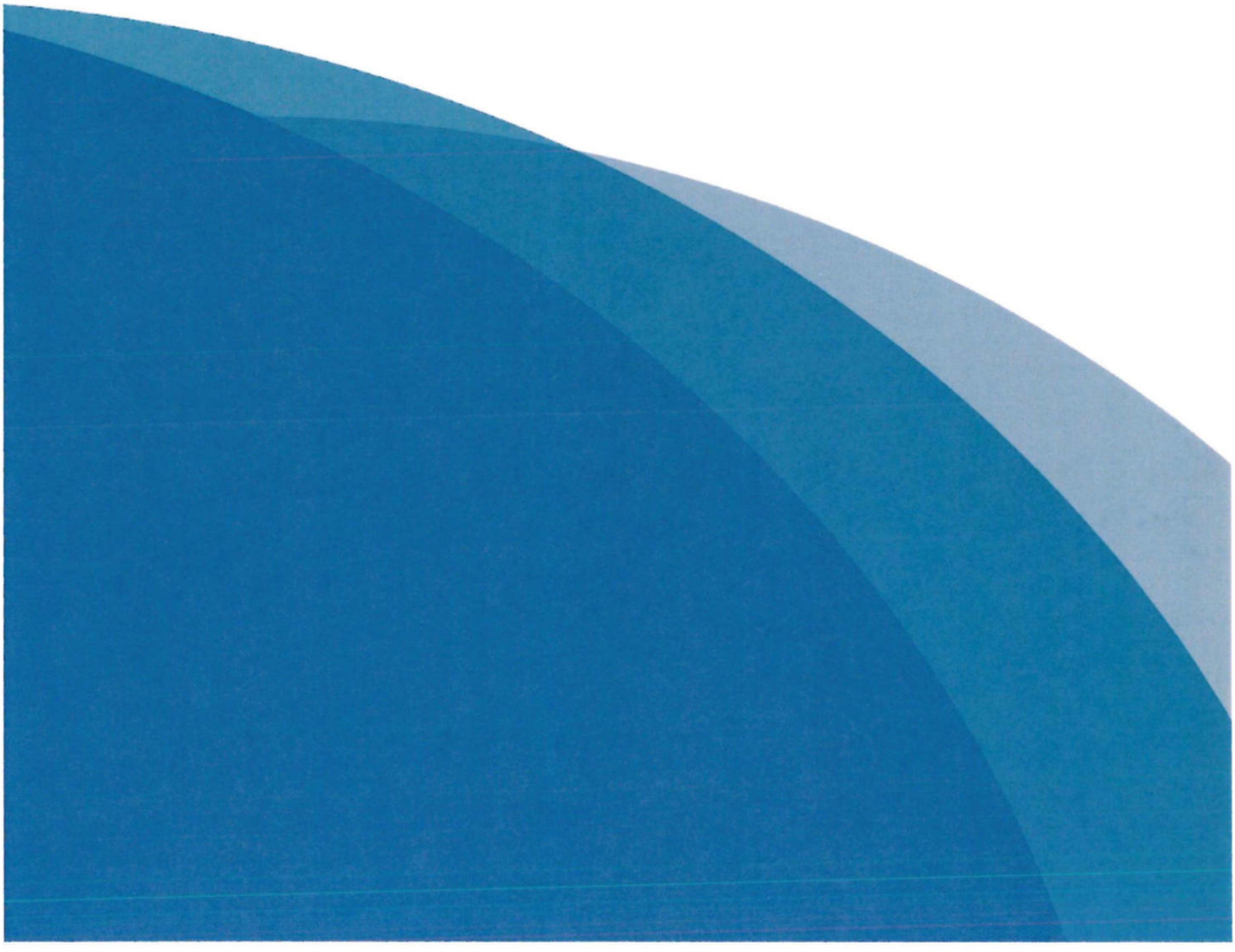
Direct questions to Monique Baldwin (603) 264-9034 | mb@mnadelle.com

MN Adelle Commercial Cleaning LLC

Disclosure of Interested Parties

- Monique Baldwin, Co-Owner (LLC Partner 50%)
- Rafael Santos Andjuar, Co-Owner (LLC Partner 50%)

MNAdelle Commercial Cleaning LLC is a minority-owned business dedicated to providing high-quality commercial cleaning services. The company's leadership team possesses over seven years of experience delivering complex solutions in municipal government and remains committed to its strong foundation in service excellence.



To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Ordinance Digitization

Date: December 10, 2024

Discussion

The Town Selectboard has long sought the digitization of Town ordinances and policies, for improved accessibility and searchability. IT Director Dillon Walsh put out an RFP and in past Selectboard meetings has presented the alternative proposals received from two vendors--General Code and Municode (Civic Plus). See attached presentation from November 12.

The IT Director believes that each vendor has its plusses and minuses but that either would be fine to accomplish the Town's priority goal of ordinance digitization.

Financial Impact

Each proposal is different with regard to how costs and fees are apportioned, but with either option, the Town can proceed with the successful vendor immediately within the current fiscal year, in which $5,000 has been budgeted for this purpose at budget line 10-121-318-0100. At present, the FY2026 budget features a $10,000 appropriation item for ordinance digitization.

Recommendation

Move that the Town Manager be instructed to award the ordinance digitization contract to:

General Code ***OR*** Municode (Civic Plus) at the quoted price terms.

Thank you.

Attachment

Ordinance Digitization

Intro/History

- Goal: Present all the info possible to help the board with their decisions

- Support/supplement the Town's dedication to transparency

History:

- Town code formally adopted by Town and then published by General Code in 2008, last amended in 2009
- Ordinances were adopted from 2010-2017 but Town chose to not supplement into the code.
- Online hosting of code and new laws stopped in late 2017.

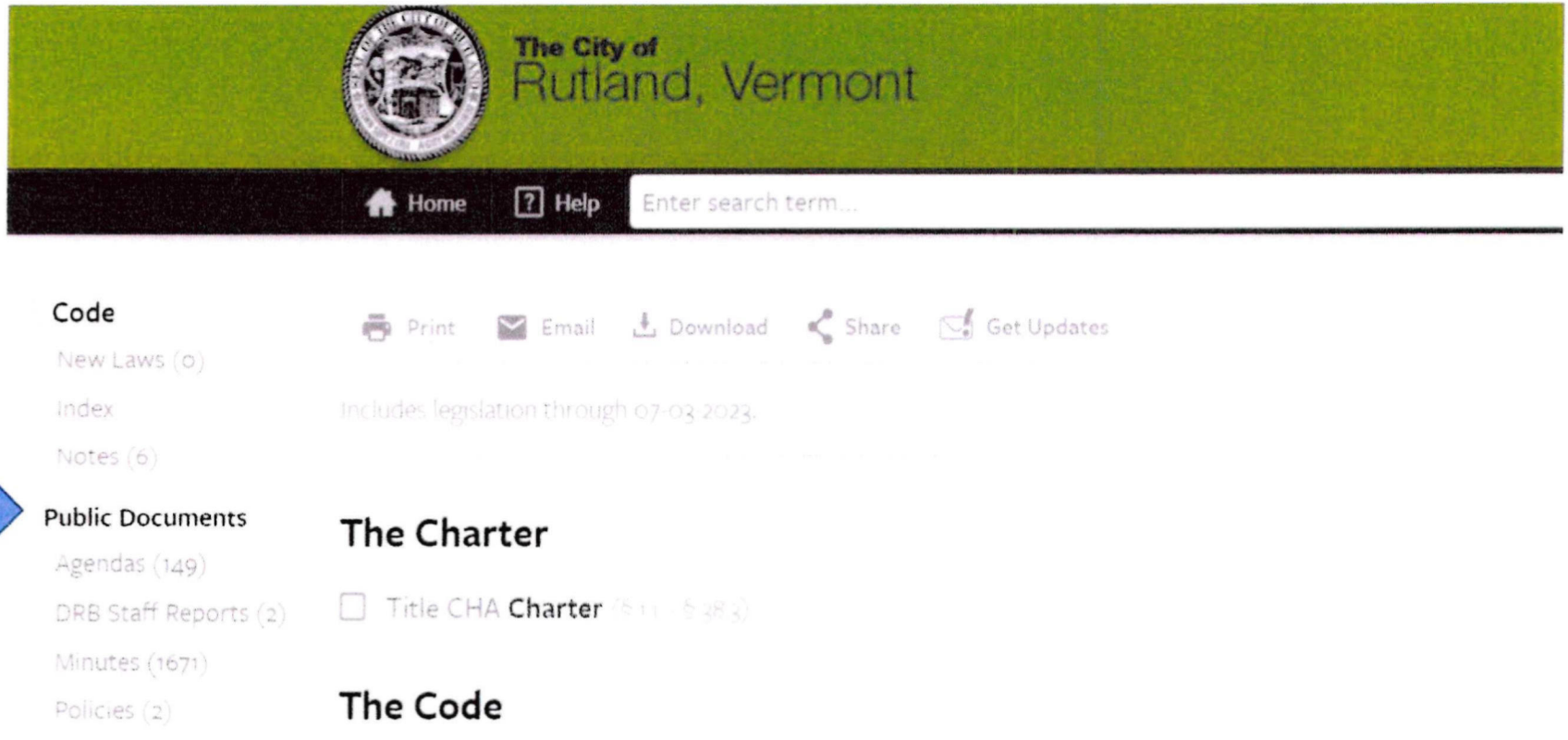
Current Landscape

- Current ordinances are not online – being kept up-to-date in Town Clerk's office
- Hard to keep track/view
- Transparency goals
- No streamlined process for updating
  - Different styles for every department creates confusion for the readability and "flow" of the code.

General Code

- Former codifier for the Town, crafted 2008 code
  - 60+years of codification expertise, owned by International Code Council
    - Local customers: Rutland, Burlington, Lebanon
- $1,195/year online code access fee
  - Lower cost compared to Civic Plus
  - Supplementation billed for time and materials
    - 3-year price guarantee on a per page rate
- Public Documents section included, no extra cost

General Code Look

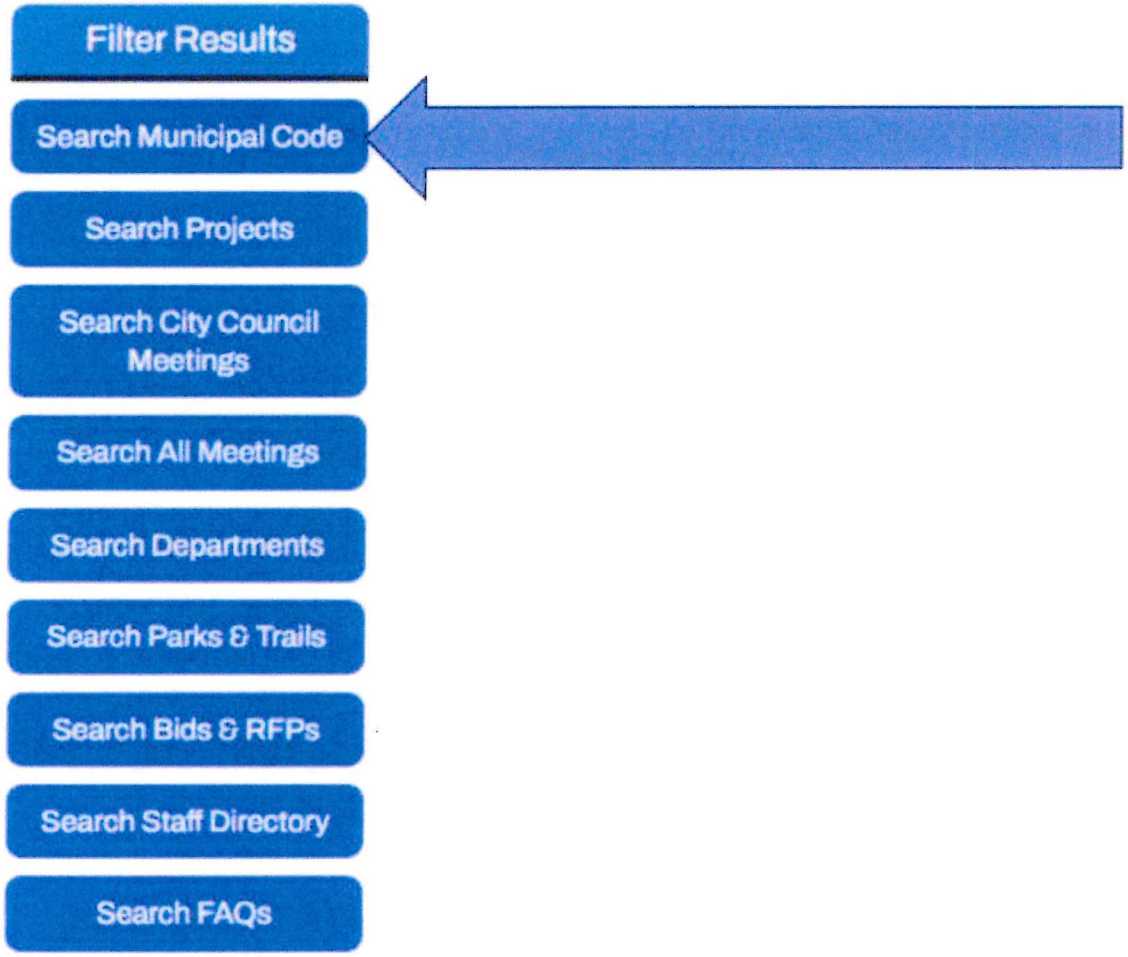


Municode

- Owned by CivicPlus, our current website host
- Munidocs includes 25GB of space for static documents (remains searchable)
- $1600 supplemental flat fee for all Ordinances
- $1375 hosting fee
- The only option that integrates into search results on website

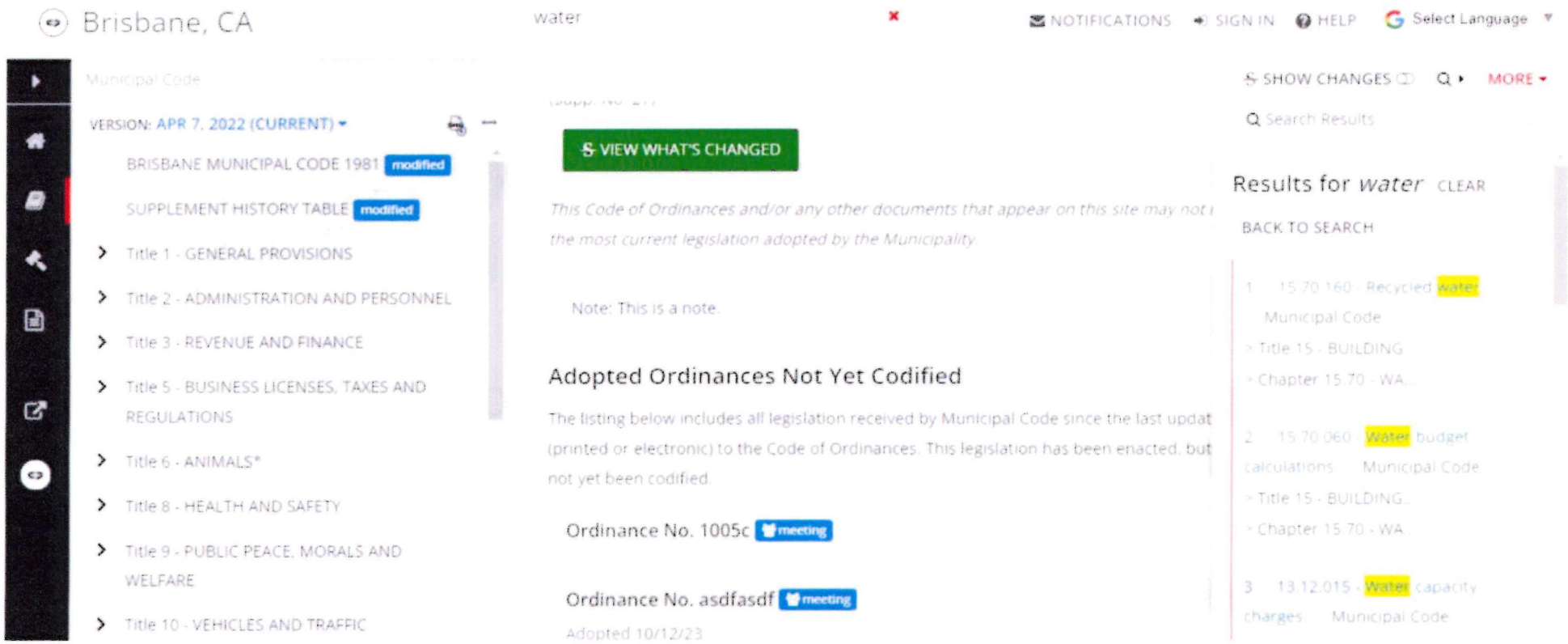
Look

- Integrate within current website allowing searches by city ordinance, just like anything else:



Look

- Once city ordinance is filtered, search by code/ordinance, or just browse the ordinance to view current, past edits/adoptions, etc:



Ordinance Additions

- The following items have been identified as needing to be adding to the original 2007-2008 codebook:

Flood Hazard, with updates through 11/2009: 15 pages

Sewers, with updates through 11/2009: 4 pages

Taxicab, with updates through 6/2010: 6 pages

Dilapidated Buildings, brand new chapter updated through 5/2011: 5 pages

Speed Limits, with updates through 5/2011: 1 page

Transportation, with updates through 1/2013: 32 pages

Alarms, with updates through 4/2014: 3 pages

Dogs, with updates through 4/2014: 10 pages

Vehicles & Traffic, with updates through 2/2015: 1 page

Solid Waste Pricing, with updates through 6/2015, 1 page

Ordinance Additions

- The following items have been identified as needing to be adding to the original 2007-2008 codebook:

Subdivisions, completely redrafted and updated through 2/2016: 33 pages

Impact fees on commercial development, with updates through 6/2017: 1 page

Parking & Traffic, with updates through 10/2021: 2 pages

- Chapter 220 amended a few times

Zoning, completely redrafted and updated through 10/2022: 101 pages

Signs, with updates through 3/2023: 12 pages

Welcoming Hartford Ordinance, new subject matter as of 5/2020: 6 pages

Parks Ordinance, new subject matter as of 5/2023: 4 pages

Differences

Item/Feature	Municode	General Code
Yearly Hosting Fee + publication fee (no legal review)	$2975 (first year fee, items published as as)	$1195 (first year waived), $7900 initial project cost
Ordinance submission cost	Included*	Time & materials (3-year price lock)
Full legal review (Recommended?)	$9,950 (Yes)*	Few thousand* (No)
Website integration?	Yes	No
Policy-type docs	Static docs: 25GB $400.00 Live docs: $150 first 100 pages, $1.50/page after	Included in hosting
Timetable – legal review/no review*	?	8-10 weeks to live, 6 months for review after
History tracking?	Yes	$250 initial, $350/yr

Final Considerations

- Both vendors recommend not supplementing the Personnel Policy as part of the Ordinance codebook. Both recommend making it available as a public policy:
  - Municode: Munidocs
  - General Code: Public Documents Module

- Strategy to help plan for upcoming Ordinance changes: codification budget line item

QUESTIONS?

AGENDA MEMORANDUM
December 10, 2024
Town Selectboard Meeting Item:
Submitted by: Scott Cooney, Fire Chief

Subject: **Bid Award Cardiac Monitors**

Background: The fire department issued an RFP on September 6, 2024; to replace the existing cardiac monitors as two units are ending service life. The RFP requested the vendor quote 3 units to support our three ambulances. We received bids from ZOLL Medical Corporation and Stryker Medical Sales, LLC.

Discussion: Bids were received on September 20, 2024, Zoll Medical $122,264.68 and Stryker Medical $142,654.76. The working group at the fire department reviewed both products and have recommended the department award the contract to Zoll Medical. Since the purchase of these units is a change from the current manufacture, we are recommending the purchase of three units to reduce the risk of errors by having the same equipment in each ambulance. To allow this Zoll has provided purchasing terms that allows the purchase of 3 units 60% due in the FY 25 budget and 40% in the FY 26 budget. To reduce the impact on future budgets I am recommending the use of Reserve funds for this purchase.

Financial Impact: $79,515 from the FY 25 budget and $44,051.02 from the Fire/Amb Reserve Account.

Recommendation Motion: I move to authorize the Town Manager to award the bid for three Cardiac Monitors to Zoll Medical Corporation for $123,566.02 and authorize the Town Manager to transfer $44,051.02 from the Fire/Amb Reserve account.

Attachments:
Zoll Medical Proposal
Stryker Medical; Proposal
Bid Sheet

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Quote No: Q-90789 Version: 2

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

ZOLL Customer No: 291802

Troy Collins
8022953232
tcollins@hartford-vt.org

Quote No: Q-90789
Version: 2

Issued Date: September 25, 2024
Expiration Date: November 30, 2024

Terms: 60% due net 30 days, 40% due July 1, 2025.

FOB: Destination

Freight: Free Freight

Prepared by: Corey Frerichs
EMS Territory Manager
corey.frerichs@zoll.com
+1 6038093945

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	1422144	601-2231112-01	**X Series Advanced Monitor/Defibrillator - 12-Lead ECG, Pacing, SpO2, SpCO, EtCO2, BVM, NIBP, CPR Expansion Pack, Remote View** Includes: TBI Dashboard, 4 trace tri-mode display monitor/ defibrillator/ printer, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5in (16.5cm) diagonal screen. Accessories Included: MFC cable and CPR connector, A/C power cord, One (1) roll printer paper, 6.6 Ah Li-ion battery, Operators Manual, Quick Reference Guide, and One (1)-year EMS warranty. Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru ® CPR artifact filtering • Interpretative 12-Lead ECG (Full 12 ECG lead view with both dynamic and static 12-lead mode display. 12-Lead OneStep ECG cable - includes 4-Lead limb lead cable and removable precordial 6-Lead set) • ZOLL Noninvasive Pacing Technology • Real BVM Help: Dashboard provides real-time ventilation feedback on both volume and rate for intubated and non-intubated patients. AccuVent Cable included. (Accuvent disposable sensors sold separately) • Welch Allyn NIBP with Smartcuff. 10 foot Dual Lumen hose and SureBP Reusable Adult Medium Cuff • Masimo SpO2 & SpCO with Signal Extraction Technology (SET), Rainbow SET® • EtCO2 Oridion Microstream Technology. Microstream tubing set sold separately •	3	$55,013.00	$55,013.00	$129,504.24
2	1422144	8900-0400	**CPR Stat-padz HVP Multi-Function CPR Electrodes - 8 pair/case**	1	$749.00	$587.12	$587.12

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Hartford Fire Department
Quote No: Q-90789 Version: 2

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
3	1422144	8000-001128	**Accuvent Flow Tube (Box of 10)**	1	$797.00	$624.84	$624.84
4	1422144	8000-0895	**Cuff Kit with Welch Allyn Small Adult, Large Adult and Thigh Cuffs**	3	$195.00	$152.52	$457.56
5	1422144	8000-0580-01	**Six Hour Rechargeable, SurePower II Smart Battery**	3	$1,001.00	$784.74	$2,354.22
6	1422144	8200-000100-01	**Single Bay Charger for the SurePower and SurePower II batteries**	3	$1,264.00	$991.38	$1,982.76
7	1422144	8000-000876-01	**Paper, Thermal, w/Grid, BPA Free (Box of 6)**	3	$32.00	$24.60	$73.80
8		8200-000100-01	**X Series Carry Case, Premium**	3	$443.00	$443.00	$1,329.00
9	1422144	8900-0810-01	**Pedi-padz II Pediatric Multi-Function Electrodes** Designed for use with the AED Plus. The AED recognizes when pedi?padz II are connected and automatically proceeds with a pediatric ECG and adjusts energy to pediatric levels. Twenty four (24) month shelf-life. One pair.	6	$150.00	$95.94	$575.64
10	1422144	8000-000371	**rainbow® DCI® SpO2/SpCO/SpMet Adult Reusable Sensor with connector (3 ft)**	3	$1,076.00	$843.78	$2,531.34
11	1422144	8000-001392	**Masimo rainbow® RC-4 - 4FT, Reusable EMS Patient Cable**	3	$313.00	$245.18	$735.54
12	1422144	REUSE-09-2MQ	**Welch Allyn REUSE-09-2MQ Cuff, Child, 2-Tube, Twist Lock connector**	3	$66.00	$51.66	$154.98
13	1422144	REUSE-07-2MQ	**Welch Allyn REUSE-07-2MQ Cuff, Infant, 2-Tube, Twist Lock connector**	1	$66.00	$51.66	$154.98
14		7800-0414-61	**LP 15 12-Lead Version 4 Trade In Allowance** See Trade Unit Considerations.	3		($7,500.00)	($7,500.00)
13		7800-0414-61	**LP 15 12-Lead Version 1 & 2 Trade In Allowance** See Trade Unit Considerations.	1		($5,000.00)	($10,000.00)

Subtotal: $123,566.02

Total: $123,566.02

Contract Reference	Description
1422144	Reflects Sourcewell 2023 041823-ZLL Contract Pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in Sourcewell 2023 041823-ZLL shall apply to the customer's purchase of the products set forth on this quote.

Trade Unit Considerations

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Hartford Fire Department
Quote No: Q-90789 Version: 2

Trade-In values valid through November 30, 2024 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at https://www.zoll.com/about-zoll/invoice-terms-and-conditions, for software products can be found at https://www.zoll.com/en/about-zoll/legal, and for ExpertCare Service Plans can be found at https://www.zoll.com/en/about-zoll/compliance. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on November 30, 2024. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to esales@zoll.com or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Hartford Fire Department
Quote No: Q-90789 Version: 2

Order Information (to be completed by the customer)

[ ] Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)

[ ] Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

[ ] Yes PO Number: _____ PO Amount: _____
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)

[ ] No (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

Hartford Fire Department
Authorized Signature:

_____

Name: _____

Title: _____

Date: _____

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Quote No: Q-90789 Version: 2

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

ZOLL Customer No: 291802

Troy Collins
8022953232
tcollins@hartford-vt.org

Quote No: Q-90789
Version: 2

Issued Date: September 25, 2024
Expiration Date: November 30, 2024

Terms: 60% due net 30 days, 40% due July 1, 2025.

FOB: Destination

Freight: Free Freight

Prepared by: Corey Frerichs
EMS Territory Manager
corey.frerichs@zoll.com
+1 6038093945

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	1422144	601-2231112-01	**X Series Advanced Monitor/Defibrillator - 12-Lead ECG, Pacing, SpO2, SpCO, EtCO2, BVM, NIBP, CPR Expansion Pack, Remote View** Includes: TBI Dashboard, 4 trace tri-mode display monitor/ defibrillator/ printer, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5in (16.5cm) diagonal screen. Accessories Included: MFC cable and CPR connector, A/C power cord, One (1) roll printer paper, 6.6 Ah Li-ion battery, Operators Manual, Quick Reference Guide, and One (1)-year EMS warranty. Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru ® CPR artifact filtering • Interpretative 12-Lead ECG (Full 12 ECG lead view with both dynamic and static 12-lead mode display. 12-Lead OneStep ECG cable - includes 4-Lead limb lead cable and removable precordial 6-Lead set) • ZOLL Noninvasive Pacing Technology • Real BVM Help: Dashboard provides real-time ventilation feedback on both volume and rate for intubated and non-intubated patients. AccuVent Cable included. (Accuvent disposable sensors sold separately) • Welch Allyn NIBP with Smartcuff. 10 foot Dual Lumen hose and SureBP Reusable Adult Medium Cuff • Masimo SpO2 & SpCO with Signal Extraction Technology (SET), Rainbow SET® • EtCO2 Oridion Microstream Technology. Microstream tubing set sold separately •	3	$55,013.00	$55,013.08	$129,504.24
2	1422144	8900-0400	**CPR Stat-padz HVP Multi-Function CPR Electrodes - 8 pair/case**	1	$749.00	$587.12	$587.12

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Hartford Fire Department
Quote No: Q-90789 Version: 2

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
3	1422144	8000-001128	**Accuvent Flow Tube (Box of 10)**	1	$797.00	$624.84	$624.84
4	1422144	8000-0895	**Cuff Kit with Welch Allyn Small Adult, Large Adult and Thigh Cuffs**	3	$195.00	$152.52	$457.56
5	1422144	8000-0580-01	**Six Hour Rechargeable, SurePower II Smart Battery**	3	$1,001.00	$784.74	$2,354.22
6	1422144	8200-000100-01	**Single Bay Charger for the SurePower and SurePower II batteries**	3	$1,264.00	$991.38	$1,982.76
7	1422144	8000-000876-01	**Paper, Thermal, w/Grid, BPA Free (Box of 6)**	3	$32.00	$24.60	$73.80
6		8000-000393-01	**X Series Carry Case, Premium**	3	$443.00	$443.00	$1,329.00
9	1422144	8900-0810-01	**Pedi-padz II Pediatric Multi-Function Electrodes** Designed for use with the AED Plus. The AED recognizes when pedi?padz II are connected and automatically proceeds with a pediatric ECG and adjusts energy to pediatric levels. Twenty four (24) month shelf-life. One pair.	6	$150.00	$95.94	$575.64
10	1422144	8000-000371	**rainbow® DCI® SpO2/SpCO/SpMet Adult Reusable Sensor with connector (3 ft)**	3	$1,076.00	$843.78	$2,531.34
11	1422144	8000-001128	**Masimo rainbow® RC-4 - 4FT, Reusable EMS Patient Cable**	3	$443.00	$245.18	$735.54
12	1422144	REUSE-09-2MQ	**Welch Allyn REUSE-09-2MQ Cuff, Child, 2-Tube, Twist Lock connector**	3	$32.00	$51.66	$154.98
13	1422144	REUSE-07-2MQ	**Welch Allyn REUSE-07-2MQ Cuff, Infant, 2-Tube, Twist Lock connector**	3	$66.00	$51.66	$154.98
14		7800-0414-61	**LP 15 12-Lead Version 4 Trade In Allowance** See Trade Unit Considerations.	1		($7,500.00)	($7,500.00)
13		7800-0414-61	**LP 15 12-Lead Version 1 & 2 Trade In Allowance** See Trade Unit Considerations.	3		($5,000.00)	($10,000.00)

Subtotal: $123,566.02

Total: $123,566.02

Contract Reference	Description
1422144	Reflects Sourcewell 2023 041823-ZLL Contract Pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in Sourcewell 2023 041823-ZLL shall apply to the customer's purchase of the products set forth on this quote.

Trade Unit Considerations

stryker

Hartford RFP 3_ LP35

Quote Number: 10984772

Version: 1

Prepared For: HARTFORD FIRE DEPT

Attn:

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep: Maggie Flinn

Email: margaret.flinn@stryker.com

Phone Number:

Quote Date: 09/12/2024

Expiration Date: 11/18/2024

Contract Start: 09/10/2024

Contract End: 09/09/2025

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	HARTFORD FIRE DEPT	Name:	HARTFORD FIRE DEPT	Name:	HARTFORD FIRE DEPT
Account #:	20077296	Account #:	20077296	Account #:	20077296
Address:	812 VA CUTOFF RD RM EMS	Address:	812 VA CUTOFF RD RM EMS	Address:	812 VA CUTOFF RD RM EMS
	WHITE RIVER JUNCTION		WHITE RIVER JUNCTION		WHITE RIVER JUNCTION
	Vermont 05001		Vermont 05001		Vermont 05001

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	70335-000042	LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT	PCE	3	$44,718.00	$134,154.00
2.0	11335-000001	LIFEPAK FLEX Lithium-Ion Battery	PCE	3	$800.00	$2,400.00
3.0	11140-000102	LIFEPAK FLEX Battery Charger	PCE	1	$2,400.00	$2,400.00
4.0	11111-000041	LIFEPAK 3-wire extended precordial ECG cable	PCE	3	$96.00	$288.00
5.0	11996-000519	LNCS-II Reusable rainbow 8-wavelength Direct Connect Adult Sensor	PCE	3	$584.12	$1,752.36
6.0	11996-000520	LNCS-II Reusable rainbow 8-wavelength Direct Connect Pediatric Sensor	PCE	3	$642.60	$1,927.80
7.0	11160-000011	Reusable Cuff, Infant, 8-14 cm	PCE	3	$24.00	$72.00
8.0	11160-000013	Reusable Cuff, Pediatric, 13-20 cm	PCE	3	$27.20	$81.60
9.0	11160-000021	Reusable Cuff, Small, Adult, 18-26 cm	PCE	3	$32.00	$96.00
10.0	11160-000019	Reusable Cuff, X-Large, Adult, 35-44 cm	PCE	3	$53.60	$160.80
11.0	11335-000005	LIFEPAK Printer Kit	PCE	3	$2,400.00	$7,200.00
12.0	11335-000008	LIFEPAK 35 Storage Bag Kit	PCE	3	$480.00	$1,440.00
13.0	11260-000073	Shoulder Strap	PCE	3	$60.00	$180.00
					Equipment Total:	$152,152.56

This is not an Invoice

stryker

Hartford RFP 3_ LP35

Quote Number: 10984772

Version: 1

Prepared For: HARTFORD FIRE DEPT

Attn:

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep: Maggie Flinn

Email: margaret.flinn@stryker.com

Phone Number:

Quote Date: 09/12/2024

Expiration Date: 11/18/2024

Contract Start: 09/10/2024

Contract End: 09/09/2025

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP15V2-LP35	TRADE IN LP15 V2 FOR LP35	2	-$3,500.00	-$7,000.00
TR-LP15H-LP35	TRADE IN LP15 V4 HIGH FOR LP35	1	-$8,000.00	-$8,000.00

ProCare Products:

#	Product	Description	Months	Qty	Sell Price	Total
16.1	LP35-CASE-CHG	Lifepak35 for LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT *09/11/2024 - 09/10/2025*	12	3	$1,542.40	$4,627.20

ProCare Total: $4,627.20

Price Totals:

Estimated Sales Tax (0.000%):	$0.00
Freight/Shipping:	$875.00
Grand Total:	$142,654.76

Comments:

Each monitor to include the following at no charge:
- 2 Batteries
- 1 Straight NIBP Hose
- 1 Adult BP Cuff
- 1 Lg Adult Cuff
- Therapy Cable
- Spo2 Monitor Cable
- 12 Lead Cable
- 2 sets of adult pads, 1 set of pediatric pads
- Test Load
- 2 Rolls of Printer Paper

This is not an Invoice

stryker

Hartford RFP 3_ LP35

Quote Number:	10984772	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1		
Prepared For:	HARTFORD FIRE DEPT	Rep:	Maggie Flinn
	Attn:	Email:	margaret.flinn@stryker.com
		Phone Number:	

Quote Date:	09/12/2024
Expiration Date:	11/18/2024
Contract Start:	09/10/2024
Contract End:	09/09/2025

-Monitor equipped with internal Wi-Fi/Bluetooth capabilities, no modem is needed for Wi-Fi connection.
-1 Year of service is quoted for all 3 monitors. Up to 5 years can be purchased at time of sale, service coverage begins after 1 year-warranty expires.

Financing:
-The enoclosed payment plan reflects a 3-year annual payment at 0%, $0 Down. This is a promotional rate/term expiring 12/1/2024.
-You have the option to finance if needed for up to 6 years with the option to pay quarterly, semi-annually, or annually. Interest rate TBD at time of financing
-Max term of 5 years if monthly payments are requested.
-You are able to defer payment if needed, no money down required.

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

This is not an Invoice

stryker

09/12/2024

HARTFORD FIRE DEPT
812 VA CUTOFF RD RM EMS
WHITE RIVER JUNCTION,Vermont 05001

Equipment: See proposal for detailed equipment descriptions and pricing.

Finance structure: Conditional Sale

Payment terms:

	3 annual payments
Proposal total	$142,654.76
Total payment	$47,551.59

Payments are exclusive of all applicable taxes and freight unless otherwise noted.

Contract commencement: Upon delivery, installation, and acceptance.

Transfer of title: At contract commencement.

Down payment: No down payment required.

First payment due: Net 30 following installation.

Interim rent: Stryker does not charge interim rent.

Documentation fees: Stryker does not charge documentation fees.

Payment adjustment: The payments quoted herein were calculated based, in part, on an interest rate equivalent as quoted on Bloomberg under the SOFR Swap Rate that would have a repayment term equivalent to the initial term (or an interpolated rate if a like-term is not available) as reasonably determined by Stryker's Flex Financial division. Flex Financial reserves the right to adjust the payments prior to contract commencement to maintain current economics of this proposed transaction. "SOFR" with respect to any day means the secured overnight financing rate published for such day by the Federal Reserve Bank of New York, as the administrator of the benchmark (or a successor administrator) on the Federal Reserve Bank of New York's Website as quoted by Bloomberg.

Deal consummation: This proposal is subject to final credit, pricing, and documentation approval. Legal documents must be signed before your equipment can be delivered.

Please note that this proposal is subject to change if documents are not signed prior to **09/30/2024.**

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For:
DEPARTMENT:
DATE: 9/20/24
Tabulated BY: Scott Cooney

	Name & Address of Bidder	Bid			
1	Zoll Medical 269 Mill Rd Chelmsford, MA 01824	122,264.68			
2	Stryker Medical 222 Birch Hill Rd Brandon, VT 05733	142,654.76			
3					
4					
5					
6					
7					
8					
9					

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Local Option Sales Tax

Date: December 10, 2024

Discussion

As you are probably aware, the Town's voters narrowly voted down an initial effort to enact a local option sales tax as part of proposed Charter Changes at the 2024 Town Meeting. The margin was 50 votes--1160 opposed to 1110 in favor.

Since Town Meeting, the Selectboard has been considering whether to go back to the voters again on this topic, with a more robust set of facts to share with the voters, regarding the potential impacts of enacting such a sales tax in Hartford.

As the attached materials make clear, Vermont's legislature has recently made it possible for a Town to enact such a tax without a charter change, so long as (a) the Town's Selectboard votes to recommend enactment and (b) the voters do in fact support the measure by a majority vote.

Recommendation

A recommended motion is set forth on the attached document, as is proposed ballot language to adopt, if the Board is so inclined.

Thank you.

Attachments

John Haverstock

From: Carl Andeer <candeer@vlct.org>
Sent: Wednesday, August 7, 2024 4:32 PM
To: John Haverstock
Subject: RE: Local Option Tax

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

Hi John,

State law was amended to allow the vote for local option taxes without a governance charter change.

Here's the Act that changed:
https://legislature.vermont.gov/Documents/2024/Docs/ACTS/ACT144/ACT144%20As%20Enacted.pdf, bottom of page 13.

The law says that the town can vote to enact the option tax "if the legislative body of a municipality by a majority vote recommends." Therefore, there is a small procedural step that the selectboard must take before putting it on a town meeting warning for a vote at town meeting, which is that the selectboard would have to vote, by motion at a regular selectboard meeting, to "recommend" that the town vote a local sales tax at town meeting.

Here's an example of what an article may look like on the town meeting warning:
"Shall the town assess a one percent (1%) tax on sales pursuant to 24 V.S.A. § 138(b)?"

That being said, (and you can see this in the link above in the same section) the Commissioner of Taxes does have discretion to limit the number of municipalities enacting a local option tax to five per calendar year.

Cheers,

Carl Andeer
Staff Attorney II, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Phone: 802-262-1938
candeer@vlct.org
VLCT.ORG

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) to whom it is addressed above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is prohibited. If you are not the intended recipient, please contact the sender by reply email or telephone and destroy all copies of the original message. Thank you.

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, August 7, 2024 2:39 PM

To: VLCT <info@vlct.org>
Subject: Local Option Tax

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hello.

Hartford had most of its Charter Revision articles approved at Town Meeting, except the one adding a 1% sales tax to our other local option taxes. The Selectboard is considering going back to the voters in November for another try (with a larger electorate).

I gather that Vermont law has been changed recently to enable local option taxes to be presented to voters outside of the charter revision process. Can you please (a) confirm and (b) explain the process by which a municipal Selectboard can present such an article to the voters?

Thanks.

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

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

John Haverstock

From: Elijah Emerson <eemerson@primmer.com>
Sent: Tuesday, October 29, 2024 12:12 PM
To: John Haverstock
Subject: RE: Local Option Sales Tax in Hartford
Attachments: Local Option Tax Docs(6774181.1).docx

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

Here are the documents that I drafted. The Selectboard needs to adopt the Resolution Certificate to officially "recommend" adoption of the local option tax. I included a warning and a ballot – but since this is happening at the annual meeting, you may just want to incorporate the local option tax article into the general warning and ballot.

The timeline for posting is the same for an annual or special meeting – not less than 30 nor more than 40 days before the meeting. The publication needs to occur at least five (5) days before the meeting.

And the posting/publication requirements are the same for an annual or special meeting (from the charter):

Warnings for Town or School District meetings shall be posted on the Town or School District websites, printed in area newspapers, and posted in at least 12 public places in the Town under a schedule that is in accordance with State statute.

Please let me know if you need anything else.

Eli

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, October 18, 2024 11:57 AM
To: Elijah Emerson <eemerson@primmer.com>
Subject: FW: Local Option Sales Tax in Hartford

Hi Eli.

I am forwarding some guidance given me by the VLCT legal team regarding the Town's potential desire to seek voter approval at Town Meeting of a Local Option sales tax (to be added to our rooms, meals and alcohol taxes). Can you please generate the needed documents which would be needed to fully comply with State law, along with posting requirements? (We came close, but failed at last Town Meeting to obtain approval via a proposed charter revision ballot article).

Thanks.

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

From: Carl Andeer <candeer@vlct.org>
Sent: Tuesday, August 13, 2024 2:59 PM

To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Local Option Tax

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

Hi John,

Yes, the town meeting vote can happen at any special or annual town meeting. So, if November election wasn't already planned to be a special town meeting, it would be warned as such and could be voted on.

Carl Andeer
Staff Attorney II, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Phone: 802-262-1938
candeer@vlct.org
VLCT.ORG

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) to whom it is addressed above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is prohibited. If you are not the intended recipient, please contact the sender by reply email or telephone and destroy all copies of the original message. Thank you.

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, August 13, 2024 1:53 PM
To: Carl Andeer <candeer@vlct.org>
Subject: FW: Local Option Tax

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hi Carl.

Just following up on my last email. Any input would be appreciated.

Thanks

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

From: John Haverstock
Sent: Wednesday, August 7, 2024 5:11 PM
To: Carl Andeer <candeer@vlct.org>
Subject: FW: Local Option Tax

State law was amended to allow the vote for local option taxes without a governance charter change.

Here's the Act that changed:
https://legislature.vermont.gov/Documents/2024/Docs/ACTS/ACT144/ACT144%20As%20Enacted.pdf, bottom of page 13.

The law says that the town can vote to enact the option tax "if the legislative body of a municipality by a majority vote recommends." Therefore, there is a small procedural step that the selectboard must take before putting it on a town meeting warning for a vote at town meeting, which is that the selectboard would have to vote, by motion at a regular selectboard meeting, to "recommend" that the town vote a local sales tax at town meeting.

Here's an example of what an article may look like on the town meeting warning:
"Shall the town assess a one percent (1%) tax on sales pursuant to 24 V.S.A. § 138(b)?"

That being said, (and you can see this in the link above in the same section) the Commissioner of Taxes does have discretion to limit the number of municipalities enacting a local option tax to five per calendar year.

Cheers,

Carl Andeer
Staff Attorney II, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Phone: 802-262-1938
candeer@vlct.org
VLCT.ORG

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) to whom it is addressed above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is prohibited. If you are not the intended recipient, please contact the sender by reply email or telephone and destroy all copies of the original message. Thank you.

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, August 7, 2024 2:39 PM
To: VLCT <info@vlct.org>
Subject: Local Option Tax

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hello.

Hartford had most of its Charter Revision articles approved at Town Meeting, except the one adding a 1% sales tax to our other local option taxes. The Selectboard is considering going back to the voters in November for another try (with a larger electorate).

A quick follow up....See below. Can you confirm that we could put such an article on the November general election ballot?

Thanks.

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

From: Kim Souza <ksouza@hartford-vt.org>
Sent: Wednesday, August 7, 2024 5:06 PM
To: John Haverstock <jhaverstock@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>
Subject: Re: Local Option Tax

Thanks, John!
Do you interpret this to mean that we cannot put it on the November ballot, but only at Town Meeting?
Best,
Kim

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

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, August 7, 2024 4:33 PM
To: Michael Hoyt <mhoyt@hartford-vt.org>; Kim Souza <ksouza@hartford-vt.org>
Subject: FW: Local Option Tax

FYI....

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

From: Carl Andeer <candeer@vlct.org>
Sent: Wednesday, August 7, 2024 4:32 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Local Option Tax

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

Hi John,

I gather that Vermont law has been changed recently to enable local option taxes to be presented to voters outside of the charter revision process. Can you please (a) confirm and (b) explain the process by which a municipal Selectboard can present such an article to the voters?

Thanks.

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

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

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

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

THIS E-MAIL MESSAGE, INCLUDING ANY ATTACHMENTS, IS FOR THE SOLE USE OF THE INTENDED RECIPIENT(S) AND MAY CONTAIN LEGALLY PRIVILEGED AND CONFIDENTIAL INFORMATION. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE, REPRODUCTION OR DISTRIBUTION IS STRICTLY PROHIBITED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE IMMEDIATELY CONTACT THE SENDER BY REPLY E-MAIL AND DESTROY ALL COPIES OF THE ORIGINAL MESSAGE. THANK YOU.

WARNING

The legal voters of the Town of Hartford, Vermont, are hereby notified and warned to meet at the [location] in Hartford, Vermont, Tuesday, March 4, 2025, between the hours of ___ o'clock (__:00) in the forenoon (a.m.), at which time the polls will open, and seven o'clock (7:00) in the afternoon (p.m.), at which time the polls will close, to vote by Australian ballot upon the following Article of business:

ARTICLE I

Shall the Town of Hartford assess a one percent (1%) tax on sales pursuant to 24 V.S.A. § 138(b)?

The legal voters of the Town of Hartford are further notified that voter qualification, registration and absentee voting relative to said annual meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

The legal voters of the Town of Hartford are further notified that an informational meeting will be held on [day of the week], [date], 2025 at _____ o'clock (__:00) in the evening, at [location] in Hartford for the purpose of discussing the proposition.

Adopted and approved at a regular meeting of the Selectboard of the Town of Hartford duly called, noticed and held on [date], 2024. Received for record and recorded in the records of the Town of Hartford on [date], 2024.

ATTEST:

_____
Lisa M. O'Neil
Town Clerk

_____

_____

_____

_____

_____

_____

_____
Selectboard

OFFICIAL BALLOT

TOWN OF HARTFORD

ANNUAL MEETING MARCH 4, 2025

ARTICLE I

Shall the Town of Hartford assess a one percent (1%) tax on sales pursuant to 24 V.S.A. § 138(b)?

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: ☐

Local Option Sales Tax motion:

I move that the Selectboard recommend that the Town vote to enact a one percent local option sales tax at Town Meeting on Tuesday, March 4, 2025.

Proposed Local Option Sales Tax Ballot Language:

Shall the Town assess a one percent (1%) tax on sales, pursuant to 24 V.S.A. Section 138 (b), with the proceeds of such sales tax being dedicated exclusively to the reduction of Town property tax rates?

12.10.2024 meeting: motion

I move that the December 24 , 2024 Selectboard meeting be cancelled and that that the Selectboard leadership (Chair and Vice Chair) be authorized to approve Payroll and Accounts Payable, as needed, between now and the January 7, 2025 meeting.

Hartford Conservation Commission
December 2, 2024
Respectfully submitted by
Mary Erdei, Selectboard Liaison

Present: Katie Mann (Chair), Chris Beetham, Holly Henderson, Matt Osborn (Staff)
Online: Ted Levin, Dan Gibson (Guest), Mary Erdei (SB Liaison)
Absent: Sky Claud, Mary Hutchins, Mike Harris

The Commission introduced Dan Gibson from Hartford Area Career and Technology Center (HACTC) who will be working with the students on the Game of Logging. He is a Natural Resources specialist whose area of focus is tree care, landscaping and logging and stonework. He is anxious to help the Conservation Commission as well as his students to assist in best practices for Forestry Management and HCC's Plan as previously approved by the board.

The upcoming year's forest schedule is tentatively set for such outings as:

January (Winter Walk)
March 7 (Meet and Greet at Bugbee, modeled after last year's program)
April (TBD)
May 3 (Green Up Day)
May 17 (Migratory Birds)
June 7 (Hurricane Forest Workday)

And continuing Forest Frolic meetings with Sky and area families will be also included in future agendas.

TOWN OF HARTFORD SELECTBOARD MINUTES
Tuesday, November 26, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

Present: Michael Hoyt, Chair; Kim Souza, Vice-Chair; Mary Erdei, Clerk; Lannie Collins, Member; Brandon Smith, Member, Ida Griesemer, Member; Gail Ostrout; Joe Major; Adams Carroll; Scott Hausler; Lori Hirshfield; Mariam Wood.

Present on Zoom: Lana Livingston

JAM LINK: https://www.youtube.com/watch?v=AkunI8ETfpg

I. Call to Order the Selectboard Meeting by Selectboard Chair, Mike Holt at 6:00 PM.
II. Pledge of Allegiance was recited and led by Joe Major.
III. Local Liquor Control Board: None
IV. Local Cannabis Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard Meeting and the Local Cannabis Control Board was opened at 6:01PM.

1. **Selectboard Clerk, Mary Erdei made the motion to approve the renewal of #S-000009921-The Tea House, LLC for a Local Cannabis License. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.**
   Selectboard Chair, Mike Hoyt closed the Local Cannabis Control Board and reopened the Selectboard Meeting at 6:05PM.

V. Order of Agenda – there were no changes to the order of agenda.
VI. Selectboard

1. Public Comment

Joe Major of WRJ thanked the people of Hartford for supporting him as he ran for Senator to the State of Vermont. He is going to do his best to make our lives better. He has heard from many that the State needs to work on property taxes, so he is going to try to do that. He will be putting his contact information soon and pledged to get back to any messages left within 24 hours.

2. Selectboard Comments and Announcements

Kim Souza asked if the Board wanted to ask the Town Manager to put aside time on a future agenda for a public session with Chief Sheldon about the updated Town Fair and Impartial Policing Policy.

Lannie Collins has concerns about the parking situation South Main Street parking lot and some long-term vehicles that have been parked there. He wants to see if the vehicles can be removed if they are in violation or what the status is of those vehicles. He also wants to see if we can get an idea of how many spots are utilized by tenants.

3. Appointments
   a. **Selectboard Clerk, Mary Erdei made the motion to Re-Appoint Dan Nott to the Hartford Committee on Housing and Homelessness for a two-year term beginning November 26, 2024, and ending November 25, 2026. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**
4. Town Manager's Report
   Significant Activity Reports: https://www.hartford-vt.org/Archive.aspx?ADID=498

Community Nurse

An excellent candidate has accepted the Town's offer of employment. There a couple of steps required before we can make an announcement. Stay tuned.

Town Manager Absence
The Town Manager will be out of the office from mid-day of Thursday, November 21 thru Monday, December 2, with no access to work phone or email. Hopefully, it will prove to be a quiet Thanksgiving holiday period. I will oversee the agenda and packet compilation for the budget-heavy November 26 Selectboard meeting and Finance Director Gail Ostrout will preside on behalf of Town staff in my absence. For any emergencies, The Finance Director, HR Director, my Administrative Assistant and the Selectboard Chair and Vice Chair have my personal cell phone number.

Thanksgiving Day
The Town offices will be closed on Thursday and Friday, November 27 and 28. Happy Thanksgiving! …or as they say in the Netherlands: Fijne Thanksgiving!

5. Board Reports, Motions & Ordinances

a. HCOREI Update by Pat Autilio

b. Consider Requests (2) for Exception to Town's Social Service Appropriation Policy. **Selectboard Member, Lannie Collins made the motion that we do not offer an exception to Advance Transit or the Hartford Historical Society for exemptions to the policy. Selectboard Vice Chair, Kim Souza seconded the motion. 4 were in favor (Collins; Souza; Hoyt; Erdei) and 2 (Smith; Griesemer) were not in favor. The motion passed.**

c. Planning and Development Budget Presentation by Lori Hirshfield.

d. Parks & Recreation Budget Presentation by Scott Hausler

e. Finance Budget Presentation by Gail Ostrout

f. Discuss Recreation Deficit (Fund 73) and Capital Deficit (Fund 80)
Selectboard Member, Lannie Collins made the motion that The Selectboard authorize the Finance Director to complete two separate fund transfers 1) $55,742.06 Fund 73 and 2) $120,001.71 Fund 80 for a total transfer out of the General Fund totaling $175,743.77. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

g. Accept External Audit Report
Selectboard Vice Chair, Kim Souza made the motion that the Selectboard accept the Audit Report supplied by the Town's external auditors, Mudgett, Jenner & Krogh-Wisner, P.C. dated November 26, 2024. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.
Attachments:
https://www.hartford-vt.org/DocumentCenter/View/10683/Hartford-DRAFT-Gov-Ltr-11132024
https://www.hartford-vt.org/DocumentCenter/View/10682/Hartford-DRAFT-FS-11192024

h. Consider Re-Assigning Committee Roles of Susan Buckholz
Aquatics Center Oversight Committee – Mike Hoyt
HBRLF – Lannie Collins
Parks & Rec – Mary Erdei

VII. Commission Reports - None

VIII. Consent Agenda. **Selectboard Vice Chair, Kim Souza made the motion to approve the Consent Agenda. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 11/23/2024
Approve A/P Manifest of: 11/22/24 & 11/27/2024
Approve Meeting Minutes of: 11/12/2024; 11/14/2024 & 11/19/2024
Future Meetings: 12/3/2024 Budget; 12/10/2024; 12/17/2024
and 12/19/2024 Budget

IX. Adjourn the Selectboard Meeting

Selectboard made the motion to adjourn the meeting at 8:17PM. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

_____

Mary Erdei, Clerk
November 26, 2024 Selectboard Meeting

TOWN OF HARTFORD
SELECTBOARD MINUTES
Tuesday, December 3, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Kim Souza, Vice-Chair; Mary Erdei, Clerk; Lannie Collins, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock; Lisa O'Neil; Scott Hausler; Scott Cooney; Rick Vincent; Greg Sheldon; Lori Hirshfield; Dillon Walsh; Bryan Gazda; Gail Ostrout

Present on Zoom: Lana Livingston;

JAM LINK: https://www.youtube.com/live/5y7Zwu4j3_M

I. **Call to Order the Selectboard Meeting** by Chair, Mike Hoyt at 6:00 PM.
II. **Pledge of Allegiance** was recited and led by Gail Ostrout
III. **Order of Agenda**: There were no changes to the order of agenda.
IV. **Selectboard**
    1. **Public Comments:** None
    2. **Information Technology Budget Presentation** by Dillon Walsh.
    3. **Continued Discussion of Ordinance Digitization options**
       After discussion, the Selectboard asked to have this brought back with a recommended motion for the vendor selection.

    4. **Budget Review Wrap Up No. 1**
       After discussion, the Selectboard asked for this to go back to the Department Heads, Finance Director and Town Manager for a $700,000 reduction from what was presented tonight.

V. **Consent Agenda**: None

VI. **Adjourn the Selectboard Meeting**
    Selectboard Vice Chair made the motion to adjourn the meeting at 7:45pm. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

_____
Mary Erdei, Clerk
December 3, 2024 SB Meeting

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**					
062044	THOMPSON, REECE	THOMPSON SITE SERVICES LLC			12/06/2024	2033
1831	PROJ#26 MAXFIELD PARKING&PATHWAY		0.00	$42,292.70	0.00	42,292.70
Desc:	PROJ#26 MAXFIELD PARKING&PATHWAY	Acct:	25-985-121-0099	ARPA -Parks/Rec Maxfield Grading		
	Vendor Total:			42,292.70	0.00	42,292.70
25-0121	**Revaluation Reserve**			**Bank Total:**		**42,292.70**
25-0174	**Revaluation Reserve**					
051942	VISION GOVERNMENT SOLUTIONS	VISION GOVERNMENT SOLUTIONS			12/06/2024	1078
114665	DATA MIGRATION ASSISTANCE		0.00	$1,500.00	0.00	1,500.00
Desc:	DATA MIGRATION ASSISTANCE	Acct:	25-985-100-0174	Revaluation Exp		
	Vendor Total:			1,500.00	0.00	1,500.00
25-0174	**Dog Park**			**Bank Total:**		**1,500.00**
73-7302	**Dog Park**					
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES			12/06/2024	1134
9600044482NOV'24	TRASH PICK UP - NOV'24 DOG PARK		0.00	$95.98	0.00	95.98
Desc:	TRASH PICK UP - NOV'24 DOG PARK	Acct:	73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:			95.98	0.00	95.98
502936	LEAVITT, JAMES	JAMES LEAVITT			12/06/2024	1135
OCT'24	REIMBURSEMENT DOG PARK		0.00	$118.93	0.00	118.93
Desc:	REIMBURSEMENT DOG PARK LIGHTS	Acct:	73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:			118.93	0.00	118.93
73-7302	**GENERAL FUND - MASCOMA**			**Bank Total:**		**214.91**
FUND 1 0	**GENERAL FUND - MASCOMA**					
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS			12/06/2024	93405
6084432935875	CORE RETURN		0.00	$-44.00	0.00	-44.00
Desc:	CORE RETURN UTILITY	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084432360592	PARTS		0.00	$297.99	0.00	297.99
Desc:	PARTS AMB 19	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084432935871	PARTS		0.00	$381.66	0.00	381.66
Desc:	UTILITY	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084432935872	PARTS		0.00	$337.66	0.00	337.66
Desc:	PARTS AMB 19	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
	Vendor Total:			973.31	0.00	973.31
001170	AIRGAS, INC.	AIRGAS USA, LLC			12/06/2024	93406
9155933919	WIRES		0.00	$9.86	0.00	9.86
Desc:	WIRES	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:			9.86	0.00	9.86
001642	ALLARD'S PORTABLE TOILETS LLC				12/06/2024	93407
10608	MAXFIELD UNIT 11.01.24-11.28.24		0.00	$250.00	0.00	250.00

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MAXFIELD UNIT 11.01.24-11.28.24	Acct: 10-528-318-0000		PR -CONTRACTED SERVICES		
	Vendor Total:			250.00	0.00	250.00
001645	ALLIANCE MECHANICAL INC.	ALLIANCE GROUP INC.			12/06/2024	93408
077839	SERVICE CALL 10.30.2024 2ND FL LOBB		0.00	$160.00	0.00	160.00
	Desc: SERVICE CALL 10.30.2024 2ND FL LOBB	Acct: 10-161-321-0000		TH -REPAIRS & MAINT		
	Vendor Total:			160.00	0.00	160.00
002325	AMI GRAPHICS, INC				12/06/2024	93409
9070	COMMUNITY SURVEY		0.00	$274.46	0.00	274.46
	Desc: COMMUNITY SURVEY	Acct: 10-511-312-0000		PR -ADVERTISING		
	Vendor Total:			274.46	0.00	274.46
002956	ASTRONAUT SECURITY TECHNOLOGIES LL				12/06/2024	93410
S2596	SERVER ROOM DOOR ACCESS		0.00	$2,748.00	0.00	2,748.00
	Desc: SERVER ROOM DOOR ACCESS	Acct: 10-181-318-0000		IT -CONTRACTED SERVICES		
S2597	INDOOR CAMERAS - TH		0.00	$4,187.00	0.00	4,187.00
	Desc: INDOOR CAMERAS - TH	Acct: 10-181-318-0000		IT -CONTRACTED SERVICES		
	Vendor Total:			6,935.00	0.00	6,935.00
003990	ATG LEBANON, LLC				12/06/2024	93411
X701045503:01	PARTS		0.00	$101.58	0.00	101.58
	Desc: HOUSING	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			101.58	0.00	101.58
005620	BITWARDEN INC.				12/06/2024	93412
301AF977-0002	PASSWORD MANAGER-ANNUAL FEE		0.00	$144.00	0.00	144.00
	Desc: PASSWORD MANAGER-ANNUAL FEE	Acct: 10-181-318-0000		IT -CONTRACTED SERVICES		
	Vendor Total:			144.00	0.00	144.00
006100	BMO FINANCIAL GROUP				12/06/2024	93413
Clawson 09/28-30/24	Clawson, Dana - Energy		0.00	$35.00	0.00	35.00
	Desc: Agency of Nat Resor - ConferenceFee	Acct: 10-626-311-0100		TM -Travel & Meetings		
Cooney 09/28-30/24	Cooney, Scott - FD		0.00	$475.47	0.00	475.47
	Desc: Amazon-Dell Optiplex	Acct: 10-221-330-0000		HFD -OFFICE EQUIPMENT		
Kenison 09/28-30/24	Kenison, Corey - REC		0.00	$1,507.87	0.00	1,507.87
	Desc: HD-Maintenance Supplies	Acct: 10-530-320-0000		PR -EQUIP OPERATION & MAINT		
	Desc: AIRGAS - WABA SUPPLIES	Acct: 10-530-320-0000		PR -EQUIP OPERATION & MAINT		
Lori 09/28-30/24	Hirshfield, Lori - Planning		1.78	$59.60	0.00	59.60
	Desc: AmericanMeadows-Wildflower Seeds	Acct: 70-627-318-1000		CROs Community Sufficiency Grant		
	Desc: AmericanMeadows-Wildflower Seeds	Acct: 10-627-323-0000		PDZ -Materials & Supplies		
Nulty 09/28-30/24	Nulty, Paula - Admin		0.00	$1,386.98	0.00	1,386.98
	Desc: NorthernStage-KingJames+WaitressTic	Acct: 10-121-340-0000		TM -EMPLOYEEAPPRECIATION		
	Vendor Total:			3,464.92	0.00	3,464.92
006965	BRADYPLUS OF VERMONT	BRADY INDUSTRIES			12/06/2024	93414
9303646	CLEANING SUPPLIES		0.00	$29.95	0.00	29.95
	Desc: CLEANING SUPPLIES	Acct: 10-161-323-0000		TH -MATERIAL & SUPPLIES		

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
9511288	CLEANING SUPPLIES	0.00	$192.21 / 0.00	192.21
Desc: CLEANING SUPPLIES	Acct: 10-421-323-0000	SEN -MATERIAL & SUPPLIES		
9513687	DISH SOAP	0.00	$46.35 / 0.00	46.35
Desc: DISH SOAP	Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
	Vendor Total:		268.51 / 0.00	268.51
007760	BURLINGTON COMMUNICATIONS		12/06/2024	93415
BCS15967	ANTENNA PARTS	0.00	$50.25 / 0.00	50.25
Desc: ANTENNA PARTS	Acct: 10-221-320-0200	HFD -EQUIP OPERATION-JOURNAL		
	Vendor Total:		50.25 / 0.00	50.25
009020	CENTER FOR PUBLIC SAFETY EXCEL, INC		12/06/2024	93416
05-19125	ANNUAL ACC FEE	0.00	$1,398.00 / 0.00	1,398.00
Desc: ANNUAL ACC. FEE	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Vendor Total:		1,398.00 / 0.00	1,398.00
009470	CHAMPLIN ASSOCIATES INC		12/06/2024	93417
4969	Wireless Real-Time Alarm System & S	3,440.40	$3,440.40 / 0.00	3,440.40
Desc: Wireless Real-Time Alarm System & S	Acct: 60-962-318-0000	CONTRACTED SERVICES		
4970	Radar Installation	2,155.00	$2,155.00 / 0.00	2,155.00
Desc: Radar Installation	Acct: 60-962-318-0000	CONTRACTED SERVICES		
4971	Pump+Controls Engineer WILDER PS	2,855.00	$2,855.00 / 0.00	2,855.00
Desc: Pump+Controls Engineer WILDER PS	Acct: 60-962-318-0000	CONTRACTED SERVICES		
	Vendor Total:		8,450.40 / 0.00	8,450.40
009580	CHAPPELL TRACTOR SALES INC		12/06/2024	93418
P54208	CHAINS	0.00	$438.14 / 0.00	438.14
Desc: CHAINS	Acct: 10-221-331-0200	HFD -TECHNICAL/WATER EQUIPMEN		
	Vendor Total:		438.14 / 0.00	438.14
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	12/06/2024	93419
4212120347	MATS	0.00	$47.23 / 0.00	47.23
Desc: MATS	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4212120442	MECH LAUNDRY	0.00	$45.70 / 0.00	45.70
Desc: MECH LAUNDRY	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
4212806116	MECH LAUNDRY	0.00	$46.88 / 0.00	46.88
Desc: MECH LAUNDRY	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
4211332096	MATS	0.00	$47.23 / 0.00	47.23
Desc: MATS	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		187.04 / 0.00	187.04
009840	CIVICPLUS, INC	CIVICPLUS, INC	12/06/2024	93420
322749	Civic Plus WEBSITE HOSTING	0.00	$2,997.32 / 0.00	2,997.32
Desc: Civic Plus WEBSITE HOSTING	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
323675	CIVICPLUS AUDIOEYE MANAGED	0.00	$2,925.00 / 0.00	2,925.00
Desc: CIVICPLUS AUDIOEYE MANAGED	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
323741	CIVICPLUS-SOCIAL MEDIA ARCHIVING	0.00	$2,450.00 / 0.00	2,450.00
Desc: CIVICPLUS-SOCIAL MEDIA ARCHIVING	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		8,372.32	0.00	8,372.32
015615	ESRI, INC	ENVIRONMENTAL SYSTEM RESEARCH			12/06/2024	93421
94833509	ARC GIS ANNUAL CONTRACT		0.00	$3,660.00	0.00	3,660.00
Desc:	ARC GIS ANNUAL CONTRACT	Acct:	10-221-318-0000	HFD -CONTRACTED SERVICES		
		Vendor Total:		3,660.00	0.00	3,660.00
015730	ESTES & GALLUP, INC				12/06/2024	93422
11908	STATION #2 EXPANSION - OCT'24		0.00	$14,630.04	0.00	14,630.04
Desc:	STATION #2 EXPANSION - OCT'24	Acct:	10-985-513-0513	US Bank - Fire Station #2 Bond 2024 Se		
		Vendor Total:		14,630.04	0.00	14,630.04
015750	ESTEY, JOSEPH	JOSEPH ESTEY			12/06/2024	93423
JUL-SEP'24	REIMBURSEMENT		0.00	$1,367.76	0.00	1,367.76
Desc:	Retiree reimburs 3rd Q 2024	Acct:	10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
		Vendor Total:		1,367.76	0.00	1,367.76
015815	EVANS GROUP INC	EVANS GROUP INC.			12/06/2024	93424
9429721	GAS - NOV'24		0.00	$54.37	0.00	54.37
Desc:	GAS - NOV'24	Acct:	10-521-319-0000	PR -EQUIPMENT OPERATION-GAS		
		Vendor Total:		54.37	0.00	54.37
016080	CONSOLIDATED COMMUNICATIONS				12/06/2024	93425
111020181918NOV'24	QUE WW PLANT - INTERNET		52.96	$52.96	0.00	52.96
Desc:	QUE WW PLANT - INTERNET	Acct:	65-963-324-0000	TELEPHONE		
11833807752NOV'24	WRJ WATER TANKS		370.40	$370.40	0.00	370.40
Desc:	WRJ WATER TANKS	Acct:	50-952-324-0000	TELEPHONE		
14091736024NOV'24	INTERNET-WABA		0.00	$454.70	0.00	454.70
Desc:	INTERNET-WABA	Acct:	10-530-324-0000	PR -Telephone		
14362366935NOV'24	INTERNET - HEMLOCK RIDGE		88.22	$88.22	0.00	88.22
Desc:	INTERNET - HEMLOCK RIDGE	Acct:	50-952-324-0000	TELEPHONE		
8022957049639NOV'24	INTERNET-SPORTS PARK PUMP		60.27	$60.27	0.00	60.27
Desc:	INTERNET-SPORTS PARK PUMP	Acct:	60-964-324-0000	TELEPHONE		
8022959708618NOV'24	INTERNET-MAXFIELD PUMP HOUSE		65.24	$65.24	0.00	65.24
Desc:	INTERNET-MAXFIELD PUMP HOUSE	Acct:	60-964-324-0000	TELEPHONE		
		Vendor Total:		1,091.79	0.00	1,091.79
016390	FASTENAL COMPANY				12/06/2024	93426
NHCLA142127	FORESTRY		0.00	$82.15	0.00	82.15
Desc:	FORESTRY	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		82.15	0.00	82.15
016392	FAST TRACK SIGN & GRAPHICS				12/06/2024	93427
11.20.2024	TH SIGN-BLK FULL ALUMINUM SHEET		0.00	$110.00	0.00	110.00
Desc:	TH SIGN-BLK FULL ALUMINUM SHEET	Acct:	10-161-321-0000	TH -REPAIRS & MAINT		
		Vendor Total:		110.00	0.00	110.00

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
016995	FIRST CHOICE COMM. SERVICES INC				12/06/2024	93428
29665	FIRSTCHOICE-22 DOORS+MAXPRO FEE		0.00	$2,376.00	0.00	2,376.00
Desc:	FIRSTCHOICE-22 DOORS+MAXPRO FEE	Acct:	10-181-318-0000	IT -CONTRACTED SERVICES		
	Vendor Total:			2,376.00	0.00	2,376.00
017110	FISHER AUTO PARTS, INC				12/06/2024	93429
301-214326	PARTS		0.00	$83.94	0.00	83.94
Desc:	AMB 16	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-215073	PARTS		0.00	$122.90	0.00	122.90
Desc:	FORESTRY	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-215280	PARTS		0.00	$257.09	0.00	257.09
Desc:	FORESTRY	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-215433	PARTS		0.00	$2,081.44	0.00	2,081.44
Desc:	E3	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			2,545.37	0.00	2,545.37
017301	FOGG'S LUMBER AND HARDWARE				12/06/2024	93430
308598/6	SMOKE DETECTORS		0.00	$139.99	0.00	139.99
Desc:	SMOKE DETECTORS	Acct:	10-221-316-0000	HFD -FIRE SAFETY EDUCATION		
259929/7	MATERIALS-STORM WATER		0.00	$648.47	0.00	648.47
Desc:	MATERIALS-STORM WATER	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
289728/6	MATERIALS		0.00	$4.20	0.00	4.20
Desc:	MATERIALS	Acct:	10-530-323-0000	PR -MATERIAL & SUPPLIES		
291397/6	FLY PAPER		0.00	$6.99	0.00	6.99
Desc:	FLY PAPER	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
294671/6	DUCT TAPE		0.00	$7.99	0.00	7.99
Desc:	DUCT TAPE	Acct:	10-530-323-0000	PR -MATERIAL & SUPPLIES		
299476/6	MATERIALS-STORM WATER		0.00	$52.59	0.00	52.59
Desc:	MATERIALS-STORM WATER	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
307080/6	BATTERIES		0.00	$19.99	0.00	19.99
Desc:	BATTERIES	Acct:	10-221-323-0000	HFD -MATERIAL & SUPPLIES		
307554/6	SUPPLIES		0.00	$32.97	0.00	32.97
Desc:	SUPPLIES	Acct:	10-521-320-0000	PR -EQUIP OPERATION & MAINT		
Desc:	SUPPLIES	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
308296/6	SAW BLADES		0.00	$24.99	0.00	24.99
Desc:	SAW BLADES	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
308503/6	SUPPLIES		0.00	$52.80	0.00	52.80
Desc:	SUPPLIES	Acct:	10-530-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:			990.98	0.00	990.98
017356	FORTIFIED AUTO LOCK & SAFE				12/06/2024	93431
404481	TOWN HALL DOOR REPAIR		0.00	$174.90	0.00	174.90
Desc:	TOWN HALL DOOR REPAIR	Acct:	10-161-318-0000	TH -CONTRACTED SERVICES		
	Vendor Total:			174.90	0.00	174.90
018675	GNOMON COPY	GNOMON COPY			12/06/2024	93432
444872	Printing copies-Climate Action Plan		0.00	$132.30	0.00	132.30
Desc:	Printing copies-Climate Action Plan	Acct:	10-626-323-0000	TM -Materials & Supplies		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		132.30	0.00	132.30
019800	GREEN MOUNTAIN LIBRARY CONSORTIUM				12/06/2024	93433
G25-4099	LISTEN UP VT 2025		0.00	$346.70	0.00	346.70
Desc: LISTEN UP VT 2025		Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
		Vendor Total:		346.70	0.00	346.70
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP			12/06/2024	93434
84443200005NOV'24	WATERMAN HL		0.00	$96.71	0.00	96.71
Desc: WATERMAN HL		Acct: 10-314-329-0000		DPW -ELECTRICITY		
87303200007NOV'24	QUE HARTLAND RD		117.33	$117.33	0.00	117.33
Desc: QUE HARTLAND RD		Acct: 65-964-329-0000		ELECTRICITY		
87700100008DEC'24	CHRISTIAN ST POLE		0.00	$30.92	0.00	30.92
Desc: CHRISTIAN ST POLE		Acct: 10-314-329-0000		DPW -ELECTRICITY		
87833000000NOV'24	MAPLE ST TRAFFIC LGT		0.00	$88.23	0.00	88.23
Desc: MAPLE ST TRAFFIC LGT		Acct: 10-314-329-0000		DPW -ELECTRICITY		
89290000002DEC'24	HEMLOCK RIDGE VAULT		37.35	$37.35	0.00	37.35
Desc: HEMLOCK RIDGE VAULT		Acct: 50-954-329-0000		ELECTRICITY		
91624000005NOV'24	SOLID WASTE ADMIN		99.37	$99.37	0.00	99.37
Desc: SOLID WASTE ADMIN		Acct: 30-971-329-0000		ELECTRICITY		
92124869873NOV'24	43 HIGHLAND AVE - POOL		0.00	$26.45	0.00	26.45
Desc: 43 HIGHLAND AVE - POOL		Acct: 10-530-329-0000		PR -ELECTRICITY		
97303200006NOV'24	NOYES LN PUMP		28.45	$28.45	0.00	28.45
Desc: NOYES LN PUMP		Acct: 65-964-329-0000		ELECTRICITY		
01013200009NOV'24	1299 QUE MAIN ST		68.40	$68.40	0.00	68.40
Desc: 1299 QUE MAIN ST		Acct: 65-964-329-0000		ELECTRICITY		
97762000004NOV'24	N MAIN ST HWY		0.00	$68.93	0.00	68.93
Desc: N MAIN ST HWY		Acct: 10-314-329-0000		DPW -ELECTRICITY		
98340000003DEC'24	A ST PUMP STN		36.90	$36.90	0.00	36.90
Desc: A ST PUMP STN		Acct: 60-964-329-0000		ELECTRICITY		
04013200003NOV'24	BENTLEY RD PUMP		77.04	$77.04	0.00	77.04
Desc: BENTLEY RD PUMP		Acct: 65-964-329-0000		ELECTRICITY		
98490000001DEC'24	ELM/GILLETTE ST		65.51	$65.51	0.00	65.51
Desc: ELM/GILLETTE ST		Acct: 60-964-329-0000		ELECTRICITY		
04832000006NOV'24	S MAIN ST PUMP		118.39	$118.39	0.00	118.39
Desc: S MAIN ST PUMP		Acct: 60-964-329-0000		ELECTRICITY		
08303200003NOV'24	DEWEY FAMILY RD		102.48	$102.48	0.00	102.48
Desc: DEWEY FAMILY RD		Acct: 65-964-329-0000		ELECTRICITY		
09732000006NOV'24	319 LATHAM WKS LN		12,666.77	$12,666.77	0.00	12,666.77
Desc: 319 LATHAM WKS LN		Acct: 60-961-329-0000		ELECTRICITY		
09832000005NOV'24	BRIGGS PARK		0.00	$65.70	0.00	65.70
Desc: BRIGGS PARK		Acct: 10-521-329-0000		PR -ELECTRICITY		
11013200008NOV'24	HENDEE WAY		38.23	$38.23	0.00	38.23
Desc: HENDEE WAY		Acct: 65-964-329-0000		ELECTRICITY		
13414587553NOV'24	120 LESLE DR PAVILLION A		0.00	$415.86	0.00	415.86
Desc: 120 LESLE DR PAVILLION A		Acct: 10-528-329-0000		PR -ELECTRICITY		
13833000006NOV'24	LYMAN POINT PARK		0.00	$44.77	0.00	44.77
Desc: LYMAN POINT PARK		Acct: 10-521-329-0000		PR -ELECTRICITY		

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.
21257439196NOV'24	HILLSIDE RD	0.00	$147.13	0.00	147.13
Desc: HILLSIDE RD		Acct: 10-221-329-0000	HFD -ELECTRICITY		
23490000009NOV'24	200 CRANBERRY LN	4,685.20	$4,685.20	0.00	4,685.20
Desc: 200 CRANBERRY LN		Acct: 50-952-329-0000	ELECTRICITY		
82948328248NOV'24	PROSPECT ST TEMP SERVICE	0.00	$143.23	0.00	143.23
Desc: PROSPECT ST TEMP SERVICE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
23833000005NOV'24	ROUTE 5 HIGHLAND AVE	0.00	$89.66	0.00	89.66
Desc: ROUTE 5 HIGHLAND AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
27333200007NOV'24	ALDEN PARTRIDGE RD	46.90	$46.90	0.00	46.90
Desc: ALDEN PARTRIDGE RD		Acct: 65-964-329-0000	ELECTRICITY		
27762000001AUG'24	262 N MAIN ST - SENIOR CTR	0.00	$113.89	0.00	113.89
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
77303200008NOV'24	LAKE PINNEO WW PUMP	93.82	$93.82	0.00	93.82
Desc: LAKE PINNEO WW PUMP		Acct: 65-964-329-0000	ELECTRICITY		
27762000001JUL'24	262 N MAIN ST - SENIOR CTR	0.00	$-65.73	0.00	-65.73
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001JUN'24	262 N MAIN ST - SENIOR CTR	0.00	$-389.12	0.00	-389.12
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001MAY'24	262 N MAIN ST - SENIOR CTR	0.00	$-61.88	0.00	-61.88
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
74713200009NOV'24	WOODSTOCK RD	0.00	$59.66	0.00	59.66
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	DPW -ELECTRICITY		
27762000001NOV'24	262 N MAIN ST - SENIOR CTR	0.00	$556.40	0.00	556.40
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001OCT'24	262 N MAIN ST - SENIOR CTR	0.00	$228.63	0.00	228.63
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
27762000001SEP'24	262 N MAIN ST - SENIOR CTR	0.00	$-194.33	0.00	-194.33
Desc: 262 N MAIN ST - SENIOR CTR		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
28933000003NOV'24	MAPLE ST SEWER PUMP	183.83	$183.83	0.00	183.83
Desc: MAPLE ST SEWER PUMP		Acct: 60-964-329-0000	ELECTRICITY		
33490000008DEC'24	DEPOT ST	0.00	$69.29	0.00	69.29
Desc: DEPOT ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
33833000004NOV'24	MAXFIELD PUMP STA	221.90	$221.90	0.00	221.90
Desc: MAXFIELD PUMP STA		Acct: 60-964-329-0000	ELECTRICITY		
34591000004NOV'24	RADIO TOWER	0.00	$179.45	0.00	179.45
Desc: RADIO TOWER		Acct: 10-271-329-0000	DISP -ELECTRICITY		
62592200000NOV'24	WOODSTOCK RD	0.00	$82.74	0.00	82.74
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	DPW -ELECTRICITY		
34926000000NOV'24	PARK/LEHMAN BRIDGE LGTS	0.00	$173.52	0.00	173.52
Desc: PARK/LEHMAN BRIDGE LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY		
36340000003DEC'24	FROST PARK	0.00	$24.93	0.00	24.93
Desc: FROST PARK		Acct: 10-521-329-0000	PR -ELECTRICITY		
37762000000NOV'24	N MAIN ST	0.00	$70.54	0.00	70.54
Desc: N MAIN ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
49662156394NOV'24	SYKES MOUNTAIN AVE	0.00	$138.37	0.00	138.37
Desc: SYKES MOUNTAIN AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
38035000009NOV'24	OLCOTT COMMERCE PARK	165.31	$165.31	0.00	165.31
Desc: OLCOTT COMMERCE PARK		Acct: 60-964-329-0000	ELECTRICITY		

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.
39065357434NOV'24	CURRIER ST	0.00	$131.94	0.00		131.94
Desc: CURRIER ST	Acct: 10-314-329-0000	DPW -ELECTRICITY				
39135140109NOV'24	120 LESLE DR PAVILLION C	0.00	$123.09	0.00		123.09
Desc: 120 LESLE DR PAVILLION C	Acct: 10-528-329-0000	PR -ELECTRICITY				
44926000009NOV'24	STREET LIGHTS - HWY	0.00	$2,672.07	0.00		2,672.07
Desc: STREET LIGHTS - HWY	Acct: 10-314-329-0000	DPW -ELECTRICITY				
39424000006NOV'24	PUBLIC SAFETY	0.00	$391.39	0.00		391.39
Desc: PUBLIC SAFETY	Acct: 10-221-329-0000	HFD -ELECTRICITY				
Desc: PUBLIC SAFETY	Acct: 10-211-329-0000	HPD -ELECTRICITY				
Desc: PUBLIC SAFETY	Acct: 10-271-329-0000	DISP -ELECTRICITY				
41082200001NOV'24	291 SUGAR HILL LN	179.94	$179.94	0.00		179.94
Desc: 291 SUGAR HILL LN	Acct: 55-954-329-0000	ELECTRICITY				
43382200004NOV'24	EASTMAN HILL PUMP	186.40	$186.40	0.00		186.40
Desc: EASTMAN HILL PUMP	Acct: 55-954-329-0000	ELECTRICITY				
43833000003NOV'24	BRIDGE ST TRAFFIC LGT	0.00	$90.01	0.00		90.01
Desc: BRIDGE ST TRAFFIC LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY				
44390000006DEC'24	BILLINGS FARM RD	0.00	$69.74	0.00		69.74
Desc: BILLINGS FARM RD	Acct: 10-314-329-0000	DPW -ELECTRICITY				
48832000003NOV'24	ARBORETURM LN	177.71	$177.71	0.00		177.71
Desc: ARBORETURM LN	Acct: 60-964-329-0000	ELECTRICITY				
48933200007NOV'24	VILLAGE GREEN BALLOON FEST	0.00	$24.93	0.00		24.93
Desc: VILLAGE GREEN BALLOON FEST	Acct: 10-521-329-0000	PR -ELECTRICITY				
49424000005NOV'24	VA CUTOFF WTR	64.77	$64.77	0.00		64.77
Desc: VA CUTOFF WTR	Acct: 50-954-329-0000	ELECTRICITY				
49672200000NOV'24	RTE WEST HTFD & QUE ST	0.00	$580.72	0.00		580.72
Desc: RTE WEST HTFD & QUE ST	Acct: 10-314-329-0000	DPW -ELECTRICITY				
49762000005NOV'24	BRIDGE ST PUMP STN	106.50	$106.50	0.00		106.50
Desc: BRIDGE ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY				
50776120219NOV'24	1103 N MAIN ST	0.00	$92.02	0.00		92.02
Desc: 1103 N MAIN ST	Acct: 10-314-329-0000	DPW -ELECTRICITY				
62713200004NOV'24	WOODSTOCK RD HEAT TAPE	52.13	$52.13	0.00		52.13
Desc: WOODSTOCK RD HEAT TAPE	Acct: 55-954-329-0000	ELECTRICITY				
67003200002NOV'24	WILLARD RD STN#2	0.00	$260.91	0.00		260.91
Desc: WILLARD RD STN#2	Acct: 10-221-329-0000	HFD -ELECTRICITY				
67303200009NOV'24	78 MURPHY RD	261.49	$261.49	0.00		261.49
Desc: 78 MURPHY RD	Acct: 65-964-329-0000	ELECTRICITY				
67399084366NOV'24	120 LESLE DR PAVILLION B	0.00	$495.70	0.00		495.70
Desc: 120 LESLE DR PAVILLION B	Acct: 10-528-329-0000	PR -ELECTRICITY				
67700100000DEC'24	RT 5 POLE 95	0.00	$34.23	0.00		34.23
Desc: RT 5 POLE 95	Acct: 10-314-329-0000	DPW -ELECTRICITY				
68053200009NOV'24	RT 14 W HARTFORD LIB	0.00	$202.95	0.00		202.95
Desc: RT 14 W HARTFORD LIB	Acct: 10-524-329-0000	PR -ELECTRICITY				
71013200002NOV'24	WHITMAN BROOK PUMP	110.09	$110.09	0.00		110.09
Desc: WHITMAN BROOK PUMP	Acct: 65-964-329-0000	ELECTRICITY				
74856156851NOV'24	97 S MAIN ST CHARGING ST	0.00	$444.79	0.00		444.79
Desc: 97 S MAIN ST CHARGING ST	Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA				
74872200006NOV'24	LAKE PINNEO WELL	731.16	$731.16	0.00		731.16
Desc: LAKE PINNEO WELL	Acct: 55-953-329-0000	ELECTRICITY				

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.
74972200005NOV'24	WHEELOCK RD		26.93	$26.93	0.00	26.93
Desc: WHEELOCK RD		Acct: 55-954-329-0000		ELECTRICITY		
77700100009DEC'24	POLE 1 PLEASANT VIEW		0.00	$54.43	0.00	54.43
Desc: POLE 1 PLEASANT VIEW		Acct: 10-314-329-0000		DPW -ELECTRICITY		
78840100008NOV'24	RAILROAD ROW - ENGINE 494		0.00	$126.17	0.00	126.17
Desc: RAILROAD ROW - ENGINE 494		Acct: 10-521-329-0000		PR -ELECTRICITY		
80082200009NOV'24	NOYES LN KINGSWOOD		204.08	$204.08	0.00	204.08
Desc: NOYES LN KINGSWOOD		Acct: 55-954-329-0000		ELECTRICITY		
	Vendor Total:			28,953.42	0.00	28,953.42
020040	GREEN UP VERMONT				12/06/2024	93435
GUV25	GREEN UP DAY		0.00	$300.00	0.00	300.00
Desc: GREEN UP DAY		Acct: 10-611-318-0000		PDZ -CONTRACT SERVICES		
	Vendor Total:			300.00	0.00	300.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD			12/06/2024	93436
220715,00429350	120 SOUTH STREET FROST PARK		0.00	$45.01	0.00	45.01
Desc: 120 SOUTH STREET FROST PARK		Acct: 10-521-328-0000		PR -WATER		
211600,00429349	275 DEPOT ST - WATER		50.45	$50.45	0.00	50.45
Desc: 275 DEPOT ST - WATER		Acct: 60-962-328-0000		WATER		
	Vendor Total:			95.46	0.00	95.46
023250	HUBERT'S OF LEBANON				12/06/2024	93437
58459	UNIFORMS A.K		0.00	$84.58	0.00	84.58
Desc: UNIFORMS A.K		Acct: 10-521-326-0000		PR -UNIFORMS-PURCHASE/LEASE/CI		
54871	UNIFORMS A.K		0.00	$42.29	0.00	42.29
Desc: UNIFORMS A.K		Acct: 10-512-326-0000		PR -UNIFORMS		
	Vendor Total:			126.87	0.00	126.87
023425	IDS/SHERRI GILMORE	SHERRI GILMORE			12/06/2024	93438
25-221	2025 DOG LICENSE TAGS		0.00	$315.38	0.00	315.38
Desc: 2025 DOG LICENSE TAGS		Acct: 10-151-323-0000		TC -MATERIAL & SUPPLIES		
	Vendor Total:			315.38	0.00	315.38
023437	IMAGE TREND, INC				12/06/2024	93439
PS-INV111559	ANNUAL SUPPORT		0.00	$500.00	0.00	500.00
Desc: ANNUAL SUPPORT		Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
	Vendor Total:			500.00	0.00	500.00
023473	INGRAM LIBRARY SERVICES LLC				12/06/2024	93440
84887520	BOOKS		0.00	$327.03	0.00	327.03
Desc: BOOKS		Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
84958864	BOOKS		0.00	$27.88	0.00	27.88
Desc: BOOKS		Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
84887519	BOOKS		0.00	$18.73	0.00	18.73
Desc: BOOKS		Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
84887517	BOOKS		0.00	$16.94	0.00	16.94
Desc: BOOKS		Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
84887516	BOOKS	0.00	$11.24	0.00	11.24
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
84887518	BOOKS	0.00	$266.74	0.00	266.74
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
84958865	BOOKS	0.00	$14.70	0.00	14.70
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		683.26	0.00	683.26
023990	INTERNATIONAL ASSOC OF ASSESSING	INTERNATIONAL ASSOC OF ASSESSING	12/06/2024		93441
2025	MEMBERSHIP DUES JAN-DEC 2025	0.00	$240.00	0.00	240.00
Desc: MEMBERSHIP DUES JAN-DEC 2025		Acct: 10-174-313-0000	ASE -MEMBERSHIP DUES		
	Vendor Total:		240.00	0.00	240.00
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON	12/06/2024		93442
55062,190683	PARTS	0.00	$14.67	0.00	14.67
Desc: E2		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		14.67	0.00	14.67
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	12/06/2024		93443
4935943,23335	83 CRAFTS HILL RD-PROPANE TANK RENT	0.00	$259.00	0.00	259.00
Desc: 83 CRAFTS HILL RD-PROPANE TANK RENT		Acct: 10-221-327-0000	HFD -BUILDING HEAT		
4935943,66988	PROPANE 38.6G@$1.5075 DEPOT ST	58.96	$58.96	0.00	58.96
Desc: PROPANE 38.6G@$1.5075 DEPOT ST		Acct: 60-962-327-0000	BUILDING HEAT		
4333626,92321	#2OIL 1250.1G@$2.818 PUBLIC SAFETY	0.00	$3,560.41	0.00	3,560.41
Desc: #2OIL 1250.1G@$2.818 PUBLIC SAFETY		Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Desc: #2OIL 1250.1G@$2.818 PUBLIC SAFETY		Acct: 10-211-327-0000	HPD -BUILDING HEAT		
Desc: #2OIL 1250.1G@$2.818 PUBLIC SAFETY		Acct: 10-271-327-0000	DISP -Building - Heat		
	Vendor Total:		3,878.37	0.00	3,878.37
028848	MADISON NATIONAL LIFE INSURANCE CO,		12/06/2024		93444
DEC'24	LIFE INS DEC 2024	286.49	$2,765.52	0.00	2,765.52
Desc: NIS DEC2024		Acct: 10-121-240-0000	TM -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-151-240-0000	TC -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-181-240-0000	IT -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-211-240-0000	HPD -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-221-240-0000	HFD -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-271-240-0000	DISP -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-312-240-0000	DPW -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-325-240-0000	DPW -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-511-240-0000	PR -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-514-240-0000	PR -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-530-240-0000	PR -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-621-240-0000	PDZ -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 10-622-240-0000	PDZ -LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 30-974-240-0000	LIFE INSURANCE		
Desc: NIS DEC2024		Acct: 30-975-240-0000	LIFE INSURANCE		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
Desc: NIS DEC2024		Acct: 50-954-240-0000	LIFE INSURANCE			
Desc: NIS DEC2024		Acct: 50-955-240-0000	LIFE INSURANCE			
Desc: NIS DEC2024		Acct: 55-955-240-0000	LIFE INSURANCE			
Desc: NIS DEC2024		Acct: 60-961-240-0000	LIFE INSURANCE			
Desc: NIS DEC2024		Acct: 60-965-240-0000	LIFE INSURANCE			
Desc: NIS DEC2024		Acct: 65-963-240-0000	LIFE INSURANCE			
Desc: NIS DEC2024		Acct: 65-965-240-0000	LIFE INSURANCE			
	Vendor Total:		2,765.52	0.00		2,765.52
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK			12/06/2024	93445
700005551,11.09.24	PRE EMPLOYMENT PHYSICALS	0.00	$360.00	0.00		360.00
Desc: PRE EMPLOYMENT PHYSICALS		Acct: 10-312-318-0000	DPW -CONTRACTED SERVICES			
Desc: PRE EMPLOYMENT PHYSICALS J.W.		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Vendor Total:		360.00	0.00		360.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			12/06/2024	93446
249821230	OFFICE SUPPLIES	0.00	$26.12	0.00		26.12
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
249942416	OFFICE SUPPLIES	0.00	$15.22	0.00		15.22
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
250542108	OFFICE SUPPLIES	0.00	$55.57	0.00		55.57
Desc: OFFICE SUPPLIES		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			
250784058	STORAGE BOX - HR	0.00	$28.99	0.00		28.99
Desc: STORAGE BOX - HR		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
250553869	TONERS+MARKERS	0.00	$171.51	0.00		171.51
Desc: TONERS+MARKERS		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
250515720	2 CS PAPER	0.00	$118.66	0.00		118.66
Desc: 2 CS PAPER		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
250762114	CERAMIC HEATER	0.00	$44.79	0.00		44.79
Desc: CERAMIC HEATER		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
250515091	OFFICE SUPPLIES-COMM+MEDIA	148.97	$186.22	0.00		186.22
Desc: OFFICE SUPPLIES-COMM+MEDIA		Acct: 10-121-330-0000	TM -OFFICE EQUIPMENT			
Desc: OFFICE SUPPLIES-COMM+MEDIA		Acct: 50-955-330-0000	OFFICE EQUIPMENT			
Desc: OFFICE SUPPLIES-COMM+MEDIA		Acct: 55-955-330-0000	OFFICE EQUIPMENT			
Desc: OFFICE SUPPLIES-COMM+MEDIA		Acct: 60-965-330-0000	OFFICE EQUIPMENT			
Desc: OFFICE SUPPLIES-COMM+MEDIA		Acct: 65-965-330-0000	OFFICE EQUIPMENT			
250677927	OFFICE SUPPLIES	0.00	$28.17	0.00		28.17
Desc: OFFICE SUPPLIES		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
	Vendor Total:		675.25	0.00		675.25
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN			12/06/2024	93447
12936	LEGAL SERVICES: MISC LABOR	0.00	$60.00	0.00		60.00
Desc: LEGAL SERVICES: MISC LABOR		Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES			
12831	LEGAL: AUDIT LETTER	0.00	$40.00	0.00		40.00
Desc: LEGAL: AUDIT LETTER		Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES			
	Vendor Total:		100.00	0.00		100.00
031875	MOTOROLA SOLUTIONS, INC				12/06/2024	93448

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.
1187134677	VMWARE		0.00	$3,334.25	0.00	3,334.25
Desc: VMWARE		Acct: 10-181-318-0000	IT -CONTRACTED SERVICES			
		Vendor Total:		3,334.25	0.00	3,334.25
032104	MVP SELECT CARE INC.				12/06/2024	93449
NOV'24	HEALTH INS ADVISORY NOV'24		32.08	$242.50	0.00	242.50
Desc: Health In Advisory Nov 24		Acct: 10-121-220-0000	TM -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-151-220-0000	TC -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-181-220-0000	IT -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-311-220-0000	DPW -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-511-220-0000	PR -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-514-220-0000	PR -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-521-220-0000	PR -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 10-622-418-0100	PDZ -Retiree Health Insurance			
Desc: Health In Advisory Nov 24		Acct: 30-975-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 50-954-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 50-955-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 55-955-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 60-961-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 60-965-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 65-963-220-0000	HEALTH INSURANCE			
Desc: Health In Advisory Nov 24		Acct: 65-965-220-0000	HEALTH INSURANCE			
		Vendor Total:		242.50	0.00	242.50
032106	MVP HEALTH CARE, INC - UNDER 65	MVP HEALTH CARE, INC			12/06/2024	93450
DEC'24	HEALTH INS DEC'24		21,836.07	$166,863.57	0.00	166,863.57
Desc: MVP Dec2024		Acct: 10-121-220-0000	TM -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-151-220-0000	TC -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-181-220-0000	IT -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Desc: MVP Dec2024		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE			

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: MVP Dec2024	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-312-220-0000	DPW -HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-511-220-0000	PR -HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-514-220-0000	PR -HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-530-220-0000	PR -HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance			
Desc: MVP Dec2024	Acct: 30-975-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 50-954-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 50-955-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 55-955-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 60-961-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 60-965-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 65-963-220-0000	HEALTH INSURANCE			
Desc: MVP Dec2024	Acct: 65-965-220-0000	HEALTH INSURANCE			
	Vendor Total:		166,863.57	0.00	166,863.57
032108	MVP HEALTH CARE, INC - RETIREES			12/06/2024	93451
DEC'24	REIREES HEALTH INS DEC'24	3,256.68	$11,137.59	0.00	11,137.59
Desc: MVP Retirees DEC2024	Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 10-174-418-0100	ASE -RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE			
Desc: MVP Retirees DEC2024	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Vendor Total:		11,137.59	0.00	11,137.59
033435	NEW ENGLAND MUNICIPAL RESOURCE	NEMRC		12/06/2024	93452
56086	NEMRC Annual Support Agreement	0.00	$2,611.64	0.00	2,611.64
Desc: NEMRC Annual Support Agreement	Acct: 10-174-313-0000	ASE -MEMBERSHIP DUES			
	Vendor Total:		2,611.64	0.00	2,611.64
034800	NORTHEAST DELTA DENTAL			12/06/2024	93453
DEC'24	DENTAL INS DEC'24	1,218.15	$9,940.55	0.00	9,940.55
Desc: Dental Ins DEC 2024	Acct: 10-121-230-0000	TM -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-151-230-0000	TC -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-171-230-0000	FIN -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-174-230-0000	ASE -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-175-230-0000	DEL -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-181-230-0000	IT -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-211-230-0000	HPD -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-221-230-0000	HFD -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-271-230-0000	DISP -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-312-230-0000	DPW -DENTAL			
Desc: Dental Ins DEC 2024	Acct: 10-325-230-0000	DPW -DENTAL			

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Dental Ins DEC 2024	Acct: 10-511-230-0000	PR -DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 10-514-230-0000	PR -DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 10-530-230-0000	PR -DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 10-621-230-0000	PDZ -DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 10-622-230-0000	PDZ -DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 30-975-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 50-954-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 50-955-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 55-955-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 60-961-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 60-965-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 65-963-230-0000	DENTAL		
	Desc: Dental Ins DEC 2024	Acct: 65-965-230-0000	DENTAL		
	Vendor Total:		9,940.55	0.00	9,940.55
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		12/06/2024	93454
9600004122NOV'24	TRASH PICK-UP NOV'24	0.00	$276.26	0.00	276.26
	Desc: TRASH PICK-UP NOV'24	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
9600291752NOV'24	TRASH PICK UP - NOV'24 WABA	0.00	$145.60	0.00	145.60
	Desc: TRASH PICK UP - NOV'24 WABA	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
9600306162NOV'24	TRASH PICK UP - NOV'24 MAXFIELD	0.00	$248.34	0.00	248.34
	Desc: TRASH PICK UP - NOV'24 MAXFIELD	Acct: 10-527-318-0000	PR -CONTRACTED SERVICES		
9600004148NOV'24	TRASH PICK-UP NOV'24 - BUGBEE	0.00	$351.76	0.00	351.76
	Desc: TRASH PICK-UP NOV'24 - BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
	Vendor Total:		1,021.96	0.00	1,021.96
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC		12/06/2024	93455
NOV'24	POSTAGE NOV'24	988.08	$2,392.93	0.00	2,392.93
	Desc: Postage	Acct: 10-121-322-0000	TM -POSTAGE		
	Desc: Postage	Acct: 10-171-322-0000	FIN -POSTAGE		
	Desc: Postage	Acct: 10-151-322-0000	TC -POSTAGE		
	Desc: Postage	Acct: 10-511-322-0000	PR -POSTAGE		
	Desc: Postage	Acct: 10-622-322-0000	PDZ -POSTAGE		
	Desc: Postage	Acct: 10-175-322-0000	DEL -POSTAGE		
	Desc: Postage	Acct: 10-174-322-0000	ASE -POSTAGE		
	Desc: Postage	Acct: 50-955-322-0000	POSTAGE		
	Desc: Postage	Acct: 55-955-322-0000	POSTAGE		
	Desc: Postage	Acct: 60-965-322-0000	POSTAGE		
	Desc: Postage	Acct: 65-965-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-221-322-0000	HFD -POSTAGE		
	Desc: POSTAGE-NOV'24 PROPERTY TAX	Acct: 10-171-322-0000	FIN -POSTAGE		
	Desc: Postage	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Vendor Total:		2,392.93	0.00	2,392.93
038495	PRIORITY EXPRESS, INC.			12/06/2024	93456
81722448	INTERLIBRARY LOAN PROG	0.00	$107.36	0.00	107.36
	Desc: INTERLIBRARY LOAN PROG	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		107.36	0.00	107.36

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
039994	REXEL USA, INC.	REXEL	12/06/2024	93457
S141140078.001	PARTS	0.00	$92.42 / 0.00	92.42
Desc: FORESTRY		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		92.42 / 0.00	92.42
041450	SABIL & SONS, INC	SABIL & SONS, INC	12/06/2024	93458
47343	SEAL	0.00	$8.64 / 0.00	8.64
Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
13746	TOWING	0.00	$1,350.00 / 0.00	1,350.00
Desc: TOWING L1		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		1,358.64 / 0.00	1,358.64
044220	STERICYCLE, INC		12/06/2024	93459
8009103380	MED DISPOSAL DEC'24	0.00	$35.37 / 0.00	35.37
Desc: MED DISPOSAL		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL	
	Vendor Total:		35.37 / 0.00	35.37
044560	STRATUS TELECOM LLC		12/06/2024	93460
19528	FAX SERVICES - DEC'24	0.00	$139.31 / 0.00	139.31
Desc: FAX SERVICES - DEC'24		Acct: 10-271-324-0000	DISP -TELEPHONE	
Desc: FAX SERVICES - DEC'24		Acct: 10-221-324-0000	HFD -TELEPHONE	
Desc: FAX SERVICES - DEC'24		Acct: 10-211-324-0000	HPD -TELEPHONE	
Desc: FAX SERVICES - DEC'24		Acct: 10-121-324-0000	TM -TELEPHONE	
	Vendor Total:		139.31 / 0.00	139.31
044606	STUDIO NEXUS ARCHITECTS & PLANNERS		12/06/2024	93461
2312.10	PROJ#2312 OCT SVCS 49.1% COMPLETE	751.80	$751.80 / 0.00	751.80
Desc: PROJ#2312 OCT SVCS 49.1% COMPLETE		Acct: 25-985-121-0112	ARPA - Bugbee - Building Assessment	
	Vendor Total:		751.80 / 0.00	751.80
045484	TELEPHONE & NETWORK TECHNOLOGIES		12/06/2024	93462
845572	PHONE REPLACEMENT	0.00	$150.00 / 0.00	150.00
Desc: PHONE REPLACEMENT		Acct: 10-181-318-0000	IT -CONTRACTED SERVICES	
	Vendor Total:		150.00 / 0.00	150.00
048185	VALLEY IMAGING & AWARDS		12/06/2024	93463
21731	ENGRAVED PLAQUE	0.00	$324.00 / 0.00	324.00
Desc: ENGRAVED PLAQUE		Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION	
	Vendor Total:		324.00 / 0.00	324.00
048300	VALLEY NEWS	VALLEY NEWS	12/06/2024	93464
125977,4440689	ZBA AGENDA 12.11.24	0.00	$169.20 / 0.00	169.20
Desc: ZBA AGENDA 12.11.24		Acct: 10-621-312-0000	PDZ -ADVERTISING	
125977,4440687	PC AGENDA 12.16.24	0.00	$176.40 / 0.00	176.40
Desc: PC AGENDA 12.16.24		Acct: 10-622-312-0000	PDZ -ADVERTISING	
125911,4441005	SB AGENDA 12.03.24	0.00	$131.40 / 0.00	131.40
Desc: SB AGENDA 12.03.24		Acct: 10-111-312-0000	SB -ADVERTISING	

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.
125977,4441056	HHPC AGENDA 12.18.24		0.00	$86.40	0.00	86.40
Desc: HHPC AGENDA 12.18.24		Acct: 10-625-312-0000		PDZ -ADVERTISING		
125911,4440907	SB AGENDA 11.26.24		0.00	$219.60	0.00	219.60
Desc: SB AGENDA 11.26.24		Acct: 10-111-312-0000		SB -ADVERTISING		
125911,4441250	SB AGENDA 12.10.24		0.00	$248.40	0.00	248.40
Desc: SB AGENDA 12.10.24		Acct: 10-111-312-0000		SB -ADVERTISING		
	Vendor Total:			1,031.40	0.00	1,031.40
048310	VALLEY TURF SERVICES				12/06/2024	93465
1687	MAXFIELD AERATION		0.00	$2,450.00	0.00	2,450.00
Desc: MAXFIELD AERATION		Acct: 10-527-318-0000		PR -CONTRACTED SERVICES		
	Vendor Total:			2,450.00	0.00	2,450.00
049300	VERMONT DEPT OF LABOR	VERMONT DEPT OF LABOR			12/06/2024	93466
2024 Q3 0913064	2024 Q3 C101 FILING FEE		0.00	$100.00	0.00	100.00
Desc: 2024 Q3 C101 FILING FEE		Acct: 10-811-318-0500		FIN -EXCISE & OTHER TAXES		
	Vendor Total:			100.00	0.00	100.00
050250	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS			12/06/2024	93467
P02852024 E11-12	2024 JACOBSEN MOWER+MONUMENT WWI		0.00	$8.00	0.00	8.00
Desc: 2024 JACOBSEN MOWER+MONUMENT WWI		Acct: 10-521-418-0000		PR -PROPERTY & LIABILITY INSURAN		
P02852024 E13-	2024 TOYOTA RAV4 INSURANCE		0.00	$99.00	0.00	99.00
Desc: C5 - 2024 TOYOTA RAV4 INSURANCE		Acct: 10-221-418-0000		HFD -PROPERTY & LIABILITY INSURA		
P02852024 E13	2024 CHEVY BLAZER 3GNKBHR45RS227222		0.00	$140.00	0.00	140.00
Desc: 2024 CHEVY BLAZER 3GNKBHR45RS227222		Acct: 10-221-418-0000		HFD -PROPERTY & LIABILITY INSURA		
	Vendor Total:			247.00	0.00	247.00
050251	VERMONT LEAGUE OF CITIES AND TOWNS	VLCT PROPERTY & CASUALTY			12/06/2024	93468
REN250285-Q1	WC/PROPERTY LIABILITY JAN-MAR 25		50,751.75	$272,093.09	0.00	272,093.09
Desc: Property & Liability Ins - Jan 2025		Acct: 10-811-418-0000		FIN -PROPERTY & LIABILITY INSURAN		
Desc: Property & Liability Ins - Jan 2025		Acct: 30-975-418-0000		PROPERTY & LIABILITY INS		
Desc: Property & Liability Ins - Jan 2025		Acct: 50-955-418-0000		PROPERTY & LIABILITY INS		
Desc: Property & Liability Ins - Jan 2025		Acct: 55-955-418-0000		PROPERTY & LIABILITY INS		
Desc: Property & Liability Ins - Jan 2025		Acct: 60-961-418-0000		PROPERTY & LIABILITY INSURANCE		
Desc: Property & Liability Ins - Jan 2025		Acct: 65-963-418-0000		PROPERTY & LIABILITY INSURANCE		
Desc: Work Comp Ins - Jan 2025		Acct: 10-121-250-0000		TM -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-151-250-0000		TC -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-171-250-0000		FIN -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-174-250-0000		ASE -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-175-250-0000		DEL -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-181-250-0000		IT -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-211-250-0000		HPD -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-221-250-0000		HFD -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-271-250-0000		DISP -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-311-250-0000		DPW -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-312-250-0000		DPW -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-325-250-0000		DPW -WORKERS COMP		
Desc: Work Comp Ins - Jan 2025		Acct: 10-341-250-0000		CEM -Work Comp		
Desc: Work Comp Ins - Jan 2025		Acct: 10-411-250-0000		HEA -WORKERS COMP		

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: Work Comp Ins - Jan 2025	Acct: 10-511-250-0000	PR -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 10-512-250-0000	PR -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 10-514-250-0000	PR -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 10-516-250-0000	PR -Work Comp			
Desc: Work Comp Ins - Jan 2025	Acct: 10-521-250-0000	PR -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 10-527-250-0000	PR -Work Comp			
Desc: Work Comp Ins - Jan 2025	Acct: 10-530-250-0000	PR -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 10-621-250-0000	PDZ -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 10-622-250-0000	PDZ -WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 30-971-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 30-974-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 30-975-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 50-954-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 50-955-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 55-954-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 55-955-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 60-961-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 60-965-250-0000	WORKERS COMP			
Desc: Work Comp Ins - Jan 2025	Acct: 65-965-250-0000	WORKERS COMP			
	Vendor Total:		272,093.09	0.00	272,093.09
050455	VERMONT LIFE SAFETY LLC			12/06/2024	93469
52216	SERVICE CALL 11.07.24	0.00	$315.00	0.00	315.00
Desc: SERVICE CALL 11.07.24	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES			
	Vendor Total:		315.00	0.00	315.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN		12/06/2024	93470
DEC'24	VISION INS DEC'24	0.00	$2,056.30	0.00	2,056.30
Desc: VISION INS DEC'24	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI			
	Vendor Total:		2,056.30	0.00	2,056.30
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC		12/06/2024	93471
IN647126	METER COPIER - NOV'24	92.80	$193.49	0.00	193.49
Desc: METER COPIER - NOV'24 DPW V1178	Acct: 10-325-320-0000	DPW -EQUIPMENT OPER/MAINT - OFI			
Desc: METER COPIER - NOV'24 DPW V1178	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: METER COPIER - NOV'24 DPW V1178	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: METER COPIER - NOV'24 DPW V1178	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: METER COPIER - NOV'24 DPW V1178	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: METER COPIER - NOV'24 TC V1179	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
IN645880	METER COPIER - NOV'24	4.10	$805.05	0.00	805.05
Desc: METER COPIER - NOV'24	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: METER COPIER - NOV'24	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: METER COPIER - NOV'24 PLANNING	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
Desc: METER COPIER - NOV'24 VALUATION	Acct: 10-174-323-0000	ASE -MATERIAL & SUPPLIES			
Desc: METER COPIER - NOV'24 FD	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES			
Desc: METER COPIER - NOV'24 REC	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: METER COPIER - NOV'24	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: METER COPIER - NOV'24	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: METER COPIER - NOV'24	Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
IN644512	METER - COPIER - DIS V1183	0.00	$26.25	0.00	26.25

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: METER - COPIER - DETECTIVES V1183		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
IN645667	METER COPIER - OCT'24		4.33	$437.54	0.00	437.54
Desc: METER COPIER - OCT'24 - DPW		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: METER COPIER - OCT'24- PLANNIN		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
Desc: METER COPIER - OCT'24- VAL		Acct: 10-174-323-0000	ASE -MATERIAL & SUPPLIES			
Desc: METER COPIER - OCT'24- FD		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES			
Desc: METER COPIER - OCT'24 - REC		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: METER COPIER - OCT'24- PD		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: METER COPIER - OCT'24- FIN		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: METER COPIER - COLOR OCT'24 TM		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
Desc: METER COPIER - OCT'24		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: METER COPIER - OCT'24 B/W CREDIT		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
IN645344	METER - COPIER - NOV'24		0.00	$119.62	0.00	119.62
Desc: METER - COPIER - NOV'24 V1418 ADMIN		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: METER - COPIER - NOV'24 V1419 DIS		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
IN643185	METER COPIER - OCT'24		83.20	$180.94	0.00	180.94
Desc: METER COPIER - OCT'24		Acct: 10-325-320-0000	DPW -EQUIPMENT OPER/MAINT - OFI			
Desc: METER COPIER - OCT'24		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: METER COPIER - OCT'24		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: METER COPIER - OCT'24		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: METER COPIER - OCT'24		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: METER COPIER - OCT'24 - TC		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
	Vendor Total:			1,762.89	0.00	1,762.89
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES		12/06/2024		93472
83256765	LEASE KOICERA COPIERS - DEC'24		285.96	$1,166.94	0.00	1,166.94
Desc: LEASE COPIER - DEC'24 DPW 13420152		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE COPIER - DEC'24 DPW 13420152		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE COPIER - DEC'24 DPW 13420152		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE COPIER - DEC'24 DPW 13420152		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE COPIER - DEC'24 PD W9T2Y13735		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'24 PLAN H552X158		Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - DEC'24 VAL H552X1588		Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - DEC'24 REC H55332063		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'24 FD#1H5533207		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - DEC'24 FIN W9S2Z1415		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: LEASE COPIER - DEC'24 TM W9S2Z14336		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
83269184	LEASE COPIER - STN#2		0.00	$65.34	0.00	65.34
Desc: LEASE COPIER - STN#2		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
83256735	LEASE KOICERA COPIERS - DEC'24		464.67	$755.69	0.00	755.69
Desc: LEASE KOICERA - DEC'24 DIS V1183		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
Desc: LEASE KOICERA - DEC'24 TC V1179		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
Desc: LEASE KOICERA - DEC'24 DPW V1178		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE KOICERA - DEC'24 DPW V1178		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE KOICERA - DEC'24 DPW V1178		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE KOICERA - DEC'24 DPW V1178		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE FOLDING MACHINE - DEC'24		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: LEASE FOLDING MACHINE - DEC'24		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE FOLDING MACHINE - DEC'24		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE FOLDING MACHINE - DEC'24		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			

Report Date: 12/06/24 3:20PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 12/06/2024 - 12/06/2024

Page: 19
User: florentina
ReportAPINHD_PmtByDate

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: LEASE FOLDING MACHINE - DEC'24	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
		Vendor Total:		1,987.97	0.00	1,987.97
500387	EXECUSUITE, LLC				12/06/2024	93473
34805	MONTHLY RENT - DEC 2024		0.00	$400.00	0.00	400.00
	Desc: MONTHLY RENT - DEC 2024	Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKIN(			
		Vendor Total:		400.00	0.00	400.00
502199	NULTY, PAULA M	PAULA M NULTY			12/06/2024	93474
11.22.2024	MILEAGE REIMBURSEMENT VTHRA		0.00	$122.61	0.00	122.61
	Desc: MILEAGE REIMBURSEMENT VTHRA	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS			
		Vendor Total:		122.61	0.00	122.61
FUND 1 0			**Bank Total:**			**681,118.50**
	Holdback Total					625,126.11
	Batch Totals:	0.00	110,358.19		0.00	735,484.30

_____ MICHAEL HOYT

_____ KIM SOUZA

_____ MARY M. ERDEI

_____ LANNIE J. COLLINS

_____ IDA GRIESEMER

_____ BRANDON SMITH

_____ JOHN HAVERSTOCK

_____

_____ GAIL OSTROUT

_____ JOSEPH MAJOR