



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, January 7, 2025, 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/c/catv810](https://www.youtube.com/c/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: Consider the CCB renewal application #S-000010551 for The Hidden Grove, LLC. (6:02)
- V. Order of Agenda (6:05)
- VI. Selectboard
 1. Public Comment (6:06)
 2. Selectboard Comments and Announcements (6:15)
 3. Appointments (6:25)
 - a. Consider the Appointment of Cathy Geiger to the Hartford Energy Commission for a three year term beginning January 7, 2025 and ending January 6, 2028.
 - b. Consider the Reappointment of John Haffner to the Committee on Housing and Homelessness for a two year term beginning January 7, 2025 and ending January 6, 2027.
 4. Town Manager's Report (6:35)
Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=501>
 5. Board Report, Motions & Ordinances
 - a. Design Review Committee Update (6:40)
 - b. Review Light Pole Banner Request (J.A.M.) (6:50)
 - c. Continued Liquor Control Board Policy Discussion (7:00)
 - d. Update on Installation of Level Three EV Chargers (7:15)
 - e. Consider Amending Town's Conflict of Interest Policy (7:25)
 - f. Consider Adopting a Municipal Code of Ethics Investigation and Enforcement Ordinance and Appoint Town Liaison and Complaint Recipient (7:35)
 - g. Review and Approve Selectboard Calendar Cycles for 2025 (7:50)
 - h. Review and Approve L.O.T. Ballot Articles (7:55)
 - i. Review and Approve Sales Tax Ballot Article (8:05)
 - j. Ratify Provisional Approvals the Payment Manifest of 12/20/2024 & the Payment Manifest of 12/26/2024 and the Check Register of 12/26/2024 (8:15)
 - k. ADDED ITEM: Exception of Section 3.6 of the Purchasing Policy – Winter Rock Salt
- VII. Commission Reports (8:20)
- VIII. Consent Agenda (8:25)

Approve Payroll Ending: 1/4/2025
Approve A/P Manifest of: 11/3/2025 & 1/7/2025
Approve Meeting Minutes of: 12/10/2024; 12/17/2025 & 12/19/2025
: 1/13/2025 (Info Night); 1/21/2025; 2/4/2025; 2/18/2025; 2/24/2025
(Budget and Candidates Night)
- IX. Adjourn the Selectboard Meeting (8:30)

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



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382

website: www.hartford-vt.org



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

TO: Hartford Cannabis Control Commission
John Haverstock, Town Manager

FROM: Lisa O'Neil, Town Clerk

RE: CCB Application #S-000010551
The Hidden Grove LLC

DATE: December 17, 2024

Attached please find:

- VT Cannabis Control Board (CCB) submitted application #S-000010551-Retailers Renewal
- Application for Local Cannabis License-Town of Hartford- with additional documents provided by applicant & Department Signature Pages labeled as follows:
 - Exhibit A: Fire Marshal
 - Exhibit B: Planning & Development
 - Exhibit C: Town Clerk
 - Exhibit D: Public Works

VT CCB: Application S-000010551 LCC Submission

From noreply@salesforce.com <noreply@salesforce.com>
on behalf of
VCCB Applications <ccb.applications@vermont.gov>

Date Fri 12/6/2024 3:07 PM

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

Cc dave.silberman@gmail.com <dave.silberman@gmail.com>

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

The Cannabis Control Board has received an application for licensure, S-000010551, Retailers Renewal, that falls within the jurisdiction of your Local Control Commission. The Board's Guidance for Municipalities explains applicable laws and procedures.

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

Business Legal Name and Registered: The Hidden Grove LLC Alternatives: The Hidden Grove LLC

Address: 230 South Main Street, White River Jct., VT 05001

Principals and Controlling Entities: Stephanie Waterman & Kendall Smith

Primary Contact's email address: dave.silberman@gmail.com

Primary Contact's phone number: (626) 864-2147

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

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

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

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

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

Thank you,

Cannabis Control Board

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

DEC 09 2024

Application for Local Cannabis License
Town of Hartford

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

1. Applicant Information

Name: The Hidden Grove LLC
Doing Business As: _____
Mailing Address: 230 South Main St, WRTJ, VT 05001
Telephone Number: 802-281-6186
Email: Stephanie@whiterivergroupno.com

2. Owner/Agent Contact Information

Name: Stephanie Waterman
Mailing Address: 73 Harrison Ave, WRTJ, VT 05001
Telephone Number: 802-299-9427
Email: Stephanie@whiterivergroupno.com

3. Property address where use will occur in the Town

230 South Main St, WRTJ, VT 05001

4. Licensing Information

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
☐ Outdoor Cultivation*			
☐ Indoor Cultivation*			
☐ Mixed Cultivation*			
☒ Retail		Renewal - 12/4/24	RTL R 0079
☐ Manufacturing*			
☐ Testing			
☐ Wholesale			

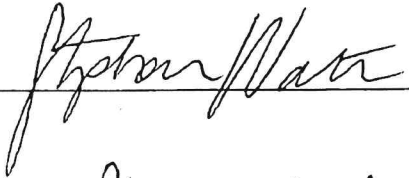
Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. Local Compliance Information

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

6. **Acknowledgement & Signature**

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

Signature  Date 12/16/24

Printed Name Stephanie Waterman

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

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

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

EXHIBIT A

DEC 17 2024

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature Stephanie Waterman Date 12/16/24

Printed Name Stephanie Waterman

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Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: [Signature]

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

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

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

DEC 10 2024

EXHIBIT B

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature

Stephanie Waterman

Date

12/10/24

Printed Name

Stephanie Waterman

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Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention:

Town Clerk:

Planning &
Development:

JoAnn Ellis
12-10-24

Public Works:

Cannabis Control Commission Review

License/Application #:

Date of CCC Meeting:

Action by CCC:

Date Follow-up sent:

EXHIBIT C

DEC 17 2024

6. Acknowledgement & Signature

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

Signature

Stephanie Waterman

Date

12/16/24

Printed Name

Stephanie Waterman

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Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Lisa O'Neil

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

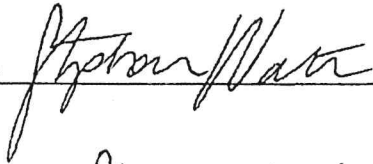
Action by CCC: _____

Date Follow-up sent: _____

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature



Date

12/10/24

Printed Name

Stephanie Waterman

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Official Use Only – Do Not Write Below This Line

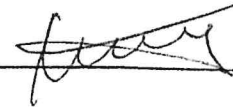
Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____

Public Works: _____



Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____

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

ADVISORY BOARD/COMMISSION APPLICATION

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

I. APPLICANT DATA:

Name: Cathy Geiger

Address: 323 Clifford Road
WRJ, VT 05001 (West Hartford)

Telephone: (Home) (802) 295-6071 (Work) (802) 295-6071 (Other) (802) 295-6071

Email Address: cathy.geiger@hertfordvt.com

How long have you been a Hartford resident? 22 Years

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

II. EDUCATION: (See Attached Short Bio)

High School: _____ Year Graduated: _____

College 1: _____ Degree Earned: _____

Course of Study: _____ Year: _____

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY: (See Attached Short Bio)

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
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IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? _____
Yes on Thursdays at 5pm but need to leave by 6:15 pm for another function.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? From 2017-2019, I served on the Energy Commission. I had to change jobs and build up some new skills, so I needed to step down but left having told the commission that I will try to rejoin once things settle down. Relevant training: environmental engineer. Relevant skills: support/service personality
- c. What are your past experiences in Municipal, State or Federal Government? _____
Currently collaborating with the CDC, NAACCR, and NPCR on state-to-national cancer data management under a NH State Contract. At the municipal level as a board member of Mascoma Sailing, support park development and recreation including the recent Mascoma Lakeside Park renovations.
- d. What civic or social organizations have belonged to and what positions did you hold?
Currently Science Chair Mount Washington Observatory and Treasurer of Mascoma Sailing Club, and in past years Our Savior Lutheran Church Green Team
- 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? In 2024, Earth - for the first time - crossed the 1.5 degC Climate Threshold. Local conditions including warmer temperatures and changes in weather patterns continue to impact roads, bridges, homes, electric grids, and community resiliency.
- f. What might some solutions be? Fact-based storytelling is an integral part of community trust and resiliency. One of the areas that I really appreciated when serving last on the Energy Commission was an emphasis on clear fact-based communication that everyone in the community can understand and relate to.
I wish to participate again in this capacity leveraging my skills as an educator, engineer, and communicator
- g. Other hobbies/interests: _____
Low-impact outdoor activities (gardening, camping, non-motorized boating, e-biking), tai chi, music

V. REFERENCES: (Please list three)

Name: Jay Broccolo (Mt. Wash. Obs. Summit Director) Telephone: (603) 844-1111

Name: M. Scot Zens (Research Scientist, Geisel, Dartmouth) Telephone: (603) 676-1111

Name: Bob Wohlfort (Church Green Team) Telephone: (603) 261-0232

APPLICANTS SIGNATURE

William L. Geiger

08-Dec-2024

DATE

1. Employment History

- 2017 – current, Affiliate Research Professor, University of Delaware, promoting experiential opportunities and training in extreme weather and polar science with the Mount Washington Observatory
- 2019 – current, Data Manager, NH State Cancer Registry including nationwide working groups under CDC/NAACCR, Dartmouth College, Geisel School of Medicine
- 2017 – 2019, Associate Clinical Research Coordinator, Norris Cotton Cancer Center, Dartmouth College, Geisel School of Medicine Hanover, NH
- 2007 – 2016, Research Faculty, Geography, UD, Newark, DE
Funding and advising students for international collaborative research through large data management process studies in polar/climate topics.
- 2003 – 2006, Research Geophysicist, ERDC/USACRREL, Hanover, NH
Process engineering, data management, and complex systems analysis for nationally funded civilian and defense projects.
- 1998 – 2002, Research Scientist. Geography, University of Delaware (UD), Newark, DE
Large data management projects involving telemetry and satellite remote sensing data products.
- 1997 – 1998, UTSA Postdoctoral Fellow, NASA/Goddard, Greenbelt, MD
Planetary data management, signal processing, and global climate assessment via numerical ice-ocean process models and satellite remote sensing analysis.
- 1997 Production/Process Engineer (FDA 510K), Medical Media Systems - Now M2S, Lebanon, NH
Manufacturing operations and upgrading of production facility of a medical 3-D surgical imaging product through FDA 510K approval and market introduction.
- 1990 – 1996, Research Assistant, Thayer School of Engineering, Dartmouth College, Hanover, NH
Data management, integration, and analysis of satellite and in-situ drifter data to evaluate and improve the physics of evolving sea ice numerical models. Funded by US Office of Naval Research
- 1985 – 1990, Scientific Assistant, Nansen Remote Sensing Center, Bergen, Norway
Hydrographic data management and reporting of seven international oceanographic research cruises. Funded through US Office of Naval Research
- 1983 – 1985, Technical Biological Assistant, Brookhaven National Laboratory (BNL), NY
Zooplankton biomass quantification and data processing

2. Professional Skills

40 years

Professional emphasis in complex data systems as a skilled data analyst and process engineer. Within this focus, the following skill set is leveraged: comprehensive knowledge of applied mathematics (statistics, hypothesis testing, numerical methods) with specialized knowledge in process engineering and project logistics/planning – Safety First. Developer of several creative, innovative, and alternative approaches in research and education. Field work includes one ice camp (PI), one student exercise with USNA (PI), and 9 high-latitude research-vessel projects (participant). Sponsor/mentor of 17 undergraduate and graduate students in guided thesis topics. Developer of short YouTube educational films and promotion of accurate and fact-based communication.

3. Professional Preparation

- 1996, Ph.D., Engineering, Thayer School, Dartmouth College, New Hampshire (NH), USA
- 1990, Cand. scient., Polar Oceanography, University of Bergen, Bergen, Norway
- 1988, Cand. mag., Mathematics & Oceanography, University of Bergen, Bergen, Norway
- 1985, BS, Marine Science/Biology (Magna cum Laude), Southampton College, New York, USA

4. Relevant Efforts and Accomplishments

- 2015 – Present, Mount Washington Observatory (MWO) Science Committee, Chair since August 2022
- 1998 – Present, International Ice Chart Working Group (IICWG), guest scientist on executive committee
- 2012 – Present, Community work through Mascoma Sailing Club/Women-Can-Sail

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or X re-appointment to: Committee on Housing & Homelessness

I. APPLICANT DATA:

Name: John Haffner

Address: 90 Gifford Rd. White River Junction, VT 05001

Telephone: (Home) 440-224-1114 (Work) 888-224-1114 (Other) _____

Email Address: john@vitalcommunities.org

How long have you been a Hartford resident? 2.5 years

Are you a registered voter? yes

II. EDUCATION:

High School: Washington High School; Sioux Falls, SD Year Graduated: 2004

College 1: University of California, Davis Degree Earned: Masters (M.S.)

Course of Study: Community Development Year: 2013

College 2: Queen's University; Kingston, Ontario Degree Earned: Doctorate

Course of Study: Geography and Planning Year: 2021

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
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<u>Vital Communities - 195 North Main Street White River Junction, VT 05001</u>	<u>Dec 2021 - Present</u>	<u>Program Manager</u>	
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Convene meetings and events related to housing and transportation. Build partnerships and networks to address regional housing and transportation needs. Connect stakeholders with housing and transportation technical assistance.

IV. PROFESSIONAL EXPERIENCE:

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

I can meet during the evenings. I do have young children so I like to limit evening meetings to no more than once a week.

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

I've acquired skills and training through professional experience with Vital Communities and my education in community development and urban planning.

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

I have worked closely with planning departments across the Upper Valley as part of my role in Vital Communities. I have also worked in community media in California where I filmed local government meetings, so I am quite familiar with the structure of local government

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

While in graduate school I was on a number of boards and committees. I was a board member for the Queen's Grad Club in Kingston, Ontario. I also served as chair of the Graduate Student Council. I also previously volunteered on community media projects as a video editor and filmmaker.

- 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? _____

One of the things that interests me about local government is how much influence municipalities have in shaping land use planning. The built environment is always changing at the local level and there are so many infrastructural needs in Hartford related to housing, transportation, public works, etc. that require a collective vision. Advisory boards such as this one play such an important part in that vision.

- f. What might some solutions be? _____

try to reduce the cost of housing construction by taking advantage of municipally owned land and modular building

- g. Other hobbies/interests: _____

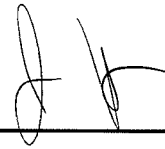
Woodworking. Biking. Hiking. Reading.

V. REFERENCES: (Please list three)

Name: Sarah Jackson Telephone: 862-234-3433-4751

Name: Meghan Butts Telephone: 862-234-3433

Name: Allan Reetz Telephone: 862-765-8874



APPLICANTS SIGNATURE

12/12/2024

DATE

Town Manager's Report

January 7, 2025

Police Chief Resignation

I am very sorry to report the recent resignation of Hartford Police Chief Greg Sheldon, which will become effective on Friday, February 28, 2025. We wish Chief Sheldon all the best in his future endeavors. The Town Manager and HR Director will be working to recruit a replacement and, in the short-term, an Acting Chief.

Budget Update

The Selectboard approved a FY2026 General Fund budget at its December 19 Wrap Up budget session number 3. At the January 21 meeting, the Selectboard will vote to adopt an updated version, which will factor in any additional petitions for social service organization funding which have been received.

Thanks to all of the Town Department Heads for their hard work to bring expenses into line with available revenues in order to minimize the impact on Hartford's taxpayers. In particular, thanks to Finance Director Gail Ostrout for her tireless efforts to oversee this process.

Tonight, I am hopeful that the Selectboard will approve ballot language for (a) two Local Option Tax articles and (b) a Local Option Sales Tax article. This will help the Town begin explaining those initiatives to Hartford residents and voters.

Town Meeting Cycle

On Thursday, December 19, the Town Manager, HR Director and Town Clerk met with School District Superintendent Caty Sutton and other School District personnel to discuss the Town's Town Meeting Cycle of Events and to collaborate on logistical preparations for such events.

Tax Sale Update

On Thursday, December 19, the Town Manager and his Administrative Assistant met with the Town's tax sale attorney in an effort to jump-start that process here in Hartford following State legislative changes to the process.

Town Manager Absence

The Town Manager will be out of the office on January 15, 16 and 17 and returning the day after the January 20 Martin Luther King holiday, in order to attend the January 21 Selectboard meeting.

John Haverstock

1/7/25 5.6.

From: Cedar O'Dowd <cedar@uvjam.org>
Sent: Wednesday, December 18, 2024 12:08 PM
To: John Haverstock
Subject: Re: Light Pole Banner Request
Attachments: JAMWRIF Lightpole banner application .pdf

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

Thanks John,

I've updated our application to reflect this change of dates.

Best,
Cedar

On Wed, Dec 18, 2024 at 9:28 AM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Hi Cedar.

I am afraid the Selectboard will not have another regular meeting until January 7. I would be happy to place your application on that meeting's agenda, if you wish.

Thanks.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Cedar O'Dowd <cedar@uvjam.org>
Sent: Tuesday, December 17, 2024 4:41 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Light Pole Banner Request

You don't often get email from cedar@uvjam.org. [Learn why this is important](#)



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

Organization Name: JAM - Junction Arts & Media

Mailing Address: 5 S. Main St. White River Junction, VT 05001

Contact Person: Cedar O'Dowd

Phone: (202) 355-5330 Email: cedar@uvjam.org

Location of Light Poles: (Specify Village(s)) Downtown White River Junction

Number of Banners to be hung in each village 18

Dates Banners will be hung: 1 / 18 / 2025 Date removed: 2 / 18 / 2025
____ / ____ / ____

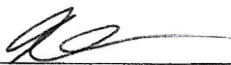
Organization/Responsible Person hanging the Banners: JAM - Junction Arts & Media

Phone: (802) 295-6688 Email: info@uvjam.org

Equipment to be used to hang/remove Banners: ladder

I undersigned, understand that it is my responsibility to:

- Contact Parks & Recreation Department before hanging or removing Banners.
- Maintain a safe travel path for vehicles/bikes and pedestrians.
- Maintain the Banners in a safe manner.
- Remove the Banner(s) if it/they are determined to be a public safety hazard or hindrance to highway maintenance activities.
- The Town of Hartford is not responsible for damage to a banner if caused by the Town during the removal of a Banner for public safety, maintenance reasons, or permit expiration.

Signature:  Date: 12 / 16 / 2024

FOR OFFICIAL USE ONLY

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

Selectboard Decision: Approved _____ Denied _____ Approved with Modifications _____

Reason Denied: _____

Modifications: _____

Town of Hartford Volunteer Service Agreement/Release of Liability

Municipal contact in charge of volunteer: JAM- Junction Arts & Media

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

Volunteer will install 18 banners on Hartford light poles, as approved by the Hartford Selectboard.

Volunteer will remove 18 banners from Hartford light poles, as required by the Hartford Selectboard.

Volunteer Acknowledgement

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

In performing the specified volunteer service, I acknowledge that:

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

Volunteer: Cedar O'Dowd

Date: 12/16/2024

Address: 104 S. MAIN ST.

Phone: (202) 355-5330

White River Junction, VT

Email: cedar@uvjam.org

Attest: _____

Date: _____

(municipal representative)

WHITE RIVER INDIE FILM FESTIVAL

WRIF

**BRIGGS
OPERA
HOUSE**





Hartford

Policy ID: 2401

Effective Date: 06/04/2024

Approved: 06/04/2024

Last Revised: 06/04/0024

Expiration: 00/00/0000

Owner: Selectboard

Policy Area: Town Manager

Hartford Light Pole Banner Policy

POLICY STATEMENT

The Town of Hartford reserves the right to use light poles within its rights-of-way to hang its own content-neutral banners or no banners at all. The placing of banners on Town light poles by third parties is a privilege extended as a courtesy. All third-party requests to fly banners shall be reviewed and approved by the Town Selectboard, based upon a finding that such proposed banners represent or promote local, not-for-profit or cultural civic organizations, events or activities of particular interest or benefit to the greater Hartford community. Banners shall not be used for commercial advertising or to advertise or promote political candidates, parties or issues. The Hartford Selectboard shall have the authority to refuse the hanging of banners which do not benefit the community at large and/or which do not meet specifications set forth below.

PURPOSE

The purpose of this policy is to provide guidance regarding third-party requests to hang banners on Town light poles located within the public rights-of-way within the Town of Hartford.

PROCEDURE

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

1. Organization name and a short narrative regarding why it would like the banners displayed.
2. Description and date of event (if applicable).
3. Copy or drawing of proposed banner.
4. Time period the Organization would like the banner to be displayed (maximum of two 30-day periods within a calendar year, or an overall total of 60 days within a calendar year).
5. Specification as to how many banners are to be hung and in which locations/Village(s).
6. Completed applications can be emailed to Manager@hartford-vt.org or mailed/delivered to Town Manager, 171 Bridge Street, White River Junction, VT 05001. Please include contact information for the responsible representative for the applicant organization. Applications will then be transmitted to the Selectboard for review and consideration.

Once approval has been issued by the Selectboard:

7. Light pole banners shall not exceed a standard size of approximately 24" x 48" and are installed either by Town staff (for a fee of \$30.00 per banner) or by the third-party applicant organization itself, after the Town's Selectboard has approved the proposal and the Town has received the organization's waiver of liability, if applicable. The applicant organization shall be responsible for using existing brackets, rods and other hardware and/or provide their own such materials for installation.
8. A maximum of 18 light poles may be used for display of banners per application within each specified Village.
9. Unclaimed banners will be removed and disposed of by Hartford Town Staff after five days from the Town permit's expiration.

Light pole Banner Specifications:

10. No commercial advertisement of any kind on banners (including sponsor logos) is permitted.

-
11. Banner size is approximately 24" wide x 48" long. Banners slide onto 1" rods at top and bottom of banner.
 12. A maximum of 18 light poles per specified Village(s) may be used for display of banners per application.
 13. Banners may be displayed for a maximum of 30 days at a time, with a banner not eligible for flying any longer than a total of 60 days within a calendar year. Applicants may request that banners fly for two consecutive, uninterrupted 30 day periods within a calendar year.
 14. Banners are to be installed either by Town staff or by the approved third-party applicant organization, but only after Selectboard approval of the application and the Town's receipt of the applicant organization's waiver of liability, protecting the Town, if applicable. The permit application can be found on the Town website www.hartford-vt.org.
 15. Exceptions to this policy may be made by a majority of the Selectboard.

REFERENCE

Attachments:
Permit Application
Waiver of Liability



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382

website: www.hartford-vt.org



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

TO: Town Manager
Hartford Select Board

FROM: Lisa O'Neil, Town Clerk
Sherry West, Assistant Town Clerk

DATE: January 2, 2025

RE: Proposed revisions to SB Policy #3: Liquor Control Policies and Procedures

There have been procedural changes made by the VT Department of Liquor & Lottery (DLL) in the past two years, including the creation of an online portal for licensees and municipalities. The Clerk's Office has also identified some portions of the local liquor licensing process that would benefit from some clarification.

The following documents are attached:

- Summary of proposed revisions
- Responses to SB questions from December 17, 2024 SB meeting
- Draft (revised) Liquor Control Policies and Procedures containing the proposed revisions
- The current SB #3: Liquor Control Policies and Procedures adopted June 30, 2020, attached for reference
- *Hartford Liquor/Tobacco License-Additional Information* (Exhibit A)
- Liquor License Municipal Fee Schedule (Exhibit B)
- Hartford Outdoor Dining (2023) Memo from Fire Marshal (Exhibit C)
- Hartford Liquor License Inspection Request (Exhibit D)
- DLL Town/City Clerk Licensing Information Sheet (revised 6/16/2023)
- Cover Letter to License Applicants

January 2, 2025

Submitted for consideration to Town Manager & Local Liquor Control Board by Hartford Town Clerks

Summary Revisions to SB Policy #3: Liquor Control Policies and Procedures

- Vermont Department of Liquor Control (VDLC) is now known as Vermont Department of Liquor and Lottery (DLL).
- Included language to clarify the State application process now handled via the DLL Portal rather than by paper application and documentation.
- Clarified the Hartford Police Department review and Fire Marshal Inspection process and associated fees.
- Outlines process for Request to Cater, Gallery, Book Store, Special Event and Festival Event permits.
- Updated Liquor Licensing Fee Schedule. LLCB may want to consider instituting 3rd class fee per State “As of 7/1/21, the Town may add up to \$50 fee for the 3rd Class License applications when they are submitted without a 1st Class License application”. (Note-this circumstance arises infrequently; the Municipality does not receive other 3rd class license fees).
- Revised *Hartford Liquor/Tobacco License-Additional Information form & Applicant Cover Letter*

Responses to Requests/Questions from December 17, 2024 Select Board Meeting

- Updated Policy Template Format as requested-see page 5 of Draft.
- HFD Fire inspections and HPD background checks are in the current policy (adopted in 2020): Section I, item c) & Section II, item b). Both were also required in the previous versions (adopted 2018 and adopted in 2015).
- Caterer's Permit clarification: Caterer's Licenses are issued at the State level. The *Request to Cater Permit* applications for the Caterer/vendor to serve at individual events within the Town must be submitted to the Municipality via.

Title 7 : Alcoholic Beverages, Cannabis, and Tobacco Chapter 009 : Licensing

Subchapter 003 : CATERING LICENSES AND PERMITS

(Cite as: 7 V.S.A. § 241)

- **§ 241. Caterer's license; commercial catering license**

(a) The Board of Liquor and Lottery may issue a caterer's license or a commercial catering license

(Cite as: 7 V.S.A. § 243)

- **§ 243. Request-to-cater permit**

(a) The Division of Liquor Control may issue a request-to-cater permit to the holder of a caterer's license or commercial caterer's license if the licensee:

- (1) submits an application for the permit on a form prescribed by the Commissioner;
- (2) receives approval for the proposed event from the local control commissioners; and
- (3) pays the fee required pursuant to section 204 of this title.

(b) A request-to-cater permit shall authorize a licensed caterer or commercial caterer to serve alcoholic beverages at an individual event as set forth in the permit. (Added 2017, No. 83, § 48; amended 2018, No. 1 (Sp. Sess.), § 47.)



Hartford

Policy Title	SB Policy #3: Liquor & Tobacco Control Policies & Procedures
Keywords	Liquor & Tobacco Applications, Renewals, Permits, Licenses

Purpose of Policy

In its capacity as the Local Liquor Control Board (LLCB) as established by 7 V.S.A. § 166, the Town of Hartford Selectboard establishes these policies and procedures associated with approval of Vermont Department of Liquor & Lottery (DLL) applications, including, but not limited to, new and renewing Liquor Licenses, Tobacco Licenses, Outside Consumption Licenses, Requests to Cater, Art Gallery Permits, Bookstore Permits, Special Event Permits and Festival Event Permits and others.

Policy Scope

This policy pertains to the procedures DLL has established for new and renewing licenses via electronic means using the DLL online portal for processing applications, payments, and issuing licenses. DLL will automatically send out notices to applicants renewing licenses 150 days, 120 days, 90 days, 60 days, 30 days, 15 days, 3 days and 1 day prior to their license expiration.

Definitions

- (a) Applicant: All the individuals and the LLC, Corporation, or other entity listed on the application
- (b) DLL: Department of Liquor and Lottery
- (c) LLCB: Local Liquor Control Board
- (d) HPD: Hartford Police Department
- (e) HFM: Hartford Fire Marshall
- (f) HFD: Hartford Fire Department

SECTION I – PROCESSING NEW APPLICATIONS

First Class, Second Class, Third Class, Outside Consumption Licenses, Tobacco, and Tobacco Endorsements:

- (a) New Applications for Liquor & Tobacco shall be submitted to the DLL via the online portal with required fees to DLL and the Town of Hartford respectively. It is important to

have current contact information, including phone number and email address, on the application(s) submitted to DLL.

- (b) DLL sends an e-mail notice to the Town Clerk's Office of pending applications ready for Municipal processing. The Clerk will download the application and notify the applicant if additional information is needed before processing can begin.
- (c) The applicant must submit the *Hartford Liquor/Tobacco License-Additional Information Sheet* (Exhibit A) via the DLL portal or e-mail to the Clerks to initiate the local process. The applicants' packet will be submitted to the HPD and the HFM for review. The HPD will conduct a background check on all applicants listed on the application and then make recommendations. The HFM will conduct an annual inspection of the establishment. After a satisfactory inspection, HFM will forward a copy of the inspection report to the Town Clerk's Office. If there are Fire Safety violations identified, the applicant will rectify the violations prior to the HFM issuing a final report. Additional fees for both HPD review and HFM inspection per the *Liquor License Fee Schedule* (Exhibit B).
- (d) Upon approval by the HPD and HFM, the Town Clerk will provide a copy of the full application to the Town Manager's Office for consideration at the next available meeting agenda of the LLCB. New License applicants and renewal applicants with violations during the previous year must attend the LLCB meeting. The Town Clerk will notify the applicant(s) of the LLCB meeting date and time.
- (e) If approved by the LLCB, the Town Clerk will submit the decision to DLL who will notify establishments of any payments due or additional information required to complete the licensing process. If not approved by the LLCB, other information may be necessary, and the application must be resubmitted. Town licensing fees must be received prior to the Clerks submitting the approval to the DLL. (Exhibit B).

SECTION II: PROCESSING RENEWAL APPLICATIONS

First Class, Second Class, Third Class, Outside Consumption Licenses, Tobacco, and Tobacco Endorsements:

Liquor & Tobacco Licenses are valid for one year. The renewal process may begin 150 days prior to the expiration date. DLL sends reminder notices to establishments for the renewal period. It is important to have current contact information, including phone number and email address, on the application(s) submitted to DLL.

- (a) DLL sends an e-mail notice to the Town Clerk's Office of pending renewal applications ready for Municipal processing. The Clerk will download the application and notify the applicant if additional information is needed before processing can

begin. Renewal applications must include the *Hartford Liquor/Tobacco License-Additional Information Sheet* (Exhibit A), a three-year history (1) any violations a manager, licensee, director, owner, stockholder has been charged with (excluding any charges while under the age of 18 AND (2) a list ALL LIQUOR/TOBACCO License Violations and/or charges against the employee, etc. Renewal applications should be completed by the deadline set by the Town Clerk to ensure there are no delays in the licensing process.

- (b) The applicants' packet will be submitted to HPD and HFM. The HPD will conduct a background check on all applicants listed on the application and then make recommendations. HFM will conduct an annual inspection of the establishment. After a satisfactory inspection, HFM will forward a copy of the inspection report to the Town Clerk's Office. If there are Fire Safety violations identified, the applicant will rectify the violations prior to the HFM issuing a final report. Additional fees for both HPD review and HFM inspection per the *Liquor License Fee Schedule* (Exhibit B).
- (c) Upon approval by the HPD and HFM, the Town Clerk will provide a copy of the full application to the Town Manager's Office for consideration at the next available meeting agenda of the LLCB. Applicants with violations during the previous year of business must attend the LLCB meeting. The Town Clerk will notify the license applicant(s) of the LLCB meeting date and time.
- (d) If approved by the LLCB, the Town Clerk will submit the LLCB decision to DLL. The DLL will notify establishments of any payments due or additional information required to complete the licensing process. If not approved by the LLCB, other information may be necessary, and the application must be resubmitted. Town licensing fees must be received prior to the Clerks submitting the approval to the DLL. (Exhibit B).

SECTION III: Processing Request to Cater Permits, Art Gallery, Book Store, Special Events, Festival Event permits and others.

Processing Requests to Cater Permits, Art Gallery, Book Store, Special Events, Festival Event Permits and Others.

- (a) DLL sends an e-mail notice to the Town Clerk's Office of pending applications ready for Municipal review and processing. All applications must be accompanied by a sketch defining the area. Sketches shall be uploaded into the DLL portal or emailed to the Town Clerk before the application is processed. The sketch must show how the barriers are set up; location of serving area of alcohol (bar area); locations of entrances/exits; bathrooms or port-a-potties. If the event has multiple vendors serving

alcohol, the sketch must show where each vendor/business is located on the venue map. Individuals are not permitted outside the venue area with alcohol.

- (b) The Town Clerk will review the application to ensure the applicant has a valid Server Certificate from DLL and all other required documentation. If the applicant meets the requirements, the Town Clerk will forward the application to the Town Manager for consideration. The Town Manager may also appoint the Town Clerk's Office to approve the application.
- (c) The LLCB authorizes the Town Manager to use sole discretion to approve/disapprove these permits based on the information provided within the permit/application. An applicant has the right to appeal to LLCB to make any decision made by the Town Manager or designee at the next regularly scheduled meeting.
- (d) Once approved or denied, the Town Clerk will submit the decision to DLL. An approved copy of the permit/application will be sent to the HPD/HFM as well as the Town Manager's Office upon request and be presented at the next regularly scheduled meeting of the LLCB.
- (e) All applications for these permits must be submitted 15 days prior to the event and sent by the Town Clerk to DLL 5 days prior to the event to allow time for processing and review.

SECTION IV: Sketches

- (a) Sketches are required for any licenses/permits in Sections I, II, or III. The application must include a detailed description of the alcohol service area; a sketch of the floor plan showing boundaries, service area/bar set up, entrances, exits, bathrooms or port-a-potties. If sketch is not included, the application will be returned to the applicant via the DLL portal until the required document(s) is provided. The municipality will not consider the application unless the sketch is up-loaded via the DLL portal or e-mailed to the Town Clerk's Office.
- (b) Outdoor dining areas must include the sketch and meet the established requirements set forth by the Town of Hartford Fire Marshal and NFPA 1: Fire Code, 2015 Edition. (Exhibit C).

SECTION V: Fire Inspections

- (a) First Class, Second Class, Third Class Licenses and Outside Consumption Permits require Annual Fire Inspections for all new and renewal license applications. If the

venue is under construction the establishment may be in contact with the Fire Marshal throughout the construction process.

- (b) The Town Clerk's Office will forward the application and additional documents to the HFM; the applicant will be sent an e-mail from the Clerk's Office containing a link to HFM permit/inspection scheduling form. The applicant will pay a \$125.00 inspection fee to HFD (Exhibit D).
- (c) After a satisfactory inspection, HFM will forward a copy of the inspection report to the Town Clerk's Office. If there are Fire Safety violations identified, the applicant will rectify the violations and request a follow-up inspection prior to the HFM issuing a final report.

This policy is effective upon passage by the Town of Hartford Selectboard acting as the LLCB

Fees to HPD and HFD are noted on the Town Fee Schedule approved by the Select Board on June 25, 2024 (effective July 1, 2024).

Adopted by the Town of Hartford Selectboard acting as the Local Liquor Control Board on the 7th day of January 2025.

Responsible Owner:	Selectboard	
Approved By:	Selectboard: Michael Hoyt Kim Souza Lannie Collins Mary Erdei Brandon Smith Ida Griesemer	
Date Policy in Effect:	January 7, 2025	Version SB #3 as amended
Amendment Dates:	11/10/2015; 12/18/2018; 06/30/2020	N/A
Related Policies & Procedures:	N/A	
Attachments/Links	Division of Liquor Control: https://liquorcontrol.vermont.gov/ Portal: https://liquorandlottery.vermont.gov/online-portal-information	

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RECEIVED

JUL 02 2020

8 W HARTFORD
P.M.



HARTFORD TOWN CLERK'S OFFICE
This 2nd day of July 2020
at 8:00 AM PM
Recorded in Bk TR Vol 30 Pg 155-158
Mary Anne Bar Town Clerk

CURRENT
(Adopted June 30, 2020)

Town of Hartford, Vermont

SB Policy #3: Liquor Control Policies and Procedures

In its capacity as the Local Liquor Control Board (LLCB), as established by 7 V.S.A. §166, The Town of Hartford Selectboard establishes these policies and procedures associated with approval of Vermont Department of Liquor Control (VDLC) applications, including, but not limited to, new and renewing Liquor Licenses, Outside Consumption Licenses, Requests to Cater, Art Gallery Permits, Bookstore Permits, Special Event Permits, and Festival Event Permits.

SECTION I- Processing of New Applications:

First Class, Second Class Liquor License, Caterers License, Outside Consumption License:

- a) New applications will be submitted to the Town Clerk with the appropriate fees payable to the Town of Hartford and/or the Vermont Department of Liquor Control (VDLC).
- b) Requests for Outside Consumption Licenses (New/Renewal) must be accompanied by a sketch of the defined outside area. Sketch must also include location of exits, location of bathrooms, and location where alcohol is being served (bar area). Application must include a history of: 1) any violations a licensee, director, owner, stockholder has been charged with (excluding any charged while under the age of 18) AND 2) a list of ALL LIQUOR/TOBACCO License Violations on premises and/or charges against employee, etc.
- c) The Town Clerk will scan and email the application to the Hartford Police and Fire Department. The Hartford Police Department will conduct a background check on all *applicants listed on the application and make recommendation (**Applicant is defined as the individuals and the Limited Liability Company or Corporation or other entity listed on the application. Additional fees apply to cover the cost of background checks*) The Hartford Fire Department will conduct a fire inspection of the establishment. If the establishment passes the fire inspection, the Hartford Fire Department will forward a copy of the inspection report to the Hartford Town Clerk's office to be filed with the application.
- d) Upon approval by the Hartford Police and Fire Departments, the Town Clerk will deliver a copy of the application to the Town Manager's Office for consideration at the next regularly scheduled meeting of the Selectboard, LLCB. New License applicants will be

required to attend the Selectboard, LLCB meeting. The Town Clerk's Office will notify the New License applicants of the Selectboard, LLCB meeting date that pertains to their application. Renewal applicants with violations during the previous license period must also appear before the Selectboard, LLCB.

- e) The Selectboard acting as LLCB will review the applications and interview the applicants. Upon completion of the interview and application review, the Selectboard, LLCB may take action on the application before them.
- f) If approved by the Selectboard, LLCB, the Town Clerk will sign the application and mail it to VDLC, along with the required fees paid by the applicant.

SECTION II - License Renewals:

Liquor Licenses run from May 1st through April 30th, and are generally renewed in the first few months of the calendar year.

- a) Upon receipt of the renewal applications via email :from VDLC, the Town Clerk will print out the applications and any additional information necessary to send to the applicants, and mail the renewals and support materials to the applicants by January 31st each year, or as soon thereafter as practically possible. Renewal applications must include a 3-year history of: 1) any violations a licensee, director, owner stockholder has been charged with (excluding any charged while under the age of 18) AND 2) a list of ALL LIQUOR/TOBACCO License Violations and/or charges against employee, etc. Renewal applications must be returned by the deadline established by the Town Clerk to ensure there are no delays in the licensing process.
- b) Once received, the Town Clerk will scan and email the applications to the Hartford Police and Fire Department. The Hartford Police Department will conduct a background check on all *applicants listed on the application and make recommendation to the Town of Hartford Selectboard, LLCB. (**Applicant is defined as the individuals and the Limited Liability Company or Corporation or other entity listed on the application. Additional fees apply to cover the cost of background checks.*) The Fire Department will conduct annual fire inspections of any establishment at which an assembly of 50 or more people is a usual occurrence. If the establishment passes the fire inspection, the Hartford Fire Department will forward a copy of the inspection report to the Town Clerk's office to be filed with the applications. If the establishment does not typically hold assemblies of 50 or more people, the Hartford Fire Department may choose to inspect the property on a biennial basis rather than yearly.
- c) Upon approval by the Hartford Police and Fire Departments, the Town Clerk will provide to the Town Managers Office a listing of all applicants and a copy of the licenses to the Selectboard for consideration at the next regularly scheduled meeting.

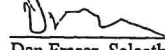
- 57
- d) At the Selectboard LLCB meeting, the Selectboard will review the applications and may choose to interview the applicants as necessary. Upon completion of the review and interview process (if conducted), the Selectboard LLCB may take action on the applications before them. Renewal applicants with violations during the previous license period must also appear before the Selectboard, LLCB.
 - e) If approved by the LLCB, the Town Clerk will sign the applications and mail to VDLC, along with the required fees.

SECTION III - Processing of Requests to Cater Permits, Art Gallery Permits, Book Store Permits, Special Event Permits, & Festival Event Permits:

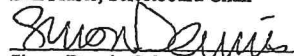
- a) The application will be submitted to the Town Clerk with the appropriate fees payable to the Town of Hartford and/or the Department of Liquor Control (VDLC). All applications must be accompanied by a sketch defining the area. Sketch must also include location of exits, location of bathrooms, and location where alcohol is being served (bar area).
- b) The Town Clerk will review the application to ensure the applicant has valid Liquor or Caterers License and/or a valid Certificate from the (VDLC) along with the required documentation. If the applicant meets the above stated requirements, the Town Clerk will send the application to the Town Manager for consideration.
- c) The Selectboard, LLCB authorizes the Town Manager to use sole discretion to approve or disapprove Request to Cater, Art Gallery Permit, Book Store Permit, Special Event Permit, and Festival Event Permit applications based upon the information provided within the permit/application. Applicant has the right to appeal decisions made by the Town Manager. Final decisions will be made by the Selectboard, LLCB at the next regularly scheduled Selectboard, LLCB meeting.
- d) Once approved, the Town Clerk will sign and mail the application to the VDLC along with the required fee. The Town Clerk will provide a copy of approved applications to the Hartford Police/Fire Department and the Town Managers Office for information at the next regularly scheduled meeting of the Town of Hartford Selectboard, LLCB.

This policy is effective upon passage by the Town of Hartford Selectboard, acting as the Local Liquor Control Commission.

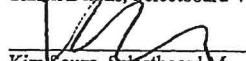
Adopted by the Town of Hartford Selectboard on the 30th of June, 2020.



Dan Fraser, Selectboard Chair



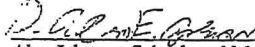
Simon Dennis, Selectboard Vice Chair



Kim Souza, Selectboard Member

Alicia Barrow, Selectboard Member

Joe Major, Selectboard Member



Alan Johnson, Selectboard Member

Attest:



Lisa O'Neil, Town Clerk, Hartford, Vermont



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

Incomplete applications will cause delays in processing

Date: _____ Applicant(s): _____

Doing Business As: _____

Business Address: _____

Telephone Number(s): _____ E-mail: _____

Other Contact Name(s), if applicable: _____

Please list below ALL licensees, managers, directors, owners, stockholders name & dates of birth (DOB):

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

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

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

I/We certify, under pains and penalties of perjury, that the above information is true and complete, and that if after execution of this record any such violations do occur, the Town of Hartford will be duly notified. We acknowledge receipt of *Hartford Liquor & Tobacco Control Policies & Procedures*.

Licensee’s Signature

Printed Name

Date

Licensee’s Signature

Printed Name

Date

Licensee’s Signature

Printed Name

Date

Licensee’s Signature

Printed Name

Date

LIQUOR LICENSE MUNICIPAL FEE SCHEDULE

Municipal Liquor Licensing fees are due to Town of Hartford payable by check upon submission of New or Renewal Liquor Licensing Applications.

1st Class License Application: \$115.00 (payable to Town of Hartford)

2nd Class License Application: \$ 70.00 (payable to Town of Hartford)

To be determined by LLCB 3rd Class License up to \$50 if submitted without a first-class license

**Background Check: \$ 25.00 (payable to Hartford Police
Department)**

Fire Department Inspection: \$125.00 (payable to Hartford Fire Department)

All State Liquor/Tobacco Licensing fees must be submitted via the Department of Liquor & Lottery (DLL) portal.



TOWN OF HARTFORD
FIRE DEPARTMENT
Fire Prevention Division



Thomas Peltier, Fire Marshal
tpeltier@hartford-vt.org

812 VA Cutoff Rd., White River Junction, VT 05001
Telephone: 802-295-3232 ~ Fax: 802-295-5143

March 27, 2023

To: Paula Nulty, Acting Assistant Town Manager

From: Tom Peltier, Fire Marshal

RE: Hartford Outdoor Dining (2023)

Upon the review and approval of outdoor dining proposal(s) by the town select board, The Hartford Fire Department requests that the business's involved meet the following requirements.

NFPA 1: Fire Code, 2015 Edition:

14.4.1

Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency. [101:7.1.10.1]

18.2.4.1.3

Facilities and structures shall be maintained in a manner that does not impair or impede accessibility for fire department operations.

18.5.6 Accessibility.

Fire hydrants and connections to other approved water supplies shall be accessible to the fire department.

18.5.7 Clear Space Around Hydrants.

18.5.7.1 A 36 in. (914 mm) clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved.

18.5.7.2 A clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 2 1/2 in. (64 mm).

2010 ADA Standards for Accessible Design:

CHAPTER 4: ACCESSIBLE ROUTES

403.5.1 Clear Width. Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

403.5.2 Clear Width at Turn. Where the accessible route makes a 180 degree turn around an element which is less than 48 inches (1220 mm) wide, clear width shall be 42 inches (1065 mm) minimum approaching the turn, 48 inches (1220 mm) minimum at the turn and 42 inches (1065 mm) minimum leaving the turn.

403.5.3 Passing Spaces. An accessible route with a clear width less than 60 inches (1525 mm) shall provide passing spaces at intervals of 200 feet (61 m) maximum. Passing spaces shall be either: a space 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum; or, an intersection of two walking surfaces providing a T-shaped space complying with 304.3.2 where the base and arms of the T-shaped space extend 48 inches (1220 mm) minimum beyond the intersection.

Free and unobstructed egress is always a priority for occupants and ensuring life safety. Making sure that the seating arrangements and other materials are clear and not interfering with occupant egress from the building and also the outdoor dining area. Fire department access is critical especially in that area where space is already limited for apparatus and equipment. Ensuring that response and operations are able to commence without delay is a critical factor to emergency incident mitigation and control. Water supply access also a major component to the above mentioned, hydrant access requirements are intended to ensure fire department pumper apparatus have the ability to park adjacent to a fire hydrant and have adequate room to connect a large-diameter hose from the hydrant's steamer outlet to the pump inlet. Parked vehicles and other obstructions within 60 in. (1524 mm) of the front of the hydrant pose an undue hindrance to fire suppression operations.

As always, we appreciate our community's assistance with our mission to provide the highest levels of community safety prevention and emergency response services. If anyone has and questions or comments on this subject, please feel free to have them contact me.

Sincerely,

Tom Peltier

Tom Peltier
Fire Marshal



Hartford Fire Department

Fire Prevention Division

812 VA Cutoff Rd., White River Jct., VT 05001

Office: 802-295-3232 Fax: 802-295-5143

HARTFORD LIQUOR LICENSE INSPECTION REQUEST

Name of Building or Business:

Physical location:

(or address)

number and street name

city/town

zip code

Business Owner Name:

Business Owner Phone Number:

Current Building Owner Name:

Building Owner Mailing Address:

Building Owner Phone Number:

Inspection Requested by:

PLEASE SCHEDULE FIRE INSPECTION ONLINE (LINK BELOW)

<https://www.hartford-vt.org/2447/Inspections-Permits-Forms>

Fee: \$125.00

Please make the check out to the Hartford Fire Department

Send this form & check to:

Hartford Fire Department

812 VA Cutoff Rd., White River Jct., VT 05001

This section for office use only

Site #	Received date	Reviewer
Check from	Check #	Amount
		Approval date

Town/City Clerk Licensing Information



What types of alcohol can be sold where?

- Ready-to-drink spirits beverages with not more than 12% alcohol in sizes not more than 24 oz and beer, wine, and hard cider with not more than 16% alcohol are sold at 1st Class and 2nd Class establishments.
- Beverages containing more than those amounts are considered liquor (or spirits) and are sold at 802 Spirits stores or served at businesses with 3rd Class Licenses.
- 2nd Class Licensees can sell Fortified Wines (16-23% alcohol) with a Fortified Wine Permit.

What fees go where?

- 1st Class and 2nd Class Licenses are charged both a municipal and a state fee. Licensees apply on the DLL Portal and pay the town directly when applying. Licensees pay DLL fees on the DLL Portal once approved by the Town.
- 1st Class fee: Full year license: \$115 DLL/\$115 Town.
- 2nd Class fee: Full year license: \$70 DLL/\$70 Town.
- 3rd Class fee: Full year: \$1095 DLL. Half year: \$550 DLL. As of 7/1/21, the Town may add up to a \$50 fee for 3rd Class License applications when they are not submitted with a 1st Class License application.
- Fee for Manufacturers to have a 3rd Class License is \$230 DLL.

Once the town approves a license, what happens?

- Towns will use the DLL Portal to notify DLL of approvals. The DLL Office of Licensing will review and process the application. It can take up to 8 weeks for the DLL to complete.
- Applications that are incomplete will take longer. Please note that an incomplete application can be approved by the Town and sent to DLL for completion and processing. Town fees should be paid before approval is sent.
- Approved 1st Class, 2nd Class, and/or 3rd Class Licenses, Tobacco Licenses and Outside Consumption Permits are emailed to the Town/City Clerk and to the licensee and are available to view on the DLL Portal.
- Towns can view applications and their statuses on the DLL Portal. Emails will be sent to both the Town/City Clerk and the licensee throughout the process as well as when the DLL issues the approval.

Once the town approves a permit, what happens?

- Towns will use the DLL Portal to notify DLL of municipal approvals. Once the State receives the permit, it can take between 5 to 15 business days to approve, depending on the permit. Be sure to allow the DLL sufficient processing time.
- Towns can view applications and their statuses on the DLL Portal. Emails will be sent to both the Town/City Clerk and the permittee throughout the automated process as well as when the DLL issues the approval.

What is the license renewal process?

- Renewal applications will appear in the Town/City Clerk's DLL Portal account under In Progress Applications. Towns must reapprove 1st, 2nd, and 3rd Class Licenses, Tobacco Licenses and Outside Consumption Permits annually and submit the approved businesses' renewals to the DLL for processing. Any changes in information, or incomplete information on the license, may cause a delay if not received and resolved in a timely manner. Delay in Town approval will also cause a delay in the State approval.
- Re-approved 1st, 2nd, and 3rd Class, Tobacco Licenses and Outside Consumption Permits are emailed to the Town/City Clerk. DLL emails all other re-approved licenses directly to the licensee. Town/City Clerks and licensees can check the status of any application on the DLL Portal.

What licenses or permits do NOT require Town approval?

- Manufacturer Licenses
- 4th Class Licenses
- Farmers Market Permits
- Tasting Permits
- 1st Class Boat or Railroad Car Licenses
- Catering Licenses
- Wholesale Dealer License
- Retail Delivery License
- Fortified Wine Permit
- Destination Master Resort License

What do license names mean?

1st Class License	Allows a business on-premise service of beer, hard cider, wine and RTD spirits beverages.
2nd Class License	Allows a business off-premise sales of beer, hard cider, wine and RTD spirits beverages.
3rd Class License	Allows a business on-premise service of spirits/liquor.
Tobacco License	Allows a business to sell tobacco products and tobacco paraphernalia.
Tobacco Substitute Endorsement	Needed for businesses with a Tobacco License to sell any e-cig product or paraphernalia. The business does not need to sell tobacco products but must have the license to receive the Endorsement.
Manufacturer	Allows a business to manufacture or rectify spirits onsite. Manufacturers can also apply for 1 st and 3 rd Class Licenses. They can apply for 4 th Class Licenses which allow them to serve samples of and sell their product and up to 5 other manufacturers' products by the bottle. They can apply for Farmer's Market Permits allowing them to serve samples of and sell by the bottle at those markets. No more than a combination of 20 Farmer's Market Permits and 4 th Class Licenses may be granted to one manufacturer or rectifier per year. Manufacturers can hold an event that is open to the public and serve their own beverages in full pours if notification to DLL as occurred. Manufacturers wanting to operate regularly with full pours must hold 1 st and/or 3 rd Class Licenses. Manufacturers may only sell unopened bottles of alcohol at 4 th Class establishments or Farmer's Markets.
Special Event Permit	Allows manufacturers to hold an event lasting up to 4 days that is open to the public where they may promote their products with samples, offer/serve full pours, and may sell by the bottle. Each manufacturer at an event must hold their own permit. No more than 108 permits can be issued per year to each Manufacturer.
Caterer's License	Allows a business holding a 1 st Class License or a 1 st /3 rd Class License to apply for Catering Permits.
Commercial Caterer's License	Allows a business holding a 1 st Class License or a 1 st /3 rd Class License that is not licensed as a restaurant or club to apply for Catering Permits.
Catering Permits	Allows a business holding a Caterer's License or Commercial Caterer's License to serve alcohol at a specific event at a specified location.
Special Venue Permit	Allows a Museum, Art Gallery, Library or Bookstore to serve beer, hard cider, wine or RTD spirits beverages by the glass to the public at an event. No limit on the number of permits.
Limited Event Permit	Allows an applicant to hold an event serving alcohol lasting up to 4 days. No more than 4 permits issued to the same applicant per year.
Sampling Event Permit	Allows an applicant to hold an event serving samples of alcohol lasting up to 4 days. No more than 4 permits issued to the same applicant per year.

For additional information, please contact us at (802) 828-2339 or by email at DLL.DLClicencingteam@vermont.gov.

HARTFORD Liquor/Tobacco Licensing

Dear Applicant,

We received notification of your pending application via the Department of Liquor & Lottery (DLL) portal. ALL liquor/tobacco license applications must first go through the Hartford Local Liquor Control Board (LLCB) review process:

UPLOAD THE FOLLOWING DOCUMENTS TO THE PORTAL

- Please complete the attached Town of Hartford **ADDITIONAL INFORMATION SHEET**.
- Outside Consumption Permits **REQUIRE** a legible Sketch/Diagram of the Outside serving area, location of bathrooms & entrance/exits.

IMPORTANT TOWN FEES:

A check payable to Town of Hartford for the Local/Town License portion of the Liquor License fees is **REQUIRED** prior to the application being submitted to the Local Liquor Control Board for consideration; the amount is noted on the application.

There is an ADDITIONAL \$25.00 fee (payable in a separate check to Hartford Police Department for the background review performed by HPD. There is a \$125.00 fee (payable in separate check to the Hartford Fire Department) for the inspection performed by the Fire Department. See the attached fee schedule.

If your LEASE was renewed or updated since your last liquor license was issued, you MUST upload a COPY of the LEASE with your application.

ALL documents MUST be provided to ensure the Hartford Police and Fire Departments have time to complete their reviews prior to your application submittal to the Local Liquor Control Board (LLCB) for consideration. The LLCB meets every two weeks on Tuesday evenings. Your application must be received by the Town Clerk no later than the Wednesday preceding the Tuesday Meeting to be considered for placement on the agenda for review/approval.

PLEASE NOTE: If this is a NEW Application OR Violations have occurred during the previous year for a Renewal, the applicant will be REQUIRED to attend the meeting.

INCOMPLETE APPLICATIONS WILL CAUSE A DELAY IN PROCESSING!

Attached please find the Hartford Liquor Control Policies & Procedures (January 7, 2025).

Please read carefully & share with all employees.

For questions regarding the local licensing process, please contact us. If you have any questions regarding your license application or renewal, please contact the Department of Liquor & Lottery: 800-832-2339; dlc.enflic@vermont.gov or speak with your liquor control investigator.

Sincerely,

Lisa M. O'Neil, Town Clerk: lonail@hartford-vt.org

Sherry West, Asst. Town Clerk: swest@hartford-vt.org

Melinda Brooks, Asst. Town Clerk: mbrooks@hartford-vt.org

802-295-2785 x225

802-295-2785 x250

802-295-2785 x229



AGENDA MEMORANDUM

January 7, 2025

Town Selectboard Meeting Item: 5D

Submitted by: Dana Clawson, Environmental Sustainability Coordinator

Subject: Level 3 “fast chargers” installation at South Main St. parking lot.

Background: White River Junction has been identified by the Vermont Agency of Transportation (VTRANS) as a one of 11 locations in Vermont to receive Level 3 “fast chargers” from the National Electric Vehicle Infrastructure (NEVI) Act. Under the NEVI Act, 11 communities were chosen for Level 3 chargers to be installed at no cost to the municipalities. Once installed, the maintenance, operations, and electricity is the responsibility of the company installing the systems. The program does however require that a local land-owning entity agree to host the systems, allowing for their installation and public use.

In order to make the Level 3 chargers a benefit to downtown White River Junction the Environmental Sustainability Coordinator, in collaboration with the Planning Department, recommended the South Main St. parking lot as a potential host site to VTRANS. Three EV charging vendors applied to VTRANS to install and operate the system in White River Junction and Norwich Technologies was selected to install 8 Level 3 chargers in the parking lot.

Discussion: The installation of Level 3 “fast chargers” in downtown White River Junction is in line with the Town’s climate goals, they will make Hartford a destination for an increasing number of drivers, and they will provide an economic boost to the area. In addition, these chargers:

- Don’t rely on local funding. 80% of the cost is covered by the federal government through the NEVI Act, the remaining 20% or more of the cost will be covered by Norwich Solar. The estimated total cost of this project is \$1,539,657.12.

- Will be owned and operated by Norwich Technologies. Norwich Technologies will be responsible for the maintenance, operations, and electricity. These chargers will be taxable.

- Are likely to draw EV drivers to White River Junction to both charge and take advantage of the amenities available in the area. There are no Level 3 chargers conveniently located along 89 in New Hampshire until you get to the Upper Valley.

- Will have little, if any, impact on the recently improved and paved South Main St Parking lot. All work, including trenching, platforms, power towers, etc. will remain on the periphery of the recently renovated parking lot.

- Will meet all applicable codes and requirements, including ADA, fire, and those set by the Agency of Natural Resources.

Financial

Impact: No Town investment is required.

Recommendation: A motion is made that the Hartford Selectboard authorize the Town Manager to sign a Site Host Agreement with Norwich Technologies to lease up to 9 parking spaces in the downtown South Main St. parking lot for Level 3 “fast chargers” for the duration of 7 years.



5.e.,
To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Conflicts of Interest Policy

Date: January 7, 2025

Discussion

As the attached emails and supporting materials from the Finance Director makes clear, a recent State review of grants has determined that portions of the Town's current Conflict of Interests Policy are non-compliant with the updated Code of Federal Regulations, such that the Town could lose eligibility for State and federal grants.

Attached please find a proposed amendment to the Town's Conflict of Interest Policy in **marked up** and final form. The State staffer working with the Town has confirmed that the proposed revision will bring the Town back into compliance and restore the Town's eligibility for State and federal grants.

Recommendation

1. Move to adopt the attached proposed amendment to the Town's Conflict of Interest Policy.

Attachments

John Haverstock

From: Gail Ostrout
Sent: Tuesday, December 3, 2024 1:23 PM
To: John Haverstock
Cc: Paula Nulty; Scott Hausler; Connie Kelley; Gregory Sheldon; Thomas Howell; Karl Ebbighausen; Scott Cooney; Bryan Gazda; Jeremy Delisle
Subject: Conflict of Interest Policy - updates
Attachments: doc04467920241203125941.pdf

John

From 10am -12:15pm today I participated in our State of VT Grant Financial Review. During the review it was identified that as of 10/2/2024 our Conflict of Interest Policy doesn't meet the updated Code of Federal Regulations.

Pages 1-4 is our current policy marked up with required corrections if we want to continue receiving state and federal grants. Pages 5-6 is the regulation.

We only have 45 days to provide a corrected policy approved by the board or we will be considered non-compliant and no longer eligible for state or federal grants.

Policy recommended changes live within your department and are presented to the board for review and final approval.

Once revised, presented and approved by the board please provide me with a copy along with the supporting board agenda & minutes so I may provide it to the State Auditor.

I will also be sending out additional emails regarding more items all with the same 45 day timeline:

- capital (new) thresholds
- proof of regular equipment maintenance record retention & policy or procedures
- cyber security
- prohibition on certain telecommunications and video surveillance equipment or services
 - Motorola will have to be reviewed to ensure they as an identity don't utilize certain vendors while manufacturing their products

I have copied the leadership team members so they are in loop on this required change as well as timeline to remain compliant.

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



State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
<http://dps.vermont.gov/>
(802) 241-5000 (main)

Contact Name:	Lori Hirshfield
Organization Name:	Town of Hartford
Organization Address:	171 Bridge St
	White River Junction, VT
Award Number	02140-34720-010
Award Name	Hazard Mitigation Grant Program (HMGP)
Period of Performance	7/9/24-10/12/
Sample Reviewed	Unsubmitted Expense – Appraisal
Response Acceptance Is Required By	January 17, 2025

The Audit Unit of the Vermont Department of Public Safety (DPS) conducted a financial monitor review in accordance with the Federal 2 CFR 200 Uniform Guidance and the agreement for the award referenced above.

Please find attached the completed Federal Award Financial Monitoring Questionnaire & Report, which summarizes the results of the review and lists any questioned compliances. This standard report is provided for all funding award reviews.

Below are the questioned compliances identified in the Financial Monitoring Report for which you **must provide a response and receive an acceptance by the deadline noted above**. Also included is relevant information regarding the questioned compliances and/or recommendations particular to this review.

Please feel free to contact me with any questions you may have. My contact information is listed below.

Questioned Compliances

Questioned Compliance #1

The non-federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts which meet the Federal requirements.

Financial Monitoring Questionnaire: Section D. Policies & Procedures, Number 2

Compliance Measure

2 CFR §200.318 General procurement standards

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. **The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.**

Assessment

The Town of Hartford's Conflict of Interest Policy does not meet federal written standards of conduct covering conflicts of interest as listed above. The Policy does not **require** disciplinary action for violations of the standards.

The Town's Policy has standards for disciplinary action that *may* be taken for violations of the standards by board members and employees. 2 CFR §200.318 General procurement standards (c)(1) states that standards of conduct **must** provide for disciplinary actions to be applied for violations of the standards by employees, **officers**, and **agents**. See screenshot below.

Article 7. Enforcement; Consequences for Failure to Follow the Conflict of Interest Procedures.

- A. In cases where the conflict of interest procedures above have not been followed, and a Board member or an employee acts in a matter in which the Board determines that he or she had a conflict of interest, the Board **may** take action to discipline a **Board member** or the Town Manager. Likewise, the Town Manager **may** take action to discipline any other offending **employee**.

See the full regulation above for the requirements. I have bolded the requirements that were not found within your organization's policy.

Corrective Action Required

Submit a draft policy that is compliant with the regulation noted above. This may be a new draft, or it may be a revision or addendum to the existing policy.

This draft needs only to apply to the administration of *federal awards* and does not need to apply to other purchasing and administrative activities.

A compliant draft will:

- **Apply to employees, officers, and agents.**
- **Provide for disciplinary actions for violations.**

Please submit your corrective action draft for review and approval prior to implementation. Once approved the finalized procedure will need to be implemented by your organization, and you will be held accountable to compliance with these procedures during future monitoring reviews.

Corrective Action

A corrective response acceptance is required for each questioned compliance above, and due by the date specified above.

Vermont Department of Public Safety Restricted Parties List

The Vermont Department of Public Safety (DPS) has a Restricted Parties List whereby subrecipients who are noncompliant with submitting corrective actions by the deadline for a financial monitor are added to the list. Subrecipients that are placed on the list will not receive future award funding or payments from DPS until the delinquency is corrected.

If this report identifies any Questioned Compliances, submit corrective actions by the deadline. The deadline for submitting any required corrective actions is located in the "Response Is Required By" section at the top of this letter. See sections "Considerations When Drafting Corrective Actions," "Submitting Corrective Actions," and "Acceptance of Corrective Actions" below for assistance with the corrective actions process.

Once your corrective actions are received, they will be reviewed for meeting the compliance standard. If there are any outstanding corrective actions, or corrective actions that are not accepted for meeting the compliance standard by the deadline, subrecipients will be placed on the Restricted Parties List.

Considerations When Drafting Corrective Actions

- Do you acknowledge the questioned compliance?
- Can you provide documentation to support that the questioned compliance is already being met? Submit this documentation as supporting evidence that the compliance measure is being met.
- Or what corrective actions will you take/implement to correct the questioned compliance and prevent future occurrence? Here are some factors to consider in the corrective response that you submit:
 - What policy or procedure is being implemented to meet and maintain compliance?
 - Does it address how you will meet compliance?
 - Will the corrective action prevent future questioned compliances?
 - Have accounting records been corrected, and source documentation provided as evidence for the correction?
 - Are source documents being provided that show an error found by the review has been resolved?

Submitting Corrective Actions

- Corrective actions must be submitted **and accepted** by the deadline provided at the top of this letter.
- Ensure that your response includes a corrective action for each questioned compliance referenced in this letter.
- Ensure that each corrective action specifically states how it meets the compliance measure in question.
- Corrective actions that state that compliance is being met should include documentation to support this.
- Corrective actions that require an action to be taken will require documentation to support that the corrective action has been made.
- Corrective actions that require a written procedure, or revisions to a written procedure, must include a draft which will be implemented by your organization. Your organization will be held

accountable to compliance with this procedure during future monitoring reviews.

- Corrective actions that address future policies or procedures, or actions that will be taken to meet a compliance measure, will also be provided as a draft document a draft which will be implemented by your organization. Your organization will be held accountable to compliance with this procedure during future monitoring reviews.

Acceptance of Corrective Actions

- Once your corrective actions are received, they will be reviewed for meeting the compliance standard.
- You will receive a response letting you know whether each corrective action met the standard or require a revised version to be submitted.
- **It is recommended that corrective actions be submitted prior to the deadline**, so that they may be reviewed for meeting the standard and accepted prior to the deadline. This will ensure that you meet the deadline for having an accepted corrective action in place by the deadline.
- **Subrecipients with unresolved corrective actions past the deadline will be placed on the DPS Restricted Parties List.**

Additional Information for Subrecipient

During the monitoring meeting the question was raised regarding submitting a cancelled check with the reimbursement request. Here is the section of your agreement with instructions for submitting supporting documentation and the timeframe.

Requests for reimbursement, or payment, must be made using the DPS Financial Report Form (DPS Form ADM-116a), and must be supported by detailed supporting documentation. Examples of detailed supporting documentation may include payroll reports, timesheets, general ledger reports, paid vendor invoices, and cancelled checks.

These requests must be submitted to the Vermont Department of Public Safety, Financial Office, no later than the end of the month following the month in which the expenses were incurred. Please send to:

You can submit either a cancelled check, or a general ledger report showing payment along with a copy of the invoice with the reimbursement request. Either form of documentation to support payment is sufficient.

Thank you for taking the time out of your busy schedule to complete the Financial Monitoring questionnaire.

Recommendations

Best Practice for Grant Management

I recommend incorporating grant management best practices within your organization's policies, procedures, and internal controls. To assist you, the DPS Financial Monitoring Questionnaire can be used as a resource to review for compliance requirements, standards, and internal controls which can be included within your policies and procedures. I have also attached the DPS ADM-710 DPS Affirmative Steps Job Aid to assist in meeting compliance with federal award funding affirmative steps for any future federal award purchases that exceed the micro-purchase threshold.

Update to Federal Regulations October 1, 2024



Substantial updates to Title 2 Part 200 of the Code of Federal Regulation have occurred for Federal awards executed after October 1, 2024. I recommend reviewing [2 CFR Part 200](#) for these changes. The copy of the DPS Financial Monitoring Questionnaire provided with this letter has links to the updated regulations and can be used as a resource to assist in reviewing for changes to compliance requirements.

2 CFR §200.318 General procurement standards (c)(1) Conflicts of interest. The regulation has been updated to include board members in whom the standards of conduct for conflicts of interest will apply to.

Contact Information

Name of Monitor:	<u>Matthew Campbell</u>	Telephone:	<u>(802) 585-8499</u>
Title:	<u>Audit Analyst</u>	Email:	<u>Matthew.campbell@vermont.gov</u>
Signature:	<u><i>Matthew Campbell</i></u>	Date:	<u>12/3/2024</u>

cc: Brenda Buker, Operations and Internal Controls Manager
Zoey Parker, Financial Administrator
Stephanie Smith, Program Manager

TOWN OF HARTFORD VERMONT

CONFLICT OF INTEREST POLICY

Article 1. Purpose. The purpose of this policy is to ensure that the business of the Town of Hartford (Town) will be conducted in such a way that no member of the Selectboard (Board) or employee will gain a personal or financial advantage from his or her position. It is also the intent of this policy to ensure that all decisions made by Board members and employees are based on the best interest of the community at large.

Article 2. Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A direct or indirect personal or financial interest of a Board member or employee, his or her spouse, partner in civil union, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the Board (to include all appointed Boards, Commissions or Committees) or an employee of the Town.

A "conflict of interest" does not arise when the interest is incidental to or when an employee's interest is no greater than that of other persons generally affected by the outcome of the matter;

The following conduct by a Board member or an employee of the Town creates either an actual or potential conflict of interest or the appearance of a conflict of interest and is therefore prohibited:

- a. Solicitation or acceptance of a gift or benefit from any vendor or potential vendor except items of a de minimus nature valued \$20 or less or gifts received by an individual if the gift is shared organization wide or made available for general use or consumption.
- b. Solicitation or acceptance of a gift or benefit from any person or entity with a personal or financial interest in the outcome of a particular matter pending before the Board or employee.
- c. The purchase, sale, exchange, or lease of goods, services or property to or from the Town unless done through public bid or auction.
- d. Acting upon or providing to any person any information relating to Town's investment of assets or purchase of real estate prior to that information becoming public record.
- e. Acceptance of a fee, gift or other benefit for providing information relating to the Town and its assets, obtained as a Board member or employee, whether insider or otherwise, to any other person.
- f. Participation in any breach of fiduciary duty by another person subject to this Policy, participation in concealing such breach, or knowingly or negligently permitting such breach to occur.
- g. Participation in a violation of this Conflict of Interest Policy by another person subject to this Policy, participation in concealing such violation, or knowingly or negligently permitting such violation to occur.

- h. Acceptance of money, gifts or benefits in connection with any campaign for public office from any vendor, potential vendor or employee of the Town.
 - i. Any direct interest in the gains or profits of any investment or purchase made by the Town.
 - j. Direct or indirect use of the gains or profits of any investments made by the Town, for himself or herself or as an agent, for any purpose except to make current and necessary payments as are authorized by the Board.
 - k. Becoming an endorser or surety, or in any manner an obligor, for money loaned to or borrowed from the Town.
- 2. A situation where a Board member has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
 - 3. A situation where a Board member has not disclosed ex parte communications with a party in a quasi-judicial proceeding involving the Town.
- B. **Official act or action** means any act performed by any Board member or employee while acting on behalf of the Town within his or her scope of duties specified by law and/or policies adopted by the Board/Town or related job descriptions.
 - C. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority. An example of this proceeding is the role of the Board in an appeal of a grievance or disciplinary action under the Town's Personnel Policy/Charter.

Article 3. Disqualification.

- A. A Board member or employee shall not participate in any official action if he or she has a conflict of interest in the matter under consideration, except as provided for under Articles 4 and 5 below.
- B. A Board member or employee shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the Town, the Selectboard or any of its various other Boards. Commissions, Committees, etc., if such Board member or employee has a conflict of interest in the matter under consideration, except as provided for under Articles 4 and 5 below.
- C. In compliance with the Code of Federal Regulations 200.318 [c] (1) no ^{Board member} employee, office, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest.

Article 4. Disclosures by Board Members. A Board member who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the best interest of the membership at large in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the Selectboard at a Board meeting the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Such disclosure shall be recorded in the minutes of the meeting. Nevertheless, the Board retains the authority to ask that the member recuse himself or herself

from the matter.

Article 5. Disclosures by Employees. An employee who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the best interest of the Town in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to his or her immediate supervisor the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the best interest of the Town. In the case of the Town Manager, he or she shall make such disclosure to the Selectboard. Such disclosures shall be filed in the employee's personnel file. Nevertheless, in the case of an employee, the immediate supervisor or in the case of the Town Manager the Selectboard retains the authority to order that the employee to recuse himself or herself from the matter.

Article 6. Recusal.

- A. Any employee or official of the Town may request that a Board member or employee recuse him or herself due to a conflict of interest. Any such request shall be copied in writing or electronically to the employees Supervisor or to the Selectboard as outlined above. Such request shall not constitute a requirement that the Board member or employee recuse him or herself.
- B. A Board member shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
 - 1. A Board member may recuse himself or herself from any matter in which he or she has a conflict of interest by his or her own action.
 - 2. If the Board finds that a member has a conflict of interest and he or she does not recuse himself or herself by his or her own action voluntarily, the Board shall have the authority to request a Board member to recuse himself or herself from the matter.
 - 3. A Board member who has recused himself or herself from a proceeding shall not sit with the Board, deliberate with the Board, or participate in that proceeding as a Board member in any capacity. The Secretary shall record the member "absent" or "abstaining" on any vote taken on the matter.
 - 4. If a previously unknown conflict is discovered during the Board's deliberations on a matter, the Board may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict.
- C. In the case of the Town Manager, the Board shall have the authority to order the Town Manager to recuse himself or herself from the matter if it finds that the Town Manager has a conflict of interest. The Board shall assume the responsibility for deciding the matter in question as may otherwise be allowed by Charter or State law.
- D. In the case of an employee other than the Town Manager, the Town Manager or supervisor shall have the authority to order that employee to recuse him or herself from the matter and shall assign the responsibility for deciding the matter in question to another staff person.

Article 7. Enforcement; Consequences for Failure to Follow the Conflict of Interest Procedures.

- A. In cases where the conflict of interest procedures above have not been followed, and a Board member

or an employee acts in a matter in which the Board determines that he or she had a conflict of interest, the Board ^{must} take action to discipline a Board member ^{the} or the Town Manager. Likewise, the Town Manager ^{officer, agent} may take action to discipline any other offending employee.

- B. In the discipline of a Board member, the Board may take any of these steps:
1. Instruct the Chairman to meet informally, in private, with the Board member to discuss the conflict of interest violation.
 2. Meet to discuss the conduct of the Board member. Executive session may be used for such discussion, in accordance with 1 V.S.A. § 313(4). The Board member may request that this meeting occur in public. The board may admonish the offending Board member in private, if it deems it appropriate.
 3. If the Board decides that further action is warranted, the Board may upon majority vote admonish the offending Board member at an open meeting and reflect this action in the minutes of the meeting. The Board member shall be given the opportunity to respond to the admonishment.
 4. Upon majority vote, the board may request that the offending Board member resign from the board.
- C. In the discipline of the Town Manager, the Board shall follow standard employment disciplinary and discharge processes as outlined in the Town's Personnel Policy, etc.
- D. In the discipline of another employee, the Town Manager shall follow the Town's Personnel Policy and/or applicable Collective Bargaining Agreement(s) for discipline and discharge.

Article 8. Exception. The recusal provisions of this Policy shall not apply if the Board determines that an emergency exists and that actions of the Town otherwise could not take place. In such cases, a Board member or employee who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Articles 5 and 6.

Article 9. Effective Date. This policy shall become effective immediately upon its adoption by the Selectboard and as otherwise required by the Town's General Personnel Policy. Each Board member and employee as of the effective date shall within thirty days following the effective date, sign and return a statement that he or she has read and understands the Policy and agrees to abide by it. Each new Board member and employee shall be provided a copy of this Policy and shall sign and return a statement that he or she has read and understands the Policy and agrees to abide by it prior to taking office or starting employment.

Adopted December 15, 2009

Revised May 17, 2022

TOWN OF HARTFORD VERMONT
CONFLICT OF INTEREST POLICY

Article 1. Purpose. The purpose of this policy is to ensure that the business of the Town of Hartford (Town) will be conducted in such a way that no member of the Selectboard (Board) or employee will gain a personal or financial advantage from his or her position. It is also the intent of this policy to ensure that all decisions made by Board members and employees are based on the best interest of the community at large.

Article 2. Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A direct or indirect personal or financial interest of a Board member or employee, his or her spouse, partner in civil union, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the Board (to include all appointed Boards, Commissions or Committees) or an employee of the Town.

A "conflict of interest" does not arise when the interest is incidental to or when an employee's interest is no greater than that of other persons generally affected by the outcome of the matter;

The following conduct by a Board member or an employee of the Town creates either an actual or potential conflict of interest or the appearance of a conflict of interest and is therefore prohibited:

- a. Solicitation or acceptance of a gift or benefit from any vendor or potential vendor except items of a de minimus nature valued \$20 or less or gifts received by an individual if the gift is shared organization wide or made available for general use or consumption.
- b. Solicitation or acceptance of a gift or benefit from any person or entity with a personal or financial interest in the outcome of a particular matter pending before the Board or employee.
- c. The purchase, sale, exchange, or lease of goods, services or property to or from the Town unless done through public bid or auction.
- d. Acting upon or providing to any person any information relating to Town's investment of assets or purchase of real estate prior to that information becoming public record.
- e. Acceptance of a fee, gift or other benefit for providing information relating to the Town and its assets, obtained as a Board member or employee, whether insider or otherwise, to any other person.
- f. Participation in any breach of fiduciary duty by another person subject to this Policy, participation in concealing such breach, or knowingly or negligently permitting such breach to occur.
- g. Participation in a violation of this Conflict of Interest Policy by another person subject to this Policy, participation in concealing such violation, or knowingly or negligently permitting such violation to occur.

- h. Acceptance of money, gifts or benefits in connection with any campaign for public office from any vendor, potential vendor or employee of the Town.
 - i. Any direct interest in the gains or profits of any investment or purchase made by the Town.
 - j. Direct or indirect use of the gains or profits of any investments made by the Town, for himself or herself or as an agent, for any purpose except to make current and necessary payments as are authorized by the Board.
 - k. Becoming an endorser or surety, or in any manner an obligor, for money loaned to or borrowed from the Town.
- 2. A situation where a Board member has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
 - 3. A situation where a Board member has not disclosed ex parte communications with a party in a quasi-judicial proceeding involving the Town.
- B. **Official act or action** means any act performed by any Board member or employee while acting on behalf of the Town within his or her scope of duties specified by law and/or policies adopted by the Board/Town or related job descriptions.
- C. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority. An example of this proceeding is the role of the Board in an appeal of a grievance or disciplinary action under the Town's Personnel Policy/Charter.

Article 3. Disqualification.

- A. A Board member or employee shall not participate in any official action if he or she has a conflict of interest in the matter under consideration, except as provided for under Articles 4 and 5 below.
- B. A Board member or employee shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the Town, the Selectboard or any of its various other Boards. Commissions, Committees, etc., if such Board member or employee has a conflict of interest in the matter under consideration, except as provided for under Articles 4 and 5 below.
- C. In compliance with the Code of Federal Regulations 200.318 [c] (1) no Board member, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest.

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Mike Hoyt, Selectboard Chair

Kim Souza, Selectboard Vice Chair

Mary Erdei, Selectboard Clerk

Lannie Collins, Selectboard Member

Ida Griesemer, Selectboard Member

Brandon Smith, Selectboard Member

Adopted December 15, 2009

Revised May 17, 2022

Revised January 7, 2025

John Haverstock

From: John Haverstock
Sent: Tuesday, December 31, 2024 11:30 AM
To: Campbell, Matthew; Lori Hirshfield; Gail Ostrout
Cc: Buker, Brenda; Parker, Zoey; Smith, Stephanie A
Subject: RE: Financial Monitor Acceptance Letter from the Department of Public Safety, Town of Hartford

Many thanks, Matthew, for your team's prompt response to our proposed revisions to the Town's Conflict of Interest Policy. I will let you know when the Hartford Selectboard has formally adopted the new document, which I expect to occur on January 7, 2025.

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

From: Campbell, Matthew <Matthew.Campbell@vermont.gov>
Sent: Tuesday, December 31, 2024 11:26 AM
To: John Haverstock <jhaverstock@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Gail Ostrout <gostrout@hartford-vt.org>
Cc: Buker, Brenda <Brenda.Buker@vermont.gov>; Parker, Zoey <Zoey.Parker@vermont.gov>; Smith, Stephanie A <Stephanie.A.Smith@vermont.gov>
Subject: Financial Monitor Acceptance Letter from the Department of Public Safety, Town of Hartford

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

Hello,

All corrective actions have been accepted for the financial monitoring review of the Town of Hartford's Hazard Mitigation Grant Program award #02140-34720-010. No further action is required. Please find your acceptance letter attached. I appreciate all the time and work that has gone into bringing your organization into compliance and improving your grant management practices.

Sincerely,

Matthew Campbell
Accounting & Audit Analyst
Department of Public Safety
45 State Dr
Waterbury, VT 05671
Cell: (802) 585-8499



State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
<http://dps.vermont.gov/>
(802) 241-5000 (main)

December 31, 2024

Gail Ostrout, Lori Hirshfield, and John Haverstock
Town of Hartford
171 Bridge St
White River Junction, VT 05001

Reference: 2024, Hazard Mitigation Grant Program, 97.039, 02140-34720-010

Dear Ms. Ostrout, Ms. Hirshfield, and Mr. Haverstock,

The Audit Unit of the Vermont Department of Public Safety (DPS) conducted a financial monitoring review of the above referenced federal grant. Award supporting documentation and your organization's policies and procedures were reviewed for compliance with federal regulations and grant guidelines. Additionally, training was provided on the compliance requirements of federal funding. A Corrective Action response was provided for the following Questioned Compliance. This Corrective Action is being accepted. See below.

Questioned Compliance #1

The non-federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts which meet the Federal requirements.

Assessment

The Town of Hartford's Conflict of Interest Policy does not meet federal written standards of conduct covering conflicts of interest as listed above. The Policy does not require disciplinary action for violations of the standards.

The Town's Policy has standards for disciplinary action that may be taken for violations of the standards by board members and employees. 2 CFR §200.318 General procurement standards (c)(1) states that standards of conduct must provide for disciplinary actions to be applied for violations of the standards by employees, officers, and agents.

Corrective Action Response

The Town of Hartford provided a draft Conflict of Interest Policy that meets the federal standards.

Accepted

The corrective action provided has been accepted.

Thank you for your time and responsiveness during this monitor. I hope it will assist you in Federal award administration and compliance. Please reach out if I can be of further assistance regarding award compliance.

Please be aware that the Town of Hartford will be held accountable to implementing any corrective actions from this review, and complying with the adopted processes, procedures, and policies on future monitoring reviews. **Any draft procedures must now be approved by your governing body.** Your organization will be held accountable for complying with these corrective actions. Corrective actions must be implemented and complied with so that there are no repeated questioned compliance(s). A repeat questioned compliance may affect your risk assessment for future funding.

Thank you for all your assistance in completing this review. Once your corrective actions have been implemented, all actions for this financial monitor are complete. If I can be of further assistance, please let me know.





With Best Regards,

Matthew Campbell

Matthew Campbell
Audit Analyst
Vermont Department of Public Safety
(802)585-8499 (W)

cc: Brenda Buker, Operations and Internal Controls Manager
Zoey Parker, Financial Administrator
Stephanie Smith, Program Manager

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Code of Ethics Investigation and Enforcement Ordinance

Date: January 7, 2025

Discussion

As the attached explanatory materials from the Vermont League of Cities & Towns (VLCT) makes clear, Act 171 became law on June 10, 2024. The Act, among other things, replaced all municipal ethics codes with a "new top-down, one size fits all, statewide Municipal Code of Ethics." As required by the State law, the Town of Hartford has already posted on the Town's website and elsewhere the State's Municipal Code of Ethics and a Whistleblower Protection notice, patterned on a VLCT Model document. See attached documents.

According to State law and its interpretation by VLCT, the Town must now also:

1. Adopt a Municipal Code of Ethics Investigation and Enforcement Ordinance. See attached proposed Ordinance, closely based on the VLCT Model Ordinance (also attached). Adoption of the Ordinance will begin a 60-day period during which the Town will notify residents of adoption and explain the petition process for those who may be opposed. Assuming no valid petition is submitted, the ordinance will become effective after this 60-day period lapses.
2. Have the Selectboard designate an employee or one of its own members to serve as its liaison to the State Ethics Commission.
3. Assign a municipal officer or body as its Designated Complaint Recipient, to receive complaints alleging violations of the Municipal Code of Ethics.

By September 30, 2025, specified officers must complete State Ethics Commission-approved ethics training. These officers include Selectboard members, the Town Manager and all members of the Town's quasi-judicial bodies (e.g., Board of Civil Authority, Boards of Abatement, etc.)

Recommendation

1. Move to adopt the attached draft Municipal Code of Ethics Investigation and Enforcement Ordinance.
2. Move to appoint _____ as the Town's Liaison to the State Ethics Commission,
 - a. Town Manager recommends the Town Manager.
3. Move to designate _____ as the Town's Designated Ethics Complaint Recipient,
 - a. Town Manager recommends the Town's HR Director.

Attachments

No. 171. An act relating to the State Ethics Commission and the State Code of Ethics.

(H.875)

It is hereby enacted by the General Assembly of the State of Vermont:

* * * Candidate Financial Disclosure Requirements * * *

Sec. 1. 17 V.S.A. § 2414 is amended to read:

§ 2414. CANDIDATES FOR STATE AND LEGISLATIVE OFFICE;

DISCLOSURE FORM

(a) Each candidate for State office, county office, State Senator, or State Representative shall file with the officer with whom consent of candidate forms are filed, along with ~~his or her~~ the candidate's consent, a disclosure form ~~prepared~~ created and maintained by the State Ethics Commission that contains the following information in regard to the previous ~~calendar year~~ 12 months:

(1) ~~Each~~ each source, but not amount, of personal income of the candidate and of ~~his or her~~ the candidate's spouse or domestic partner, and of the candidate together with ~~his or her~~ the candidate's spouse or domestic partner, that totals more than \$5,000.00, ~~including any of the sources meeting that total described as follows:~~

(A) ~~employment~~, including the candidate's employer or business name and address; and,

(B) if self-employed, a description of the nature of the self-employment ~~without needing to disclose any individual clients, including the names of any clients whose principal business activities are regulated by or~~

that have a contract with any municipal or State office, department, or agency,
provided that this information is known to the candidate or the candidate's
domestic partner and that the disclosed information is not confidential
information; and

~~(B) investments, described generally as "investment income."~~

(2) ~~Any~~ any board, commission, or other entity that is regulated by law
~~or that, receives funding from the State on which the candidate served and the~~
~~candidate's position on that entity;~~

(3)(A) ~~Any~~ any company of which the candidate or ~~his or her~~ the
candidate's spouse or domestic partner, or the candidate together with ~~his or~~
~~her~~ the candidate's spouse or domestic partner, owned more than 10 percent;
and

(B) the details of any loan made to or by any applicable company in
subdivision (A) of this subdivision (3) that is not a commercially reasonable
loan made in the ordinary course of business, including any borrower and
lender;

(4) any company of which the candidate or the candidate's spouse or
domestic partner, or the candidate together with the candidate's spouse or
domestic partner, had an ownership or controlling interest in any amount, and
in the previous 12 months the company had business before or with any
municipal or State office, agency, or department;

(5) ~~Any~~ any lease or contract with the State held or entered into by:

(A) the candidate or ~~his or her~~ the candidate's spouse or domestic partner; or

(B) a company of which the candidate or ~~his or her~~ the candidate's spouse or domestic partner, or the candidate together with ~~his or her~~ the candidate's spouse or domestic partner, owned more than 10 percent;

(6) a generalized description, but not amount, to the best of the candidate's knowledge, of the following investments held by a candidate or the candidate's spouse or domestic partner:

(A) individual stock holdings valued at \$25,000.00 or more, which a candidate exercises control over or has the ability to buy or sell, which shall be listed individually;

(B) interests in investment funds valued at \$25,000.00 or more that a candidate or the candidate's spouse or domestic partner has the ability to exercise control over the composition of assets within a fund, which shall be listed individually;

(C) interests in virtual currencies, as defined in 8 V.S.A. § 2500, valued at \$25,000.00 or more, which shall be listed individually;

(D) interests in trusts valued at \$25,000.00 or more, which shall be listed individually;

(E) municipal or State bonds issued in the State of Vermont valued at \$25,000.00 or more, which shall be listed individually; and

(F) the details of any loan valued at \$10,000.00 or more, made to the candidate or the candidate's spouse that is not a commercially reasonable loan made in the ordinary course of business; and

(7) the full name of the candidate's spouse or domestic partner.

(b) In addition, if a candidate's spouse or domestic partner is a lobbyist, the candidate shall disclose that fact and provide the name of ~~his or her~~ the candidate's spouse or domestic partner and, if applicable, the name of ~~his or her~~ the lobbying firm.

(c) In addition, each candidate for State office shall attach to the disclosure form described in subsection (a) of this section a copy of ~~his or her~~ the candidate's most recent U.S. Individual Income Tax Return Form 1040; provided, however, that the candidate may redact from that form the following information:

(1) the candidate's Social Security number and that of ~~his or her~~ the candidate's spouse, if applicable;

(2) the names of any dependent and the dependent's Social Security number; ~~and~~

(3) the signature of the candidate and that of ~~his or her~~ the candidate's spouse, if applicable;

(4) the candidate's street address; and

(5) any identifying information and signature of a paid preparer.

(d)(1) A senatorial district clerk or representative district clerk who receives a disclosure form under this section shall forward a copy of the disclosure to the Secretary of State within three business days ~~of~~ after receiving it.

(2)(A) The Secretary of State shall post a copy of any disclosure forms and tax returns ~~he or she~~ the Secretary receives under this section on ~~his or her~~ the Secretary's official State website. The forms shall remain posted on the Secretary's website until the date of the filing deadline for petition and consent forms for major party candidates for the statewide primary in the following election cycle.

* * *

(e) As used in this section:

(1) "Commercially reasonable loan made in the ordinary course of business" means a loan made:

(A) in the usual manner on any recognized market;

(B) at the price current in any recognized market at the time of making the loan; or

(C) otherwise in conformity with reasonable commercial practices among lenders typically dealing in the type of loan made.

(2) "Confidential information" means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.

(3) “County office” means the office of assistant judge of the Superior Court, high bailiff, judge of Probate, sheriff, or State’s Attorney.

(4) “Domestic partner” means an individual with whom the candidate has an enduring domestic relationship of a spousal nature, as long as provided the candidate and the domestic partner:

* * *

(2)(5) “Lobbyist” and “lobbying firm” shall have the same meanings as in 2 V.S.A. § 261.

(6) “Investment fund” means a widely held investment fund that is publicly traded or available, including a mutual fund, regulated investment company, common trust fund maintained by a bank or similar financial institution, pension or deferred compensation plan, and any other pooled investment fund.

* * * In-Office Financial Disclosure Requirements * * *

Sec. 2. 3 V.S.A. § 1201 is amended to read:

§ 1201. DEFINITIONS

As used in this chapter:

(1) “Candidate” and “candidate’s committee” have the same meanings as in 17 V.S.A. § 2901.

(2) “Commission” means the State Ethics Commission established under subchapter 3 of this chapter.

(3) “Commercially reasonable loan made in the ordinary course of business” means a loan made:

(A) in the usual manner on any recognized market;

(B) at the price current in any recognized market at the time of making the loan; or

(C) otherwise in conformity with reasonable commercial practices among lenders typically dealing in the type of loan made.

(4) “Confidential information” means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.

(5) “Conflict of interest” means a direct or indirect interest of a public servant or such an interest, known to the public servant, of a member of the public servant’s immediate family, or of a business associate, in the outcome of a particular matter pending before the public servant or the public servant’s public body, or that is in conflict with the proper discharge of the public servant’s duties. “Conflict of interest” does not include any interest that is not greater than that of other individuals generally affected by the outcome of a matter.

(6) “County officer” means an individual holding the office of high bailiff, sheriff, or State’s Attorney.

(4)(7) “Domestic partner” means an individual in an enduring domestic relationship of a spousal nature with the Executive officer or the public servant, provided the individual and Executive officer or public servant:

- (A) have shared a residence for at least six consecutive months;
- (B) are at least 18 years of age;
- (C) are not married to or considered a domestic partner of another individual;
- (D) are not related by blood closer than would bar marriage under State law; and
- (E) have agreed between themselves to be responsible for each other’s welfare.

(5)(8) “Executive officer” means:

- (A) a State officer; or
- (B) a deputy under the Office of the Governor a State officer,
including an agency secretary or deputy or, and a department commissioner or
deputy.

(6)(9) “Governmental conduct regulated by law” means conduct by an individual in regard to the operation of State government that is restricted or prohibited by law and includes:

- (A) bribery pursuant to 13 V.S.A. § 1102;
- (B) neglect of duty by public officers pursuant to 13 V.S.A. § 3006
and by members of boards and commissions pursuant to 13 V.S.A. § 3007;

(C) taking illegal fees pursuant to 13 V.S.A. § 3010;

(D) false claims against government pursuant to 13 V.S.A. § 3016;

(E) owning or being financially interested in an entity subject to a department's supervision pursuant to section 204 of this title;

(F) failing to devote time to duties of office pursuant to section 205 of this title;

(G) engaging in retaliatory action due to a State employee's involvement in a protected activity pursuant to chapter 27, subchapter 4A of this title;

(H) a former legislator or former Executive officer serving as a lobbyist pursuant to 2 V.S.A. § 266(b); ~~and~~

(I) a former Executive officer serving as an advocate pursuant to section 267 of this title; and

(J) creating or permitting to persist any unlawful employment practice pursuant to 21 V.S.A. § 495.

~~(7)~~(10) "Immediate family" means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

(11) "Investment fund" means a widely held investment fund that is publicly traded or available, including a mutual fund, regulated investment company, common trust fund maintained by a bank or similar financial

institution, pension or deferred compensation plan, and any other pooled investment fund.

~~(8)~~(12) “Lobbyist” and “lobbying firm” have the same meanings as in 2 V.S.A. § 261.

~~(9)~~(13) “Person” means any individual, group, business entity, association, or organization.

~~(10)~~(14) “Political committee” and “political party” have the same meanings as in 17 V.S.A. § 2901.

(15) “Public servant” means an individual elected or appointed to serve as a State officer, an individual elected or appointed to serve as a member of the General Assembly, a State employee, an individual appointed to serve on a State board or commission, or an individual who in any other way is authorized to act or speak on behalf of the State.

~~(11)~~(16) “State officer” means the Governor, Lieutenant Governor, Treasurer, Secretary of State, Auditor of Accounts, or Attorney General.

(17) “Unethical conduct” means any conduct of a public servant in violation of the Code of Ethics, as provided for in this chapter.

Sec. 2a. REPEAL

24 V.S.A. § 314 (Sheriffs; annual disclosure) is repealed.

Sec. 3. 3 V.S.A. § 1202 is amended to read:

§ 1202. STATE CODE OF ETHICS; APPLICABILITY

(a) Unless excluded under this section, the Code of Ethics applies to all ~~individuals elected or appointed to serve as officers of the State, all individuals elected or appointed to serve as members of the General Assembly, all State employees, all individuals appointed to serve on State boards and commissions, and individuals who in any other way are authorized to act or speak on behalf of the State.~~ This code refers to them all as public servants.

* * *

Sec. 4. 3 V.S.A. § 1203 is amended to read:

§ 1203. CONFLICT OF INTEREST; APPEARANCE OF CONFLICT OF INTEREST

(a) Conflict of interest; appearance of conflict of interest.

(1) In the public servant's official capacity, the public servant shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

(2) Except as otherwise provided in subsections (b) and (c) of this section, when confronted with a conflict of interest, a public servant shall recuse themselves from the matter and not take further action.

(3) ~~As used in this section, "conflict of interest" means a direct or indirect interest of a public servant or such an interest, known to the public~~

~~servant, of a member of the public servant's immediate family or household, or of a business associate, in the outcome of a particular matter pending before the public servant or the public servant's public body, or that is in conflict with the proper discharge of the public servant's duties. "Conflict of interest" does not include any interest that is not greater than that of other individuals generally affected by the outcome of a matter. [Repealed.]~~

* * *

Sec. 5. 3 V.S.A. § 1211 is amended to read:

§ 1211. EXECUTIVE OFFICERS; ANNUAL DISCLOSURE

(a) Annually, each Executive officer and county officer shall file with the State Ethics Commission a disclosure form that contains the following information in regard to the previous 12 months:

(1) ~~Each~~ each source, but not amount, of personal income of the officer and of ~~his or her~~ the officer's spouse or domestic partner, and of the officer together with ~~his or her~~ the officer's spouse or domestic partner, that totals more than \$5,000.00, including ~~any of the sources meeting that total described as follows:~~

(A) ~~employment, including the officer's~~ employer or business name and address; and,

(B) if self-employed, a description of the nature of the self-employment ~~without needing to disclose any individual clients, including the names of any clients whose principal business activities are regulated by or~~

that have a contract with any municipal or State office, department, or agency,
provided that this information is known to the candidate or the candidate's
domestic partner and that the disclosed information is not confidential
information; and

~~(B) investments, described generally as "investment income."~~

(2) ~~Any~~ any board, commission, or other entity that is regulated by law
~~or that receives funding from the State~~ on which the officer served and the
officer's position on that entity;

(3)(A) ~~Any~~ any company of which the officer or ~~his or her~~ the officer's
spouse or domestic partner, or the officer together with ~~his or her~~ the officer's
spouse or domestic partner, owned more than 10 percent; and

(B) the details of any loan made to any applicable company in
subdivision (A) of this subdivision (3) that is not a commercially reasonable
loan made in the ordinary course of business, including any borrower and
lender;

(4) any company of which the officer or the officer's spouse or domestic
partner, or the officer together with the officer's spouse or domestic partner,
had an ownership or controlling interest in any amount, and the company had
business before or with any municipal or State office, agency, or department;

(5) ~~Any~~ any lease or contract with the State held or entered into by:

(A) the officer or ~~his or her~~ the officer's spouse or domestic partner;

or

(B) a company of which the officer or ~~his or her~~ the officer's spouse or domestic partner, or the officer together with ~~his or her~~ the officer's spouse or domestic partner, owned more than 10 percent;

(6) a generalized description, but not amount, to the best of the candidate's knowledge, of the following investments held by a candidate or the candidate's spouse or domestic partner:

(A) individual stock holdings valued at \$25,000.00 or more, which a candidate exercises control over or has the ability to buy or sell, which shall be listed individually;

(B) interests in investment funds valued at \$25,000.00 or more that a candidate or the candidate's spouse or domestic partner has the ability to exercise control over the composition of assets within a fund, which shall be listed individually;

(C) interests in virtual currencies, as defined in 8 V.S.A. § 2500, valued at \$25,000.00 or more, which shall be listed individually;

(D) interests in trusts valued at \$25,000.00 or more, which shall be listed individually;

(E) municipal or State bonds issued in the State of Vermont of valued at \$25,000.00 or more, which shall be listed individually; and

(F) the details of any loan valued at \$10,000.00 or more, made to the candidate or the candidate's spouse that is not a commercially reasonable loan made in the ordinary course of business; and

(7) the full name of the candidate's spouse or domestic partner.

(b) In addition, if an Executive officer's or county officer's spouse or domestic partner is a lobbyist, the officer shall disclose that fact and provide the name of ~~his or her~~ the officer's spouse or domestic partner and, if applicable, the name of ~~his or her~~ the lobbying firm.

(c)(1) Disclosure forms shall contain the statement, "I certify that the information provided on all pages of this disclosure form is true to the best of my knowledge, information, and belief."

(2) Each Executive officer and county officer shall sign ~~his or her~~ the officer's disclosure form in order to certify it in accordance with this subsection.

(d)(1) ~~An~~ Each Executive officer and county officer shall file ~~his or her~~ the officer's disclosure on or before January 15 of each year or, if ~~he or she~~ the officer is appointed after January 15, within 10 days after that appointment.

(2) ~~An officer who filed this disclosure form as a candidate in accordance with 17 V.S.A. § 2414 in the preceding year and whose disclosure information has not changed since that filing may update that filing to indicate that there has been no change. [Repealed.]~~

(e) [Repealed.]

* * * Delinquent Disclosures for Candidates for State Office, County Office,
State Senator, and State Representative * * *

Sec. 6. 17 V.S.A. § 2415 is added to read:

§ 2415. FAILURE TO FILE; PENALTIES

(a) If any disclosure required of a candidate for State office, county office, State Senator, or State Representative by section 2414 of this title is not filed in the time and manner set forth in sections 2356, 2361, and 2402 of this title, the candidate for State office, county office, State Senator, or State Representative shall be addressed as follows:

(1) The State Ethics Commission, after notification by the Office of the Secretary of State of the names of delinquent filers, shall issue a notice of delinquency to the candidate for State office, county office, State Senator, or State Representative for any disclosure required of a candidate for State office, county office, State Senator, or State Representative by section 2414 of this title that is not filed in the time and manner set forth in sections 2356, 2361, and 2402 of this title.

(2) Following notice of delinquency sent by the State Ethics Commission to the candidate for State office, county office, State Senator, or State Representative, the candidate shall have five working days from the date of the issuance of the notice to cure the delinquency.

(3) Beginning six working days from the date of notice, the delinquent candidate for State office, county office, State Senator, or State Representative

shall pay a \$10.00 penalty for each day thereafter that the disclosure remains delinquent; provided, however, that in no event shall the amount of any penalty imposed under this subdivision exceed \$1,000.00.

(4) Notwithstanding subdivision (3) of this subsection (a), the State Ethics Commission may reduce or waive any penalty imposed under this section if the candidate for State office, county office, State Senator, or State Representative demonstrates good cause, as determined by the State Ethics Commission and in the sole discretion of the State Ethics Commission.

(b) The Commission shall send a notice of delinquency to the e-mail address provided by the candidate for State office, county office, State Senator, or State Representative in the candidate's consent of candidate form.

(c) The State Ethics Commission may avail itself of remedies available under the Vermont Setoff Debt Collection Act, as set forth in 32 V.S.A. chapter 151, subchapter 12, to collect any unpaid penalty.

(d)(1) A candidate for State office, county office, State Senator, or State Representative who files a disclosure with intent to defraud, falsify, conceal, or cover up by any trick, scheme, or device a material fact, or, with intent to defraud, make any false, fictitious, or fraudulent claim or representation as to a material fact, or, with intent to defraud, make or use any writing or document knowing the same to contain any false, fictitious, or fraudulent claim or entry as to a material fact shall be considered to have made a false claim for the purposes of 13 V.S.A. § 3016.

(2) Pursuant to 3 V.S.A. § 1223 and section 2904a of this title, complaints regarding any candidate for State office, county office, State Senator, or State Representative who fails to properly file a disclosure required under this subchapter may be filed with the State Ethics Commission. The Executive Director of the State Ethics Commission shall refer complaints to the Attorney General or to the State's Attorney of jurisdiction for investigation, as appropriate.

* * * Expansion of State Ethics Commission's Powers * * *

Sec. 7. 3 V.S.A. § 1221(a) is amended to read:

(a) Creation. There is created within the Executive Branch an independent commission named the State Ethics Commission to accept, review, investigate; hold hearings; issue warnings and reprimands; and recommended actions, make referrals regarding, and track complaints of alleged violations of governmental conduct regulated by law, of the Department of Human Resources Personnel Policy and Procedure Manual, of the State Code of Ethics, and of the State's campaign finance law set forth in 17 V.S.A. chapter 61; to provide ethics training; and to issue guidance and advisory opinions regarding ethical conduct.

Sec. 8. 3 V.S.A. § 1222 is redesignated to read:

§ 1222. COMMISSION MEMBER ~~DUTIES AND~~ PROHIBITED
CONDUCT

Sec. 9. 3 V.S.A. § 1223 is amended to read:

§ 1223. PROCEDURE FOR ~~HANDLING~~ ACCEPTING AND REFERRING
COMPLAINTS

* * *

(b) Preliminary review by Executive Director. The Executive Director shall conduct a preliminary review of complaints made to the Commission in order to take action as set forth in this subsection and section 1223a of this title, which shall include referring complaints to all relevant entities, including the Commission itself.

* * *

(5) Municipal Code of Ethics. If the complaint alleges a violation of the Municipal Code of Ethics, the Executive Director shall refer the complaint to the designated ethics liaison of the appropriate municipality.

~~(5)(6)~~ Closures. The Executive Director shall close any complaint that ~~he or she~~ the Executive Director does not refer as set forth in subdivisions (1)–~~(4)(5)~~ of this subsection.

(c) Consultation on unethical conduct. If the Executive Director refers a complaint under subsection (b) of this section, the Executive Director shall signify any likely unethical conduct described in the complaint. Any entity receiving a referred complaint, except those in subdivision (b)(5) of this section, shall consult with the Commission regarding the application of the State Code of Ethics to facts presented in the complaint. The consultation shall

be in writing and occur within 60 days after an entity receives a referred complaint and prior to the entity making a determination on the complaint, meaning either closing a complaint without further investigation or issuing findings following an investigation.

(d) Confidentiality. Complaints and related documents in the custody of the Commission shall be exempt from public inspection and copying under the Public Records Act and kept confidential, except as provided for in section 1231 of this title.

Sec. 10. 3 V.S.A. § 1227 is added to read:

§ 1227. INVESTIGATIONS

(a) Power to investigate. The Commission, through its Executive Director, may investigate public servants for alleged unethical conduct. The Commission may investigate alleged unethical conduct after receiving a complaint pursuant to section 1223 of this title. The Commission may also investigate suspected unethical conduct without receiving any complaint.

(b) Initiation of investigation by Commission vote. The Executive Director shall only initiate an investigation upon an affirmative vote to proceed with the investigation of unethical conduct by a majority of current members of the Commission who have not recused themselves.

(c) Statute of limitations. The Commission shall only initiate an investigation relating to unethical conduct that last occurred within the prior two years.

(d) Outside legal counsel and investigators. The Executive Director may appoint legal counsel, who shall be an attorney admitted to practice in this State, and investigators to assist with investigations, hearings, and issuance of warnings, reprimands, and recommended actions.

(e) Notice. The Executive Director shall notify the complainant and public servant, in writing, of any complaint being investigated.

(f) Complainant participation. A complainant shall have the right to be heard in an investigation resulting from the complaint.

(g) Timeline of investigation. An investigation shall conclude within six months after either the date of the complaint received or, in the event no complaint was received, the date of the investigation's initiation by the Executive Director.

(h) Burden of proof. For a hearing to be warranted subsequent to an investigation, the Executive Director shall find that there is a reasonable basis to believe that the public servant's conduct constitutes an unethical violation.

(i) Determination after investigation.

(1) Upon investigating the alleged unethical conduct, if the Executive Director determines that an evidentiary hearing is warranted, the Executive Director shall notify the Commission. If a majority of current members of the Commission who have not recused themselves vote in concurrence with the Executive Director's determination that an evidentiary hearing is warranted, the Executive Director shall prepare an investigation report specifying the

public servant's alleged unethical conduct, a copy of which shall be served upon the public servant and any complainant, together with the notice of hearing set forth in section 1228 of this title.

(2) Upon investigating the alleged unethical conduct, if the Executive Director determines that an evidentiary hearing is not warranted, the Executive Director shall notify the Commission, the public servant, and any complainant, in writing, of the result of the investigation and the termination of proceedings.

Sec. 11. 3 V.S.A. § 1228 is added to read:

§ 1228. HEARINGS BEFORE THE COMMISSION

(a) Power to hold hearings. The Commission may meet and hold hearings for the purpose of gathering evidence and testimony if found warranted pursuant to section 1227 of this title and to make determinations.

(b) All Commission hearings shall be considered meetings of the Commission as described in subsection 1221(e) of this title, and shall be conducted in accordance with 1 V.S.A. § 310 et seq.

(c) Time of hearing. The Chair of the Commission shall set a time for the hearing as soon as convenient following the Director's determination that an evidentiary hearing is warranted, subject to the discovery needs of the public servant and any complainant as established in any prehearing or discovery conference or in any orders regulating discovery and depositions, or both, but not earlier than 30 days after service of the charge upon the public servant.

The public servant or a complainant may file motions to extend the time of the hearing for good cause, which may be granted by the Chair.

(d) Notice of hearing. The Chair shall give the public servant and any complainant reasonable notice of a hearing, which shall include:

(1) A statement of the time, place, and nature of the hearing.

(2) A statement of the legal authority and jurisdiction under which the hearing is to be held.

(3) A reference to the particular sections of the statutes and rules involved.

(4) A short and plain statement of the matters at issue. If the Commission is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application by either the public servant or any complainant, a more definite and detailed statement shall be furnished.

(5) A reference and copy of any rules adopted by the Commission regarding the hearing's procedures, rules of evidence, and other aspects of the hearing.

(e) Rights of public servants and complainants. Opportunity shall be given to the public servant and any complainant to be heard at the hearing, present evidence, respond to evidence, and argue on all issues related to the alleged unethical misconduct.

(f) Executive session. In addition to the provisions of 1 V.S.A. § 313(a), the Commission may enter executive session if the Commission deems it appropriate in order to protect the confidentiality of an individual or any other protected information pertaining to any identifiable person that is otherwise confidential under State or federal law.

Sec. 12. 3 V.S.A. § 1229 is added to read:

§ 1229. WARNINGS; REPRIMANDS; RECOMMENDED ACTIONS;

AGREEMENTS

(a) Power to issue warnings, reprimands, and recommended actions. The Commission may issue warnings, reprimands, and recommended actions, not inconsistent with the Vermont Constitution and laws of the State, including facilitated mediation, additional training and education, referrals to counseling and wellness support, or other remedial actions.

(b) Factors in determination.

(1) Circumstances of unethical conduct. In this determining, the Commission shall consider the degree of unethical conduct, the timeline over which the unethical conduct occurred and whether the conduct was repeated, and the privacy, rights, and responsibilities of the parties.

(2) Determination based on evidence. The Commission shall render its determination on the allegation on the basis of the evidence in the record before it, regardless of whether the Commission makes its determination on the investigation report of the Executive Director pursuant to section 1227 of this

title alone, on evidence and testimony presented in the hearing pursuant to section 1228 of this title, or on its own findings.

(3) Burden of proof. The Commission shall only issue a warning, reprimand, or recommended action if it finds that, by a preponderance of the evidence, the public servant committed unethical conduct.

(c) Determination after hearing.

(1) If a majority of current members of the Commission who have not recused themselves find that the public servant committed unethical conduct as specified in the investigation report the Executive Director pursuant to section 1227 of this title alone, the Commission shall then, in writing or stated in the record, issue a warning, reprimand, or recommended action.

(2) If the Commission does not find that the public servant committed unethical conduct, the Commission shall issue a statement that the allegations were not proved.

(3) When a determination or order is approved for issue by the Commission, the decision or order may be signed by the Chair on behalf of the Commission.

(d) Timeline for determination. The Commission shall make its determination within 30 days after concluding the Commission's last hearing under this section and notify the public servant and any complainant of the Committee's determination. This timeline may be extended by the

Commission for good cause or pursuant to an agreement made between the Commission and the public servant.

(e) Referral of unethical conduct. Notwithstanding subsection 1223(c) of this title, the Commission shall notify the Attorney General or the State's Attorney of jurisdiction of any alleged violations of governmental conduct regulated by law or the relevant federal agency of any alleged violations of federal law, if discovered in the course of the Commission's investigations.

(f) Power to enter into resolution agreements.

(1) Notwithstanding any provisions of this chapter to the contrary, the Commission may, by a majority vote of its current members who have not recused themselves, enter into a resolution agreement with a public servant who is the subject of a complaint or investigation.

(2) A resolution agreement shall:

(A) include an agreed course of remedial action to be taken by the public servant;

(B) be in writing; and

(C) be executed by both the public servant and Executive Director.

(3) A resolution agreement may be entered into at any point in time before or during Commission proceedings. Any procedural deadlines described in this chapter or rules adopted pursuant to this chapter shall be paused at the time of execution of the resolution agreement. The Executive Director shall verify compliance with the resolution agreement within three

months following execution of the agreement, and if the Executive Director is not satisfied that compliance has been achieved, the Commission may resume its initial proceedings.

(4) The Commission shall create a summary of any resolution agreement. A summary of any resolution agreement shall be a public record subject to public inspection and copying under the Public Records Act. A resolution agreement shall be exempt from public inspection and copying under the Public Records Act and shall be considered confidential.

Sec. 13. 3 V.S.A. § 1230 is added to read:

§ 1230. PROCEDURE; RULEMAKING

(a) Procedure. Unless otherwise controlled by statute or rules adopted by the Commission, the Vermont Rules of Civil Procedure and the Vermont Rules of Evidence shall apply in the Commission's investigations and hearings.

(b) Rulemaking. The Commission shall adopt rules pursuant to 3 V.S.A. chapter 25 regarding procedural and evidentiary aspects of the Commission's investigations and hearings.

(c) Waiver of rules. To prevent unnecessary hardship, delay, or injustice, or for other good cause, a vote of two-thirds of the Commission's members present and voting may waive the application of a rule upon such conditions as the Chair may require, unless precluded by rule or by statute.

(d) Subpoenas and oaths. The Commission, the Executive Director, and the Commission's legal counsel and investigators shall have the power to issue

subpoenas and administer oaths in connection with any investigation or hearing, including compelling the provision of materials or the attendance of witnesses at any investigation or hearing. The Commission, the Executive Director, and the Commissioner's legal counsel shall seek voluntary compliance prior to issuing a subpoena, except in cases where there is reasonable suspicion that materials will not be produced in a timely manner. The Commission, the Executive Director, and the Commission's legal counsel and investigators may take or cause depositions to be taken as needed in any investigation or hearing.

Sec. 14. 3 V.S.A. § 1231 is added to read:

§ 1231. RECORDS; CONFIDENTIALITY

(a) Intent. It is the intent of this section both to protect the reputation of public servants from public disclosure of frivolous complaints against them and to fulfill the public's right to know any unethical conduct committed by a public servant that results in issued warnings, reprimands, or recommended actions.

(b) Public records. Except as where otherwise provided in this chapter, public records relating to the Commission's handling of complaints, alleged unethical conduct, investigations, proceedings, and executed resolution agreements are exempt from public inspection and copying under the Public Records Act and shall be kept confidential, except those public records

required or permitted to be released under this chapter. Records subject to public inspection and copying under the Public Records Act shall include:

(1) investigation reports relating to alleged unethical conduct determined to warrant a hearing pursuant to section 1227 of this title, but not any undisclosed records gathered or created in the course of an investigation;

(2) at the request of the public servant or the public servant's designated representative, investigation reports relating to alleged unethical conduct determined to not warrant a hearing pursuant to section 1227 of this title, but not any undisclosed records gathered or created in the course of an investigation;

(3) evidence produced in the open and public portions of Commission hearings;

(4) any warnings, reprimands, and recommendations issued by the Commission;

(5) any summaries of executed resolution agreements; and

(6) any records, as determined by the Commission, that support a warning, reprimand, recommendation, or summary of an executed resolution agreement, including consultations created pursuant to subsection 1223(c) of this title and investigation reports in accordance with subdivisions (1) and (2) of this subsection.

(c) Court orders. Nothing in this section shall prohibit the disclosure of any information regarding alleged unethical conduct pursuant to an order from a

court of competent jurisdiction, or to a State or federal law enforcement agency in the course of its investigation, provided the agency agrees to maintain the confidentiality of the information as provided in subsection (b) of this section.

* * * State Ethics Commission Membership * * *

Sec. 15. 3 V.S.A. § 1221(b) is amended to read:

(b) Membership.

(1) The Commission shall be composed of the following ~~five~~ seven members:

(A) one member₁ appointed by the Chief Justice of the Supreme Court;

(B) one member₁ appointed by the League of Women Voters of Vermont, who shall be a member of the League;

(C) one member₁ appointed by the Board of Directors of the Vermont Society of Certified Public Accountants, who shall be a member of the Society;

(D) one member₁ appointed by the Board of Managers of the Vermont Bar Association, who shall be a member of the Association; ~~and~~

(E) one member₁ appointed by the Board of Directors of the SHRM (Society for Human Resource Management) Vermont State Council, who shall be a member of the Council;

(F) one member, who shall be a former municipal officer, appointed by the Speaker of the House; and

(G) one member, who shall be a former municipal officer, appointed by the Senate Committee on Committees.

* * *

* * * State Ethics Commission Staffing * * *

Sec. 16. 3 V.S.A. § 1221(c) is amended to read:

(c) Executive Director.

(1) The Commission shall be staffed by an Executive Director who shall be appointed by and serve at the pleasure of the Commission ~~and who shall be a part-time exempt State employee.~~

(2) The Executive Director shall maintain the records of the Commission and shall provide administrative support as requested by the Commission, in addition to any other duties required by this chapter.

Sec. 17. [Deleted.]

* * * Citation Correction * * *

Sec. 18. 3 V.S.A. § 1221(e) is amended to read:

(e) Meetings. Meetings of the Commission:

(1) shall be held at least quarterly for the purpose of the Executive Director updating the Commission on ~~his or her~~ the Executive Director's work;

(2) may be called by the Chair and shall be called upon the request of any other two Commission members; and

(3) shall be conducted in accordance with ~~1 V.S.A. § 172~~ 1 V.S.A. § 310 et seq.

* * * Ethics Data Collection * * *

Sec. 19. 3 V.S.A. § 1226 is amended to read:

§ 1226. ETHICS DATA COLLECTION; COMMISSION REPORTS

(a) Annually, on or before November 15, the following entities shall report to the State Ethics Commission aggregate data on ethics complaints not submitted to the Commission, with the complaints separated by topic, and the disposition of those complaints, including any prosecution, enforcement action, or dismissal:

(1) the office of the Attorney General and State's Attorneys' offices, of alleged violations of governmental conduct regulated by law and associated crimes and including campaign finance requirements;

(2) the Department of Human Resources, of complaints alleging conduct that violates the ethical provisions of the Department of Human Resources Personnel Policy and Procedure Manual or of the State Code of Ethics;

(3) the Senate Ethics Panel, of alleged unethical conduct committed by State Senators;

(4) the House Ethics Panel, of alleged unethical conduct committed by State Representatives;

(5) the Judicial Conduct Board, of alleged unethical conduct committed by a judicial officer;

(6) the Professional Responsibility Board, of alleged unethical conduct committed by an attorney employed by the State; and

(7) the Office of the State Court Administrator, of complaints alleging conduct that violates the ethical provisions of the Judicial Branch Personnel Policy or of the State Code of Ethics, including for attorneys employed by the State.

(b) Annually, on or before January 15, the State Ethics Commission shall report to the General Assembly regarding the following issues:

(1) Complaints.

(A) The number and a summary of the complaints made to ~~it~~ the Commission, separating the complaints by topic, and the disposition of those complaints, including any prosecution, enforcement action, or dismissal. This summary of complaints shall not include any personal identifying information.

(B) The number and a summary of the complaints data received by the Commission pursuant to subsection (a) of this section.

* * *

* * * Repeal of Redundant Municipal Ethics Law * * *

Sec. 20. REPEAL

24 V.S.A. § 1984 (conflict of interest prohibition) is repealed.

Sec. 21. 24 V.S.A. § 2291 is amended to read:

§ 2291. ENUMERATION OF POWERS

For the purpose of promoting the public health, safety, welfare, and convenience, a town, city, or incorporated village shall have the following powers:

* * *

(20) ~~To establish a conflict of interest policy to apply to all elected and appointed officials of the town, city, or incorporated village or ethical conduct policies to apply to all elected and appointed officials and employees of the municipality, or both. [Repealed.]~~

* * *

* * * Creation of Municipal Code of Ethics * * *

Sec. 22. 24 V.S.A. chapter 60 is added to read:

CHAPTER 60. MUNICIPAL CODE OF ETHICS

§ 1991. DEFINITIONS

As used in this chapter:

- (1) “Advisory body” means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.
- (2) “Candidate” and “candidate’s committee” have the same meanings as in 17 V.S.A. § 2901.
- (3) “Commission” means the State Ethics Commission established under 3 V.S.A. chapter 31, subchapter 3.
- (4) “Confidential information” means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.

(5) “Conflict of interest” means a direct or indirect interest of a municipal officer or such an interest, known to the officer, of a member of the officer’s immediate family or household, or of a business associate, in the outcome of a particular matter pending before the officer or the officer’s public body, or that is in conflict with the proper discharge of the officer’s duties. “Conflict of interest” does not include any interest that is not greater than that of other individuals generally affected by the outcome of a matter.

(6) “Department head” means any authority in charge of an agency, department, or office of a municipality.

(7) “Designated complaint recipient” means:

(A) a department head or employee specifically designated or assigned to receive a complaint that constitutes protected activity, as set forth in section 1997 of this title;

(B) a board or commission of the State or a municipality;

(C) the Vermont State Auditor;

(D) a State or federal agency that oversees the activities of an agency, department, or office of the State or a municipality;

(E) a law enforcement officer as defined in 20 V.S.A. § 2358;

(F) a federal or State court, grand jury, petit jury, law enforcement agency, or prosecutorial office;

(G) the legislative body of the municipality, the General Assembly or the U.S. Congress; or

(H) an officer or employee of an entity listed in this subdivision (7) when acting within the scope of the officer's or employee's duties.

(8) "Domestic partner" means an individual in an enduring domestic relationship of a spousal nature with the municipal officer, provided the individual and municipal officer:

(A) have shared a residence for at least six consecutive months;

(B) are at least 18 years of age;

(C) are not married to or considered a domestic partner of another individual;

(D) are not related by blood closer than would bar marriage under State law; and

(E) have agreed between themselves to be responsible for each other's welfare.

(9) "Illegal order" means a directive to violate, or to assist in violating, a federal, State, or local law.

(10) "Immediate family" means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

(11) "Legislative body" means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of

the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.

(12) “Municipal officer” or “officer” means:

(A) any member of a legislative body of a municipality;

(B) any member of a quasi-judicial body of a municipality; or

(C) any individual who holds the position of, or exercises the

function of, any of the following positions in or on behalf of any municipality:

(i) advisory budget committee member;

(ii) auditor;

(iii) building inspector;

(iv) cemetery commissioner;

(v) chief administrative officer;

(vi) clerk;

(vii) collector of delinquent taxes;

(viii) department heads;

(ix) first constable;

(x) lister or assessor;

(xi) mayor;

(xii) moderator;

(xiii) planning commission member;

(xiv) road commissioner;

(xv) town or city manager;

(xvi) treasurer;

(xvii) village or town trustee;

(xviii) trustee of public funds; or

(xix) water commissioner.

(13) “Municipality” means any town, village, or city.

(14) “Protected employee” means an individual employed on a permanent or limited status basis by a municipality.

(15) “Public body” has the same meaning as in 1 V.S.A. § 310.

(16) “Retaliatory action” includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee’s involvement in a protected activity, as set forth in section 1997 of this title.

§ 1992. CONFLICTS OF INTEREST

(a) Duty to avoid conflicts of interest. In the municipal officer’s official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

(b) Recusal.

(1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the

matter, except as otherwise provided in subdivisions (2) and (5) of this subsection, and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by section 1201 of this title, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.

(2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:

(i) determines there is good cause for the officer to proceed,
meaning:

(I) the conflict is amorphous, intangible, or otherwise
speculative;

(II) the officer cannot legally or practically delegate the matter;

or

(III) the action to be taken by the officer is purely ministerial
and does not involve substantive decision-making; and

(ii) the officer submits a written nonrecusal statement to the
legislative body of the municipality regarding the nature of the conflict that
shall:

(I) include a description of the matter requiring action;

(II) include a description of the nature of the potential conflict or actual conflict of interest;

(III) include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest;

(IV) be written in plain language and with sufficient detail so that the matter may be understood by the public; and

(V) be signed by the municipal officer.

(B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

(C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

(3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the

municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

(4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

(5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

(c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire of the officer about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter.

(d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

§ 1993. PROHIBITED CONDUCT

(a) Directing unethical conduct. A municipal officer shall not direct any individual to act in a manner that would:

(1) benefit a municipal officer in a manner related to the officer's conflict of interest;

(2) create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or

(3) otherwise violate the Municipal Code of Ethics as described in this chapter.

(b) Preferential treatment. A municipal officer shall act impartially and not unduly favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the officer, unless otherwise permitted or required by State or federal law.

(c) Misuse of position. A municipal officer shall not use the officer's official position for the personal or financial gain of the officer, a member of the officer's immediate family or household, or the officer's business associate.

(d) Misuse of information. A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of

a member of the officer's immediate family or household or of an officer's business associate.

(e) Misuse of government resources. A municipal officer shall not make use of a town's, city's, or village's materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

(f) Gifts.

(1) No person shall offer or give to a municipal officer or candidate, or the officer's or candidate's immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been, influenced thereby.

(2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.

the subject of the advisory opinion authorizes the publication of the personally identifiable information.

§ 1995. ETHICS TRAINING

(a) Initial ethics training. Within 120 days after the election or appointment of a member of a legislative body or a quasi-judicial body, or a chief administrative officer, mayor, town or city manager, that individual shall complete ethics training, as approved by the State Ethics Commission. A municipality shall make a reasonable effort to provide training to all other municipal officers. The officer, the officer's employer, or another individual designated by the municipality shall document the officer's completed ethics training.

(b) Continuing ethics training. Upon completing initial ethics training, a municipal officer shall complete additional ethics training, as determined by the State Ethics Commission, every three years.

(c) Approval of training. Ethics trainings shall at minimum reflect the contents of the Municipal Ethics Code and be approved by the State Ethics Commission. Approval of ethics trainings shall not be unreasonably withheld. Ethics trainings shall be conducted by the State Ethics Commission, the municipality, or a third party approved in advance by the State Ethics Commission. The State Ethics Commission may approve trainings that are in person, online, and synchronous or asynchronous. The State Ethics Commission shall require ethics training to be designed in a manner as to

achieve improved competency in the subject matter rather than rely on fixed hours of training as a measure of completed training.

(d) Training provided by the Commission.

(1) The State Ethics Commission shall develop and make available to municipalities ethics training required of municipal officers by subsections (a) and (b) of this section.

(2) The Commission shall develop and make available to municipalities trainings regarding how to investigate and resolve complaints that allege violations of the Municipal Code of Ethics.

(e) State Ethics Commission liaisons. Each municipality, acting through its legislative body, shall designate an employee as its liaison to the State Ethics Commission. If a municipality does not have any employees, the legislative body shall designate one of its members as its liaison to the State Ethics Commission. The municipality shall notify the Commission in writing of any newly designated liaison within 30 days after such change. The Commission shall disseminate information to the designated liaisons and conduct educational seminars for designated liaisons on a regular basis on a schedule to be determined by the Commission, in consultation with the municipality. The Commission shall report any ethics training conducted by the Commission and completed by an officer to the liaison of that officer's municipality.

§ 1996. DUTIES OF MUNICIPALITIES

Each municipality shall:

(1) Ensure that the following are posted on the town's, city's, or village's website or, if no such website exists, ensure that a copy of each is received by all municipal officers and is made available to the public upon request:

(A) the Municipal Code of Ethics;

(B) procedures for the investigation and enforcement of complaints that allege a municipal officer has violated the Municipal Code of Ethics, as required by section 1997 of this title; and

(C) any supplemental or additional ordinances, rules, and personnel policies regarding ethics adopted by a municipality.

(2) Maintain a record of municipal officers who have received ethics training pursuant to section 1995 of this title.

(3) Designate a municipal officer or body to receive complaints alleging violations of the Municipal Code of Ethics.

(4) Maintain a record of received complaints and the disposition of each complaint made against a municipal officer for the duration of the municipal officer's service plus a minimum of five years.

(5) Upon request of the State Ethics Commission, promptly provide the State Ethics Commission with a summary of complaints received by the municipality and the outcome of each complaint, but excluding any personally identifiable information.

§ 1998. WHISTLEBLOWER PROTECTION

(a) Protected activity.

(1) An agency, department, appointing authority, official, or employee of a municipality shall not engage in retaliatory action against a protected employee because the protected employee refuses to comply with an illegal order or engages in any of the following:

(A) providing to a designated complaint recipient a good faith report or good faith testimony that alleges an entity of a municipality, employee or official of a municipality, or a person providing services to a municipality under contract has engaged in a violation of law or in waste, fraud, abuse of authority, or a threat to the health of employees, the public, or persons under the care of a municipality; or

(B) assisting or participating in a proceeding to enforce the provisions of this section.

(2) No agency, department, appointing authority, official, or employee of a municipality shall attempt to restrict or interfere with, in any manner, a protected employee's ability to engage in any of the protected activity described in subdivision (1) of this subsection.

(3) No agency, department, appointing authority, or manager of a municipality shall require any protected employee to discuss or disclose the employee's testimony, or intended testimony, prior to the employee's

appearance to testify before the General Assembly if the employee is not testifying on behalf of an entity of the municipality.

(4) No protected employee may divulge information that is confidential under State or federal law. An act by which a protected employee divulges such information shall not be considered protected activity under this subsection.

(5) In order to establish a claim of retaliation based upon the refusal to follow an illegal order, a protected employee shall assert at the time of the refusal the employee's good faith and reasonable belief that the order is illegal.

(b) Communications with legislative bodies of municipalities and the General Assembly.

(1) No entity of a municipality may prohibit a protected employee from engaging in discussion with a member of a legislative body or the General Assembly or from testifying before a committee of a municipality or a committee of the General Assembly; provided, however, that a protected employee may not divulge confidential information, and an employee shall be clear that the employee is not speaking on behalf of an entity of a municipality.

(2) No protected employee shall be subject to discipline, discharge, discrimination, or other adverse employment action as a result of the employee providing information to a member of a legislative body, a legislator, or a committee of a municipality or a committee of the General Assembly; provided, however, that the protected employee does not divulge confidential

information and that the employee is clear that the employee is not speaking on behalf of any entity of the municipality. The protections set forth in this section shall not apply to statements that constitute hate speech or threats of violence against a person.

(3) In the event that an appearance before a committee of a municipality or committee of the General Assembly will cause a protected employee to miss work, the employee shall request to be absent from work and shall provide as much notice as is reasonably possible. The request shall be granted unless there is good cause to deny the request. If a request is denied, the decision and reasons for the denial shall be in writing and shall be provided to the protected employee in advance of the scheduled appearance. The protections set forth in this subsection (b) are subject to the efficient operation of municipal government, which shall prevail in any instance of conflict.

(c) Enforcement and preemption.

(1) Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of a protected employee under other federal, State, or local law, or under any collective bargaining agreement or employment contract, except the limitation on multiple actions as set forth in this subsection.

(2) A protected employee who files a claim of retaliation for protected activity with the Vermont Labor Relations Board or through binding

arbitration under a grievance procedure or similar process available to the employee may not bring such a claim in Superior Court.

(3) A protected employee who files a claim under this section in Superior Court may not bring a claim of retaliation for protected activity under a grievance procedure or similar process available to the employee.

(d) Remedies. A protected employee who brings a claim in Superior Court may be awarded the following remedies:

(1) reinstatement of the employee to the same position, seniority, and work location held prior to the retaliatory action;

(2) back pay, lost wages, benefits, and other remuneration;

(3) in the event of a showing of a willful, intentional, and egregious violation of this section, an amount up to the amount of back pay in addition to the actual back pay;

(4) other compensatory damages;

(5) interest on back pay;

(6) appropriate injunctive relief; and

(7) reasonable costs and attorney's fees.

(e) Posting. Every agency, department, and office of a municipality shall post and display notices of protected employee protection under this section in a prominent and accessible location in the workplace.

(f) Limitations of actions. An action alleging a violation of this section brought under a grievance procedure or similar process shall be brought within

the period allowed by that process or procedure. An action brought in Superior Court shall be brought within 180 days following the date of the alleged retaliatory action.

§ 1999. MUNICIPAL CHARTERS; SUPPLEMENTAL ETHICS POLICIES

(a) To the extent any provisions of this chapter conflict with the provisions of any municipal charter listed in Title 24 Appendix, the provisions of this chapter shall prevail.

(b) A municipality may adopt additional ordinances, rules, and personnel policies regarding ethics, provided that these are not in conflict with the provisions of this chapter.

Sec. 22a. 24 V.S.A. § 1997 is added to read:

§ 1997. ENFORCEMENT AND REMEDIES

Each municipality shall adopt, by ordinance, rule, or personnel policy, procedures for the investigation of complaints that allege a municipal officer has violated the Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

* * * Initial Ethics Training for In-Office Municipal Officers * * *

Sec. 23. INITIAL ETHICS TRAINING FOR IN-OFFICE MUNICIPAL
OFFICERS

On or before September 30, 2025, all members of legislative bodies and quasi-judicial bodies, chief administrative officers, mayors, town and city

managers shall complete ethics training, which may be in person or online, as approved by the State Ethics Commission, unless they have otherwise completed ethics training pursuant to 24 V.S.A. § 1995 (ethics training). The State Ethics Commission shall require ethics training to be designed in a manner as to achieve improved competency in the subject matter rather than rely on fixed hours of training as a measure of completed training. The officer, the officer's employer, or another individual designated by the municipality shall document the officer's completed ethics training.

* * * Effective Dates * * *

Sec. 24. EFFECTIVE DATES

This act shall take effect on passage, except that Sec. 13 (adding 3 V.S.A. § 1230) shall take effect on July 1, 2025; Sec. 22 shall take effect on January 1, 2025; Secs. 7 (amending 3 V.S.A. § 1221(a)), 8 (amending 3 V.S.A. § 1222), 9 (amending 3 V.S.A. § 1223), 10 (adding 3 V.S.A. § 1227), 11 (adding 3 V.S.A. § 1228), 12 (adding 3 V.S.A. § 1229), and 14 (adding 3 V.S.A. § 1231) shall take effect on September 1, 2025; and Sec. 1 (amending 17 V.S.A. § 2414) shall take effect on January 1, 2026.

Date on which Governor allowed bill to become law without his signature:

June 10, 2024

Municipal Ethics

Questions? Reach out to us at ethicscommission@vermont.gov.

Act 171

Act 171 (H.875), an Act establishing a municipal ethics framework in Vermont, went into effect on June 10th, 2024.

The Act establishes a statewide municipal code of ethics and allows the State Ethics Commission to provide municipalities with free training and advisory services. It also requires municipalities to investigate and record ethics complaints, which can be filed either with the municipality or with the Ethics Commission (complaints filed with the Ethics Commission will be referred to the municipality for investigation); to appoint an Ethics Liaison (an existing employee or select board member) to receive complaints and serve as a point of contact for the Ethics Commission; and for municipal officers to complete a free basic ethics training, which is available through the Ethics Commission's website.

The primary purpose of the bill is to set minimum statewide standards while allowing municipalities to adopt supplemental (or maintain existing) ethics policies that do not conflict with the statewide code, and develop individualized policies and procedures related to complaint investigation and tracking. Many municipalities may already have such policies or procedures in place. **The majority of the provisions of the bill related to municipal ethics, including the municipal code of ethics and the training requirement, do not go into effect until January 1, 2025 or later.**

The Ethics Commission is in the process of developing materials to help municipalities better understand the bill's requirements and how to comply with them. Please check back over the coming months for additional guidance and documents related to H.875. In the meantime, municipalities may find the below information helpful.

Act 171 Preparation Checklist for Municipalities

1. Appoint an Ethics Liaison to communicate with the State Ethics Commission and send an email with liaison's name and contact information to ethicscommission@vermont.gov. The Ethics Liaison must be appointed within 30 days of January 1, 2025.
2. Post a copy of the [Municipal Code of Ethics](#) and any municipal-specific ethics policies on the municipality's website.
3. Post the municipality's ethics complaint investigation ordinance, rule, policy, or procedure on the municipality's website.
4. If the municipality does not already have a complaint investigation ordinance, rule, policy, or procedure in place, it must adopt one. Municipalities may want to survey their existing complaint policies, including those adopted in response to the requirements of §24 V.S.A. 1984, as a starting point. The Ethics Commission will publish a "best practices" informational guide for complaint investigations in the next few weeks.
5. Encourage all municipal officers to take the Ethics Commission's free online training. The training is required for members of legislative bodies, quasi-judicial bodies, chief administrative officers, mayors and town or city managers. However, the Ethics Commission recommends that all municipal officers subject to the statewide Municipal Code of Ethics take the training. The training is posted on the Ethics Commission's website and is approximately 45 minutes long. Upon completion of the training, trainees will receive an email documenting that they have completed the training.
6. Make sure municipal officials know they can call or email the Ethics Commission for confidential ethics advice.

Municipal Ethics Resources

Municipal Ethics Training

- **Online Municipal Code of Ethics Training**

Understanding the Municipal Provisions of Act 171 (H.875)

- **Final version of Act 171 (H.875)**, as passed by the House and Senate.
- **Quick summary of Act 171 (H.875)**, drafted by the Ethics Commission.
- **An overview of how to approach conflicts of interest** and the recusal process.

Documents to be Posted on Municipal Websites

Act 171 (H.875) requires municipalities to post certain information on their websites, or make such information available upon request if the municipality has no website: (1) procedures adopted by the municipality for the investigation and enforcement of complaints, (2) any supplemental or additional ordinances, rules, and personnel policies regarding ethics adopted by a municipality, and (3) a copy of the Municipal Code of Ethics. Below, you can find Word and PDF versions of the Municipal Code of Ethics that can be downloaded to help meet this requirement.

- **PDF version of the Municipal Code of Ethics**
- **Word version of the Municipal Code of Ethics**

Sample Administrative Documents

- **Sample Complaint Tracker**. Municipalities can download, modify, and use the sample complaint tracker to record ethics complaints. Municipalities are not required to use the sample tracker, it is only meant to serve as an example document.
- **Sample Training Tracker**. Municipalities can download, modify, and use the sample training tracker record completed ethics trainings. Municipalities are not required to use the sample tracker, it is only meant to serve as an example document.
- **Sample Municipal Complaint Form**. Municipalities can download, modify, and use the sample complaint form. Municipalities are not required to use the sample form, it is only meant to serve as an example document.

2024 Report to the Legislature

Report: A Proposed Municipal Ethics Framework for Vermont

In November and December 2023 the State Ethics Commission received public comments, recommendations, and suggestions from all interested persons regarding municipal ethics in Vermont. This effort was to help inform the Commission's development of a proposed municipal ethics framework for Vermont pursuant to H.125 (Act 53). The report was submitted to the Legislature on January 15th, 2024.

Virtual Listening Sessions: Municipal Ethics in Vermont

The Vermont State Ethics Commission held virtual listening sessions via Zoom on November 7, 21 and 28, 2023 to receive public comments, recommendations, and suggestions from all interested persons regarding municipal ethics in Vermont. This effort was to help inform the Commission's development of a proposed municipal ethics framework pursuant to H.125 (Act 53), which required

the Commission to submit recommendations on municipal ethics to the legislature on or before Jan. 15th, 2024.

To view the recordings of each of the listening sessions, click the link below:

[November 7, 2023](#) (for members of the public)

[November 21, 2023](#) (for municipal officials)

[November 28, 2023](#) (for people who were unable to attend either of the earlier listening sessions)

[Municipal Ethics Listening Session Handout](#)

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Contact Information

Vermont State Ethics Commission

6 Baldwin St.

Montpelier, VT 05633-7950

802-828-7187

ethicscommission@vermont.gov

Christina Sivret, Executive Director

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WHISTLEBLOWER PROTECTIONS

[Effective January 1, 2025]

Protected activity.

An agency, department, appointing authority, official, or employee of a municipality is prohibited against engaging in retaliatory action against a protected employee because the protected employee refuses to comply with an illegal order or engages in any of the following:

- providing to a designated complaint recipient a good faith report or good faith testimony that alleges an entity of a municipality, employee or official of a municipality, or a person providing services to a municipality under contract has engaged in a violation of law or in waste, fraud, abuse of authority, or a threat to the health of employees, the public, or persons under the care of a municipality; or
- assisting or participating in a proceeding to enforce the provisions of Title 24, Section 1998 (VT's Municipal Whistleblower Protection Law).

No agency, department, appointing authority, official, or employee of a municipality can attempt to restrict or interfere with, in any manner, a protected employee's ability to engage in any of the protected activity described above.

No agency, department, appointing authority, or manager of a municipality can require any protected employee to discuss or disclose the employee's testimony, or intended testimony, prior to the employee's appearance to testify before the General Assembly if the employee is not testifying on behalf of an entity of the municipality.

No protected employee can divulge information that is confidential under State or federal law. An act by which a protected employee divulges such information will not be considered protected activity.

In order to establish a claim of retaliation based upon the refusal to follow an illegal order, a protected employee must assert at the time of the refusal the employee's good faith and reasonable belief that the order is illegal.

Communications with legislative bodies of municipalities and the General Assembly.

No entity of a municipality can prohibit a protected employee from engaging in discussion with a member of a legislative body or the General Assembly or from testifying before a committee of a municipality or a committee of the General Assembly; provided, however, that a protected employee cannot divulge confidential information, and an employee must be clear that the employee is not speaking on behalf of an entity of a municipality.

No protected employee will be subject to discipline, discharge, discrimination, or other adverse employment action as a result of the employee providing information to a member of a legislative body, a legislator, or a committee of a municipality or a committee of the General Assembly; provided, however, that the protected employee does not divulge confidential information and that the employee is clear that the employee is not speaking on behalf of any entity of the municipality. The protections set forth herein do not apply to statements that constitute hate speech or threats of violence against a person.

In the event that an appearance before a committee of a municipality or committee of the General Assembly will cause a protected employee to miss work, the employee must request to be absent

from work and must provide as much notice as is reasonably possible. The request must be granted unless there is good cause to deny the request. If a request is denied, the decision and reasons for the denial must be in writing and must be provided to the protected employee in advance of the scheduled appearance. These protections are subject to the efficient operation of municipal government, which shall prevail in any instance of conflict.

Enforcement and preemption.

Nothing in this section will be deemed to diminish the rights, privileges, or remedies of a protected employee under other federal, State, or local law, or under any collective bargaining agreement or employment contract, except the limitation on multiple actions as set forth herein.

A protected employee who files a claim of retaliation for protected activity with the Vermont Labor Relations Board or through binding arbitration under a grievance procedure or similar process available to the employee may not bring such a claim in Superior Court. A protected employee who files a claim under Title 24, Section 1998 in Superior Court may not bring a claim of retaliation for protected activity under a grievance procedure or similar process available to the employee.

Remedies.

A protected employee who brings a claim in Superior Court may be awarded the following remedies:

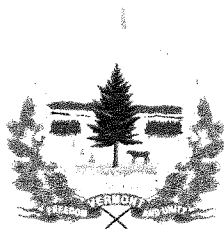
- reinstatement of the employee to the same position, seniority, and work location held prior to the retaliatory action;
- back pay, lost wages, benefits, and other remuneration;
- in the event of a showing of a willful, intentional, and egregious violation of this section, an amount up to the amount of back pay in addition to the actual back pay;
- other compensatory damages;
- interest on back pay;
- appropriate injunctive relief; and
- reasonable costs and attorney's fees.

Posting.

Every agency, department, and office of a municipality must post and display notices of protected employee protection under this law in a prominent and accessible location in the workplace.

Limitations of actions.

An action alleging a violation of Vermont's Municipal Whistleblower Protection Law (Title 24, Section 1998) brought under a grievance procedure or similar process shall be brought within the period allowed by that process or procedure. An action brought in Superior Court must be brought within 180 days following the date of the alleged retaliatory action.



Vermont State Ethics Commission

Quick Summary: Municipal Code of Ethics for Municipal Officers

Parties subject to the Municipal Code of Ethics: The Municipal Code of Ethics applies to “municipal officers.” Municipal officers is defined as: members of municipal legislative bodies, members of municipal quasi-judicial bodies, advisory budget committee members, auditors, building inspectors, cemetery commissioners, chief administrative officers, tax collectors, department heads, first constables, listers, assessors, town clerks, treasurers, mayors, department heads, moderators, planning commission members, road commissioners, town or city managers, village or town trustees, trustees of public funds, and water commissioners.

Core provisions of the Municipal Code of Ethics:

The purpose of the proposed Municipal Code of Ethics is to set minimum, common statewide governmental ethics standards.

Summary of Sections (in order of substance):

1. **Recusal and disclosure for conflicts of interest:** Municipal officers faced with a conflict of interest, or the appearance of a conflict of interest, shall publicly recuse themselves from the matter in question. A public recusal can be accomplished by informing a supervisor or other relevant party, or by making a statement during a public meeting. If the municipal officer believes they may proceed with the matter despite the conflict, they must disclose the nature of the conflict and the reason for the non-recusal in writing.¹ If a municipal official first becomes aware of a potential conflict during a public

¹ Reasons why a municipal officer may proceed with the matter include: the matter is de minimis in nature; the municipal officer’s action on the matter is ministerial or clerical; the action will not benefit the municipal officer any more than others who are generally affected by the outcome of the matter; the conflict is amorphous, intangible, or speculative; or, the matter cannot be legally or practically delegated to another person.

meeting and decides to proceed, the written non-recusal statement may be filed after the meeting. Confidential information need not be disclosed.

2. No directing others to act unethically: Municipal officers cannot direct others to do what they cannot ethically do themselves.
3. No participation after recusal due to a conflict: Once a municipal officer recuses because of a conflict, that recusal is full and complete.
4. Avoiding appearance of unethical conduct: Municipal officers should reasonably try to avoid even the appearance of ethical impropriety.
5. No improper preferential treatment: Municipal officers should not show any favoritism or prejudice to anyone in carrying out municipal work, unless permitted by law and written policy or rule.
6. No using municipal position for improper personal or financial gain: Municipal officers may not use their positions for improper personal gain.
7. No using municipal information for improper financial gain: Municipal officers may not use nonpublic information for improper personal gain.
8. No using municipal resources for improper financial gain: Municipal officers must use municipal equipment and resources only for their intended public purpose, unless expressly permitted by law or written policy or rule.
9. Limitations on gifts to municipal officers: Municipal officers may not solicit or accept gifts when the intent of the gift is to influence the municipal officer's official actions.
10. No making unauthorized commitments on behalf of the municipality: Municipal officers may not make any commitments for the municipality, or any of its resources, unless authorized to do so.
11. No benefitting from contracts: Municipal officers cannot personally benefit from municipal contracts executed as part of their official duties, unless the benefit is no greater than that of others generally affected by the contract, the contract is an employment contract with the municipality, the contract is valued at less than \$2,000 or the contract is awarded through an open and public process of competitive bidding.

Other Provisions:

Ethics training and education: Requires Municipal Code of Ethics training for members of legislative bodies or quasi-judicial bodies, or a chief administrative officer, mayor, town or city manager. The municipal officer and the municipality are responsible for tracking and enforcing the training requirement in accordance with the municipality's own policies and procedures.

Ethics liaison officers: Requires municipalities to designate an ethics liaison, who is an existing municipal employee or selectboard member, to serve as the point of contact for communications with the Ethics Commission. Ethics liaisons also receive ethics complaints referred by the Ethics Commission.

Ethics complaints: Requires municipalities to establish rules and procedures for the receipt and investigation of ethics complaints. Municipalities must keep a record of complaints received, and the disposition of the complaints.

Supplemental ethics policies: The Municipal Code of Ethics sets minimum, common statewide standards. The bill allows municipalities to adopt ethics policies that supplement or exceed the requirements of the Municipal Code of Ethics.

Role of the Ethics Commission:

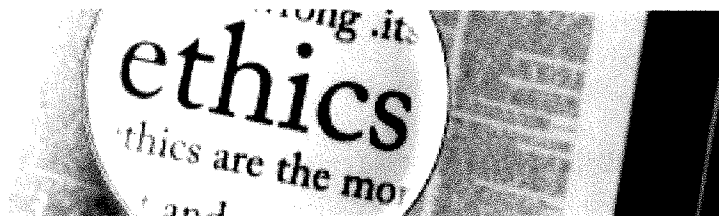
Allows the Commission to provide the following services:

- Advice: Upon request, provide confidential ethics advice to municipal officers regarding the officer's own conduct as it relates to the Municipal Code of Ethics.
- Complaints: Accept confidential complaints from any source, review complaints for sufficiency, and refer complaints to the municipality's designated representative for further action by the municipality in accordance with the municipality's own policies and procedures. The Ethics Commission does not prosecute or enforce complaints against municipal officers.
- Training: The Commission will develop, approve, and provide free training to municipal officers on the Municipal Code of Ethics.
 - If municipalities do not want to use the Commission's free training resources, they may provide training on the Municipal Code of Ethics themselves. However, the portions of the training that are specific to the Municipal Code of Ethics needs to be approved in advance by the Ethics Commission to ensure accuracy and consistency.

In light of the new role of the Ethics Commission with respect to municipalities, the Commission's membership will expand from five members to seven: the two new members must be former municipal officials, appointed by the Speaker of the House and the Senate Committee on Committees.



Vermont League
of Cities & Towns



RELATED LINKS

[VLCCT Model Purchasing Policy](#)

[Vermont State Ethics Commission](#)

[State Ethics Commission Advisory Opinion Request Form](#)

[State Ethics Commission Sample Complaint Tracker](#)

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Ethics and Conflicts of Interest

2024 Ethics and Conflicts of Interest Changes: The Statewide Municipal Code of Ethics - Act 171



Act 171 became law on June 10, 2024 and drastically changes the ethical regulatory landscape for municipalities. It removes municipal authority to enact conflict of interest prohibitions tailored to address the specific needs, concerns, size, and values of their municipalities and replaces that authority with a new, top-down, one size fits all, statewide Municipal Code of Ethics.

Outline:

All provisions of Act 171 take effect January 1, 2025 with two exceptions:

1. The repeal of existing municipal ethics statutes (24 V.S.A. §§ 1984 and 2291(20)) took effect upon passage June 10, 2024.
2. New ethics training requirements take effect September 30, 2025

New Contact for Guidance and Advisory Opinions: Vermont State Ethics Commission

Since the legislature gave the State Ethics Commission the authority to provide guidance and advice (including advisory opinions) to municipalities, we are directing all municipal officers to contact the States Ethics Commission regarding any ethics questions they may have.

Guidance

Municipal officers subject to the statewide Municipal Code of Ethics may request ethics guidance from the Executive Director as it relates to that person's duties. Guidance is non-binding and confidential unless the recipient chooses to disclose it. 3 V.S.A. § 1225(a). The State Ethics Commission can be reached at 802-828-7187 or ethicscommission@vermont.gov.

Advisory Opinions

Municipal officers subject to the statewide Code of Ethics may request an advisory opinion from the Executive Director regarding the requester's ongoing or prospective conduct.

Advisory opinions are in writing, do not contain any individual's personally identifying information, and are posted on the Commission's website within 30 days of issuance. In preparing an advisory opinion, the Executive Director may seek comment from parties interested in the subject under consideration. To request an advisory opinion, complete the request form on the State Ethics

Commission's website (see upper left) and return it to ethicscommission@vermont.gov.

New Municipal Ethics Requirements

Please review the following new ethics requirements carefully and direct questions and comments to the Vermont State Ethics Commission.

Municipal Ethics Code Posting -

Municipalities must post the **Municipal Code of Ethics** on their websites or make such information available upon request if the municipality has no website. The posting must include the following:

1. A copy of the Municipal Code of Ethics. You can find Word and PDF versions of the Municipal Code of Ethics for download on the State of Vermont's Ethics Commission's Municipal Ethics (upper left)
2. Procedures adopted by the municipality for the investigation and enforcement of complaints that allege a municipal officer has violated the Municipal Code of Ethics
3. Any supplemental or additional ordinances, rules, and personnel policies regarding ethics adopted by a municipality.

Municipal Whistleblower Protection Required Posting +

Staff & Officer Designees +

Municipal Officer & Board Training +

Records & Retention +

Create Investigation & Enforcement Process +



Additional Highlights of Act 171

Ethics Commission Authority & Whistleblower Protections

- Authorizes the Executive Director of the State Ethics Commission to provide advisory opinions and guidance, upon written request, to municipal officers related to governmental ethics.
- Requires the Executive Director of the State Ethics Commission to refer any ethics complaints received about municipal officers to the municipality's designated ethics liaison for investigation and enforcement by the municipality.
- Creates a new whistleblower protection for municipal employees that is nearly identical to that which protects state employees. See VLCT's sample Whistleblower Protection Posting.

Notes on Conflicts in Municipal Purchasing & Contracting

- Federal regulations require that real or apparent conflicts of interest which may arise in the context of municipal purchases and contracting are addressed.
- If the municipality does not already have a separate conflict of interest policy, it should be addressed in the body of a purchasing policy. See the VLCT Model Purchasing Policy.

Scroll down to see and access these and other VLCT resources. Links to other resources are also available in the upper left-hand corner of this page.

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.



Resources





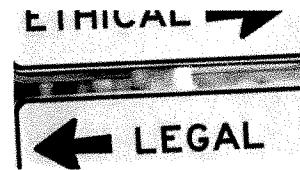
Whistleblower Protection Posting

DECEMBER 10,
2024



Municipal Ethics Model Complaint Form

DECEMBER 10,
2024



Code of Ethics Investigation and Enforcement Model Ordinance

DECEMBER 10,
2024

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2024 Legislative Wrap-Up

MAY 14, 2024

May 14 Advocacy Update: Op-Ed; Municipal Tax Sales, Open Meeting Law, Ethics

relation or from a
point of view.
Ethics [eth icks] moral choices to
value of human
principles that

FEBRUARY 26,
2024

Testimony Regarding Municipal Ethics Legislation



Vermont League
of Cities & Towns



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[Ethics Model Ordinance](#)

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Code of Ethics Investigation and

10/20/2020

Enforcement Model Ordinance

Act 171 became law on June 10, 2024, and drastically changes the ethical regulatory landscape for municipalities. It removes municipal authority to enact conflict of interest prohibitions tailored to address the specific needs, concerns, size, and values of their municipalities and replaces that authority with a new, top-down, one size fits all, statewide Municipal Code of Ethics.

Act 171 became law on June 10, 2024, and drastically changes the ethical regulatory landscape for municipalities. It removes municipal authority to enact conflict of interest prohibitions tailored to address the specific needs, concerns, size, and values of their municipalities and replaces that authority with a new, top-down, one size fits all, statewide Municipal Code of Ethics.

Do municipalities have to adopt an ethics ordinance?

Yes. Title 24, Section 1997, which took effect upon the passage of Act 171 on June 10th, states that, "[e]ach municipality shall adopt, by ordinance, rule, or personnel policy, procedures for the investigation of complaints that allege a municipal officer has violated the Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies." Emphasis added. Consequently, towns already have the authority to adopt an ethics rule and should do so prior to the January 1, 2025 effective date of the Municipal Code of Ethics.

An ordinance and rule are essentially one and the same, as both can be adopted for any purpose authorized by law and the process for adopting, amending, and/or repealing both is governed by 24 V.S.A. § 1972, et seq. "The legislative body of a municipality desiring to adopt an ordinance or rule may adopt it subject to the petition set forth in section 1973 of this title and shall cause it to be entered in the minutes of the municipality and posted in at least five conspicuous places within the municipality. . . " 24 V.S.A. § 1972(a).

Municipalities may also enact procedures for the investigation of ethics complaints against municipal officers through the adoption of a "personnel policy;" however, personnel policies govern the behavior of employees, not the behavior of many of the "municipal officers" as that term is defined by Act 171 (e.g. cemetery commissioners, first constables, planning commission members,



etc.) who are not also employees of the municipality. 24 V.S.A. § 1991(12). Since Act 171 uses the narrower term “personnel policy” instead of the broader “policy,” we must assume that the Legislature meant the former and not the latter. In our opinion, if the Legislature had intended to authorize municipalities to enact procedures for the investigation of ethical complaints through the adoption of a simple policy, it could have easily said so. Therefore, the only option is to adopt such measures by ordinance to comply with the law.

When will the ordinance take effect?

State law instructs that unless a voter-backed petition is filed within 44 days following the date of adoption that an ordinance will become effective 60 days after its adoption date or at such time following the expiration of its adoption as determined by the selectboard. Since the new statewide Municipal Code of Ethics goes into effect on January 1, 2025, towns will need to contact the State Ethics Commission at (802) 828-7187 or ethicscommission@vermont.gov as to how to investigate and resolve ethics complaints prior to their ordinance taking effect.

Will towns have to amend their ordinance once adopted?

Act 171 also mandates that the State Ethics Commission “develop and make available to municipalities trainings regarding how to investigate and resolve complaints that allege violations of the Municipal Code of Ethics.” 24 V.S.A. § 1995(d)(2). Therefore, towns should amend their ordinance so that they're consistent with the Commissioner's training requirements for investigating and resolving ethics complaints, once such training is provided.

How to customize this model ordinance

Before making any revisions to or adopting this model, please refer to our ordinance adoption toolkit resource (upper left) “User's Guide to VLCT Model Ordinances”.

This model ordinance should be customized to suit the particular needs of your town, giving careful consideration to each of its elements in light of your community's resources and expectations, and the newly enacted Vermont State Municipal Code of Ethics (upper left). The ordinance's definitions derive from Act 171 and should not be altered except under advice of counsel.

Your town, however, may have different thoughts on how to tackle these issues. Opportunities for editing this model ordinance are designated with brackets or

"Optional" italicized text and are intended to accommodate all towns regardless of their governance structure (e.g. Town Manager, Administrator, etc.) You must remove, replace, or accept the customizable language before adopting the ordinance.

Who should I contact with questions about this ordinance?

Since the legislature gave the State Ethics Commission the authority to provide guidance and advice (including advisory opinions) to municipalities, we are directing all municipal officers to contact the States Ethics Commission with any questions they may have related to this ordinance. The State Ethics Commission can be reached at (802) 828-7187 or at ethicscommission@vermont.gov.

Publication Date

12/10/2024

[INSERT NAME OF MUNICIPALITY]
CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE

SECTION 1. AUTHORITY.

This ordinance is adopted by the *[inset name of legislative body]* ("Legislative Body") of *[insert name of municipality]* ("Municipality") under authority of 24 V.S.A. § 1997.

SECTION 2. PURPOSE.

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

SECTION 3. DEFINITIONS.

- A. "Designated Complaint Recipient" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- B. "Municipal Code of Ethics" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- C. "Municipal Ethics Complaint" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.
- D. "Municipal Officer" or "Officer" means:
 - 1. any member of a legislative body of a municipality;
 - 2. any member of a quasi-judicial body of a municipality; or
 - 3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - a. advisory budget committee member;
 - b. auditor;
 - c. building inspector;
 - d. cemetery commissioner;
 - e. chief administrative officer;
 - f. clerk;
 - g. collector of delinquent taxes;
 - h. department heads;
 - i. first constable;
 - j. lister or assessor;
 - k. mayor;
 - l. moderator;

- m. planning commission member;
- n. road commissioner;
- o. town or city manager;
- p. treasurer;
- q. village or town trustee;
- r. trustee of public funds; or
- s. water commissioner.

E. "Public body" means any board, council, or commission of the Municipality, any board, council, or commission of any agency, authority, or instrumentality of the Municipality, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

SECTION 4. COMPLAINTS.

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
- D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to *[insert "Municipal Manager," "Municipal Administrator," or "Chair of the Legislative Body" as applicable]*.
- E. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

SECTION 5. ENFORCEMENT. If the Designated Complaint Recipient, or the *[insert "Municipal Manager," "Municipal Administrator," or "Chair of the Legislative Body" as applicable]* in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, the *[insert "Municipal Manager," "Municipal Administrator," or "Chair of the Legislative Body" as applicable]* will take immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:
 - 1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.
 - 2. The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. §

313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Legislative Body may admonish the offending Municipal Officer in private.

3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.

B. Enforcement Against Appointed Officers. In cases in which the Municipal Officer holds appointed office, the Legislative Body may choose to follow any of the steps articulated in Section 5A. In addition to, or in lieu of any of those steps, the Legislative Body may choose to remove an appointed Municipal Officer from office, subject to state law.

C. Enforcement Against Employees. In cases in which the Municipal Officer is also an employee of the Municipality, the [insert "*Municipal Manager*," "*Municipal Administrator*," or "*Chair of the Legislative Body*" as applicable] may take any disciplinary action, up to and including termination, in accordance with the Municipality's personnel policy.

SECTION 6. APPEALS.

A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality's personnel policy.

SECTION 7. OTHER LAWS.

This ordinance is in addition to all other ordinances of the Municipality and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this ordinance. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

SECTION 9. EFFECTIVE DATE. This ordinance will become effective sixty (60) days after its adoption by the Legislative Body. If a petition is filed under 24 V.S.A. § 1973, that statute will govern the taking effect of this ordinance.

Adopted this ____ day of _____, 20____.

[insert name of legislative body] for the [insert name of municipality].

Adoption History

1. Agenda item at regular [*insert name of legislative body*] meeting held on _____.
2. Read and approved at regular/special [*insert name of legislative body*] meeting on _____ and entered in the minutes of that meeting which were approved on _____.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions [petitions, etc.].

TOWN OF HARTFORD, VERMONT

CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE

SECTION 1. AUTHORITY.

This ordinance is adopted by the Selectboard ("Legislative Body") of the Town of Hartford ("Municipality") under authority of 24 V.S.A. § 1997.

SECTION 2. PURPOSE.

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

SECTION 3. DEFINITIONS.

- A. "Designated Complaint Recipient" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- B. "Municipal Code of Ethics" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- C. "Municipal Ethics Complaint" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.
- D. "Municipal Officer" or "Officer" means:
 - 1. any member of a legislative body of a municipality;
 - 2. any member of a quasi-judicial body of a municipality; or
 - 3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - a. clerk;
 - b. department heads;
 - c. assessor;
 - d. moderator;
 - e. planning commission member;
 - f. road commissioner;
 - g. town manager;
 - h. treasurer;
- E. "Public body" means any board, council, or commission of the Municipality, any board, council, or commission of any agency, authority, or instrumentality of the Municipality, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

SECTION 4. COMPLAINTS.

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
- D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the Municipal Manager.
- E. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

SECTION 5. ENFORCEMENT. If the Designated Complaint Recipient, or the [insert “Municipal Manager,” “Municipal Administrator,” or “Chair of the Legislative Body” as applicable] in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, the [insert “Municipal Manager,” “Municipal Administrator,” or “Chair of the Legislative Body” as applicable] will take immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:
 - 1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.
 - 2. The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Legislative Body may admonish the offending Municipal Officer in private.
 - 3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
 - 4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.
- B. **Enforcement Against Appointed Officers.** In cases in which the Municipal Officer holds appointed office, the Legislative Body may choose to follow any of the steps articulated in

Section 5A. In addition to, or in lieu of any of those steps, the Legislative Body may choose to remove an appointed Municipal Officer from office, subject to state law.

- C. **Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the Municipality, the [insert “Municipal Manager,” “Municipal Administrator,” or “Chair of the Legislative Body” as applicable] may take any disciplinary action, up to and including termination, in accordance with the Municipality’s personnel policy.

SECTION 6. APPEALS.

A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality’s personnel policy.

SECTION 7. OTHER LAWS.

This ordinance is in addition to all other ordinances of the Municipality and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this ordinance. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

SECTION 9. EFFECTIVE DATE. This ordinance will become effective sixty (60) days after its adoption by the Legislative Body. If a petition is filed under 24 V.S.A. § 1973, that statute will govern the taking effect of this ordinance.

Adopted this 7th day of January, 2025.

Selectboard for the Town of Hartford, Vermont.

Mike Hoyt, Chair

Lannie Collins, Member

Kim Souza, Vice Chair

Ida Griesemer, Member

Mary Erdei, Clerk

Brandon Smith, Member

Adoption History

1. Agenda item at regular Selectboard meeting held on January 7, 2025.
2. Read and approved at regular Selectboard meeting held on January 7, 2025 and entered in the minutes of that meeting which were approved on January 21, 2025.
3. Posted in public places on _____.
4. Notice of adoption published in the Valley News newspaper on _____ with a notice of the right to petition.
5. Other actions [petitions, etc.].

MAC INFO SHEET: ORDINANCE NOTICE AND POSTING REQUIREMENTS

State statute requires that when a municipality adopts, amends or repeals an ordinance, the public must be given notice. The timing, content and location of the required public notice may vary depending on the type of municipal action taken.

The requirements for adopting, amending or repealing a municipal ordinance are governed by 24 V.S.A. § 1972 and differ from processes for other regulations. For example, the public hearing notices for the adoption, amendment, or repeal of a town plan or zoning regulations is governed by 24 V.S.A. § 4444, whereas those for the adoption, amendment, or repeal of a municipal governance charter are governed by 17 V.S.A. § 2645(a)(4). These public notices allow voters the opportunity to express their opinions to the public body about the decision it will eventually make.

In contrast, with the notice of adopting, amending or repealing a municipal ordinance, the selectboard is notifying voters of two things: (1) changes it has already decided to make; and (2) the voters right to petition the selectboard to undo its decision under 24 V.S.A. § 1973.

When adopting, amending, or repealing an ordinance the selectboard must complete the following actions.

1. The selectboard's vote to adopt, amend or repeal the ordinance must be entered into the meeting minutes along with a copy of the ordinance itself.
2. Copies of the adopted, amended or repealed ordinance must be posted in five conspicuous places in the municipality. This should include those places the municipality ordinarily uses to post its community announcements.
3. The selectboard must arrange for one form publication of the full text of the adopted, amended or repealed ordinance or a concise summary of it in a newspaper of general circulation in the town not more than 14 days following its date of adoption. Regardless of whether it is the full text or a concise summary, the law requires that the publication must also include:
 - the name of the municipality;
 - the name of the municipality's website, if the municipality actively updates its website on a regular basis;
 - the title or subject of the ordinance or rule;
 - the name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments on the proposal;
 - where the full text may be examined; and

- an explanation of citizens' rights to petition for a vote on the ordinance or rule at an annual or special meeting as provided in section 1973 of title 24. 24 V.S.A. § 1972(a).

MODEL NEWSPAPER NOTICE

VLCT's Municipal Assistance Center has developed the following model newspaper notice. For reasons both practical and legal, it is a good idea for the municipality to also post the content of the newspaper notice alongside the full text of the amended ordinance in the five conspicuous places in town.

TOWN OF _____, VERMONT

[INSERT NAME AND ADDRESS OF MUNICIPALITY'S WEBSITE]

NOTICE OF AMENDMENT¹ OF [INSERT TITLE OR SUBJECT] ORDINANCE

On [insert date], the Selectboard of the Town of _____, Vermont, adopted amendments to the existing "[insert name of ordinance]" pursuant to [insert enabling authority]. This notice is published pursuant to 24 V.S.A. § 1972 to inform the public of these amendments and of the citizens' right to petition for a vote to disapprove these amendments.

[FULL TEXT OR A CONCISE SUMMARY]

The full text of the Ordinance may be examined at the [insert name of town] Town office at [insert physical address] and may be examined during regular office hours.

CITIZENS' RIGHT TO PETITION FOR VOTE

Title 24 V.S.A. § 1973 grants citizens the right to petition for a vote at a special or annual Town Meeting to disapprove ordinance amendments adopted by the Selectboard. To exercise this right, citizens must present to the Selectboard or the Town Clerk a petition for a vote on the question of disapproving the amendments signed by not less than five percent (5%) of the Town's qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments. Unless a petition requesting a vote is filed pursuant to 24 V.S.A. § 1973, the amended "[insert name of ordinance]" shall become effective sixty (60) days from the date of said adoption.

PERSON TO CONTACT

Additional information pertaining to this Ordinance may be obtained by contacting [insert municipal official designated to answer questions], [insert official's title] at [insert mailing address], or by calling [insert phone #] during regular office hours.

¹ Amendment is used for illustration, but this model may be used for adoption, amendment or repeal of a municipal ordinance.

For more information about municipal ordinances, please see our Quick Guide on Ordinance Adoption, Amendment or Repeal and Municipal Policies and Ordinances Info Sheet.

If you have additional questions relating to ordinances and policies or would like a technical review of your municipality's proposed ordinance or policy, please contact the Municipal Assistance Center at info@vlct.org or 1-800-649-7915.

VLCT QUICK GUIDE TO: ORDINANCE ADOPTION, AMENDMENT OR REPEAL

THIS DOCUMENT IS **NOT** APPLICABLE TO ZONING ORDINANCE OR BYLAW ADOPTION. The process for adoption, amendment, or repeal of a zoning ordinance is governed by 24 V.S.A. § 4442.

This Quick Guide is intended to serve as a checklist and administrative record of the adoption, amendment, or repeal of an ordinance and as such its utilization is not required by law. Text should be modified for customized use.

This document reflects current law as of the date of publication. Its use is meant for informational purposes **only**. This document covers the statutorily prescribed process for adopting, amending, or repealing an ordinance and **does not** take the place of legal review and legal advice about the content of the ordinance. Please contact VLCT at (800) 649-7915 with any questions.

Copy text below the dotted line and paste into a new document

[MUNICIPALITY NAME] CHECKLIST FOR ORDINANCE ADOPTION, AMENDMENT, OR REPEAL

The [ordinance, amendment, repeal] is proposed and approved:

- ☐ Introduction of proposed [ordinance, amendment, repeal] at regular or special selectboard meeting held on [date].
- ☐ Approval of [ordinance, amendment, repeal] by majority of total membership of selectboard on [date].

The selectboard notifies the public of its intent to make the [ordinance, amendment, repeal] effective:

- ☐ [ordinance, amendment, repeal] entered into the selectboard minutes on: [date]
- ☐ Copies of the [ordinance, amendment, repeal] were posted in the following five conspicuous places in town on [date]:

1. _____
2. _____

3. _____
4. _____
5. _____

- ☐ Notice is published in [name of publication] newspaper circulating in the town on: [date], which is not more than 14 days after adoption by the selectboard.
- ☐ The newspaper notice includes:
 - Name of the municipality
 - Municipal website address (*if the town has a website and it is updated on a regular basis*);
 - Title or subject of the [ordinance, amendment, repeal]
 - Full text or concise summary of the [ordinance, amendment, repeal]
 - Name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments
 - Location where the full text of the [ordinance, amendment, repeal] may be examined
 - Explanation of citizens' right to petition pursuant to 24 v.s.a. § 1973 for a vote on the [ordinance, amendment, repeal]

If the town does not receive a voter petition within 44 days of the date the selectboard adopted the [ordinance, amendment, repeal] :

- [ordinance, amendment, repeal] will become effective on [date] which is 60 days after the date of its adoption, or is a date established by the selectboard - following the expiration of the 60 days as established by the selectboard;
- [ordinance, amendment, repeal] recorded in town records on: [date].

If the town receives a voter petition within 44 days of date the selectboard adopted the [ordinance, amendment, repeal], the selectboard must warn a town (special or annual) meeting to determine whether voters will disapprove of the [ordinance, amendment, repeal]

- ☐ Voter petition received on: [date].

If the annual meeting falls within 60 days from receipt of the petition, the selectboard includes an article pertaining to the [ordinance, amendment, repeal] in the annual meeting warning and:

- ☐ At least two copies of the are posted at each polling place during the hours of voting; and
- ☐ Enough copies of the ordinance are made to give to voters at the polls upon request.

If the annual meeting does not fall within 60 days from receipt of the petition, the selectboard must call a special meeting:

- ☐ On [date], which is within 60 days of the date of receipt of the petition, the selectboard sets the date i.e. “calls” for a special town meeting
- ☐ The special town meeting is warned to occur on [date], which is not less than 30 nor more than 40 days from the date when the special town meeting is called
- ☐ The warning for the special town meeting is signed by a majority of the selectboard and includes:
 - Date and time of the meeting
 - Location of the polling place or places
 - Indication of the specific business to be transacted.
- ☐ The warning for the special town meeting is filed with the clerk.
- ☐ Notice of and warning for the special town meeting is given by:
 - Publishing in [name of publication] newspaper (i.e. The town’s paper designated for warnings) on [date], which is at least 5 days before the special town meeting
 - Posting on [date], which is not less than 30 nor more than 40 days before the meeting, at the following locations
 - Near the clerk's office
 - In the following two public places in town:
 - _____;
 - _____.
 - Posting on [date], on the town’s website (recommend posting simultaneously with public postings)
 - The posted notice includes information on voter registration and early or absentee voting
- ☐ On the day of the special town meeting and during the hours of voting:
 - At least two copies of the ordinance are posted at each polling place
 - Enough copies of the ordinance are made to give to voters at the polls upon request.

If the voters disapprove of the [ordinance, amendment, repeal] at an annual or special town meeting, the [ordinance, amendment, repeal] does not take effect.

If the voters approve of the [ordinance, amendment, repeal] at an annual or special town meeting, the [ordinance, amendment, repeal] takes effect at the conclusion of that meeting (unless otherwise specified).

2025: Draft Annual Selectboard Calendar Cycle

Month	Meeting Topic/Action/Committee
January	Budget Cycle / Budget Adoption Draft, Approve & Publish Town Meeting Warrant Warrant Information Night Selectboard Listening Session Sister Cities Committee Update Adopt next calendar year Annual Selectboard Calendar Cycle
February	Budget & Candidates Night Selectboard Listening Session Conservation Commission Committee Update
March	Town & School District Meeting Day + Town Meeting Day Selectboard Organizational Meeting Board Development Training Tree Board Committee Update
April	Board Development Training Zoning Board of Adjustment Committee Update
May	Joint School & Selectboard Engagement HHS Auditorium Planning Commission Committee Update HCoreI Committee Update
June	Board Development Training Parks & Recreation Committee Update Hartford Community Coalition Committee Update
July	Set Tax Rate Board Development Training Resilient Hartford Committee Update
August	Selectboard Listening Session Housing & Homelessness Committee Update Committee Liaisons Solicit Budget Requests from Committees
September	Begin Facilitated Town Manager Evaluation Process (Annual) Selectboard Listening Session Energy Commission / CAST Committee Update
October	Budget Cycle Issue Town Manager Evaluations (Annual) Historic Preservation Committee Update Committee budget requests due by all Committees
November	Budget Cycle Receive Annual Audit Report Hartford Business Revolving Loan Fund Committee Update
December	Budget Cycle / Finalize Budgets Design Review Committee Update

Hartford Selectboard
2025 Meeting Schedule
Tuesdays at 6:00 p.m. Room 1, Town Hall
(unless otherwise stated)

1/13/2025	Monday	Info Night
1/7/2025		Regular Meeting
1/21/2025		Regular Meeting
2/4/2025		Regular Meeting
2/18/2025		Regular Meeting
2/24/2025	Monday	Budget & Candidate Night
3/1/2025	Saturday	Town Meeting Day, Floor Meeting
3/4/2025	Tuesday	TOWN MEETING/AUSTRALIAN BALLOT
3/4/2025		No Meeting
3/6/2025	Thursday	Organizational Meeting - New Board Members must be sworn in by the Town Clerk before this meeting.
??		Special Selectboard Meeting
3/18/2025		Regular Meeting
4/1/2025		Regular Meeting
4/15/2025		Regular Meeting
4/29/2025		Regular Meeting
5/13/2025		Regular Meeting
5/27/2025		Regular Meeting
6/10/2025		Regular Meeting
6/24/2025		Regular Meeting
7/8/2025		Regular Meeting
7/22/2025		Regular Meeting
8/5/2025		Regular Meeting
8/19/2025		Regular Meeting
9/2/2025		Regular Meeting
9/16/2025		Regular Meeting
9/30/2025		Regular Meeting
10/14/2025		Regular Meeting
10/28/2025		Regular Meeting
11/11/2025		Regular Meeting
11/25/2025		Regular Meeting
12/9/2025		Regular Meeting
12/23/2025		Regular Meeting
1/6/2025		Regular Meeting

*

*

Need to add a meeting between 2/18/25 and 3/18/25
February 25, 2025 or March 11, 2025?

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: L.O.T. Ballot Articles

Date: January 7, 2025

Discussion

In the course of its budget discussions on December 19, the Selectboard, mindful of the property tax burden borne by taxpayers, decided to remove the proposed purchases of certain vehicles from the FY2026 General Fund budget and to instead recommend to the voters that existing funds derived from the local options taxes on rooms, meals and alcohol be used for such purchases.

Recommendation

1. Move to approve the proposed Ballot Article language for the grouped vehicle purchases from Local Option Taxes on rooms, meals and alcohol.
2. Move to approve the proposed Ballot Article language for the Jaws of Life purchase from Local Option Taxes on rooms, meals and alcohol.

Attachments

L.O.T. Article: Vehicle Package

Shall the Town authorize the expenditure of \$442,000 of Local Option Tax Revenue (already in hand from the Local Option Taxes on Rooms, Meals and Alcohol) toward the purchase of several vehicles, as follows:

1. For the Department of Public Works, (a) a six-wheel dump/plow truck to replace a 2017 truck and (b) a 4x4 $\frac{3}{4}$ to 1 ton mechanic pick-up truck with a utility body to replace a 2011 vehicle. (\$280,000)
2. For the Department of Public Works, (a) a four wheel drive heavy-duty pick-up truck with a utility flatbed and lift gate to replace a 2011 pickup truck and (b) a park grounds utility vehicle ("gator") with electric cargo dump to replace a 2014 vehicle. (\$87,000)
3. For the Police Department, a new cruiser to replace an older one with high mileage. (\$75,000)

L.O.T. Article: HFD Vehicle Rescue Tools

Shall the Town authorize the expenditure of \$58,000 of Local Option Tax Revenue (already in hand from the Rooms, Meals and Alcohol taxes) toward the purchase of vehicle rescue tools (a.k.a Jaws of Life) for the Hartford Fire Department?

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: L.O.T. Sales Tax Ballot Articles

Date: January 7, 2025

Discussion

In the course of its budget discussions, the Selectboard, mindful of the property tax burden borne by taxpayers, has discussed and recommended to the Town's voters that they vote to enact a one percent (1%) Local Option Sales Tax.

The Selectboard has discussed phrasing the ballot article to make it clear that all proceeds from a sales tax would be dedicated to property tax relief.

Recommendation

Move to approve the proposed Ballot Article language regarding the adoption of a one-percent Local Option Sales Tax, with funds raised being dedicated to the reduction of property taxes.

Attachment

L.O.T. Article: Local Option Sales Tax

Shall the Town authorize the establishment of a local option sales tax, as recommended by the Hartford Selectboard, the proceeds of which shall be applied as General Fund revenue to reduce the municipal property tax rate?

1/7/25 S.J.

Ratification of SB Payroll and AP Approval

I move that the full Selectboard ratify the actions of Vice Chair Kim Souza on December 24, 2024 to provisionally approve the Payment Manifest of December 20, 2024, the Payment Manifest of December 26, 2024 and the Check Register of December 26, 2024.



AGENDA MEMORANDUM

December 10, 2024

Town Selectboard Meeting Item: 5

Submitted by: Bryan Gazda, Director of Public Works

Subject: Exception of Section 3.6 of the Purchasing Policy – Winter Rock Salt

Background: We typically use +/- 2500 tons of rock salt to de-ice paved roads, parking areas, and sidewalks during an average winter season and given the limited supply of vendors we have relied on either Cargill or American Rock Salt to provide competitive bid pricing in the past. The last year being 2021.

Discussion: Last year we utilized Vermont State Contracting pricing and secured a state contract price from Cargill and anticipated doing so again this year. Unfortunately, Cargill has changed its procurement method this year and created a county-by-county pricing model that does not allow towns to utilize Vermont State Contract pricing by VTrans Districts.

Attached is the informal price quote from Cargill at a cost of \$86.75 per ton for estimated 2500 tons of rock salt this winter and the 2024-25 Vermont State Contract for VTrans District 4, pricing of \$86.10 per ton, a .65 cent difference.

In addition, we contacted American Rock Salt, who also has a State Contract, but they are unable to commit to being able to supply us with the quantity of rock salt we require.

Given the unforeseen contractual issue and the lack of vendors, it will be extremely difficult to issue a competitive bid package, and it is prudent to seek an exception for Section 3.6 of the Purchasing Policy, regarding competitive bidding.

Impact: The estimated financial impact from the Vermont State Contracting price of \$86.10 to Cargill's informal price quote of \$86.75 for 2500 tons of rock salt is \$1,625.

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 the purchase of approximately 2500 tons of winter rock salt and authorizes the Town Manager to sign an agreement with Cargill at a price of \$86.75 per ton.



Salt, Road Safety
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

INFORMAL QUOTE LETTER

Monday, September 16, 2024

Billing Information		Shipping Information	*Contact Information	
Account Number	1500011602	2000020745	Attn:	VALUED CUSTOMER
Name	TOWN OF HARTFORD	TOWN OF HARTFORD	Title	
Address 1	171 BRIDGE ST	142 IZZO PLACE	Phone	
P O Box			Fax	
City State Zip	WHITE RIVER JUNCTION, VT 05001-7034	HARTFORD, VT 05001	Mobile	
County	WINDSOR	WINDSOR	e-mail	jdelisle@hartford-vt.org
*PLEASE VERIFY THAT ALL CONTACT INFORMATION IS CORRECT. IF CHANGES ARE REQUIRED PLEASE NOTE THEM ON THE NEXT PAGE.				

Cargill, Incorporated Deicing Technology Business Unit ("Cargill") is pleased to submit the following quote for your DEICING SALT needs for the 2024/2025 season.

Price Basis Per Ton

Product	DELIVERED	Estimated Tons	Terminal
100011135 – Bulk Deicing Salt	\$86.75	2500	1AES - WHITE RIVER
THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.			

PLEASE SIGN AND RETURN THIS QUOTE LETTER TO OUR ATTENTION WITHIN TEN (10) BUSINESS DAYS FROM DATE OF LETTER. WE CANNOT UPDATE YOUR ACCOUNT FOR THIS YEAR WITHOUT THE SIGNED QUOTE LETTER. THIS PRICE QUOTE LETTER DOES NOT CONSTITUTE AN ORDER. ORDERS MUST BE PLACED BY CALLING CUSTOMER SERVICE AT 800-600-SALT (7258). ORDERS BEING PLACED FOR PICKUP MAY NOT BE AVAILABLE FOR 24 HOURS FROM THE TIME THE ORDER IS PLACED.

TERMS AND CONDITIONS –

- Provided this Price Quote Letter is signed and returned within ten (10) business days from the Date, Cargill agrees to hold the quoted prices firm from September 16, 2024 through May 31, 2025. Notwithstanding the foregoing, the prices contained in this Price Quote Letter are contingent on Customers adherence to these Terms and Conditions and the attached Terms and Conditions of Sale, including, but not limited to, Customer's compliance with the Customer account's payment and credit terms stated below.
- If purchase is not made by December 31, 2024, Cargill reserves the right to revoke the pricing provided in this Price Quote Letter.
- The Estimated Tons figure is an estimate of the total quantity of each Product(s) to be purchased by Customer under this Price Quote Letter. Customer is not obligated to purchase a minimum percentage of the Estimated Tons. Cargill is not obligated to sell Customer any quantity of the Estimated Tons.
- Cargill's obligation to sell Product(s) is SUBJECT TO PRODUCT AVAILABILITY. Cargill has the right to (i.) decline, or suspend shipments of, any Customer order placed under this Price Quote letter or (ii) terminate this Price Quote Letter if, at any time, Cargill encounters Product shortages due to commitments to other customers. In addition, Cargill reserves the right to decline, or suspend shipments of, any Customer order placed under this Price Quote Letter for any reason(s) relating to: Conditions at any Cargill terminal/production facility, weather conditions, or any other reason that may affect Cargill's ability to accept orders.
- Estimated delivery time three to seven business days after release of an order. This quote assumes that Product will be delivered from or picked up at the terminal set forth above. Sourcing of products from another Cargill facility is subject to availability and additional fees that may be applied to your account. Cargill's sale of Product is expressly conditional upon these Terms and Conditions and Customer's acceptance of the attached Terms and Conditions of Sale. Any terms which may exist on the Customer's standard purchase order (or similar forms) and which alter or are inconsistent with the terms and conditions will be of no legal force or effect and will not govern the transaction contemplated by this Price Quote Letter.
- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

Payment Terms	NET 30	Credit Limit	N/A
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Payment terms & credit limits are subject to change.

Thank you for the opportunity to be of service. We are looking forward to supplying your salt needs.

Cargill, Incorporated Salt, Road Safety  Cara Morrison cara_morrison@cargill.com 440-281-2488	Accepted
	Signature:
	Name:
	Title:
	e-mail:

Confidential - This document is intended only for the named recipient (i.e., Seller) and contains confidential information. Anyone other than the Seller is not permitted access to this information. Any dissemination or distribution of this information is a breach of the terms and conditions of this document. If you have received this document in error, please advise CDT by reply e-mail / mail at the address above, and delete this document and any email related thereto

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Deicing Technology Business
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

Please notify us of any required changes to your account information. Any incorrect information will delay your account setup.

Billing Information		Shipping Information	
Name:			
DBA (if applicable)			
Address 1			
Address 2			
City State Zip			
County			
Attn:			
Phone	Fax	e-mail:	

TERMS AND CONDITIONS OF GOVERNMENT ROAD SALT SALES

1. **TERMS TO GOVERN.** The terms and conditions set forth herein shall constitute the sole terms and conditions of sale for this quotation (the "Quote") and any orders placed thereunder. No other terms or conditions, whether contained in Buyer's purchase order or elsewhere, shall be binding on Seller unless agreed to in writing by Seller.

2. **TITLE/RISK OF LOSS.** Title and risk of loss shall pass to Buyer at the time the goods are delivered to or picked up by Buyer.

3. **PAYMENT AND CREDIT TERMS.** Failure of the Buyer to pay on the due date for products shipped shall give Seller the right, but not the obligation, to suspend further shipment, without notice to the Buyer, until all previous shipments are paid, or to terminate this agreement and seek all available remedies from Buyer. Interest at the maximum rate permitted by law will accrue on all invoices unpaid as of the net due date. All payments by Buyer shall be final 180 days after shipment of the goods and Buyer shall have no right to audit payments or deduct future payments after such date. Notwithstanding anything else herein contained, Seller reserves the right to modify payment terms or to allow no credit whatsoever to Buyer if Seller determines that it cannot grant Buyer the credit terms which are specified herein or Buyer's credit changes. Buyer understands that this reservation is necessary to allow Seller's credit department to have adequate time to review Buyer's credit status.

4. **WARRANTY AND LIMITATION OF LIABILITY.** Seller warrants that it has the right to convey good title to the goods and that the goods will be delivered free of all liens and encumbrances. EXCEPT FOR THE WARRANTIES SPECIFICALLY SET FORTH ABOVE, SELLER DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER BE LIABLE FOR TO BUYER, OR TO ANY THIRD PARTY, FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES OF WHATSOEVER NATURE (INCLUDING, BUT NOT LIMITED TO, LOST BUSINESS, LOST PROFITS, DAMAGE TO GOODWILL OR REPUTATION AND/OR DEGRADATION IN VALUE OF BRANDS, TRADEMARKS, TRADENAMES, SERVICE NAMES OR SERVICE MARKS) WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE, FAILURE TO WARN, OR STRICT LIABILITY) OR OTHERWISE.

5. **EXCLUSIVE REMEDY.** If upon delivery to Buyer the goods appear not to meet the above warranty, Buyer shall immediately notify Seller who shall have a right to inspect them. Buyer shall not return, repair or dispose of any goods that fail to meet the above warranty without Seller's written consent. In the event Seller breaches the above warranty, Buyer's sole and exclusive remedy and Seller's sole and exclusive liability shall be limited to, at Seller's option, replacement of non-conforming goods with conforming goods or return of the purchase price.

6. **FORCE MAJEURE.** Seller shall be excused for failure to deliver or delay occasioned by conditions beyond Seller's reasonable control, including, but not limited to, Acts of God, fire flood, windstorm, acts of governmental authorities, strikes shortage of raw materials, breakdown, shortage or non-availability of transportation facilities or equipment or any similar event not within Seller's control. In the event Seller is unable to supply the total requirements of its customers, Seller may allocate its available supply among its customers in a manner deemed by Seller to be fair and equitable. If Seller declares force majeure hereunder, Seller may cancel any unperformed portion hereof upon ten (10) days written notice to Buyer.

7. **INCREASES.** Any advance in applicable freight rates or taxes taking effect before the fulfillment of orders placed under this Quote shall be for Buyer's account. All demurrage or detention charges shall be for Buyer's account. Seller reserves the right to add energy and/or transportation related surcharges for Buyer's account. In addition, if Seller is unable, for any reason, to supply the goods from its plant closest to Buyer's facility, then Seller may, but is not required to, supply the goods from another plant, to the extent it is available, subject to Buyer's payment of all increased freight costs.

8. **DELIVERY.** Buyer shall furnish complete shipping instructions in sufficient time to enable Seller to perform its obligations hereunder. Seller shall not be obligated to make shipment in absence thereof. If more than one delivery is called for, each delivery is to be considered a separate contract for purposes of furnishing complete shipping instructions by Buyer. Unless otherwise provided for herein, if the Quote provides for deliveries over a period exceeding one month, Seller shall not be obligated to deliver in any thirty day period more than approximately equal monthly quantities, in relation to the total amount. The destination routing of shipments will be at Seller's option.

9. **TERMINATION.** If either party breaches any of its obligations under this Quote or any order thereunder, the non-breaching party may give ten (10) day notice of termination, and if the breach has not been cured during the said 30-day period, this Quote shall terminate. In the event Buyer files a voluntary petition in bankruptcy, makes an assignment for the benefit of creditors; is adjudicated as bankrupt; and/or becomes insolvent, Seller may terminate this Agreement effective immediately. Termination, pursuant to this Section, while being in itself a remedy for breach, shall not preclude any other legal or equitable remedy which is available to the terminating party.

10. **TAXES.** Buyer shall be liable for any taxes or other exactions levied by Federal, State or local authorities upon the sale, delivery, storage, consumption or transportation of the goods or services, and if any such items are paid or required to be paid by Seller, the amount shall be added to and become part of the price payable to Seller for such goods or services.

11. **ASSIGNMENT.** The rights and obligations under this Quote are not assignable by Buyer unless in writing and signed by Seller.

12. **FORWARD CONTRACT.** The Parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that each Party is a "forward contract merchant" within the meaning of the United States Bankruptcy Code.

13. **CONTRACT AMBIGUITIES.** The Parties acknowledge that they have had the opportunity to consult with legal counsel of their own choosing. As a result, the rule of construction that provides that ambiguities in a contract shall be construed against the drafter shall not apply to these terms and conditions and the Parties waive any such defense to the terms of these terms and conditions.

Confidential - This document is intended only for the named recipient (i.e., Seller) and contains confidential information. Anyone other than the Seller is not permitted access to this information. Any dissemination or distribution of this information is a breach of the terms and conditions of this document. If you have received this document in error, please advise CDT by reply e-mail / mail at the address above, and delete this document and any email related thereto

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STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings and General Services, Office of Purchasing and Contracting (the "State") and Cargill, Inc, with a principal place of business in North Olmstead, OH (the "Contractor") that the contract between them originally dated as of October 11, 2021, Contract # 42834, as amended to date, (the "Contract") is hereby amended as follows:

- I. **Contract Term.** The Contract end date, wherever such reference appears in the Contract, shall be changed from October 10, 2024, to October 10, 2025.
- II. **Attachment C, Standard State Provisions for Contracts and Grants.** Attachment C is hereby deleted in its entirety and replaced by the Attachment C (Revised December 7, 2023) attached to this Amendment.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor 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.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no 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 as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor'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.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>

This document consists of 3 pages. Except as modified by this Amendment No. 3, all provisions of the Contract remain in full force and effect.

[Remainder of Page Intentionally Left Blank]

The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT

By: _____

Name: Jennifer M.V. Fitch

Title: Commissioner - Buildings and
General Services

Date: _____

CARGILL, INC

By: _____

Name: _____

Title: _____

Date: _____

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 7, 2023**

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 7, 2023) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.

STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings and General Services, Office of Purchasing and Contracting (the "State") and Cargill, Inc, with a principal place of business in North Olmstead, OH (the "Contractor") that the contract between them originally dated as of October 11, 2021, Contract # 42834, as amended to date, (the "Contract") is hereby amended as follows:

- I. **Maximum Amount.** The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from \$8,000,000.00 to \$10,000,000.00, representing an increase of \$2,000,000.00.
- II. **Contract Term.** The Contract end date, wherever such reference appears in the Contract, shall be changed from October 10, 2023 to October 10, 2024. The Contract Term may be renewed for one additional one-year period at the discretion of the State.
- III. **Attachment A, Scope of Services.** The scope of services is amended as follows:

Section 2 of Attachment A is stricken in its entirety and replaced in full as follows:

2. PRODUCT PRICING (Districts, and towns within each district, are defined by Attachment D):

Vermont AOT Districts (<https://vtrans.vermont.gov/operations/districts>):

Price Per Ton, Delivered:

District 3	\$86.01
District 4 <i>Also including, by agreement of the parties, VTrans Salt Sheds in Orange and Williamstown, that became part of District 6 that became part of District 6 when District 6 was re-created in April 2021 (District 6 had not existed for a span of years).</i>	\$86.10

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor 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.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no 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 as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor'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.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>

This document consists of 3 pages. Except as modified by this Amendment No. 2, all provisions of the Contract remain in full force and effect.

[Remainder of Page Intentionally Left Blank]

The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT

By: _____

Name: Jennifer M.V. Fitch

Title: Commissioner - Buildings and
General Services

Date: _____

CARGILL, INC

By: _____

Name: _____

Title: _____

Date: _____

Bryan Gazda

From: Jeremy Delisle
Sent: Friday, January 3, 2025 8:20 AM
To: Bryan Gazda
Subject: FW: Quote

FYI

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: Jamie McClain <Jamie.McClain@americanrocksalt.com>
Sent: Friday, January 3, 2025 8:15 AM
To: Jeremy Delisle <jdelisle@hartford-vt.org>
Subject: RE: Quote

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

Hi Jeremy,

We are fully committed right now, so I unfortunately can not provide a quote a this time.

Ms. Jamie A. McClain

Marketing Manager

**AMERICAN
ROCK SALT**



Direct Phone: (585) 991-6817

Direct Fax: (585) 991-6917

Jamie.mcclain@americanrocksalt.com

Marketing/Customer Service Department

Toll free phone number: (888) 762-7258, Monday-Friday 8am to 4pm

Email: customerservice@americanrocksalt.com

“The New York Buy American Salt Act,” signed into law as Chapter 729 of the Laws of 2022 as amended by Chapter 72 of the Laws of 2023. This law supports American jobs and a cleaner environment by embracing the NY Buy American Salt Act in future procurements for road salt. We thank you in advance for considering American jobs when procuring road salt.

From: Jeremy Delisle <jdelisle@hartford-vt.org>
Sent: Friday, January 3, 2025 8:01 AM
To: Jamie McClain <Jamie.McClain@americanrocksalt.com>
Subject: RE: Quote

Good morning Jamie,

Any chance you could provide me a quote on salt delivered?

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: Jamie McClain <Jamie.McClain@americanrocksalt.com>
Sent: Monday, October 25, 2021 1:53 PM
To: Jeremy Delisle <jdelisle@hartford-vt.org>
Subject: RE: Quote

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

Jeremy,

This was sent out last week to a different email address. I will update our files and put your email address.

Thanks.

Ms. Jamie A. McClain
Marketing Manager

**AMERICAN
ROCK SALT**

Direct: (585) 991-6817
Toll Free: (888) 762-7258
Fax: (585) 991-6917

TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, December 10, 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; Laura Simon Miller; Matt Osborn; Jonathan Schechtman; Jesse Pollard; Gwen Tuson; Larnard Morse; George Miller; Scott Cooney; Bryan Gazda; Chris Holzwarth

Present on Zoom: Lana Livingston; Erik Krauss; Tim Fariel

JAM LINK: <https://www.youtube.com/watch?v=-jPwEpi7S7M>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6pm.
- II. Pledge of Allegiance was recited and led by Ida Griesemer
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda: There were no changes to the Order of Agenda.
- VI. Selectboard
 1. Public Comment: None
 2. Selectboard Comments and Announcements: None
 3. Appointments
 - a. Selectboard Clerk, Mary Erdei made the motion to re-appoint Laura Simon to the Climate Action Steering Team (CAST) for a three year term beginning December 10, 2024 and ending December 9, 2027. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
 - b. Selectboard Member, Ida Griesemer made the motion to re-appoint Jesse Pollard to the Hartford Energy Commission for a three year term beginning December 10, 2024 and ending December 9, 2027. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

4. 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.

Significant Activity Reports: <https://www.hartfordvt.org/Archive.aspx?ADID=499>

5. Board Reports, Motions & Ordinances

a. Consider Adopting 250th Anniversary Resolution

Selectboard Clerk, Mary Erdei made the motion to adopt the 250th Anniversary Resolution pending legal review. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

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

- b. Review Bids for Wastewater Chemicals (Chlorine)
Selectboard Member, Lannie Collins made the motion that 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. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
- c. Review Bids for Wastewater Chemicals (Polymer)
Selectboard Clerk, Mary Erdei made the motion that 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. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.
- d. Purchase of a Used Front End Loader - Request to Waive Section 3.6 of the Purchasing Policy
Selectboard Clerk, Mary Erdei made the motion that 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. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
- e. Grant #BC2344 Update and Request for Additional Selectboard Authorizations
Selectboard Vice Chair, Kim Souza made the motion 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. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
- f. Approval of Historic Preservation Certified Local Government Grant Application
Selectboard Member, Lannie Collins made the motion to 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. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
- g. Review Cleaning Contract Bids
Tabled until the next meeting on December 17th.

- h. Select Vendor to Perform Ordinance Digitization
Selectboard Vice Chair, Kim Souza made the motion that the Town Manager be instructed to award the ordinance digitization contract to Municode (Civic Plus) at the quoted price terms. Selectboard Member, Lannie Collins seconded the motion. All were in favor and motion passed.
- i. Review Bids for HFD Cardiac Monitors
Selectboard Member, Lannie Collins made the motion 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/Ambulance Reserve account. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
- j. Consider Making Recommendation to Voters to Adopt Local Option Sales Tax

Local Option Sales Tax motion:

Selectboard Member, Lannie Collins made the motion 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. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

Proposed Local Option Sales Tax Ballot Language for a future meeting.

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?

- k. Consider Canceling December 24 Meeting
- l. Authorize Selectboard Chair and Vice Chair to approve Holiday Season Payroll and Accounts Payable

Selectboard Member, Ida Griesemer made the motion that the December 24, 2024 Selectboard meeting be cancelled and that that the Selectboard leadership (Chair or Vice Chair) be authorized to approve Payroll and Accounts Payable, as needed, between now and the January 7, 2025 meeting. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Hartford Conservation Commission

December 2, 2024

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.

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: 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 Budget if needed); 12/19/2024 Budget and January 7, 2025.

IX. Adjourn the Selectboard Meeting: Selectboard Vice Chair, Kim Souza made the motion to adjourn the meeting at 8:00pm. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Mary Erdei, Selectboard Clerk
December 10, 2024 Selectboard Meeting



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, December 17, 2024, 6:00pm

Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

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

Present on Zoom: Greg Sheldon; Lana Livingston

Absent: Ida Griesemer, Member

JAM LINK: <https://www.youtube.com/watch?v=OeQovG6AjQo>

- I. Call to Order the Selectboard Meeting by Chair Mike Hoyt at 6pm.
- II. Pledge of Allegiance was recited and led by John Haverstock.
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda: There were no changes to the order of agenda
- VI. Selectboard
 1. Public Comment
 2. Board Reports, Motions & Ordinances
 - a. Recommendations for Liquor Policy Changes Presented Lisa O'Neil.
The new policy was reviewed and will be voted on at the January 7, 2025, meeting.
 - b. Continued Review of Cleaning Contract Bids
Selectboard Member, Lannie Collins made the motion to accept the bid from RC Cleaning, LLC in the overall amount of \$4,420.00 per month in 2025 and \$4,552.56 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. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
 - c. Discuss Draft FY2026 Budgets
After discussion it was decided that the Board does not need to meet on Wed the 18th. The 19th meeting will focus on finalizing the FY26 Budget.
- VII. Consent Agenda: None
- VIII. Adjourn the Selectboard Meeting: **Selectboard Vice Chair, Kim Souza made the motion to close the meeting at 8:35PM. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

Mary Erdei, Selectboard Clerk
December 17, 2024, Meeting



TOWN OF HARTFORD SELECTBOARD MINUTES

Thursday, December 19, 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, John Haverstock; Greg Sheldon; Scott Cooney' Bryan Gazda; Scott Hausler; Lori Hirshfield; Lisa O'Neil; Gail Ostrout; Joe Major; Dillon Walsh

Present on Zoom: Rick Vincent; Lana Livingston; Heidi Duto

Absent: Ida Griesemer, Member

JAM LINK: <https://www.youtube.com/watch?v=5DZxTsZRtVw>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6pm.
- II. Pledge of Allegiance was recited and led by Gail Ostrout.
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda- there were no changes to the order of agenda.
- VI. Selectboard
 1. Public Comment
 2. Board Reports, Motions & Ordinances
 - a. Continued Discussion and Finalize FY2026 Budgets

After discussing the options going forward with the budget, the Selectboard came to an agreement by consensus. The final budget will be voted on at the January 21, 2025, regular Selectboard meeting.

- VII. Consent Agenda: None
- VIII. Adjourn the Selectboard Meeting: Selectboard Clerk, Mary Erdei made the motion to adjourn the meeting at 7:35 PM. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

Mary Erdei, Clerk
December 19, 2024, Meeting

Report Date: 1/03/25
3:32PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 1
User: florentina

ReportAPINHDPmtByDate

Check Date: 1/03/2025 - 1/03/2025

Bank ID	Bank Name	Payee Name	Check Date	Check No.		
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0121	AMERICAN RECOVERY FUNDS					
041586	SANBORN, HEAD & ASSOCIATES, INC					1/03/20252038
	0005005.003,0066750	PROJ#15 FEASABILITY STUDY 10.26.2	0.00	\$3,339.00	0.00	3,339.00
	Desc:	PROJ#15 FEASABILITY STUDY 10.26.24	Acct: 25-985-121-0109	ARPA - Solid Waste - Assessment		
	Vendor Total:			3,339.00	0.00	3,339.00
044606	STUDIO NEXUS ARCHITECTS & PLANNERS					1/03/20252039
	2312.11	PROJ#1 FEASABILITY - BUGBEE-NOV'	0.00	\$1,612.50	0.00	1,612.50
	Desc:	PROJ#1 FEASABILITY - BUGBEE-NOV'24	Acct: 25-985-121-0112	ARPA - Bugbee - Building Assessment		
	Vendor Total:			1,612.50	0.00	1,612.50
061995	LIFESPAN DESIGN STUDIO, LLC		DOUGLAS J. GALLOW JR.		1/03/2025	2040
	2024-0054	ARPA Project #1 : Bugbee Senior Cen	0.00	\$500.00	0.00	500.00
	Desc:	ARPA Project #1 : Bugbee Senior Cen	Acct: 25-985-121-0112	ARPA - Bugbee - Building Assessment		
	Vendor Total:			500.00	0.00	500.00
25-0121	K-9	Bank Total:				5,451.50
25-0126	K-9					
501958	STONECLIFF ANIMAL CLINIC		STONECLIFF ANIMAL CLINIC		1/03/2025	111
	431613	K9 ANNUAL EXAM	0.00	\$240.37	0.00	240.37
	Desc:	K9 ANNUAL EXAM	Acct: 25-985-211-0126	HPD K-9 Unit Fundraising		
	Vendor Total:			240.37	0.00	240.37
25-0126	Revaluation Reserve	Bank Total:				240.37
25-0174	Revaluation Reserve					
005048	BERNAICHE, NORMAND					1/03/20251079
	01-02-2025	2025 REVAL CONSULTING	0.00	\$2,500.00	0.00	2,500.00
	Desc:	2025 REVAL CONSULTING	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:			2,500.00	0.00	2,500.00
059793	TYLER TECHNOLOGIES, INC					1/03/20251080
	060-116110	NOV 2024 REAPPRAISAL SVCS	0.00	\$28,123.96	0.00	28,123.96
	Desc:	NOV 2024 REAPPRAISAL SVCS	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:			28,123.96	0.00	28,123.96
25-0174	POLICE - DISPATCH RESERVES					Bank Total:30,623.96
25-0211	POLICE - DISPATCH RESERVES					
023121	HONEYWELL INTL. INC - FIRE/VIDEO/AC					1/03/20251011
	5268350780	GW CM CONFIGURATION & MOD	0.00	\$1,495.00	0.00	1,495.00
	Desc:	GW CM CONFIGURATION & MOD	Acct: 25-985-271-0271	Dispatch		
	5268350781	GW CM CONFIG & LICENSE	0.00	\$1,670.50	0.00	1,670.50
	Desc:	GW CM CONFIG & LICENSE	Acct: 25-985-271-0271	Dispatch		
	Vendor Total:			3,165.50	0.00	3,165.50

Report Date: 1/03/25
3:32PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 1/03/2025 - 1/03/2025

Page: 2
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name						
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0211	Landfill Closure				Bank Total:		3,165.50
30-0200	Landfill Closure						
041586	SANBORN, HEAD & ASSOCIATES, INC					1/03/2025	2002
0067197	NOV'24 LANDFILL MONITORING		0.00	\$10,281.95	0.00		10,281.95
Desc:	NOV'24 LANDFILL MONITORING	Acct:	30-973-318-0100	LANDFILL CLOSURE EXPENSE			
Desc:	NOV'24 LANDFILL MONITORING	Acct:	30-973-318-0100	LANDFILL CLOSURE EXPENSE			
Vendor Total:				10,281.95	0.00		10,281.95
30-0200	QUECHEE WASTEWATER ENGINEERING				Bank Total:		10,281.95
65-0300	QUECHEE WASTEWATER ENGINEERING						
014423	DUBOIS & KING, INC					1/03/2025	1001
130471P,1224034	QUE LEACH FIELD 3B INVESTIG - 12.0!		0.00	\$3,502.53	0.00		3,502.53
Desc:	QUE LEACH FIELD 3B INVESTIG - 12.05	Acct:	65-965-544-2024	Annual Engineering Reserve Transfer			
Vendor Total:				3,502.53	0.00		3,502.53
65-0300	GENERAL FUND - MASCOMA				Bank Total:		3,502.53
FUND 1 0	GENERAL FUND - MASCOMA						
001645	ALLIANCE MECHANICAL INC.	ALLIANCE GROUP INC.				1/03/2025	93673
078603	FIRST FLOOR CONDENSER FUSE		0.00	\$526.72	0.00		526.72
Desc:	First floor condenser fuse	Acct:	10-161-321-0000	TH -REPAIRS & MAINT			
Vendor Total:				526.72	0.00		526.72
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE				1/03/2025	93674
DEC'24	AFLAC - DECEMBER 2024		0.00	\$1,508.20	0.00		1,508.20
Desc:	AFLAC - December 2024	Acct:	10-012-300-0270	ACCRUED AD&D PAYABLE			
Vendor Total:				1,508.20	0.00		1,508.20
003860	BAILEY, KEITH	KEITH BAILEY				1/03/2025	93675
12.31.24	BOOTS		0.00	\$129.99	0.00		129.99
Desc:	Boots	Acct:	10-325-326-0000	DPW -UNIFORMS			
Vendor Total:				129.99	0.00		129.99
005800	BLAKTOP INC.					1/03/2025	93676
33779	GREEN PATCH - POTHOLES		0.00	\$229.08	0.00		229.08
Desc:	GREEN PATCH - POTHOLES	Acct:	10-312-323-0000	DPW -MATERIAL & SUPPLIES			
Vendor Total:				229.08	0.00		229.08
006965	BRADYPLUS OF VERMONT	BRADY INDUSTRIES				1/03/2025	93677
9573937	PAPER TOWELS		126.36	\$126.36	0.00		126.36
Desc:	PAPER TOWELS	Acct:	60-961-323-0000	MATERIAL & SUPPLIES			
9530515	VACUUM HEAD REPLACEMENT		0.00	\$45.20	0.00		45.20
Desc:	VACUUM HEAD REPLACEMENT	Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES			
Vendor Total:				171.56	0.00		171.56
006995	R.C. BRAYSHAW & COMPANY, INC	R.C. BRAYSHAW & COMPANY, INC				1/03/2025	93678

Report Date: 1/03/25
3:32PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 1/03/2025 - 1/03/2025

Page: 3
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
86936-P	TMC 2025 Postcard Postage/Bill HSD	0.00	\$975.31	0.00	975.31
Desc: TMC 2025 Postcard Postage/Bill HSD	Acct: 10-115-101-0600		BC -TOWN MEETING COMMITTEE		
Vendor Total:			975.31	0.00	975.31
007760	BURLINGTON COMMUNICATIONS		1/03/2025		93679
BCS15983	RADIO MAINT 12.01.24-12.31.24	0.00	\$140.00	0.00	140.00
Desc: RADIO MAINTENANCE	Acct: 10-271-318-0000		DISP -CONTRACTED SERVICES		
BCS15984	AVTEC EQUIP MAINT 12.01.24-12.31.24	0.00	\$450.00	0.00	450.00
Desc: AVETEC EQUIPMENT MAINTENANCE	Acct: 10-271-318-0000		DISP -CONTRACTED SERVICES		
Vendor Total:			590.00	0.00	590.00
008244	CAMPBELL, NATHAN		1/03/2025		93680
12.23.2024	AFTERSCHOOL PROGRAMS	0.00	\$250.00	0.00	250.00
Desc: AFTERSCHOOL PROGRAMS	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:			250.00	0.00	250.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	1/03/2025		93681
4212805946	MATS - WABA	0.00	\$47.23	0.00	47.23
Desc: MATS - WABA	Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
4214987895	SHOP TOWELS	0.00	\$52.44	0.00	52.44
Desc: SHOP TOWELS	Acct: 10-325-326-0000		DPW -UNIFORMS		
Vendor Total:			99.67	0.00	99.67
010225	CLAWSON, DANA	DANA CLAWSON	1/03/2025		93682
12.31.24	UVAC REIMB AUG-DEC 2024	0.00	\$112.00	0.00	112.00
Desc: UVAC REIMB AUG-DEC 2024	Acct: 10-121-313-0000		TM -MEMBERSHIP DUES		
Vendor Total:			112.00	0.00	112.00
010702	COLONIAL CHEVROLET	COLONIAL MUNICIPAL GROUP	1/03/2025		93683
JO14111	NEW CRUISER - NEW PD1 CHEVY TAI-	0.00	\$937.00	0.00	937.00
Desc: NEW CRUISER - NEW PD1 CHEVY TAHOE	Acct: 10-211-331-0000		HPD -DEPARTMENT EQUIPMENT		
Vendor Total:			937.00	0.00	937.00
012275	CYRAN, JONATHAN	JONATHAN CYRAN	1/03/2025		93684
12.13.24	CYRAN - MEALS	0.00	\$45.00	0.00	45.00
Desc: CYRAN - MEALS	Acct: 10-211-315-0000		HPD -RECRUITMENT & TRAINING		
Vendor Total:			45.00	0.00	45.00
012294	D&D EXCAVATING, INC		1/03/2025		93685
12262A	1,350 Tons Winter Sand	0.00	\$20,007.00	0.00	20,007.00
Desc: 1,350 Tons Winter Sand	Acct: 10-312-323-0000		DPW -MATERIAL & SUPPLIES		
12262B	1,350 Tons Winter Sand	0.00	\$3,337.00	0.00	3,337.00
Desc: Winter Sand	Acct: 10-312-323-0000		DPW -MATERIAL & SUPPLIES		
Vendor Total:			23,344.00	0.00	23,344.00
013200	DEAN, DAVID	DAVID DEAN	1/03/2025		93686
JAN'25	RET REIMB JAN 25	0.00	\$419.77	0.00	419.77

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	Desc: Ret reimb Jan 25	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
	Vendor Total:		419.77	0.00	419.77
013653	DENNISON LUBRICANTS INC			1/03/2025	93687
3807873	HYDRAULIC FLUID, SYNTHETIC OIL	0.00	\$1,801.25	0.00	1,801.25
	Desc: Hydraulic Fluid, Synthetic Oil	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
	Vendor Total:		1,801.25	0.00	1,801.25
014415	DUBE, CHRISTOPHER	CHRISTOPHER DUBE		1/03/2025	93688
JAN'25	RET REIMB JAN 25	0.00	\$312.50	0.00	312.50
	Desc: Ret reimb Jan 2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Vendor Total:		312.50	0.00	312.50
014447	DUFRESNE GROUP			1/03/2025	93690
19303	QUECHEE FIELD REPL NOV'24 95%	700.00	\$700.00	0.00	700.00
	Desc: QUECHEE FIELD REPL NOV'24 95%	Acct: 65-965-543-0000	CAPITAL OUTLAY		
014447	DUFRESNE GROUP			1/03/2025	93691
19313	QUECHEE BOX PROJ#7170024.4 100%	1,234.50	\$1,234.50	0.00	1,234.50
	Desc: QUECHEE BOX PROJ#7170024.4 100%	Acct: 72-325-325-0530	Town Highway Structures Program #BC1		
014447	DUFRESNE GROUP			1/03/2025	93689
19249	WILDER WATER MAIN NOV'24	8,175.00	\$8,175.00	0.00	8,175.00
	Desc: WILDER WATER MAIN NOV'24	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE		
	Vendor Total:		10,109.50	0.00	10,109.50
015500	ENDYNE, INC			1/03/2025	93692
515564	TESTING	46.00	\$46.00	0.00	46.00
	Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
515639	TESTING	90.00	\$90.00	0.00	90.00
	Desc: TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
515730	TESTING	55.00	\$55.00	0.00	55.00
	Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
515867	TESTING	71.00	\$71.00	0.00	71.00
	Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
516064	TESTING	55.00	\$55.00	0.00	55.00
	Desc: TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
	Vendor Total:		317.00	0.00	317.00
015805	EUROFINS ENVIRONMENT TESTING			1/03/2025	93693
291119	QUE WW TESTING	210.00	\$210.00	0.00	210.00
	Desc: QUE WW TESTING	Acct: 65-964-318-0000	CONTRACTED SERVICES		
	Vendor Total:		210.00	0.00	210.00
015815	EVANS GROUP INC	EVANS GROUP INC.		1/03/2025	93694
0071270-IN	4500 GAL ULS DIESEL @2.7352	0.00	\$12,376.19	0.00	12,376.19
	Desc: 4500 GAL ULS DIESEL @2.7352	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
9429722	GAS	0.00	\$4,710.54	0.00	4,710.54
	Desc: GAS	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		

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Vendor Total:			17,086.73	0.00	17,086.73
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576		1/03/2025	93695
1263810	PARTS	387.14	\$387.14	0.00	387.14
Desc: PARTS		Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
1263810-1	PVC COUPLINGS	207.48	\$207.48	0.00	207.48
Desc: PVC COUPLINGS		Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
Vendor Total:			594.62	0.00	594.62
017110	FISHER AUTO PARTS, INC			1/03/2025	93696
301-218084	PARTS	0.00	\$4.74	0.00	4.74
Desc: PARTS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-218085	LED WORK LIGHTS	0.00	\$53.95	0.00	53.95
Desc: LED WORK LIGHTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-218310	BATTERY & BATTERY CORE	0.00	\$1,027.26	0.00	1,027.26
Desc: Battery & Battery Core		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-218327	LED HEADLIGHT	0.00	\$109.98	0.00	109.98
Desc: LED HEADLIGHT		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-218369	PARTS	0.00	\$10.00	0.00	10.00
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-218432	SUPPLIES	0.00	\$11.28	0.00	11.28
Desc: SUPPLIES		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-218570	PARTS	0.00	\$26.30	0.00	26.30
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-218781	SUPPLIES	45.28	\$45.28	0.00	45.28
Desc: SUPPLIES		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
Desc: SUPPLIES		Acct: 55-954-323-0000	MATERIALS & SUPPLIES		
301-218857	PARTS	19.56	\$19.56	0.00	19.56
Desc: PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
301-218885	BATTERY CABLES	0.00	\$225.32	0.00	225.32
Desc: BATTERY CABLES		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-218911	PARTS	0.00	\$11.99	0.00	11.99
Desc: PARTS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-218974	FUSE	0.00	\$12.69	0.00	12.69
Desc: FUSE		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-218999	BATTERY SWITCH	0.00	\$74.74	0.00	74.74
Desc: BATTERY SWITCH		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-219118	BATTERIES	0.00	\$345.78	0.00	345.78
Desc: BATTERIES		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-219139	ALLEN HEAD BOLT	0.00	\$2.80	0.00	2.80
Desc: ALLEN HEAD BOLT		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-356533	SUPPLIES	0.00	\$122.28	0.00	122.28
Desc: SUPPLIES		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301219089	SUPPLIES	44.70	\$44.70	0.00	44.70
Desc: SUPPLIES		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: SUPPLIES		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			2,148.65	0.00	2,148.65

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018122	GEI CONSULTANTS INC			1/03/2025		93697
	3129003	GRANT SUPPORT FOR MILFOIL PROJ	0.00	\$1,690.00	0.00	1,690.00
	Desc:	grant support for milfoil project	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		1,690.00	0.00	1,690.00
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		1/03/2025		93698
	08303200003DEC'24	DEWEY FAMILY RD	47.57	\$47.57	0.00	47.57
	Desc:	DEWEY FAMILY RD	Acct: 65-964-329-0000	ELECTRICITY		
	09732000006DEC'24	319 LATHAM WORKS	13,636.61	\$13,636.61	0.00	13,636.61
	Desc:	319 LATHAM WORKS	Acct: 60-961-329-0000	ELECTRICITY		
	11013200008DEC'24	HENDEE WAY	97.37	\$97.37	0.00	97.37
	Desc:	HENDEE WAY	Acct: 65-964-329-0000	ELECTRICITY		
	13414587553DEC'24	120 LESLIE DR PAVILLION	0.00	\$79.76	0.00	79.76
	Desc:	120 LESLIE DR PAVILLION	Acct: 10-528-329-0000	PR -ELECTRICITY		
	13611000004DEC'24	HARTFORD VILLAGE STLGT	0.00	\$98.79	0.00	98.79
	Desc:	HARTFORD VILLAGE STLGT	Acct: 10-314-329-0000	DPW -ELECTRICITY		
	20822960512DEC'24	1732 QUECHEE MAIN ST	0.00	\$24.93	0.00	24.93
	Desc:	1732 QUECHEE MAIN ST	Acct: 10-314-329-0000	DPW -ELECTRICITY		
	21257439196DEC'24	1774 HILLSIDE RD	0.00	\$214.25	0.00	214.25
	Desc:	1774 HILLSIDE RD	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	23490000009DEC'24	200 CRANBERRY LN	5,324.87	\$5,324.87	0.00	5,324.87
	Desc:	200 CRANBERRY LN	Acct: 50-952-329-0000	ELECTRICITY		
	27333200007DEC'24	ALDEN PARTRIDGE RD	65.20	\$65.20	0.00	65.20
	Desc:	ALDEN PARTRIDGE RD	Acct: 65-964-329-0000	ELECTRICITY		
	27762000001DEC'24	262 N MAIN - SENIOR CTR	0.00	\$1,444.17	0.00	1,444.17
	Desc:	262 N MAIN - SENIOR CTR	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
	33833000004DEC'24	MAXFIELD PUMP STA	117.36	\$117.36	0.00	117.36
	Desc:	MAXFIELD PUMP STA	Acct: 60-964-329-0000	ELECTRICITY		
	38035000009DEC'24	OLCOTT COMMERCE PARK	245.97	\$245.97	0.00	245.97
	Desc:	OLCOTT COMMERCE PARK	Acct: 60-964-329-0000	ELECTRICITY		
	39135140109DEC'24	120 LESLIE DR	0.00	\$60.29	0.00	60.29
	Desc:	120 LESLIE DR	Acct: 10-528-329-0000	PR -ELECTRICITY		
	39424000006DEC'24	PUBLIC SAFETY BLDG	0.00	\$399.81	0.00	399.81
	Desc:	PUBLIC SAFETY BLDG	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Desc:	PUBLIC SAFETY BLDG	Acct: 10-211-329-0000	HPD -ELECTRICITY		
	Desc:	PUBLIC SAFETY BLDG	Acct: 10-271-329-0000	DISP -ELECTRICITY		
	41082200001DEC'24	291 SUGAR HILL LN	301.36	\$301.36	0.00	301.36
	Desc:	291 SUGAR HILL LN	Acct: 55-954-329-0000	ELECTRICITY		
	43382200004DEC'24	EASTMAN HILL PUMP	243.31	\$243.31	0.00	243.31
	Desc:	EASTMAN HILL PUMP	Acct: 55-954-329-0000	ELECTRICITY		
	44926000009DEC'24	STREET LIGHTS HWY	0.00	\$2,262.02	0.00	2,262.02
	Desc:	STREET LIGHTS HWY	Acct: 10-314-329-0000	DPW -ELECTRICITY		
	48832000003DEC'24	ARBORETUM	78.89	\$78.89	0.00	78.89
	Desc:	ARBORETUM	Acct: 60-964-329-0000	ELECTRICITY		
	48933200007DEC'24	VILLAGE GREEN BALLOON FEST	0.00	\$24.18	0.00	24.18
	Desc:	VILLAGE GREEN BALLOON FEST	Acct: 10-521-329-0000	PR -ELECTRICITY		
	49424000005DEC'24	VA CUTOFF WTR	34.71	\$34.71	0.00	34.71
	Desc:	VA CUTOFF WTR	Acct: 50-954-329-0000	ELECTRICITY		

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57303200000AUG'24	HIGH ST MAIN ST	-4.05	\$-4.05	0.00	-4.05	
Desc: HIGH ST MAIN ST		Acct: 60-964-329-0000	ELECTRICITY			
57303200000DEC'24	HIGH ST	606.65	\$606.65	0.00	606.65	
Desc: HIGH ST		Acct: 60-964-329-0000	ELECTRICITY			
57303200000JUL'24	HIGH ST MAIN ST	-94.09	\$-94.09	0.00	-94.09	
Desc: HIGH ST MAIN ST		Acct: 60-964-329-0000	ELECTRICITY			
57303200000JUN'24	HIGH ST MAIN ST	-121.16	\$-121.16	0.00	-121.16	
Desc: HIGH ST MAIN ST		Acct: 60-964-329-0000	ELECTRICITY			
57303200000NOV'24	HIGH ST	193.54	\$193.54	0.00	193.54	
Desc: HIGH ST		Acct: 60-964-329-0000	ELECTRICITY			
57303200000OCT'24	HIGH ST	79.62	\$79.62	0.00	79.62	
Desc: HIGH ST		Acct: 60-964-329-0000	ELECTRICITY			
57303200000SEP'24	HIGH ST	-127.30	\$-127.30	0.00	-127.30	
Desc: HIGH ST		Acct: 60-964-329-0000	ELECTRICITY			
59511000008DEC'24	CAMPBELL ST PUMP	130.50	\$130.50	0.00	130.50	
Desc: CAMPBELL ST PUMP		Acct: 50-954-329-0000	ELECTRICITY			
62592200000DEC'24	WOODSTOCK RD	0.00	\$119.59	0.00	119.59	
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	DPW -ELECTRICITY			
62713200004DEC'24	WOODSTOCK RD HEAT TAPE	24.45	\$24.45	0.00	24.45	
Desc: WOODSTOCK RD HEAT TAPE		Acct: 55-954-329-0000	ELECTRICITY			
67003200002DEC'24	WILLARD RD QUE FIRE	0.00	\$210.70	0.00	210.70	
Desc: WILLARD RD QUE FIRE		Acct: 10-221-329-0000	HFD -ELECTRICITY			
67303200009DEC'24	78 MURPHYS RD	158.89	\$158.89	0.00	158.89	
Desc: 78 MURPHYS RD		Acct: 65-964-329-0000	ELECTRICITY			
67399084366DEC'24	120 LESLIE DR PAVILLION B	0.00	\$195.31	0.00	195.31	
Desc: 120 LESLIE DR PAVILLION B		Acct: 10-528-329-0000	PR -ELECTRICITY			
71013200002DEC'24	WHITMAN BROOK PUMP	189.41	\$189.41	0.00	189.41	
Desc: WHITMAN BROOK PUMP		Acct: 65-964-329-0000	ELECTRICITY			
74713200009DEC'24	WOODSTOCK RD	0.00	\$27.81	0.00	27.81	
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	DPW -ELECTRICITY			
74872200006DEC'24	LAKE PINNEO WELL	1,750.81	\$1,750.81	0.00	1,750.81	
Desc: LAKE PINNEO WELL		Acct: 55-953-329-0000	ELECTRICITY			
74972200005DEC'24	WHEELOCK RD	25.95	\$25.95	0.00	25.95	
Desc: WHEELOCK RD		Acct: 55-954-329-0000	ELECTRICITY			
77303200008DEC'24	LAKE PINNEO WW PUMP	169.06	\$169.06	0.00	169.06	
Desc: LAKE PINNEO WW PUMP		Acct: 65-964-329-0000	ELECTRICITY			
80082200009DEC'24	NOYES LN KINGSWOOD	237.29	\$237.29	0.00	237.29	
Desc: NOYES LN KINGSWOOD		Acct: 55-954-329-0000	ELECTRICITY			
84443200005DEC'24	WATERMAN HL	0.00	\$44.65	0.00	44.65	
Desc: WATERMAN HL		Acct: 10-314-329-0000	DPW -ELECTRICITY			
87303200007DEC'24	QUECHEE HARTLAND RD	96.07	\$96.07	0.00	96.07	
Desc: QUECHEE HARTLAND RD		Acct: 65-964-329-0000	ELECTRICITY			
91611000000DEC'24	FERRY RD	199.69	\$199.69	0.00	199.69	
Desc: FERRY RD		Acct: 60-964-329-0000	ELECTRICITY			
91624000005DEC'24	SOLID WASTE ADMIN	44.44	\$44.44	0.00	44.44	
Desc: SOLID WASTE ADMIN		Acct: 30-971-329-0000	ELECTRICITY			
01013200009DEC'24	1299 QUECHEE MAIN ST	101.14	\$101.14	0.00	101.14	
Desc: 1299 QUECHEE MAIN ST		Acct: 65-964-329-0000	ELECTRICITY			

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	04013200003DEC'24	BENTLY RD PUMP	76.74	\$76.74	0.00	76.74
	Desc: BENTLY RD PUMP		Acct: 65-964-329-0000	ELECTRICITY		
	Vendor Total:			29,137.13	0.00	29,137.13
020000	GREEN MOUNTAIN WATER ENVIRONMENT		GMWEA	1/03/2025		93699
794	MEMBERSHIP RENEWAL		300.00	\$300.00	0.00	300.00
	Desc: MEMBERSHIP RENEWAL		Acct: 50-954-313-0000	MEMBERSHIP DUES		
	Desc: MEMBERSHIP RENEWAL		Acct: 55-954-313-0000	MEMBERSHIP DUES		
	Vendor Total:			300.00	0.00	300.00
021450	HARTFORD, TOWN OF		TOWN OF HARTFORD	1/03/2025		93700
141210,00430795	45 HIGHLAND AVE		0.00	\$1,603.72	0.00	1,603.72
	Desc: 45 HIGHLAND AVE		Acct: 10-530-328-0000	PR -WATER		
120800,00430796	RADCLIFF PARK		0.00	\$45.42	0.00	45.42
	Desc: RADCLIFF PARK		Acct: 10-521-328-0000	PR -WATER		
110390,00430799	WATER - SENIOR CENTER		0.00	\$341.42	0.00	341.42
	Desc: WATER - SENIOR CENTER		Acct: 10-421-328-0000	SEN -WATER		
112780,00430791	173 AIRPORT RD		0.00	\$1,071.55	0.00	1,071.55
	Desc: 173 AIRPORT RD		Acct: 10-321-328-0000	DPW -WATER		
113640,00430793	BRIGGS PARK		0.00	\$95.19	0.00	95.19
	Desc: BRIGGS PARK		Acct: 10-521-328-0000	PR -WATER		
121050,00430797	319 LATHAM WKS LN		2,124.28	\$2,124.28	0.00	2,124.28
	Desc: 319 LATHAM WKS LN		Acct: 60-961-328-0000	WATER		
121051,00430798	319 LATHAM WKS LN		254.45	\$254.45	0.00	254.45
	Desc: 319 LATHAM WKS LN		Acct: 60-961-328-0000	WATER		
130125,00430792	171 BRIDGE STREET - TH		0.00	\$314.35	0.00	314.35
	Desc: 171 BRIDGE STREET - TH		Acct: 10-161-328-0000	TH -WATER		
	Vendor Total:			5,850.38	0.00	5,850.38
021783	HAVERSTOCK, JOHN S		JOHN S HAVERSTOCK	1/03/2025		93701
JAN'25	MILEAGE ALLOWANCE JAN'25		0.00	\$333.33	0.00	333.33
	Desc: MILEAGE ALLOWANCE JAN'25		Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
	Vendor Total:			333.33	0.00	333.33
022703	HILL, MARY		MARY HILL	1/03/2025		93702
DEC'24	RET REIMB DEC'24		0.00	\$383.12	0.00	383.12
	Desc: Ret reimb Dec 24		Acct: 10-151-418-0100	TC -Retirees		
	Vendor Total:			383.12	0.00	383.12
025175	SANEL NAPA WEST LEBANON		SANEL NAPA - WEST LEBANON	1/03/2025		93703
191502	PARTS		0.00	\$32.98	0.00	32.98
	Desc: PARTS		Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
	Vendor Total:			32.98	0.00	32.98
027550	LEBANON, CITY OF		CITY OF LEBANON	1/03/2025		93704
11.14.24	TINY ROBOT COST SHARE		0.00	\$1,000.00	0.00	1,000.00
	Desc: tiny robot cost share		Acct: 10-527-318-0000	PR -CONTRACTED SERVICES		

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,000.00	0.00	1,000.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		1/03/2025	93705
4935943,74762	131 WILLARD RD-TANK REMOVAL	0.00	\$-227.30	0.00	-227.30
Desc: 131 WILLARD RD-TANK REMOVAL	Acct: 10-221-327-0000		HFD -BUILDING HEAT		
4935943,81338	537 PASSUMPIC AVE SERVICE CALL	177.95	\$177.95	0.00	177.95
Desc: 537 PASSUMPIC AVE SERVICE CALL	Acct: 50-952-327-0000		BUILDING HEAT		
4935943,81579	PROPANE 848.6G@\$1.5075 WABA	0.00	\$1,296.23	0.00	1,296.23
Desc: PROPANE 848.6G@\$1.5075 WABA	Acct: 10-530-327-0000		PR -BUILDING HEAT		
4935943,89775	1,500.6 Gallons Propane @ \$1.5075/G	2,292.16	\$2,292.16	0.00	2,292.16
Desc: 1,500.6 Gallons Propane @ \$1.5075/G	Acct: 50-952-327-0000		BUILDING HEAT		
4935943,71104	PROPANE 90.8G@\$1.5075 DEPOT ST	138.70	\$138.70	0.00	138.70
Desc: PROPANE 90.8G@\$1.5075 DEPOT ST	Acct: 60-962-327-0000		BUILDING HEAT		
4935943,42527	PROPANE 1507.7G@\$1.5075 WABA	0.00	\$2,303.01	0.00	2,303.01
Desc: PROPANE 1507.7G@\$1.5075 WABA	Acct: 10-530-327-0000		PR -BUILDING HEAT		
4333626,69927	#2 OIL 135.5G@\$2.8181 N.HARTLAND F	385.92	\$385.92	0.00	385.92
Desc: #2 OIL 135.5G@\$2.8181 N.HARTLAND RD	Acct: 30-971-327-0000		BUILDING HEAT		
4333626,83415	#2 OIL 530.5G@\$2.8181 VA CUTOFF RI	0.00	\$1,510.92	0.00	1,510.92
Desc: #2 OIL 530.5G@\$2.8181 VA CUTOFF RD	Acct: 10-221-327-0000		HFD -BUILDING HEAT		
Desc: #2 OIL 530.5G@\$2.8181 VA CUTOFF RD	Acct: 10-211-327-0000		HPD -BUILDING HEAT		
Desc: #2 OIL 530.5G@\$2.8181 VA CUTOFF RD	Acct: 10-271-327-0000		DISP -Building - Heat		
4935943 12.21.2024	LATE FEE - STATEMENT	0.00	\$2.94	0.00	2.94
Desc: LATE FEE - STATEMENT	Acct: 10-530-327-0000		PR -BUILDING HEAT		
4935943,45919	PROPANE 459.1G @1.5075 WABA	0.00	\$701.27	0.00	701.27
Desc: PROPANE 459.1G @1.5075 WABA	Acct: 10-530-327-0000		PR -BUILDING HEAT		
4935943,49738	PROPANE 128.5G @1.5075 BUGBEE	0.00	\$196.28	0.00	196.28
Desc: PROPANE 128.5G @1.5075 BUGBEE	Acct: 10-421-329-0000		SEN -ELECTRICITY / GAS		
4935943,64314	PROPANE 465.2G@\$1.5275 200 CRANE	740.59	\$740.59	0.00	740.59
Desc: PROPANE 465.2G@\$1.5275 200 CRANBERR	Acct: 50-952-327-0000		BUILDING HEAT		
Vendor Total:			9,518.67	0.00	9,518.67
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS		1/03/2025	93706
JAN'25	RET REIMB JAN 25	0.00	\$932.82	0.00	932.82
Desc: Ret reimb Jan 25	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			932.82	0.00	932.82
028848	MADISON NATIONAL LIFE INSURANCE CO,			1/03/2025	93707
JAN'25	LIFE INS JAN 2025	296.07	\$2,724.96	0.00	2,724.96
Desc: NIS Jan2025	Acct: 10-121-240-0000		TM -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-151-240-0000		TC -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-171-240-0000		FIN -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-174-240-0000		ASE -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-175-240-0000		DEL -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-181-240-0000		IT -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-211-240-0000		HPD -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-221-240-0000		HFD -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-271-240-0000		DISP -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-312-240-0000		DPW -LIFE INSURANCE		
Desc: NIS Jan2025	Acct: 10-325-240-0000		DPW -LIFE INSURANCE		

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	Desc: NIS Jan2025	Acct: 10-511-240-0000	PR -LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 10-514-240-0000	PR -LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 10-530-240-0000	PR -LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 10-621-240-0000	PDZ -LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 10-622-240-0000	PDZ -LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 30-974-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 30-975-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 50-954-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 50-955-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 55-955-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 60-961-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 60-965-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 65-963-240-0000	LIFE INSURANCE		
	Desc: NIS Jan2025	Acct: 65-965-240-0000	LIFE INSURANCE		
Vendor Total:			2,724.96	0.00	2,724.96
029100	MAPLE STREET CATERING, LLC	MAPLE STREET CATERING, LLC		1/03/2025	93708
170954	Catering- Community Resilience Bul	660.00	\$660.00	0.00	660.00
	Desc: Catering- Community Resilience Bul	Acct: 70-626-626-0100	ACT172 Community Capacity Bldg Mini		
Vendor Total:			660.00	0.00	660.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		1/03/2025	93709
251217070	TAPE, STAPLER, PAPER	0.00	\$25.38	0.00	25.38
	Desc: TAPE, STAPLER, PAPER	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
251271579	BATTERIES	0.00	\$19.99	0.00	19.99
	Desc: BATTERIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
251151981	OFFICE SUPPLIES	0.00	\$24.98	0.00	24.98
	Desc: Office Supplies	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
251271495	PAPER	0.00	\$79.99	0.00	79.99
	Desc: PAPER	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
251126583	NOTES PADS	0.00	\$22.99	0.00	22.99
	Desc: NOTES PADS	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
251151689	FOLDERS + DESINFECTANT WIPES	0.00	\$30.90	0.00	30.90
	Desc: FOLDERS + DESINFECTANT WIPES	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
251179797	FACIAL TISSUES	0.00	\$17.20	0.00	17.20
	Desc: FACIAL TISSUES	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
251126552	WALL CLOCK+DESINFECTANT WIPES	0.00	\$64.39	0.00	64.39
	Desc: WALL CLOCK+DESINFECTANT WIPES	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
251271931	HOLE PUNCH	0.00	\$2.78	0.00	2.78
	Desc: HOLE PUNCH	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
251126975	OFFICE SUPPLIES	0.00	\$242.74	0.00	242.74
	Desc: Office Supplies	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
Vendor Total:			531.34	0.00	531.34
030240	MCNALL, GLENN A	GLENN A MCNALL		1/03/2025	93710
12.31.24	REIMBURSEMENT PER CBA	41.21	\$41.21	0.00	41.21
	Desc: Reimbursement Per CBA	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			41.21	0.00	41.21

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032106	MVP HEALTH CARE, INC - UNDER 65	MVP HEALTH CARE, INC	1/03/2025		93711
JAN'25	HEALTH INS - JAN 2025	24,669.17	\$183,348.48	0.00	183,348.48
Desc: MVP JAN2025	Acct: 10-121-220-0000	TM -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-151-220-0000	TC -HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-181-220-0000	IT -HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-221-220-0000	HFD -HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
Desc: HEALTH INS - JAN 2025	Acct: 10-312-220-0000	DPW -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-511-220-0000	PR -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-514-220-0000	PR -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-530-220-0000	PR -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance			
Desc: MVP JAN2025	Acct: 30-975-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 50-954-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 50-955-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 55-955-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 60-961-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 60-965-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 65-963-220-0000	HEALTH INSURANCE			
Desc: MVP JAN2025	Acct: 65-965-220-0000	HEALTH INSURANCE			
Vendor Total:			183,348.48	0.00	183,348.48
034785	NORTHEAST COMMUNITY SOLAR LLC		1/03/2025		93712
2097	JULY 2024 SOLAR ELECTRICITY	894.83	\$1,278.33	0.00	1,278.33
Desc: July 2024 solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY			
Desc: July 2024 Solar electricity	Acct: 60-961-329-0000	ELECTRICITY			
2180	OCTOBER 2024 SOLAR ELECTRICITY	894.83	\$1,278.33	0.00	1,278.33
Desc: October 2024 solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY			
Desc: October 2024 solar electricity	Acct: 60-961-329-0000	ELECTRICITY			
2151	SEPTEMBER 2024 SOLAR ELECTRICIT	894.83	\$1,278.33	0.00	1,278.33
Desc: September 2024 solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY			
Desc: September 2024 solar electricity	Acct: 60-961-329-0000	ELECTRICITY			
2123	AUGUST 2024 SOLAR ELECTRICITY	894.83	\$1,278.33	0.00	1,278.33
Desc: August 2024 solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY			
Desc: August 2024 solar electricity	Acct: 60-961-329-0000	ELECTRICITY			
2208	NOVEMBER 2024 SOLAR ELECTRICITY	894.83	\$1,278.33	0.00	1,278.33
Desc: November 2024 Solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY			
Desc: November 2024 solar electricity	Acct: 60-961-329-0000	ELECTRICITY			

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			6,391.65	0.00	6,391.65
034800	NORTHEAST DELTA DENTAL		1/03/2025		93713
JAN'25	DELTAN INS JAN'25	1,426.33	\$9,830.70	0.00	9,830.70
Desc: Delta Ins JAN25	Acct: 10-121-230-0000		TM -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-151-230-0000		TC -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-171-230-0000		FIN -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-174-230-0000		ASE -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-175-230-0000		DEL -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-181-230-0000		IT -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-211-230-0000		HPD -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-221-230-0000		HFD -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-271-230-0000		DISP -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-312-230-0000		DPW -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-325-230-0000		DPW -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-511-230-0000		PR -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-514-230-0000		PR -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-530-230-0000		PR -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-621-230-0000		PDZ -DENTAL		
Desc: Delta Ins JAN25	Acct: 10-622-230-0000		PDZ -DENTAL		
Desc: Delta Ins JAN25	Acct: 30-975-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 50-954-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 50-955-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 55-955-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 60-961-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 60-965-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 65-963-230-0000		DENTAL		
Desc: Delta Ins JAN25	Acct: 65-965-230-0000		DENTAL		
Vendor Total:			9,830.70	0.00	9,830.70
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	1/03/2025		93714
9600004155NOV'24	NOV'24 TRASH SERVICES	0.00	\$284.53	0.00	284.53
Desc: TRASH SERVICES	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
Desc: TRASH SERVICES	Acct: 10-211-318-0000		HPD -CONTRACTED SERVICES		
Desc: TRASH SERVICES	Acct: 10-271-320-0000		DISP -EQUIP OPERATION/MAINT-OFF		
Vendor Total:			284.53	0.00	284.53
035360	NOTT'S EXCAVATING INC		1/03/2025		93715
QUE FIELD 5E - 2	QUE FIELD 5E REPLACEMENT 12.04.24	18,361.00	\$18,361.00	0.00	18,361.00
Desc: QUE FIELD 5E REPLACEMENT 12.04.24	Acct: 65-965-543-0000		CAPITAL OUTLAY		
QUE FIELD 5E - 2A	QUE FIELD 5E REPLACEMENT 12.04.24	32,988.50	\$32,988.50	0.00	32,988.50
Desc: QUE FIELD 5E REPLACEMENT 12.04.24	Acct: 65-965-543-0400		Quechee WW Bond - Capital		
Vendor Total:			51,349.50	0.00	51,349.50
037450	PIKE INDUSTRIES INC		1/03/2025		93716
1311717	GRAVEL RDS POTHOLES	0.00	\$175.68	0.00	175.68
Desc: GRAVEL RDS POTHOLES	Acct: 10-312-323-0000		DPW -MATERIAL & SUPPLIES		
1312056	WINTER SAND FOR STOCK	0.00	\$3,181.62	0.00	3,181.62
Desc: Winter Sand for Stock	Acct: 10-312-323-0000		DPW -MATERIAL & SUPPLIES		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
1311875	STONE STOCK FOR WATER LEAKS	545.85	\$545.85	0.00	545.85
Desc: 3/4" Crushed Stone Base_Stock for W	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
1312055	WINTER SAND FOR STOCK	0.00	\$2,161.42	0.00	2,161.42
Desc: Winter Sand for Stock	Acct: 10-312-323-0000		DPW -MATERIAL & SUPPLIES		
Vendor Total:			6,064.57	0.00	6,064.57
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC		1/03/2025	93717
DEC'24	POSTAGE - DEC'24	761.76	\$1,529.73	0.00	1,529.73
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-121-322-0000		TM -POSTAGE		
Desc: POSTAGE DEC'24	Acct: 10-171-322-0000		FIN -POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-151-322-0000		TC -POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-511-322-0000		PR -POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-622-322-0000		PDZ -POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-175-322-0000		DEL -POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 50-955-322-0000		POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 55-955-322-0000		POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 60-965-322-0000		POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 65-965-322-0000		POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-221-322-0000		HFD -POSTAGE		
Desc: POSTAGE DEC'24 - TAX BILLS	Acct: 10-171-322-0000		FIN -POSTAGE		
Desc: Postage Dec 4, 2024 - Jan 2, 2025	Acct: 10-271-320-0000		DISP -EQUIP OPERATION/MAINT-OFF		
Vendor Total:			1,529.73	0.00	1,529.73
039710	REED TRUCK SERVICES INC	SG REED TRUCK SERVICES INC,		1/03/2025	93718
28065	PARTS	0.00	\$339.65	0.00	339.65
Desc: PARTS	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
28112	PARTS	0.00	\$403.76	0.00	403.76
Desc: PARTS	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			743.41	0.00	743.41
040075	R.H. SCALES CO, INC	R.H. SCALES CO, INC		1/03/2025	93719
6122585	WESTERN GUIDE KIT	0.00	\$32.40	0.00	32.40
Desc: WESTERN GUIDE KIT	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			32.40	0.00	32.40
041586	SANBORN, HEAD & ASSOCIATES, INC			1/03/2025	93720
0066243	C&D EVALUATION SEP'24	15,590.16	\$15,590.16	0.00	15,590.16
Desc: C&D EVALUATION SEP'24	Acct: 30-973-318-0000		CONTRACTED SERVICES		
Vendor Total:			15,590.16	0.00	15,590.16
041735	SCHWAAB INC			1/03/2025	93721
4672199	New JP-BCA Member Name Badges	0.00	\$79.21	0.00	79.21
Desc: New JP-BCA Member Name Badges	Acct: 10-131-323-0000		TC -MATERIALS & SUPPLIES		
Vendor Total:			79.21	0.00	79.21
043875	STANDARD CHAIR OF GARDNER			1/03/2025	93722
INV336876	RETIREMENT GIFT	0.00	\$518.00	0.00	518.00
Desc: RETIREMENT GIFT	Acct: 10-271-323-0000		DISP -MATERIAL & SUPPLIES		

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Vendor ID	Vendor Name		Payee Name	Check Date	Check No.	
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				518.00	0.00	518.00
043930	STAPLES CONTRACT & COMMERCIAL	STAPLES ADVANTAGE		1/03/2025		93723
7003343693	COPY PAPER, DISINFECTANT WIPES	0.00	\$349.11	0.00		349.11
	Desc: COPY PAPER, DISINFECTANT WIPES	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
Vendor Total:				349.11	0.00	349.11
044560	STRATUS TELECOM LLC			1/03/2025		93724
19893	FAX SERVICES - JAN'25	0.00	\$139.31	0.00		139.31
	Desc: FAX SERVICES - JAN'25	Acct: 10-271-324-0000	DISP -TELEPHONE			
	Desc: FAX SERVICES - JAN'25	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Desc: FAX SERVICES - JAN'25	Acct: 10-211-324-0000	HPD -TELEPHONE			
	Desc: FAX SERVICES - JAN'25	Acct: 10-121-324-0000	TM -TELEPHONE			
Vendor Total:				139.31	0.00	139.31
046000	TI-SALES INC			1/03/2025		93725
RTN0011230	NEPTUNE TRAINING AND SUBSCRIPTI	-9,041.00	\$-9,041.00	0.00		-9,041.00
	Desc: NEPTUNE TRAINING AND SUBSCRIPTION	Acct: 50-955-331-0000	DEPARTMENT EQUIPMENT			
	Desc: NEPTUNE TRAINING AND SUBSCRIPTION	Acct: 55-955-331-0000	DEPARTMENT EQUIPMENT			
INV0174048A	NEPTUNE TRAINING AND SUBSCRIPTI	9,041.00	\$9,041.00	0.00		9,041.00
	Desc: NEPTUNE TRAINING AND SUBSCRIPTION	Acct: 50-955-331-0000	DEPARTMENT EQUIPMENT			
	Desc: NEPTUNE TRAINING AND SUBSCRIPTION	Acct: 55-955-331-0000	DEPARTMENT EQUIPMENT			
Zero Check Amount				0.00	0.00	0.00
047080	TWOHIG POLYGRAPH SERVICES LLC			1/03/2025		93726
12.05.24	NANATOVICH PRE EMPLY SCREEN	0.00	\$450.00	0.00		450.00
	Desc: NANATOVICH PRE EMPLY SCREEN	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
Vendor Total:				450.00	0.00	450.00
047190	USABBLUEBOOK	USABBLUEBOOK		1/03/2025		93727
INV00569410	SUPPLIES	136.58	\$136.58	0.00		136.58
	Desc: SUPPLIES	Acct: 65-963-323-0000	MATERIALS & SUPPLIES			
Vendor Total:				136.58	0.00	136.58
048300	VALLEY NEWS	VALLEY NEWS		1/03/2025		93728
125911,4441849	SB AGENDA 01.07.24	0.00	\$244.80	0.00		244.80
	Desc: SB AGENDA 01.07.24	Acct: 10-111-312-0000	SB -ADVERTISING			
123440,456027-	HOUSING+DEVELOPMENT SPECIAL	0.00	\$141.75	0.00		141.75
	Desc: HOUSING+DEVELOPMENT SPECIAL	Acct: 10-622-315-0000	PDZ -RECRUITMENT & TRAINING			
123440,457218B	HOUSING&DEVEL SPECIALIST	0.00	\$141.75	0.00		141.75
	Desc: HOUSING&DEVEL SPECIALIST	Acct: 10-622-315-0000	PDZ -RECRUITMENT & TRAINING			
125977,4441469	HOUSING&DEVEL SPECIALIST	0.00	\$105.50	0.00		105.50
	Desc: HOUSING&DEVEL SPECIALIST	Acct: 10-622-315-0000	PDZ -RECRUITMENT & TRAINING			
125977,4441553	PLANNING COMMIS AGENDA 01.13.25	0.00	\$192.60	0.00		192.60
	Desc: PLANNING COMMIS AGENDA 01.13.25	Acct: 10-622-312-0000	PDZ -ADVERTISING			
123440,457218	HOUSING&DEVEL SPECIALIST	0.00	\$141.75	0.00		141.75
	Desc: HOUSING&DEVEL SPECIALIST	Acct: 10-622-315-0000	PDZ -RECRUITMENT & TRAINING			
123440,456543-	TOWN&SCHOOL DISTRICT ELECTION	0.00	\$156.75	0.00		156.75

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	TOWN&SCHOOL DISTRICT ELECTION	Acct: 10-131-312-0000	TC -ADVERTISING		
		Vendor Total:		1,124.90	0.00	1,124.90
049401	VERMONT DEPT OF HEALTH			1/03/2025		93729
1533	ENGRAVED PAPER		0.00	\$83.00	0.00	83.00
	Desc:	ENGRAVED PAPER	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
		Vendor Total:		83.00	0.00	83.00
049885	VERMONT FIRE EXTINGUISHER			1/03/2025		93730
74222	INSPECTION AND MAINTENANCE		0.00	\$133.00	0.00	133.00
	Desc:	INSPECTION AND MAINTENANCE	Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		
		Vendor Total:		133.00	0.00	133.00
051942	VISION GOVERNMENT SOLUTIONS		VISION GOVERNMENT SOLUTIONS		1/03/2025	93731
115264A	CAMA SOFTWARE 2025 + GIS 2025		0.00	\$3,912.44	0.00	3,912.44
	Desc:	CAMA MAINT & GIS	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
115264B	CAMA SOFTWARE 2025 + GIS 2025		0.00	\$7,813.56	0.00	7,813.56
	Desc:	CAMA SOFTWARE 2025 + GIS 2025	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
		Vendor Total:		11,726.00	0.00	11,726.00
051943	VISION SERVICE PLAN		VISION SERVICE PLAN		1/03/2025	93732
JAN'25	VISION INS JAN'25		0.00	\$2,038.74	0.00	2,038.74
	Desc:	Vision JAN2025	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
		Vendor Total:		2,038.74	0.00	2,038.74
053000	WHITE RIVER COUNCIL ON AGING			1/03/2025		93733
2025 JAN-MAR	CONTRACTED SERV JAN - MAR 2025		0.00	\$5,000.00	0.00	5,000.00
	Desc:	CONTRACTED SERV JAN - MAR 2025	Acct: 10-421-318-0200	SEN -CONTRACT SERV SENIOR CTR		
053000	WHITE RIVER COUNCIL ON AGING			1/03/2025		93734
FY25 2/2	CONTRACTED SERVICES JAN - JUN 2025		0.00	\$41,825.00	0.00	41,825.00
	Desc:	CONTRACTED SERVICES JAN-JUN 2025	Acct: 10-421-318-0100	SEN -CONTRACT SERV WR COUNCIL		
		Vendor Total:		46,825.00	0.00	46,825.00
053650	WILSON TIRE INC			1/03/2025		93735
544627	TIRE MOUNT AND BALANCE		0.00	\$889.00	0.00	889.00
	Desc:	TIRE MOUNT AND BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
544874	TIRE MOUNT AND BALANCE		0.00	\$969.00	0.00	969.00
	Desc:	TIRE MOUNT AND BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		1,858.00	0.00	1,858.00
054150	WISDOM & POWER LLC			1/03/2025		93736
OCT'24	OCTOBER 2024 SOLAR ELECTRICITY		1,965.11	\$1,965.11	0.00	1,965.11
	Desc:	October 2024 solar electricity	Acct: 50-952-329-0000	ELECTRICITY		
		Vendor Total:		1,965.11	0.00	1,965.11
059704	CLARKE, MARTHA		MARTHA CLARKE		1/03/2025	93737
NOV'24	GYM REIMBURSEMENT NOV		0.00	\$20.03	0.00	20.03

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: GYM REIMBURSEMENT NOV	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
	Vendor Total:		20.03	0.00	20.03
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC	1/03/2025		93738
22936	ZAMBONI KNIFE	0.00	\$41.00	0.00	41.00
	Desc: ZAMBONI KNIFE	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		41.00	0.00	41.00
059847	COUTERMARSH, TOM	TOM COUTERMARSH	1/03/2025		93739
JAN'25	RET REIMB JAN 2025	932.84	\$932.84	0.00	932.84
	Desc: Ret Reimb Jan 2025	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Jan 2025	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Jan 2025	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Jan 2025	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		932.84	0.00	932.84
059882	CARY, SANDRA	SANDRA CARY	1/03/2025		93740
2025-6	REIMBURS-USPS/AMAZON/WALMART	0.00	\$184.65	0.00	184.65
	Desc: REIMBURS-USPS/AMAZON/WALMART	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		184.65	0.00	184.65
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC	1/03/2025		93741
IN650764	METER - COPIER - DEC'24	0.00	\$93.27	0.00	93.27
	Desc: METER - COPIER - DEC'24 V1418 ADMIN	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: METER - COPIER - DEC'24 V1419 DIS	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
IN650016	METER - COPIER - DETECTIVES V1183	0.00	\$78.30	0.00	78.30
	Desc: METER - COPIER - DETECTIVES V1183	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
IN650940	METER COPIER - DEC'24	58.80	\$89.69	0.00	89.69
	Desc: METER COPIER - DEC'24 DPW V1178	Acct: 10-325-320-0000	DPW -EQUIPMENT OPER/MAINT - OFF		
	Desc: METER COPIER - DEC'24 DPW V1178	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: METER COPIER - DEC'24 DPW V1178	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: METER COPIER - DEC'24 DPW V1178	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: METER COPIER - DEC'24 DPW V1178	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: METER COPIER - DEC'24 TC V1179	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
	Vendor Total:		261.26	0.00	261.26
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES	1/03/2025		93742
83375618	LEASE COPIER - STN#2+DETECTIVES	0.00	\$65.34	0.00	65.34
	Desc: LEASE COPIER - STN#2	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
	Desc: LEASE COPIER - DETECTIVES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
83375626	LEASE COPIER-DEC'24	0.00	\$107.71	0.00	107.71
	Desc: LEASE COPIER-DEC'24-ADMIN	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: LEASE COPIER-DEC'24-DIS	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
83269185	LEASE COPIER-NOV'24	0.00	\$177.58	0.00	177.58
	Desc: LEASE COPIER-NOV'24-DIS	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Desc: LEASE COPIER-NOV'24-ADMIN	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Vendor Total:		350.63	0.00	350.63

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
060124	GREEN MAPLE, LLC		GREEN MAPLE, LLC		1/03/2025	93743
345145	OCTOBER 2024 SOLAR ELECTRICITY		3,774.71	\$15,915.32	0.00	15,915.32
Desc:	October 2024 solar electricity	Acct:	10-530-329-0000		PR -ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	10-161-329-0000		TH -ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	10-221-329-0000		HFD -ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	10-211-329-0000		HPD -ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	10-271-329-0000		DISP -ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	55-953-329-0000		ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	60-962-329-0000		ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	10-421-329-0000		SEN -ELECTRICITY / GAS	
Desc:	October 2024 solar electricity	Acct:	30-971-329-0000		ELECTRICITY	
Desc:	October 2024 solar electricity	Acct:	65-964-329-0000		ELECTRICITY	
Vendor Total:				15,915.32	0.00	15,915.32
500387	EXECUSUITE, LLC				1/03/2025	93744
35229	MONTHLY RENT - JAN 2025		0.00	\$400.00	0.00	400.00
Desc:	MONTHLY RENT - JAN 2025	Acct:	10-121-318-0600		TM -CONTRACT SERVICES - PARKINC	
Vendor Total:				400.00	0.00	400.00
500894	SECURSHRED		SECURSHRED		1/03/2025	93745
477085	SHREDDING DPW		0.00	\$24.00	0.00	24.00
Desc:	SHREDDING DPW	Acct:	10-325-318-0000		DPW -CONTRACT SERVICES	
Vendor Total:				24.00	0.00	24.00
501936	VIKING-CIVES USA				1/03/2025	93746
4538378	OBS CAMERA SYSTEM		0.00	\$543.00	0.00	543.00
Desc:	CH-10_Cable, OBS Camera System	Acct:	10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES	
Vendor Total:				543.00	0.00	543.00
FUND 1 0			Bank Total:		476,318.31	
			Holdback Total		529,584.12	
Batch Totals:			0.00	148,494.18	0.00	678,078.30

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Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.

_____ MICHAEL HOYT
_____ KIM SOUZA
_____ MARY M. ERDEI
_____ LANNIE J. COLLINS
_____ IDA GRIESEMER
_____ BRANDON SMITH
_____ JOHN HAVERSTOCK

_____ GAIL OSTROUT
_____ JOSEPH MAJOR