



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, February 25, 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/catv810](https://www.youtube.com/catv810) – click “live now”. If you are calling in from phone dial:
(415) 762-9988 Type in the Room ID: 549-799-933 followed by # Press # a second time and
Press *9 to raise your hand for public comment

- I. Call to Order the Selectboard Meeting (6:00)
- II. Pledge of Allegiance (6:01)
- III. Local Liquor Control Board: (6:02)
 - NEW: a. Consider the New Application for Rachel Burge & Matthew Burge d/b/a Honey Child, LLC. 139 Hillridge Rd, White River Jct., VT 05001. (1st, 3rd Class Licenses)
- IV. Local Cannabis Control Board: None
- V. Order of Agenda (6:10)
- VI. Selectboard
 1. Public Comment (6:11)
 2. Selectboard Comments and Announcements (6:20)
 3. Appointments (6:30)
 - a. Consider the Appointment of Dennis Brown to the Hartford 250th Commemoration Committee
 - b. Consider the Appointment of Earl Hatley to the Hartford 250th Commemoration Committee
 - c. Consider the Appointment of Linda Miller to the Hartford 250th Commemoration Committee
 - d. Consider the Appointment of Gwen Tuson to the Hartford 250th Commemoration Committee
 - e. Consider the Appointment of Patti Crimmin-Greenan to the Hartford 250th Commemoration Committee
 4. Town Manager's Report (6:40)
 5. Board Report, Motions & Ordinances
 - a. Year to Date Financial Review (6:45)
 - b. Approve Audit Engagement Letters (7:00)
 - c. Hartford RF1-271 CSO Abatement Project, Finding of No Significant Impact Hearing (7:05)
 - d. Remarks from Chris Brickell, Executive Director of Vermont's Criminal Justice Council on Fair and Impartial Policing (7:20)
- VII. Commission Reports (7:50)
- VIII. Consent Agenda (7:55)
 - Approve Meeting Minutes of: 2/18/2025
 - Future Meetings Approved: 3/1/2025 (Town and School District Meeting); 3/6/2025 (Organizational Meeting); 3/18/2025.
- IX. Adjourn the Selectboard Meeting (8:00)

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



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

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

Incomplete applications will cause delays in processing

Date: 1/29/25 Applicant(s): RACHEL BURGE
MATTHEW BURGE
Doing Business As: HONEY CHILD LLC
Business Address: 139 HILLRIDGE RD, WRJ, VT 05001
Telephone Number(s): 603-667-6379 E-mail: info@honeychildco.com
Other Contact Name(s), if applicable: _____

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

Name: <u>RACHEL BURGE</u>	DOB: <u>6/05/81</u>
Name: <u>MATTHEW BURGE</u>	DOB: <u>7/22/80</u>
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____

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

NONE

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

NONE

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

Rachel Burge

Printed Name

1/28/25

Date



Licensee's Signature

MATTHEW BURGE

Printed Name

1/28/25

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 51116
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Honey Child
Business ID: 0434004
Business Address: PO Box 304,
Hartford, Vermont 05047
Entity Type:
Management Type if LLC: Member-managed
Phone: (603) 667-6379
Email: info@honeychildco.com

People Information

- **Person:**
Matthew Burge

Business Role:
Business Principal

Email:
info@honeychildco.com

Business Address:
PO Box 304,
Hartford, Vermont, 05047

US Citizen?

Political Position

Phone:

Name: Matthew Burge

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Rachel Burge

Business Role:

Email:

Partner

info@honeychildco.com

Business Address:

PO Box 304,
Hartford, Vermont, 05047

US Citizen?

Yes

Phone:

603-667-6379

Political Position

Name: Rachel Burge

Office:

Jurisdiction:

Violations:

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

Location Name:

139 Hillridge Rd

Do you lease this Premises:

Health License:

Food:15829

Lodging:

Location Address:

139 Hillridge Road,
Hartford, Vermont 05001

Vermont Tax Department:

MRT-11280408-001

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-22050	Operating Agreement	Honey Child
D-22051	Federal Employee Identification #	Honey Child
D-22052	Health License	Honey Child

D-22053	Meals & Rooms Tax Certificate	Honey Child
D-22073	Lease or proof of ownership	LN-033309
D-22073	Lease or proof of ownership	LN-033309

Payment and Acknowledgement

Signed by:

Mathew Burge

Date of Submission:

2025-01-17 20:08:59

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 51123
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Honey Child
Business ID: 0434004
Business Address: PO Box 304,
Hartford, Vermont 05047
Entity Type:
Management Type if LLC: Member-managed
Phone: (603) 667-6379
Email: info@honeychildco.com

People Information

- **Person:**
Matthew Burge

Business Role:
Business Principal
Business Address:
PO Box 304,
Hartford, Vermont, 05047
Phone:

Email:
info@honeychildco.com
US Citizen?
Political Position
Name: Matthew Burge
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Rachel Burge

Business Role:

Email:

Partner

info@honeychildco.com

Business Address:

PO Box 304,
Hartford, Vermont, 05047

US Citizen?

Yes

Political Position

Phone:

603-667-6379

Name: Rachel Burge

Office:

Jurisdiction:

Violations:

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

Location Name:

139 Hillridge Rd

Do you lease this Premises:

Location Address:

139 Hillridge Road,
Hartford, Vermont 05001

Health License:

Food:15829

Lodging:

Local Jurisdiction/ Town Clerk:

Hartford

Vermont Tax Department:

MRT-11280408-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-22050	Operating Agreement	Honey Child
D-22051	Federal Employee Identification #	Honey Child
D-22052	Health License	Honey Child

D-22053	Meals & Rooms Tax Certificate	Honey Child
D-22073	Lease or proof of ownership	LN-033309
D-22073	Lease or proof of ownership	LN-033309

Payment and Acknowledgement

Signed by:

Matthew Burge

Date of Submission:

2025-01-17 21:01:13

Local Application Fee:

0

State of Vermont / DLL Application Fee:

550.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

STATE OF VERMONT - VERMONT DEPARTMENT OF HEALTH
COMMISSIONER OF HEALTH
License to Operate

I.D.# 15829
LICENSE TYPE: CATERER - COMMERCIAL
EFFECTIVE DATE: 12/10/2024

FEE: \$260.00

EXPIRATION DATE: 12/10/2025

ESTABLISHMENT NAME & LOCATION:
HONEY CHILD MOBILE UNIT (LIC# 331A495)
139 HILLRIDGE RD
WHITE RIVER JUNCTION, VT 05001

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED TO
OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS 4351-4358
VERMONT STATUTES ANNOTATED.

LICENSEE NAME & ADDRESS:
HONEY CHILD LLC
PO BOX 304
HARTFORD, VT 05047



THIS LICENSE IS NOT TRANSFERRABLE AND IS
VALID ONLY FOR THE LICENSEE LISTED.
THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.

LEASE AGREEMENT

THIS LEASE AGREEMENT made and entered into this day by and between

Matthew & Rachel Burge ("Owner") and
Honey Child LLC ("Tenant")

The rental property is located at: 139 Hillridge Rd

City: White River Junction State: VT Zip: 05001

Total initial monthly rent is \$ 0.01. The rent is due on the 1st day of the month beginning on January, 01. Move in date is: Jan 01, 2025. Owner must send a written notice of rent increase to Tenant a minimum of 90 days (3 full rental periods) prior to the effective date of the rent increase either prior to the expiration of the initial term of the lease or at any time after the tenancy has converted to a month-to-month term. In all other locations, Owner must give Tenant a minimum of 60 days (2 full rental periods) written notice of any rent increase.

1. Term of Lease.

Initial term of lease. The initial term begins on: Jan 1, 2025. The initial term ends on: Jan 1, 2026. Following the initial term, the lease will be renewed automatically on a month-to-month basis until: (1) termination of the lease by the Owner in accordance with paragraph 6 or upon a minimum of thirty (30) days written notice (one full rental period) if the Tenant has resided in the apartment for two (2) years or less or sixty (60) days written notice (2 full rental periods) if the Tenant has resided in the apartment for more than two (2) years by the Owner after the initial term for no cause; or (2) termination of the lease by the Tenant in accordance with the lease; or (3) by mutual agreement during the term of the lease.

2. Utilities and Appliances.

The Owner shall provide for or pay for the utilities and appliances as indicated below without any additional charge to the Tenant.

Item

Heating/Propane
Electric
Water
Sewer
Trash Collection
Range/Microwave
Refrigerator



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Rachel Burge

FOR COMPLETING

1st Class Server Training Program 2024 (Final Exam)

COMPLETION DATE

March 23, 2024

SCORE

95%



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 1/30/2025

Re: Liquor Licenses

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

Honey Child LLC
139 Hillridge Road White River Jct Vt

Rachel Burge

Matthew Burge

Choose an item.

Sherry West

From: Tom Peltier
Sent: Thursday, February 6, 2025 3:00 PM
To: info@honeychildco.com
Cc: Sherry West
Subject: Liquor License Inspection: Non-Jurisdictional

Good Afternoon,

The Hartford Fire Prevention Division has been in contact with Honey Child Company. We have determined your mobile food operation is not a "public building" as defined in 20 V.S.A. Chapter 173§ 2730, therefor we do not have jurisdiction over the premises. Please contact me if you have any questions regarding this subject.

Thank you,

Thomas Peltier
Fire Marshal
Hartford Fire Department
812 VA Cut Off Road,
White River Junction, VT. 05001
Phone (802)-295-3232
Cell (802)-299-7013

"Excellence in Service"



"WORKING Smoke Alarms, Carbon Monoxide Alarms and Sprinkler Systems Saves Lives"

Schedule Fire Inspections

Food Truck Liquor License Requirements

Food trucks must meet specific licensing requirements to serve alcohol in Vermont.



1ST/3RD CLASS LICENSE

Must obtain a 1st and/or 3rd Class License and meet all license requirements.



DOH LICENSE

Must hold and maintain a license issued by the Vermont Department of Health.



MULTIPLE LOCATIONS

Must apply for licenses for each location if serving alcohol in more than one location.



CLEAN WATER SUPPLY

Must have connection to a clean water supply. License is void when disconnected from water supply.



FOOD MUST BE AVAILABLE

Must have food available. No beverage only trucks allowed.



POWER SOURCE

Must have a connection to power. License is void when disconnected from power supply.



BATHROOMS

Must have bathroom facilities available at all times for customers.



TOWN APPROVAL REQUIRED

Must receive approval from the town(s) where the food truck will be operating for all licenses and permits.



OUTSIDE CONSUMPTION PERMIT

Must hold an Outside Consumption Permit and follow all permit requirements including having a clearly defined consumption area.

Get [Outlook for iOS](#)

From: Sherry West <swest@hartford-vt.org>
Sent: Friday, February 14, 2025 12:51 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Local liquor control board

John,

This is a catering business working out of a "horse Trailer" which was renovated. Basically it is a food truck which was why included the picture.

They are allowed to prepare, according to the state, the items at home and then have to use the Trailer as storage for any alcohol. As the statement Tom Peltier wrote, he does not have to inspect the trailer.

They will be at the meeting and will answer any questions you may have.

Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, February 14, 2025 12:11 PM
To: Lisa O'Neil <lonel@hartford-vt.org>; Sherry West <swest@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Jo-Ann Ells <jells@hartford-vt.org>
Cc: Lana Livingston <llivingston@hartford-vt.org>
Subject: Fw: Local liquor control board

FYI. If anyone has any input, please pass along to me and I will forward to the full Board.

Thanks.

John

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From: Lannie Collins <lcollins@hartford-vt.org>
Sent: Friday, February 14, 2025 12:08:05 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Selectboard <selectboard@hartford-vt.org>
Subject: Local liquor control board

John and board:

I am uncomfortable with the requested permit for Rached Burge & Matthew Burge d/b/a Honey Child, LLC. 139 Hillridge Rd, White River Jct., VT 05001.

This is a residential neighborhood address and I am requesting more information in regards to if this is permitted via zoning for this location.

I also have significant concerns about safety in terms of both traffic and parking.

Have these issues been addressed prior to this application?

Thank you,

Lannie Collins
Hartford Selectboard Member

John Haverstock

From: John Haverstock
Sent: Friday, February 14, 2025 4:22 PM
To: Selectboard
Subject: Fw: Local liquor control board

A last bit of Friday input.

Enjoy your weekend.

John

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, February 14, 2025 4:20 PM
To: Lori Hirshfield <lhirshfield@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>
Subject: Re: Local liquor control board

Great, thanks for the update. John

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From: Lori Hirshfield <lhirshfield@hartford-vt.org>
Sent: Friday, February 14, 2025 4:17:17 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>
Subject: RE: Local liquor control board

We already heard back from the property owner, and they thought they had obtained all the permits required. We anticipate they will be submitting an application next week.

Lori Hirshfield

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, February 14, 2025 4:03 PM
To: Lori Hirshfield <lhirshfield@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Danielle Taylor <dtaylor@hartford-vt.org>
Subject: RE: Local liquor control board

Thanks, Lori.

I have passed this along and hopefully we can supply the Board with more info before Tuesday night's meeting.

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

From: Lori Hirshfield <lhirshfield@hartford-vt.org>
Sent: Friday, February 14, 2025 2:08 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Local liquor control board

Hi John,

Danielle reviewed our records and they do not have a zoning permit to operate a business out of the home. Unfortunately, people sometimes mistakenly think they have obtained, filed for all the necessary local and state permits and don't realize they also need a zoning permit. Danielle is sending an email them to alert them to do this. Home occupations and Home Business are uses in the zoning district for this property. Hopefully we will have more follow-up information on Tuesday for you to share with the Selectboard.

Lori

Lori Hirshfield

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Friday, February 14, 2025 1:45 PM
To: Selectboard <selectboard@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>
Subject: Fw: Local liquor control board

Lannie,

Fyi.

Jo-Ann from Zoning is out today, but I will seek her input Tuesday and share any input with the Board.

Thanks.

John

John Haverstock

From: Sherry West
Sent: Tuesday, February 18, 2025 9:46 AM
To: John Haverstock; Lori Hirshfield
Subject: Honey Child, LLC

John,
Honey Child, LLC is on the agenda tonight for the new liquor application.

It was found out Friday that they did not go through Planning & Zoning for a permit for home business. They are working with them now to deal with this matter.

I am not sure if you want to pull the application for tonight or bring before the board and discuss it.

Just wanted to let you know.

Sherry A. West
Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

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John Haverstock

From: Jo-Ann Ells
Sent: Tuesday, February 18, 2025 2:13 PM
To: John Haverstock; Lori Hirshfield
Cc: Jo-Ann Ells
Subject: RE: Liquor License and Permitting

Hello John,

The people running the business are working to obtain a Zoning Permit for a Home Occupation. Home Occupations are allowed in all zoning districts and catering is an allowed type of Home Occupation.

At this point, I don't see any reason why I will not be able to issue the Zoning Permit. Staff reached out to them with a couple questions/clarifications, and we are waiting for their response.

Lori will be at the meeting tonight and can share any new information we receive between now and the meeting.

Best,

Jo-Ann

Jo-Ann Ells
Zoning Administrator
Department of Planning & Development
Town of Hartford, Vermont
171 Bridge Street
White River Junction, VT 05001
Office: 802-295-3075 Direct: 802-478-1117
Visit us at www.hartford-vt.org

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

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, February 18, 2025 1:50 PM
To: Lori Hirshfield <lhirschfield@hartford-vt.org>; Jo-Ann Ells <jells@hartford-vt.org>
Subject: Liquor License and Permitting

Any update, Lori/Jo-Ann?

John Haverstock

John Haverstock

From: Sherry West
Sent: Wednesday, February 19, 2025 11:40 AM
To: John Haverstock; Lana Livingston
Cc: Lisa O'Neil
Subject: FW: Liquor License

Please place Honey Child on the agenda for next Tuesday. See email thread below.

Thank you

Sherry A. West
Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

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From: Honey Child <info@honeychildco.com>
Sent: Wednesday, February 19, 2025 11:30 AM
To: Sherry West <swest@hartford-vt.org>
Subject: Re: Liquor License

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

Hello,
Oh goodness! I'm so sorry! We received an email about zoning permits and I assumed we wouldn't be on the meeting agenda for last night. We will be there next Tuesday!! What time should we arrive?
Thank you so much,
Rachel

On Wed, Feb 19, 2025 at 9:04 AM Sherry West <swest@hartford-vt.org> wrote:

Rachel & Matthew,

Good morning. As you did not show up to last night's board meeting regarding your liquor license, would you be able to make the meeting that is scheduled for next Tuesday?

It is imperative that you let us know immediately otherwise it will be delayed until March meeting. Tried contacting phone number on your application but mailbox is full and no alternative number listed on application.

Hope to hear from you soon.

Enjoy your day.

Sherry A. West

Hartford Asst. Town Clerk

171 Bridge St.

White River Jct., VT 05001

802-295-2785

swest@hartford-vt.org

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John Haverstock

From: John Haverstock
Sent: Wednesday, February 19, 2025 12:27 PM
To: Jo-Ann Ells; Sherry West
Cc: Lori Hirshfield; Lisa O'Neil; Lana Livingston
Subject: RE: Liquor Board Matter

Thanks, Jo-Ann.

This Liquor Board matter will appear on next Tuesday's meeting Agenda.

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

From: Jo-Ann Ells <jells@hartford-vt.org>
Sent: Wednesday, February 19, 2025 12:10 PM
To: John Haverstock <jhaverstock@hartford-vt.org>; Sherry West <swest@hartford-vt.org>
Cc: Lori Hirshfield <lhirshfield@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>; Lana Livingston <llivingston@hartford-vt.org>; Jo-Ann Ells <jells@hartford-vt.org>
Subject: RE: Liquor Board Matter

Hello everyone,

Update ~ The landowners have submitted everything I need to issue the permit. (Just waiting for them to drop off the check.)

Best,

Jo-Ann

Jo-Ann Ells
Zoning Administrator
Department of Planning & Development
Town of Hartford, Vermont
171 Bridge Street
White River Junction, VT 05001
Office: 802-295-3075 Direct: 802-478-1117
Visit us at www.hartford-vt.org

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, February 19, 2025 8:54 AM
To: Sherry West <swest@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>; Lana Livingston <llivingston@hartford-vt.org>
Subject: RE: Liquor Board Matter

Please speak with Lori (now on leave for the rest of the week) or Jo-Ann about this. I am told that Zoning permits are not a prerequisite for issuance of a liquor license....?

Thanks.

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

From: Sherry West <swest@hartford-vt.org>
Sent: Wednesday, February 19, 2025 8:49 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>; Lana Livingston <llivingston@hartford-vt.org>
Subject: RE: Liquor Board Matter

John,
I think now should wait until they finish the permitting process with Zoning.

Thank you.

Sherry A. West

Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

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

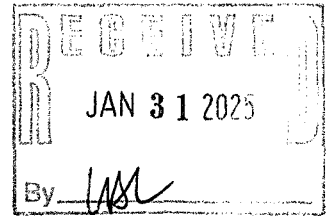
From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, February 19, 2025 8:47 AM
To: Sherry West <swest@hartford-vt.org>
Cc: Lori Hirshfield <lhirshfield@hartford-vt.org>; Jo-Ann Ells <jells@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>; Lana Livingston <llivingston@hartford-vt.org>
Subject: Liquor Board Matter

Hi Sherry.

The Honey Child folks were no-shows last night, so their application was tabled. Shall we add them to next Tuesday's SB meeting? If so, can you let them know that they must appear in person?

Thanks.

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



TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: The Hartford
250th Commemoration Committee

I. APPLICANT DATA:

Name: Dennis L. Brown
Address: 259 Elm Street Apt 2
WRS
Telephone: (Home) 802-295-0000 (Work) (Other) 802-295-0000
Email Address: d.brown@wrs.com
How long have you been a Hartford resident? 64 years
Are you a registered voter? Yes

II. EDUCATION:

High School: HHS Year Graduated: 1979
College 1: CCV Degree Earned: AS
Course of Study: Liberal Studies Year: 1995
College 2: Degree Earned:
Course of Study: Year:

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>The Hillman Group</u>	<u>11/27/13</u>	<u>Field Service Rep.</u>	
<u>Dartmouth College</u>	<u>2002-2020</u>		

IV. PROFESSIONAL EXPERIENCE:

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'm also on the HHPL, so that would be the only conflict

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'm very interested in Hartford's History and can remember our 200th (The bicentennial) so it would be great to help with this one. It is likely that I won't be around for the next one.

c. What are your past experiences in Municipal, State or Federal Government? Hartford's zoning, planning, charter, town manager searches, Historic Preservation, and select board.

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

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? Let's be able to commemorate our 250th.

f. What might some solutions be? Support from state and great communication.

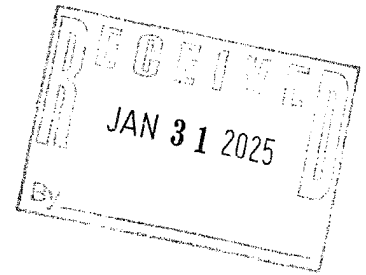
g. Other hobbies/interests: Military vehicles, Tractors, Veterans support, Hartford Heroes Banner Project

V. REFERENCES: (Please list three)

Name: <u>Gwen Tuson</u>	Telephone: <u>860-225-4123</u>
Name: <u>Linda Miller</u>	Telephone: <u>860-227-0807</u>
Name: <u>Patty Crimmin-Greenan</u>	Telephone: <u>860-222-7200</u>

<u>Dennis L. Brown</u>	<u>1/30/25</u>
APPLICANTS SIGNATURE	DATE

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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or re-appointment to: 250th Commemorative Comm

I. APPLICANT DATA:

Name: Earl L. Hatley

Address: PO Box 146, Quechee, VT 05059

Telephone: (Home) [REDACTED] (Work) (Other)

Email Address: [REDACTED]

How long have you been a Hartford resident? 7 years, 5 yrs permanent

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

II. EDUCATION:

High School: Midwest City Highschool Year Graduated: 1965

College 1: Flaming Rainbow Univ/Westminister College Degree Earned: BA

Course of Study: Human Development Year: 1974

College 2: Oklahoma State University Degree Earned: MA

Course of Study: Political Science Year: 1989

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
I am now a Disabled Veteran, since 2012			
LEAD Agency, Inc. <u>918-256-5269</u>	2003-2021	Grand Riverkeeper	Protect Watershed from Pollution
Oklahoma Toxics Campaign	1992-97	Executive Director	Promote Env. protection, cleanups
National Toxics Campaign	1989-92	Regional Organizer	Env Protection of Heartland Regic

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 in eve. I am available during day, also, but depends on my schedule. No one better than the other, as my schedule varies.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I am a member of the Abenaki Nation of Missisquoi. I am also a community organizer. I bring my organizer skills and Indigenous experience to the Committee. My father was Shawnee/Cherokee and my mother was Abenaki.

c. What are your past experiences in Municipal, State or Federal Government? In OK, I was appointed twice to the OK Department of Environmental Quality's Hazardous Waste Management Advisory Council (Gov Appointments). I serve on the Ag & Ecosystems Subcommittee for VT Climate Council (by appt), and I currently serve on the Resilient Hartford Committee (Selectboard appt)

d. What civic or social organizations have belonged to and what positions did you hold? Currently serve on the boards of Rural VT, VT Healthy Soils Coalition and Ottauquechee Water Protectors association. Recently served as Co-chair Western Mining Action Network, and Chair of their Indigenous Caucus.

Currently serve as Pres. of Board for Local Environmental Action Demanded (LEAD) Agency in Ottawa Co, OK

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? Housing, community solar, and thermal energy networks, food security.

f. What might some solutions be? Support legislation, work with local groups on these issues.

g. Other hobbies/interests: Gardening, music, wood crafts

V. REFERENCES: (Please list three)

Name: Cat Buxton

Telephone: 802-889-3330

Name: Karen Ganey

Telephone: 800-488-8484

Name: John Reid

Telephone: 860-748-7400


APPLICANT'S SIGNATURE

1-27-25
DATE

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

Application for X appointment(s) or re-appointment to: 250th Commemoration

I. APPLICANT DATA:

Name: Linda Simon Miller
Address: ~~429-10th Road~~
White River Jct VT 05001
Telephone: (Home) ~~802-299-8157~~ (Work) (Other)
Email Address: ~~linda.simon@hartfordvt.gov~~
How long have you been a Hartford resident? 62 years
Are you a registered voter? yes

II. EDUCATION:

High School: Hartford High School Year Graduated: 1976
College 1: Colby-Sawyer College Degree Earned: S.S.A.
Course of Study: Secretarial Science Year: 1978

College 2: Antioch University Degree Earned: M.S.
Course of Study: Organizational Management Year: 2008

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>DHMC</u>	<u>1978-2018</u>	<u>Manager</u>	<u>Connection Center</u>

Over the course of 40 years I was a Secretary, Supervisor, Assoc Practice Manager and Manager. During my final years I was in charge of the Outpatient Scheduling system, the liaison for the myDH Patient Portal, the Referring Providers service and supervising the entire Connection Center plus many "other duties as assigned."

03/10/2020

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? I am retired so fairly flexible.

I will sporadically be on the Board of Civil Authority so may have some conflicting meetings.

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

I am on the Board of the Hartford Historical Society and have a passion for history. My background is in leadership, and I will bring these skills to this committee.

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

I served on the Board of Trustees at the Town Library in West Hartford many years ago.

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

Not sure how far you want to go back, but I was the Secretary of my Junior and Senior class at Hartford, Secretary of the Student Government at CSC, Secretary of the PTA/PTO, Chair and Treasurer of

- 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?

Hartford needs to make sure that our citizens are engaged with the celebration of the founding of our Nation, especially why we chose to become our own country.

- f. What might some solutions be?

We need to make sure that our public relations are stellar so everyone knows what we are planning and encourage participation from all.

- g. Other hobbies/interests: Mah jongg, learning Spanish, taking courses at Osher at Dartmouth.

V. REFERENCES: (Please list three)

Name: Cheryl Shattie

Telephone: 860-241-2426

Name: Dawn DeFelice

Telephone: 860-241-5445

Name: Judy Barwood

Telephone: 860-241-2105

Sally Snow Miller
APPLICANTS SIGNATURE

DATE

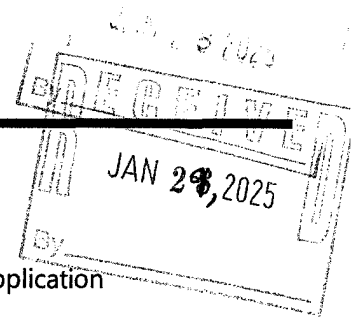
1/23/2025

JAN 23 2025

03/10/2020

Lana Livingston

From: noreply@civicplus.com
Sent: Tuesday, January 28, 2025 8:34 PM
To: Lana Livingston; JD Hawks
Subject: Online Form Submittal: Boards, Committees & Commissions Application



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

Boards, Committees & Commissions Application

Name of the board,
committee, or
commission 250th Commemoration

Application for Appointment

Date of application 1/28/2025

First Name Gwen

Last Name Tuson

Address1 [REDACTED]

Address2 *Field not completed.*

City White River Junction

State VT

Zip 05001

Phone Number [REDACTED]

Email Address *Field not completed.*

How long have you been
a Hartford resident? 25 years

Are you a registered
voter? Yes

Education

High School Manchester West

Year Graduated 1986

College 1	University of Pennsylvania
Degree Earned	BA
Course of Study	Psychology
Year	1990
College 2	<i>Field not completed.</i>
Degree Earned	<i>Field not completed.</i>
Course of Study	<i>Field not completed.</i>
Year	<i>Field not completed.</i>
Work History	
Most recent employer name and address	Pat Morse, CPA, Lebanon, NH
Dates of employment	2014- current
Position held	tax accountant
Job duties	complete tax returns
Employer name and address	<i>Field not completed.</i>
Dates of employment	<i>Field not completed.</i>
Position held	<i>Field not completed.</i>
Job duties	<i>Field not completed.</i>
Employer name and address	<i>Field not completed.</i>
Dates of employment	<i>Field not completed.</i>
Position held	<i>Field not completed.</i>
Job duties	<i>Field not completed.</i>
Professional Experience	
If you were appointed to a board or commission which meet in the	My schedule is variable and flexible. During tax season my hours are limited.

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?

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

I want to organize opportunities, particularly for our young people, for reflection, celebration and learning about the history of our nation's founding and its legacy.

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

Girls State participant, regular voter, never held an elected govt. position, volunteered in Dan Quayle's office for one week in D.C.!

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

Interviewed on Nightline with Ted Koppel on Congressional bill that eventually became Americorps, Peace Corps volunteer science teacher 1991-1992 Botswana, chaired youth mentoring campus group in Phila., National Square Dance Convention Education Chairperson 2016, Ed Larkin member since 2002, western square dance club member since 2004, Hartford Historical Society past board member, many social service jobs with non-profits working with those with mental illness, learning disabilities, and other challenges.

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?

Many citizens isolated and disengaged from our community

What might some solutions be?

The 250th committee may be one way to engage the public in civic activities and bring people together.

Other hobbies/interests:

grow lots of vegetables which my family eats year round. Used to do lots more until contracted long covid in 2020.

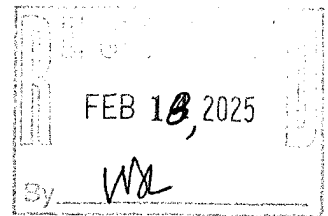
References (Please list three)

Name

Linda Miller

Phone number	802-266-3337
Name	Pat Morse (no relation to husband)
Phone number	(603) 746-1234
Name	Judy Clifford
Phone number	800-266-3337

Email not displaying correctly? [View it in your browser.](#)



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

Application for ☒ appointment(s) or ☐ re-appointment to: HHS 250th Commemoration Committee

I. APPLICANT DATA:

Name: Patti Crimmin - Greenan

Address: [REDACTED]

White River Jct. VT 05001

Telephone: (Home) [REDACTED] (Work) Retired (Other) mobile [REDACTED]

Email Address: [REDACTED]

How long have you been a Hartford resident? 1986

Are you a registered voter? Yes

II. EDUCATION:

High School: Windsor High School Year Graduated: 1974

College 1: Norwich University Degree Earned: BSN

Course of Study: Bachelor's Year: 1998

College 2: Regis Degree Earned: MSN

Course of Study: master Year: 2007

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
--	------------------------	---------------	------------

<u>Veterans Administration Hospital</u>	<u>12/89 - 3/07</u>	<u>RN</u>	
			<u>Job duties - med/surgical, OR, ICU nursing and</u>
			<u>Palliative Care Coordinator</u>
			<u>Hospice Palliative Care Certified</u>

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? depends upon appointments
1 - day a week availability (2 maybe)
3 evenings per month
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'm interested in developing, communicating
promoting Vermont's part in Historical 250th
also looking forward to learning something new!!
- c. What are your past experiences in Municipal, State or Federal Government?
State - Senior Solutions - managed volunteer program during Covid
Federal - VA Hospital (ethics committee, plus others during
my tenure as nurse including No Veteran Dies alone program
- d. What civic or social organizations have belonged to and what positions did you hold?
Bugbee - Secretary 7 years
Bowling - 20 years - Treasurer
- 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? N/A
I think most of the "problems" ^{or needs} are in various stages
of re-organization. Hartford is a very unified community
and offers much to it's community
- f. What might some solutions be? N/A
- g. Other hobbies/interests: photography (amateur), reading, gardening
walking

V. REFERENCES: (Please list three)

Name: <u>Mark Bradley</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Valerie Stuart</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Clarissa Parker</u>	Telephone: <u>[REDACTED]</u>

Patricia Cimini - Gorman
APPLICANTS SIGNATURE

2/15/25
DATE

Town Manager's Report

February 25, 2025

Town Meeting Cycle

On Monday, February 24 at 7:00 pm, Budget & Candidates Night took place at the High School Auditorium.

On Saturday, March 1 at 10:00 am, the Town and School District Meeting will take place in the High School's gymnasium.

Town Offices and services will be closed on Tuesday, March 4 for Election Day, which will be held at the High School Gymnasium.

Selectboard Meeting Schedule

There will be a Selectboard Re-Organization meeting on Thursday, March 6.

The next regular meeting of the Selectboard will take place on Tuesday, March 18.

This is the last meeting of this Selectboard, so I would like to thank retiring Vice-Chair Kim Souza for a very enjoyable collaboration these last 17 months and I would also like to thank the other two incumbent members whose current terms are concluding, Mary Erdei and Lannie Collins. Best wishes to you both on the campaign trail and good luck to all of the other candidates running for an opportunity to serve their neighbors through Selectboard service.



**AGENDA
MEMORANDUM**

February 25, 2025

Town Selectboard Item:

Submitted by: Gail Ostrout; Finance Director



Subject: December 2024 Financials

Background:

Quarterly financial statements are generated by the Finance Director and presented to the select board.

Discussion:

The financial reports to follow cover the period of July 1, 2024, through December 31, 2024. The glide path should be 50% or less for this period.

Financial Impact: N/A

Recommendation: N/A

Attachments:

General Fund:

Revenues page 6 Expenditures pages 7-15

Solid Waste:

Revenues page 16 Expenditures page 17

White River Water:

Revenues page 18 Expenditures page 19

Quechee Water:

Revenues page 20 Expenditures page 21

White River Wastewater:

Revenues page 22 Expenditures page 23

Quechee Wastewater:

Revenues page 24 Expenditures page 25

The following reports highlight key points for the Town of Hartford General Fund (10), Solid Waste (30), White River Water (50), Quechee Water (55), White River Wastewater (60), and Quechee Wastewater (65) as of 12/31/2024.

GENERAL FUND

Revenues:		2025 Budget	As of 12/31/2024	Billed once a year, collected in two installments	
		\$ 21,655,825.44	\$ 23,062,295.49		
Expenditures	Glide Path = 50%	2025 Budget	As of 12/31/2024	YTD Available Balance	% Of Budget Used
Town Clerk		\$ 299,150.40	\$ 140,501.11	\$ 158,649.29	47%
Police		\$ 3,928,040.00	\$ 1,979,422.57	\$ 1,948,617.43	50%
Disptach		\$ 1,583,824.00	\$ 745,390.89	\$ 838,433.11	47%
Parks & Rec		\$ 1,718,185.39	\$ 816,701.03	\$ 901,484.36	48%
Fire		\$ 4,942,587.79	\$ 2,437,210.50	\$ 2,505,377.29	49%
IT		\$ 471,245.74	\$ 274,023.15	\$ 197,222.59	58%
Assesor		\$ 290,877.00	\$ 139,428.57	\$ 151,448.43	48%
Planning		\$ 665,474.33	\$ 270,619.57	\$ 394,854.76	41%
Public Works		\$ 2,725,660.95	\$ 846,563.51	\$ 1,879,097.44	31%
Auditing		\$ 45,000.00	\$ 4,792.00	\$ 40,208.00	11%
Finance		\$ 521,801.76	\$ 228,364.68	\$ 293,437.08	44%
Selectboard		\$ 67,416.13	\$ 16,811.24	\$ 50,604.89	25%
Boards & Commissions		\$ 86,127.00	\$ 9,061.61	\$ 77,065.39	11%
Town Manager		\$ 527,359.91	\$ 246,810.41	\$ 280,549.50	53%
Legal			\$ (801.65)	\$ 801.65	
Town Hall		\$ 86,000.00	\$ 56,361.58	\$ 29,638.42	66%
Del Tax Collection		\$ 29,050.69	\$ 10,769.71	\$ 18,280.98	37%
Cemeteries		\$ 188,642.50	\$ 70,550.00	\$ 112,588.00	40%
Health Inspection		\$ 6,765.50	\$ 3,260.20	\$ 3,505.30	48%
Bugbee Senior		\$ 139,613.00	\$ 68,716.00	\$ 70,897.00	49%
Appropriations		\$ 257,988.00	\$ 131,792.50	\$ 126,195.50	49%
Libraries		\$ 394,864.00	\$ 196,526.20	\$ 198,337.80	50%
Energy		\$ 16,595.00	\$ 2,125.80	\$ 14,469.20	13%
P & L Insurance		\$ 348,170.00	\$ 241,811.45	\$ 106,358.55	69%
Miscellaneous		\$ -	\$ 107.23	\$ (107.23)	
Judicial Services		\$ 97,663.00	\$ 97,662.73	\$ 0.27	100%
Debt		\$ 1,316,468.35	\$ 991,555.63	\$ 324,912.72	75%
Transfers/ Reserves		\$ 753,095.00	\$ 4,718.94	\$ 748,376.06	1%
Capital		\$ 148,160.00	\$ -	\$ 148,160.00	0%
Reimb From Reserves		\$ -	\$ 247,865.31	\$ (247,865.31)	
		\$ 21,655,825.44	\$ 10,278,722.47	\$ 11,371,598.47	48%

DELINQUENT TAX BALANCE:

12/31/2024	\$ 594,208.17
12/31/2023	\$ 439,773.73
12/31/2022	\$ 342,756.25

LOCAL OPTION TAX REVENUE HISTORY FYE 2022 - 2025 YTD

	FYE 2022	FYE 2023	FYE 2024	FYE 2025
<u>Revenues</u>				
Feb	\$ 77,093.37	\$ 83,645.74	\$ 85,019.04	\$ 94,451.23
May	\$ 65,088.90	\$ 78,634.15	\$ 79,091.22	TBD
Aug	\$ 86,029.10	\$ 86,108.78	\$ 86,301.22	TBD
Nov	\$ 105,257.99	\$ 111,803.98	\$ 116,606.07	\$111,103.77
	<u>\$ 333,469.36</u>	<u>\$ 360,192.65</u>	<u>\$ 367,017.55</u>	<u>\$205,555.00</u>

LOCAL OPTION TAX CASH ON HAND

\$ 830,871.56	Balance as of 12/31/2024
\$ (200,000.00)	FYE 2025 Committed to Ambulance
\$ (30,000.00)	FYE 2025 Committed to Beautification of Town Villages
<u>\$ 600,871.56</u>	Balance available after commitments above

Solid Waste (Fund 30)				
Revenues:	2025 Budget	As of 12/31/2024		
	\$ 647,000.00	\$ 205,286.51		
			YTD Available Balance	% Of Budget Used
Expenditures:	2025 Budget	As of 12/31/2024		
	\$ 881,652.47	\$ 393,445.01	\$ 488,207.46	55%
Accounts Receivable:	12/31/2024	12/31/2023		
	\$ 15,134.00	\$ 4,622.68		

White River Water (50)				
Revenues:	2025 Budget	As of 12/31/2024		
	\$ 647,800.00	\$ 205,286.51		
			YTD Available Balance	% Of Budget Used
Expenditures:	2025 Budget	As of 12/31/2024		
	\$ 1,293,874.20	\$ 402,507.90	\$ 891,366.30	31%
Accounts Receivable:	12/31/2024	12/31/2023		
	\$ 255,211.51	\$ 333,338.54		

Quechee Water (55)				
Revenues:	2025 Budget	As of 12/31/2024		
	\$ 515,000.00	\$ 305,837.15		
			YTD Available	% Of
Expenditures:	2025 Budget	As of 12/31/2024	Balance	Budget
	\$ 532,600.53	\$ 257,110.54	\$ 275,489.99	Used
				48%
Accounts Receivable:	12/31/2024	12/31/2023		
	\$ 100,461.08	\$ 97,618.16		

White River Wastewater (60)				
Revenues:	2025 Budget	As of 12/31/2024		
	\$ 515,000.00	\$ 305,837.15		
			YTD Available	% Of
Expenditures:	2025 Budget	As of 12/31/2024	Balance	Budget
	\$ 1,944,171.94	\$ 674,625.31	\$1,269,546.63	Used
				35%
Accounts Receivable:	12/31/2024	12/31/2023		
	\$ 467,083.21	\$ 544,906.82		

Quechee Wastewater (65)				
Revenues:	2025 Budget	As of 12/31/2024		
	\$ 1,224,737.00	\$ 725,942.18		
			YTD Available	% Of
Expenditures:	2025 Budget	As of 12/31/2024	Balance	Budget
	\$ 1,257,709.07	\$ 749,606.11	\$ 508,102.96	Used
				60%
Accounts Receivable:	12/31/2024	12/31/2023		
	\$ 266,819.49	\$ 269,314.96		

Run: 2/07/25
2:33PM

Revenue Comparison Report

Town of Hartford
As Of: December, GL Year 2025

Page: 6
gostrout
ReportSortedRevComparisons

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
General Fund								
Taxes								
Totals Taxes	16,901,649.52	15,129.25	19,897,653.59	117.726	15,755,403.08	9,664.07	18,274,947.28	115.992
Permits & licenses								
Totals Permits & licenses	17,500.00	1,180.00	9,749.00	55.709	17,500.00	579.00	2,604.50	14.883
Intergovernmental revenues								
Totals Intergovernmental revenues	428,867.00	545.21	330,827.12	77.140	305,740.00	2,480.00	309,081.20	101.093
Charges for services								
Totals Charges for services	2,172,047.92	194,832.36	1,139,717.59	52.472	2,084,518.62	164,682.70	1,062,938.85	50.992
Fines & forfeits								
Totals Fines & forfeits	7,050.00	355.50	8,613.48	122.177	7,050.00	363.50	4,136.50	58.674
Other revenues								
Totals Other revenues	128,711.00	98,647.02	375,734.71	291.921	73,911.00	48,716.58	266,484.82	360.548
Transfers In								
Totals Transfers In	2,000,000.00	0.00	1,300,000.00	65.000	1,000,000.00	0.00	0.00	0.000
Totals General Fund	21,655,825.44	310,689.34	23,062,295.49	106.495	19,244,122.70	226,485.85	19,920,193.15	103.513

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
General Fund								
SB -Selectboard								
Totals SB -Selectboard	67,416.13	3,814.83	16,811.24	50,604.89	49,776.13	1,767.53	16,579.32	33,196.81
BC -Boards and Commissions								
Totals BC -Boards and Commissions	86,127.00	2,124.29	9,061.61	77,065.39	22,000.00	0.00	516.30	21,483.70
TM -Administrative Manager								
Totals TM -Administrative Manager	527,359.91	40,035.53	246,810.41	280,549.50	577,702.70	40,181.07	264,371.80	313,330.90
TC - Election Administration								
Totals TC - Election Administration	30,967.00	235.96	9,711.25	21,255.75	27,228.00	181.50	2,509.66	24,718.34
LEG -Advice & Litigation								
Totals LEG -Advice & Litigation	0.00	0.00	-801.65	801.65	25,000.00	1,258.50	8,050.00	16,950.00
TC-Vital Statistics								
Totals TC-Vital Statistics	268,183.40	20,216.49	130,789.86	137,393.54	247,674.97	18,735.74	108,334.81	139,340.16
TH -Municipal Offices								
Totals TH -Municipal Offices	86,000.00	16,378.39	56,361.58	29,638.42	83,437.00	11,801.82	49,187.81	34,249.19
FIN -Financial Management								

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals FIN -Financial Management								
	521,801.76	38,606.99	228,364.68	293,437.08	516,794.72	30,104.63	188,766.91	328,027.81
FIN-Auditing								
Totals FIN-Auditing								
	45,000.00	4,792.00	4,792.00	40,208.00	45,000.00	7,200.00	7,792.00	37,208.00
ASE-Valuation								
Totals ASE-Valuation								
	290,877.00	22,090.46	139,428.57	151,448.43	274,229.00	18,721.82	116,483.33	157,745.67
DEL -Tax Collection								
Totals DEL -Tax Collection								
	29,050.69	1,726.54	10,769.71	18,280.98	30,474.43	1,741.98	11,884.49	18,589.94
IT -Information Technology								
Totals IT -Information Technology								
	471,245.74	35,185.87	274,023.15	197,222.59	406,772.21	18,182.75	218,371.40	188,400.81
HPD-Police Services								
Totals HPD-Police Services								
	3,928,040.00	365,956.30	1,979,422.57	1,948,617.43	3,490,227.94	230,929.41	1,476,479.99	2,013,747.95
HPD -Special Duty Police								
Totals HPD -Special Duty Police								
	0.00	0.00	14,574.00	-14,574.00	0.00	0.00	1,336.68	-1,336.68
HFD-Fire Fighting								
Totals HFD-Fire Fighting								
	4,942,587.79	529,789.25	2,437,210.50	2,505,377.29	4,287,982.06	287,313.10	1,992,048.97	2,295,933.09

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Account Number		2025				2024			
		Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
HFD-Ambulance									
Totals	HFD-Ambulance	0.00	0.00	215.15	-215.15	0.00	0.00	18.27	-18.27
DISP-Dispatch Services									
Totals	DISP-Dispatch Services	1,583,824.00	127,424.25	745,390.89	838,433.11	1,301,100.00	102,318.94	652,360.56	648,739.44
DPW-Summer Maintenance									
Totals	DPW-Summer Maintenance	1,153,111.64	7,801.08	287,617.95	865,493.69	691,954.32	32,049.23	321,041.44	370,912.88
DPW-Winter Maintenance									
Totals	DPW-Winter Maintenance	806,479.60	159,361.67	228,982.95	577,496.65	807,193.51	55,198.39	157,314.13	649,879.38
DPW-Bridge Maintenance									
Totals	DPW-Bridge Maintenance	11,000.00	0.00	0.00	11,000.00	26,000.00	34.98	236.32	25,763.68
DPW -Street & Traffic Lighting									
Totals	DPW -Street & Traffic Lighting	71,000.00	4,807.89	33,730.57	37,269.43	80,695.99	4,420.86	53,639.80	27,056.19
DPW - Traffic Control									
Totals	DPW - Traffic Control	52,000.00	19,610.70	22,928.63	29,071.37	60,000.00	0.00	40,651.73	19,348.27
DPW -Sidewalk Maintenance									

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals DPW -Sidewalk Maintenance	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00
DPW-Equipment Oper & Maint								
Totals DPW-Equipment Oper & Maint	349,400.00	49,614.38	160,956.81	188,443.19	356,600.00	36,374.78	126,711.42	229,888.58
DPW-Highway General								
Totals DPW-Highway General	262,669.71	19,356.80	112,346.60	150,323.11	265,374.17	18,911.43	108,047.80	157,326.37
CEM -Cemeteries								
Totals CEM -Cemeteries	188,642.50	20.00	76,054.50	112,588.00	165,363.00	0.00	66,407.50	98,955.50
DPW-Trees								
Totals DPW-Trees	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00
HEA -Health Inspection								
Totals HEA -Health Inspection	6,765.50	3.50	3,260.20	3,505.30	6,735.50	53.81	4,466.77	2,268.73
COH-Community Health								
Totals COH-Community Health	86,447.00	0.00	44,199.50	42,247.50	85,947.00	0.00	43,949.50	41,997.50
SEN-Senior Services								
Totals SEN-Senior Services	139,613.00	4,923.50	68,716.00	70,897.00	139,212.00	6,794.16	67,670.62	71,541.38

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
LIS-Low Income Services								
Totals LIS-Low Income Services	9,000.00	0.00	4,500.00	4,500.00	9,000.00	0.00	4,500.00	4,500.00
YAS-Youth & Adult Services								
Totals YAS-Youth & Adult Services	17,645.00	0.00	10,645.00	7,000.00	17,645.00	0.00	9,645.00	8,000.00
GAS-General Appropriated Svcs								
Totals GAS-General Appropriated Svcs	144,896.00	0.00	72,448.00	72,448.00	131,000.00	0.00	65,500.00	65,500.00
PR-Program Administration								
Totals PR-Program Administration	296,911.12	20,758.99	148,836.96	148,074.16	272,715.48	23,366.62	150,583.29	122,132.19
PR-Swim Program								
Totals PR-Swim Program	136,732.66	1,222.70	89,962.19	46,770.47	136,432.66	80.02	52,389.87	84,042.79
PR-Youth Program								
Totals PR-Youth Program	439,949.49	26,967.00	211,997.90	227,951.59	399,811.21	16,518.83	199,516.00	200,295.21
PR - Adult Programs								
Totals PR - Adult Programs	7,700.00	323.00	1,366.49	6,333.51	11,462.50	168.00	3,184.37	8,278.13
PR-Community Activities								

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	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals PR-Community Activities	55,775.00	1,361.62	26,428.81	29,346.19	54,250.00	2,050.97	27,276.42	26,973.58
PR-Parks Maintenance								
Totals PR-Parks Maintenance	309,946.09	5,895.21	148,517.70	161,428.39	277,382.76	6,209.14	129,872.66	147,510.10
PR-WHCC&L(Building Maint)								
Totals PR-WHCC&L(Building Maint)	13,100.00	1,166.98	4,704.69	8,395.31	10,486.00	457.11	6,737.41	3,748.59
PR-Maxfield Sports - Grounds								
Totals PR-Maxfield Sports - Grounds	74,684.40	115.75	16,842.45	57,841.95	59,998.84	766.50	12,490.14	47,508.70
PR-Maxfield Sports - Buildings								
Totals PR-Maxfield Sports - Buildings	18,700.00	505.36	6,175.53	12,524.47	17,300.00	1,634.48	8,385.59	8,914.41
PR-Barwood Arena								
Totals PR-Barwood Arena	340,340.06	51,839.27	152,144.27	188,195.79	326,745.65	53,854.60	127,185.36	199,560.29
PR-Welcome Center - Amtrack								
Totals PR-Welcome Center - Amtrack	24,346.57	1,555.17	9,724.04	14,622.53	27,556.00	1,525.26	8,906.74	18,649.26
PDZ-Conservation								
Totals PDZ-Conservation	3,030.00	476.00	727.00	2,303.00	2,880.00	0.00	197.52	2,682.48

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	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
PDZ-Zoning								
Totals PDZ-Zoning	128,862.00	9,155.51	60,591.24	68,270.76	127,299.00	9,245.03	60,492.73	66,806.27
PDZ-Planning & Development								
Totals PDZ-Planning & Development	507,057.33	30,870.08	208,781.56	298,275.77	407,716.61	24,136.44	179,089.30	228,627.31
PDZ-Housing & Community Dev								
Totals PDZ-Housing & Community Dev	16,000.00	0.00	0.00	16,000.00	16,000.00	0.00	0.00	16,000.00
PDZ-Forest Management								
Totals PDZ-Forest Management	500.00	0.00	15.52	484.48	650.00	0.00	0.00	650.00
PDZ-Historic Preservation								
Totals PDZ-Historic Preservation	8,265.00	0.00	153.66	8,111.34	3,265.00	0.00	28.80	3,236.20
TM-Energy								
Totals TM-Energy	16,595.00	391.40	2,125.80	14,469.20	10,095.00	600.00	2,488.27	7,606.73
PDZ-Resilience								
Totals PDZ-Resilience	1,760.00	0.00	350.59	1,409.41	1,760.00	0.00	0.00	1,760.00
LIB -Library Appropriations								

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals LIB -Library Appropriations								
	394,864.00	4,329.35	196,526.20	198,337.80	51,442.00	3,714.52	22,045.98	29,396.02
FIN -Insurance								
Totals FIN -Insurance								
	348,170.00	85,228.91	241,811.45	106,358.55	303,993.00	154,137.42	434,930.64	-130,937.64
FIN -Contingencies/Tax Refunds								
Totals FIN -Contingencies/Tax Refunds								
	0.00	0.00	0.00	0.00	0.00	0.00	374.15	-374.15
FIN -Miscellaneous								
Totals FIN -Miscellaneous								
	0.00	40.00	107.23	-107.23	0.00	0.00	0.05	-0.05
FIN-County Judicial Services								
Totals FIN-County Judicial Services								
	97,663.00	0.00	97,662.73	0.27	109,608.68	0.00	110,048.08	-439.40
TM -Bond Redemption								
Totals TM -Bond Redemption								
	1,316,468.35	0.00	991,555.63	324,912.72	1,359,998.66	2,503.67	1,002,127.13	357,871.53
Transfers to Reserve/Other								
Totals Transfers to Reserve/Other								
	753,095.00	0.00	4,718.94	748,376.06	873,994.00	0.00	-66,999.00	940,993.00
Capital Expenditures								
Totals Capital Expenditures								
	148,160.00	0.00	0.00	148,160.00	148,160.00	0.00	0.00	148,160.00

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Reimb from Reserves & Impact								
Totals Reimb from Reserves & Impact	0.00	20,430.75	247,865.31	-247,865.31	0.00	0.00	0.00	0.00
Undeposited Funds								
Totals Undeposited Funds	0.00	0.00	0.00	0.00	0.00	0.00	-64.45	64.45
Totals	General Fund							
	21,655,825.44	1,736,509.72	10,299,016.12	11,356,809.32	19,244,122.70	1,225,245.04	8,656,161.38	10,587,961.32

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Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Solid Waste Fund								
Solid waste management revenue								
Totals Solid waste management revenue	225,000.00	11,092.45	136,888.22	60.839	241,100.00	28,574.42	143,570.18	59.548
Recycling Revenues								
Totals Recycling Revenues	36,000.00	624.50	13,179.04	36.608	46,500.00	4,605.96	24,621.94	52.950
Other Revenues								
Totals Other Revenues	111,000.00	1,750.00	49,570.91	44.658	78,920.00	1,951.00	50,468.70	63.949
General Operations								
Totals General Operations	275,000.00	929.91	5,648.34	2.054	273,000.00	905.62	30,103.38	11.027
Totals Solid Waste Fund	647,000.00	14,396.86	205,286.51	31.729	639,520.00	36,037.00	248,764.20	38.899

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Solid Waste Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Curbside collection								
Totals Curbside collection	275,000.00	45,909.88	127,477.50	147,522.50	250,000.00	19,593.94	122,531.38	127,468.62
Recycling center								
Totals Recycling center	210,149.58	25,021.73	56,957.87	153,191.71	186,142.71	25,974.59	62,143.98	123,998.73
Construction & demollition								
Totals Construction & demollition	115,000.00	5,682.94	30,864.89	84,135.11	268,785.00	0.00	0.00	268,785.00
Transfer Station								
Totals Transfer Station	203,537.68	29,103.39	104,365.62	99,172.06	203,662.08	16,069.51	98,707.22	104,954.86
Solid waste administration								
Totals Solid waste administration	77,965.21	14,509.22	73,779.13	4,186.08	251,474.75	15,612.54	74,545.15	176,929.60
Totals Solid Waste Fund	881,652.47	120,227.16	393,445.01	488,207.46	1,161,064.54	77,250.58	357,927.73	803,136.81

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Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Water Fund								
Intergovernmental revenues								
Totals Intergovernmental revenues	0.00	0.00	60,690.01	0.000	0.00	0.00	451,069.90	0.000
Charges for Services								
Totals Charges for Services	1,273,803.00	181,266.98	652,020.87	51.187	1,211,461.65	170,249.66	644,947.01	53.237
Connections/other								
Totals Connections/other	21,000.00	801.76	8,049.38	38.330	18,000.00	1,909.69	11,749.69	65.276
General Operations								
Totals General Operations	0.00	1,049.18	5,968.57	0.000	0.00	643.00	50,406.39	0.000
Totals Water Fund	1,294,803.00	183,117.92	726,728.83	56.127	1,229,461.65	172,802.35	1,158,172.99	94.202

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Water Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,360.00	0.00	0.00	3,360.00
Water - Wilder well & treatmnt								
Totals Water - Wilder well & treatmnt	191,000.00	13,735.90	122,910.88	68,089.12	195,087.41	14,494.60	64,983.20	130,104.21
Distribution system								
Totals Distribution system	823,464.71	34,743.13	194,019.01	629,445.70	734,527.54	34,072.16	194,524.17	540,003.37
Water - Administration								
Totals Water - Administration	279,409.49	19,052.27	85,578.01	193,831.48	385,479.93	20,533.71	83,165.50	302,314.43
Totals Water Fund	1,293,874.20	67,531.30	402,507.90	891,366.30	1,318,454.88	69,100.47	342,672.87	975,782.01

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Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Quechee Water Fund								
Charges for Services								
Totals Charges for Services	508,000.00	0.00	296,211.06	58.309	490,778.19	-160.90	270,623.71	55.142
Connections/other								
Totals Connections/other	7,000.00	439.34	922.03	13.172	4,500.00	356.16	2,792.60	62.058
General Operations								
Totals General Operations	0.00	1,549.09	8,704.06	0.000	1,616.03	1,353.82	6,437.50	398.353
Totals	515,000.00	1,988.43	305,837.15	59.386	496,894.22	1,549.08	279,853.81	56.321

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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Quechee Water Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,561.60	0.00	0.00	3,561.60
Quechee wells & treatment								
Totals Quechee wells & treatment	34,750.00	1,885.81	17,216.67	17,533.33	71,400.00	4,951.10	15,060.79	56,339.21
Distribution system								
Totals Distribution system	252,224.61	4,993.56	148,773.86	103,450.75	268,226.02	7,150.56	150,222.16	118,003.86
Water - Administration								
Totals Water - Administration	245,625.92	14,603.14	91,120.01	154,505.91	245,008.08	16,703.64	74,821.00	170,187.08
Totals Quechee Water Fund	532,600.53	21,482.51	257,110.54	275,489.99	588,195.70	28,805.30	240,103.95	348,091.75

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Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Wastewater Fund								
Intergovernmental revenues								
Totals Intergovernmental revenues	0.00	0.00	85,079.44	0.000	0.00	0.00	40,181.24	0.000
Charges for Services								
Totals Charges for Services	1,951,686.00	286,630.80	1,046,406.42	53.616	1,922,843.00	277,006.56	1,043,247.76	54.255
Connections/other								
Totals Connections/other	9,000.00	292.84	5,297.23	58.858	7,896.95	1,973.08	10,843.72	137.315
General Operations								
Totals General Operations	7,500.00	3,771.74	117,741.86	1,569.891	3,968.38	3,299.66	48,535.77	1,223.063
Totals Wastewater Fund	1,968,186.00	290,695.38	1,254,524.95	63.740	1,934,708.33	282,279.30	1,142,808.49	59.069

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Expenditure Comparison Report

Town of Hartford
As Of: December, GL Year 2025

Page: 23
gostrout
ReportSortedExpComparisons

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Wastewater Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,400.00	0.00	0.00	3,400.00
WRJ treatment plant								
Totals WRJ treatment plant	1,550,093.11	135,707.93	509,274.71	1,040,818.40	1,552,322.58	82,984.38	465,410.22	1,086,912.36
Wilder pump station								
Totals Wilder pump station	24,600.00	1,917.82	17,786.77	6,813.23	26,850.00	3,649.63	11,660.37	15,189.63
Collection system								
Totals Collection system	123,457.54	6,609.34	58,833.29	64,624.25	167,441.24	1,547.79	61,598.52	105,842.72
Wastewater - Administration								
Totals Wastewater - Administration	246,021.29	14,752.89	88,730.54	157,290.75	334,224.42	14,059.94	74,550.90	259,673.52
Totals Wastewater Fund	1,944,171.94	158,987.98	674,625.31	1,269,546.63	2,084,238.24	102,241.74	613,220.01	1,471,018.23

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Revenue Comparison Report

Town of Hartford
As Of: December, GL Year 2025

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gostrout
ReportSortedRevComparisons

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Quechee Wastewater Fund								
Charges for Services								
Totals Charges for Services	1,215,737.00	0.00	705,904.55	58.064	1,210,649.48	-240.77	687,399.93	56.779
Connections/other								
Totals Connections/other	7,000.00	892.82	4,381.00	62.586	9,000.00	729.63	4,851.14	53.902
General Operations								
Totals General Operations	2,000.00	2,793.82	15,656.63	782.832	2,000.00	2,358.39	11,214.52	560.726
Totals	Quechee Wastewater Fund							
	1,224,737.00	3,686.64	725,942.18	59.273	1,221,649.48	2,847.25	703,465.59	57.583

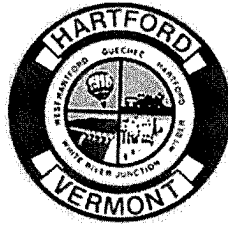
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Expenditure Comparison Report

Page: 25
gostrout
ReportSortedExpComparisons

Town of Hartford
As Of: December, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Quechee Wastewater Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,400.00	0.00	0.00	3,400.00
Quechee treatment plant								
Totals Quechee treatment plant	842,992.17	76,511.40	549,064.00	293,928.17	942,123.34	38,698.83	497,724.85	444,398.49
Collection system								
Totals Collection system	115,241.67	3,330.40	80,471.96	34,769.71	136,555.50	4,408.52	75,202.04	61,353.46
Wastewater - Administration								
Totals Wastewater - Administration	299,475.23	19,696.11	120,070.15	179,405.08	328,002.95	13,186.84	64,455.99	263,546.96
Totals Quechee Wastewater Fund	1,257,709.07	99,537.91	749,606.11	508,102.96	1,410,081.79	56,294.19	637,382.88	772,698.91



**AGENDA
MEMORANDUM**

February 25, 2025

Town Selectboard Item:

Submitted by: Gail Ostrout, Finance Director

Subject: FYE 2025 Audit Engagement Letter

Discussion: Annually the Town is required to have an independent financial audit completed.

Financial Impact:

- (1) \$38,500 per Acceptance of Town of Hartford, VT Audit Services on 10/1/2024 paid by the General Fund
- (2) \$4,300 per Acceptance of Town of Hartford, VT Audit Services on 10/1/2024 paid by the TIF Fund

Recommendation:

The select board authorizes Michael Hoyt, Select Board Chair or Kim Souza, Select Board Vice Chair and John Haverstock, Town Manager to sign the FYE 2025 Financial Audit Service Engagement letter with Mudgett, Jennett & Krogh-Wisner.

____Gail Ostrout____
Finance Director

Attachments:

3 Year Audit Proposal Acceptance 10/1/24

FYE 2025 Town of Hartford, VT Engagement Letter

FYE 2025 TIF Engagement Letter



**AGENDA
MEMORANDUM**

October 1, 2024

Town Selectboard Item:

**Submitted by: John Haverstock,
Town Manager and
Gail Ostrout, Finance Director**

Subject: Award Annual Audit Services

Background: Annually the town has an independent audit conducted of its financial statements. The audited financial statements are then provided to the selectboard prior to 12/31 of that calendar year. In April of this year, member Souza inquired regarding the audit services, as a result during the August 20, 2024, the selectboard gave the directive to the Town Manager to issue an RFP for the audit services.

Discussion: On August 21, 2024 the Finance Director prepared a draft RFP for audit services and submitted it to the Town Manager for approval. Upon the approval by the Town Manager, the RFP was posted in the two following locations: Town Website and VLCT Classified Ads. The Finance Director also sent the RFP to 16 audit firms located in Maine, Vermont, New Hampshire, and one that has nationwide offices. As expected, and discussed at the August 20, 2024 board meeting – the majority of firms don't do municipal audit services anymore and those that do didn't have the capacity to take on a town the size of Hartford. The Town only received one response back, from its current audit firm Mudgett, Jennett & Krogh-Wisner, P.C.

Financial Impact: \$33,000 for FYE 2025, \$34,000 for FYE 2026 and \$35,000 and for FYE 2027 for regular audits. Each year that a single audit is required an additional \$5,500 will be charged. For each year a Town Reporting Verification for the TIF District is completed there will be an additional \$4,300 charge but paid by the TIF District Funds.

Recommendation: The Selectboard authorizes the Town Manager to accept the 3-year proposal by Mudgett, Jennett & Krogh-Wisner, P.C. for FYE 2025 thru FYE 2027 audit services.

Attachments: RFP Copy
Mudgett, Jennett & Krogh-Wisner, P.C. proposal

REQUEST FOR PROPOSALS
AUDIT SERVICES
TOWN OF HARTFORD,
VERMONT

INTRODUCTION

The Town of Hartford, Vermont, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2025, with the option of auditing its financial statements for each of the two subsequent fiscal years.

Proposals are to be submitted by 3:00 PM on Wednesday September 11, 2024 to:

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

The Town of Hartford reserves the right to reject any or all proposals submitted. Proposals will be evaluated by the Town based on firm experience and reputation, understanding of Town requirements, and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to John Haverstock, Town Manager (802) 478-1100.

NATURE OF SERVICES REQUIRED

The Town of Hartford, Vermont, desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles. The Town also desires:

- the auditor to express an opinion on the fair presentation of the combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles
- the auditor to perform the Town's Reporting Verification for the TIF Districts as specifically outlined in the Vermont Economic Progress Council Agreed-Upon Procedures

The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards; the provisions of the Single Audit Act of 1984 (when applicable); and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-128, Audit of State and Local Governments.

The Town does anticipate spending more than \$750,000 in federal awards in Fiscal Year 2025 and will require an audit in accordance with the Single Audit Act of 1984.

It is expected that in determining the extent of test procedures, full consideration will be given to the apparent effectiveness of the system on internal accounting controls. The feasibility of recommendations for improvements in the accounting system and internal controls will be discussed during the engagement. In the required report on internal control, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall also be reported in a separate management letter, which shall include all instances of noncompliance.

The auditor will provide an electronic copy of all work papers including final trial balances. The auditor will provide the audit report to the Town in both an electronic copy and three (3) bonded copies.

At the conclusion of the audit, the auditor will meet with the Selectboard to discuss the results of the audit and any findings that are included in the auditor's management letter.

All working papers and reports shall be retained for a minimum of three years, unless the firm is notified in writing by the Town of the need to extend the retention period.

DESCRIPTION OF THE GOVERNMENT

The Town of Hartford has a population of approximately 10,600. The Town is organized under the Selectboard-Manager form of government. The selectboard members are elected at large by the registered voters of the Town. The Town provides the following services to its citizens:

Highway and streets, planning and zoning, general administration services, public safety (police, dispatch, fire and ambulance), health and social services, culture and recreation, community development, and public improvements. Other services include utility (solid waste, water and wastewater) operations.

The Town has a total payroll of (+/-) \$10,000,000 covering approximately one hundred and two (102) full-time and forty (40) part-time or seasonal employees. The approved budget for the most recent fiscal year is \$21,655,825 for the General Fund and \$5,910,008 for the five (5) Enterprise Funds.

The funds of the Town can be divided into two categories: governmental funds and proprietary funds.

PROPOSAL REQUIREMENTS

Interested firms shall submit their proposal separated into two sections, the technical proposal and the cost proposal.

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the audit of the Town of Hartford in conformity with the requirements of this request for proposals. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements. The technical proposal shall provide the necessary information in the following sequence:

- Background of the firm - the proposer should state the size of the firm, the size of the firm's governmental auditing staff, and the number and nature of the professional staff to be employed in this engagement. The firm is also required to submit a copy of the report on its most recent quality control review, along with a statement whether that quality control review included a review of specific government engagements.
- Partner, supervisory and staff qualifications and experience - the proposer should identify the principal supervisory and management staff who would be assigned to the engagement. Provide information on the government auditing experience of each person.
- Similar engagements with other government entities - The proposal shall include the five most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of the work and the name and telephone number of the client contact.

- Specific audit approach - the proposal should set forth a plan of implementation, including an explanation of the audit methodology to be followed. The work plan should include a description of tasks, estimates of work effort, time budgets, and a detailed breakdown of responsibilities of all audit personnel
 - Onboarding Process and Timeline
 - Previous Auditor Communication Guidelines
 - Relationship Structure

The cost proposal should be structured as follows:

- Total all-inclusive maximum price - the cost proposal should include a total all-inclusive maximum price for the engagement for the year ending June 30, 2025, and for each of the two subsequent engagement years for which the Town has the option of continuing in this contract.
- Breakdown of costs by year by partner (principal), supervisory and staff level.
- Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.
- Manner of payment - progress payments will be made on the basis of hours of work completed during the course of the engagement. Interim billing shall cover a period of not less than a calendar month.

EVALUATION CRITERIA

The audit firm will be selected based on two criteria, technical qualifications and price. The technical qualifications will examine each proposer's expertise and experience in providing quality audit services to government entities and the quality of the firm's professional personnel who would be conducting the audit, as well as the approach of the audit and the plan for implementation. Cost will not be the primary factor in the selection of an audit firm.

RFP FOR AUDIT SER

Classified Details

Classified ID 1033
Description See link for RFP information
Title RFP FOR AUDIT SERVICES
Salary Range \$0 to \$0
Application Deadline 09/11/2024
Location Hartford, VT
Application URL www.hartford-vt.org/bids.aspx?bidID=155

Contact Information

Name Ostrout, Gail
Phone Number (802) 295-3002
Email gostrout@hartford-vt.org
Best Method of Contact EMAIL

 APPLY HERE

Sign up to receive a text message or email when new bids are added!

 **Print**

Bid Title:	AUDIT SERVICES TOWN OF HARTFORD, VERMONT
Category:	Finance Department
Status:	Open

Description:

The Town of Hartford, Vermont, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2025, with the option of auditing its financial statements for each of the two subsequent fiscal years. Proposals are to be submitted by 3:00 PM
--

on Wednesday September 11, 2024 to: Town of Hartford, Vermont
171 Bridge Street White River Jct., VT 05001 Attn: John Haverstock,
Town Manager The Town of Hartford reserves the right to reject
any or all proposals submitted. Proposals will be evaluated by the
Town based on firm experience and reputation, understanding of
Town requirements, and price. During the evaluation process, the
Town reserves the right, where it may serve in the Town's best
interest, to request additional information or clarification from
proposers. At the discretion of the Town, firms submitting
proposals may be requested to make oral presentations as part of
the evaluation process. Please direct all questions regarding this
request for proposals to John Haverstock, Town Manager (802)
478-1100.

[Full Bid information](#)

Publication Date/Time:

8/21/2024 12:00 AM

Closing Date/Time:

9/11/2024 3:00 PM

[Return To Main Bid Postings Page](#)

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Audit Services
1 year or 3 years
Bid For:
DEPARTMENT:
DATE: 9/11/24
Tabulated BY: Finance Director
Town Manager

Name & Address of Bidder		Bid		
1	mudgett Jennett Krugh- Wisher PC Montpelier VT	2025 = 33,000 plus \$ 5,500 Single Audit	4,300 TIF Audit	
2		2026 = 34,000 " " " "	" " " "	
3		2027 = 35,000 " " " "	" " " "	
4				
5				
6				
7				
8				
9				

TOWN OF HARTFORD, VERMONT
PROPOSAL FOR AUDIT SERVICES
FOR THE YEARS ENDED JUNE 30, 2025 THROUGH 2027

September 4, 2024

MUDGETT, JENNETT & KROGH-WISNER, P.C.
Certified Public Accountants

Person to Contact:
John H. Mudgett, CPA

141 Main Street • P.O. Box 937
Montpelier, VT 05601-0937
(802) 229-9193

Mudgett
Jennett &
Krogh-Wisner, P.C.
Certified Public Accountants

September 4, 2024

Town of Hartford, Vermont
171 Bridge Street
White River Jct, VT 05001

We appreciate the opportunity to submit a proposal for audit services for the Town of Hartford. Our audits will be conducted in accordance with *Government Auditing Standards* and, when applicable, Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We will include reports on compliance and internal control in accordance with those standards. We will discuss any recommendations resulting from our work with management and will also be available to meet with the Selectboard to review results of the audits.

We bring an experienced audit team and will coordinate with you to develop a schedule for our work that will provide for efficient audits and an early completion of the audit process. Team members are available to you throughout the year for consultation on accounting matters, subject only to our need to maintain independence.

I have proposed annual fee limits for a three year period for the financial statement audits and will not exceed those limits unless additional services are requested. These proposed fee limits are based on our historical data for our recent audits of Hartford and similar towns.

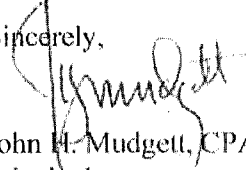
	<u>2025</u>	<u>2026</u>	<u>2027</u>
Financial statement audits	\$ <u>33,000</u>	\$ <u>34,000</u>	\$ <u>35,000</u>

The supplemental procedures for testing and reporting of your federal awards will increase our fee limits by \$5,500 for any year in which Town expenditures of federal awards exceed the threshold.

The supplemental procedures for the Town's Reporting Verification for the TIF District, as outlined in the Vermont Economic Progress Council Agreed Upon Procedures, will increase our fee limits by \$4,300 each year.

Please let me know if I may provide any additional information. We appreciate the opportunity to be of service.

Sincerely,


John H. Mudgett, CPA
Principal

John H. Mudgett, CPA
Raymond C. Jennett, CPA
Leslie Krogh-Wisner, CPA

Phone (802) 229-9193
Fax (802) 223-0424
email@mjkcpa.com

141 Main Street, Suite 2
Post Office Box 937
Montpelier, VT 05601-0937

TOWN OF HARTFORD
PROPOSAL FOR AUDIT SERVICES

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INTRODUCTION

Mudgett, Jennett & Krogh-Wisner, P.C. (MJK) was incorporated in 1993 by the majority of our current professionals, all of whom were affiliated with the Montpelier office of Smith, Batchelder & Rugg. MJK provides audit, accounting, tax and management consulting services to a variety of clients. We have made a major commitment to meeting the special needs and requirements of governmental and non-profit clients. We have performed numerous audits in accordance with *Government Auditing Standards* and have a significant amount of experience with the design and implementation of accounting systems and audit tests in that environment.

The senior members of MJK have served the Vermont area in a professional capacity for many years as indicated on our resumes (Appendix A). The largest segment of our practice is auditing, primarily of government and non-profit clients. We also serve corporations, partnerships, and individuals.

Our firm is currently composed of ten members, five of whom are Certified Public Accountants. This core group is frequently supplemented through arrangements with our network firms to provide additional staffing for audit teams or other projects. All of our auditors receive substantial training for working under *Government Auditing Standards*. Senior members of our firm participate annually in National Governmental Audit and Accounting Conferences. All firm members also receive significant other training and experience in audit, accounting and tax issues of governments, not-for-profits and their programs.

QUALIFICATIONS

All of our auditors are currently qualified to perform financial and financial related audits under *Government Auditing Standards*. In particular, the senior firm members described below have extensive experience with recent governmental audits, including planning, documentation of control structures and tests of controls and compliance, evaluation of computer-based systems, supervision of other auditors, coordination with clients and network affiliates to accomplish team objectives, timely execution of audit procedures, and reporting of results. We understand that the Town will exceed the audit threshold for expenditure of federal awards (now \$750,000) and has requested the additional audit procedures required by the U.S. Office of Management & Budget (OMB) Circulars for the year ended June 30, 2025. Our firm is qualified to perform audits under these federal requirements. For the 2025 audit of the financial statements, we propose to use a two-person audit team, with technical review and supervision by a Principal of the firm who is a governmental audit specialist. The field audit team will include an Audit Manager. All of our auditors have participated in many audits of not-for-profit and governmental organizations and are experienced and familiar with their software and accounting procedures. The planned audit team includes the following individuals.

John H. Mudgett, CPA - All work performed by our firm will be performed by or under the technical supervision of John H. Mudgett, CPA, who is our senior audit and accounting specialist. He will be responsible for ensuring timely, responsive and professional service to you. His involvement includes planning the audit approach, assignment of staff, review of audit results and reporting matters. As the lead governmental auditor of this firm and our predecessor firm, John has been involved with the development and management of our governmental practice since 1984. He has been associated with all of the audits listed in the reference section of this proposal.

Bonnie A. Dow - Bonnie is an audit manager whose focus is primarily governmental audits. She coordinates that segment of our practice, conducts many audits as a team leader, and provides technical support for changes in governmental accounting or auditing requirements, including the additional requirements for auditing of federal funds. She has twenty years of public accounting experience with our firm. She graduated from Champlain College in May of 2003 and was employed by Cota, CPA, P.C. for two years during her college years. Bonnie has conducted many governmental audits, including the Towns of Dorset, Guilford, Fairlee, Hartford, Hartland, Morristown, Landgrove, Lyndon, Sharon, Springfield, and Windsor, and school districts in the Windham Southwest Supervisory Unions.

Other professionals available to support the basic team include:

Tyler B. Kimberley - Tyler has been the senior auditor for several projects and is available to assist this year's team. He graduated with a degree in accounting from Champlain College in 2008. As a senior auditor he has been the in-charge auditor for various entities including Barre Unified Union School District, Shelburne Farms, Mad River Glen, Vermont Association of Snow Travelers, Windham Solid Waste Management District, the Town of Royalton, and the Town and Village of Woodstock.

Leslie Krogh-Wisner, CPA - Leslie helped to form this corporation in 1993, but prior to that time was an audit senior with Smith, Batchelder & Rugg and a client manager at Hull, Fothergill & Segale. She has participated in the planning and execution of many audits involving documentation of internal control structures and testing of selected costs for compliance with regulations. Her experience includes supervisory roles on our audits of the Vermont Municipal Bond Bank, New Hampshire School Health Care Coalition, the Vermont Youth Conservation Corps, the Vermont Housing and Conservation Board, and the Vermont State Employees Association. Prior to her career in public accounting, Leslie was employed as a public information officer in the offices of Governors Snelling and Kunin.

Erin Packie, CPA - Erin worked with us from 2007 to 2014 as a senior accountant in both the audit and tax practice. She left us to work as a senior accountant for an insurance company, but then recognized that she preferred public accounting and returned to MJK in 2016. Erin graduated from Clemson University in 1997 with a Bachelor of Science (cum laude) in management and also obtained a professional certificate in advanced accounting from Champlain College. Her primary role at MJK is manager in our tax practice, but she is also available to assist with audits. She has much experience with audits of government and not-for-profit clients, including the Towns of Lyndon, Randolph, and Windsor, and several school districts in the Chittenden Central and Washington South Supervisory Unions.

Our engagement team will include other professionals as necessary to complete the assigned work promptly. Resumes of senior members are attached as Appendix A to this proposal.

MJK is independent of the Town of Hartford as defined by generally accepted auditing standards and *Government Auditing Standards*. We are properly licensed to practice in Vermont; our firm's license number is 092-0000435.

MJK does not discriminate against any individual because of race, religion, sex, color, age, handicap or nation of origin, and these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion or separation.

REFERENCES

As indicated above, we currently serve a wide range of clients in the governmental area including local governments, school districts and agencies/departments of state government in Vermont, and have performed numerous audits in accordance with government auditing standards and the Single Audit Act. Recent audit clients include:

- Town of Dorset
Rob Gaiotti, Town Manager
(802) 362-4571
- Town of Guilford
Erika Elder, Town Administrator
(802) 254-6857
- Town of Springfield
Cathy Sohngen, Finance Director
(802) 885-2104
- Town of Hartland
Martin Dole, Finance Manager
(802) 436-2119
- Town of Morristown
Tina Sweet, Director of Finance
(802) 888-6374
- Town of Landgrove
Andrea Ogden, Town Treasurer
(802) 824-3716
- Town of Lyndon
Dawn Dwyer, Town Clerk/Treasurer
(802) 626-5785
- Town of Royalton
Victoria Paquin, Town Administrator
(802) 763-7967
- Town of Sharon
Lucy Pierpont, Finance Manager
(802) 763-8268
- Town of Windsor
Tom Marsh, Town Manager
(802) 674-6786
- Town and Village of Woodstock
Eric Duffy, Town Manager
(802) 457-3456
- Barre Supervisory Union
Lisa Perrault, Business Manager
(802) 476-5011
- Montpelier Roxbury School District
Christina Kimball, Business Manager
(802) 223-9796
- Windham Southwest Supervisory Union
Andrea Allbee, Director of Finance
(802) 464-1300

The towns and villages listed above are similar to the proposed Hartford audits. The larger towns and schools often require single audits. All are examples of the various governmental audits performed by MJK. We encourage you to discuss our performance with any of these individuals.

QUALITY CONTROL

Among the most important criteria for your selection of an auditing firm is the commitment of that firm to professional development and quality control. Our profession and the federal government have both established standards requiring peer review of auditing firms' systems of quality control for their audit and accounting practices.

Our firm sets high standards for our professional performance and our principals have actively participated in the American Institute of Certified Public Accountants (AICPA) peer review program. Our membership in the AICPA's Private Companies Practice Section requires that we conduct our accounting and auditing practice in accordance with a strictly defined system of quality control. Conformance with this system in our practice assures our clients that they are receiving the highest level of audit services available.

Our system of quality control is monitored by a peer review team on a triennial basis. Our 2022 peer review resulted in an unqualified opinion, which is attached as Appendix B.

We believe our commitment to the professional development of our staff is a significant factor in our quality control structure. All of our professionals participate each year in continuing education programs which exceed the requirements of the AICPA and the *Government Auditing Standards*.

SCOPE OF SERVICES AND AUDIT APPROACH

We will audit the financial statements of the Town of Hartford as of and for the years ended June 30, 2025, 2026, and 2027. Our audits will be made in accordance with generally accepted auditing standards of the American Institute of Certified Public Accountants (AICPA) and in accordance with the U.S. General Accounting Office's *Government Auditing Standards*. We will render opinions on the financial statements and determine whether they present fairly the financial position of the Town at year end and the results of its operations for the year then ended in conformity with generally accepted accounting principles (GAAP) for local governmental units, as set forth by the Governmental Accounting Standards Board.

A report on compliance and internal control in accordance with *Government Auditing Standards* will be issued as well as any findings and recommendations. All matters to be included in such findings will be reviewed with appropriate individuals during the audit and management responses will be requested for any reportable conditions or other findings.

We will also communicate any recommendations or observations that we have noted during our audit of the financial statements. Those recommendations for improvements will be discussed as they arise and reviewed with the appropriate personnel prior to issuance of our management letter.

When single audits are required, our audit tests and reporting for your federal award programs will be performed in accordance with the U.S. General Accounting Office's *Government Auditing Standards* and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We plan and perform tests of the compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs.

Effective two-way communication between our firm and those charged with governance of the Town is important to understanding matters related to the audit and in developing a constructive working relationship. We are available to meet with your Board to review the audit plan or test results in addition to our published Auditor's Reports. Our proposed audit adjustments will be provided to you along with draft reports and any findings at the conclusion of each audit. We will request that management accept any proposed audit adjustments, approve drafts of financial statements, and provide responses or corrective action plans for any audit findings.

Our planning for an audit of your organization includes a review of the prior year's files (reports, statements, recommendations, test results) and developing our documentation of your organization structure, operating procedures, and internal controls as well as relevant documents with financial or compliance requirements (grant awards, loan documents, regulatory matters, employee benefit plans and other contracts).

We interview management and evaluate any changes in internal operations or external requirements for the current audit. We update all documentation each year for current conditions. We assess the risks of material misstatements at the financial statement level and also at the relevant assertion level as those assertions pertain to areas within the financial statements. We identify significant account balances or classes of transactions and trace transactions through your systems to obtain (or confirm) our understanding of your accounting procedures and the effectiveness of relevant controls over financial statement balances and disclosures.

We develop audit strategies and plan audit tests for the various areas using the knowledge gained from our understanding of your specific organization. Audit tests include balance confirmation with outside parties, analytic evaluations, reconciliations, recalculations, review of supporting documentation, and other procedures deemed appropriate by the audit team. Our approach reflects current auditing standards and the additional requirements of the Single Audit Act and the current *OMB Compliance Supplement*.

The programs and checklists used for your audit are reviewed, and modified as necessary, each year to address changes in audit or accounting standards. Specific procedures may be added or revised each year for changes in client circumstances. We use electronic audit software and audit manuals developed by a national accounting firm to organize and document our audit planning and testing. We are provided with updates to these audit aids on an ongoing basis for changes to current standards.

We provide a list of items that are required for the audit during the planning stage of each engagement.

WORK PLAN

Procedures are scheduled so as to build on previous work and achieve results in the most efficient manner. As requested, we have included a tentative 2025 schedule within which final dates will be assigned to be compatible with the Town's staff availability.

	<u>Target Completion</u>
A. Planning - 16 hours	
• Engagement letter	03/15/25
• Pre-audit conference, identify data to be provided by client, etc.	05/15/25
• Coordinate schedules of audit and client staff	05/15/25
• Develop audit strategies and prepare audit program	05/15/25
B. Control Structure Evaluation - 24 hours	
• Study and document systems and procedures	06/15/25
• Assess audit risk by area and identify controls	06/15/25
• Design and conduct tests of controls	06/15/25
C. Other Interim procedures - 32 hours	
• Preliminary analytical procedures	9/15/25
• Obtain and review minutes and contracts	9/15/25
• Confirm year-end balances where appropriate	9/15/25
D. Final audit tests and documentation - 136 hours	
• Perform analytical and other substantive audit procedures on year-end balances	10/15/25
• Compliance tests – regulations, contracts, grants	10/15/25
• Propose adjustments to account balances; Provide adjusted trial balances to client	10/15/25
• Exit conference; review results with management	10/15/25
E. Reports - 32 hours	
• Prepare and review draft reports	10/31/25
• Obtain client acceptance of draft reports	11/15/25
• Final reports and management letter	11/30/25

We normally like to complete our audit planning and preliminary work in May or June with year-end field work to be scheduled in a single block of time shortly after Town accounting is complete and ready for audit. We will coordinate scheduling with you and expect to provide draft reports within 30 days following commencement of year-end audit procedures.

HOURS AND FEES

Our fees are based on the time required by the individuals assigned to the engagement to complete their tasks, plus direct expenses. Individual hourly rates, which presently range from \$100 to \$160, vary according to the degree of responsibility involved and the skill required.

Prior experience with comparable audits indicates our audit of your financial statements should require between 225 and 250 hours including planning, testing, documentation, and reporting.

<u>Classification</u>	<u>Hours</u>	<u>Range of Hourly Rates</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Principal	32	\$ 140 - 160	\$ 160	\$ 5,120
Audit Manager	180	120 - 140	140	25,200
Senior Auditor	32	100 - 120	100	3,200
Computed hours/fees	244			33,520
Less - planned discount				520
Not-to-exceed fee for 2025	250			\$ 33,000
Not-to-exceed fee for 2026	250			\$ 34,000
Not-to-exceed fee for 2027	250			\$ 35,000
If required for any year - Single Audit supplement	40			\$ 5,500
Reporting Verification for the TIF District - VEPC AUP	32			\$ 4,300

Our fee for audit services for the years described in this proposal, will not exceed these fee limits unless the scope of the engagement is changed, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. If federal funds auditing is required for any year, we will adjust our fee limit to reflect the revised scope of service. We have proposed "not-to-exceed" fee limits instead of a "fixed price" for our work. If our effort is less than anticipated, we will charge accordingly. Interim billings are normally submitted as work progresses and as expenses are incurred.

JOHN H. MUDGETT, CPA

EDUCATION: University of Vermont, 1970 - B.S.
(Business Administration and Accounting)

Governmental Accounting and Auditing Certificate
of Educational Achievement Program

EXPERIENCE:

1993 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Principal
1984 to 1993	SMITH, BATCHELDER & RUGG Principal, Audit and Accounting
1982 to 1983	SUGARBUSH VALLEY, INC. Controller
1976 to 1982	DUBOIS & KING, INC. Vice President of Finance
1970 to 1976	SMITH, BATCHELDER & RUGG Senior Accountant
1966 to 1970	MERCHANTS NATIONAL BANK Branch Manager, Loan Officer

<u>SPECIALTIES:</u>	Audit and Accounting	Governmental
	Not-for-profits	• State and local entities
	Technical Review	• School Districts
	Taxation	• Grant reporting

PROFESSIONAL
ACTIVITIES: American Institute of Certified Public Accountants
Vermont Society of Certified Public Accountants

ADMITTED TO
PRACTICE: Vermont
New Hampshire

LESLIE KROGH-WISNER, CPA

EDUCATION: University of Vermont, 1980
(B.S. in Natural Resources)

Governmental Accounting and Auditing Certificate
of Educational Achievement Program

EXPERIENCE:

1993 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Manager
1992 to 1993	SMITH, BATCHELDER & RUGG Audit Senior
1989 to 1992	HULL, FOTIERGILL & SEGALE Client Manager
1987 to 1989	SMITH, BATCHELDER & RUGG Staff Accountant
1986 to 1987	FOSTER & BRIDGMAN Staff Accountant
1983 to 1986	OFFICES OF GOVERNORS SNELLING AND KUNIN Public Information Officer

<u>SPECIALTIES:</u>	Audit and Accounting	Not-for-profits
	Governmental Compliance Audits	Utilities
	Municipalities	Hospitals
	Financial planning	HUD

PROFESSIONAL
ACTIVITIES: American Institute of Certified Public Accountants
Vermont Society of Certified Public Accountants

ADMITTED TO
PRACTICE: Vermont
New Hampshire

BONNIE A. DOW

EDUCATION: Champlain College, Burlington, Vermont - 2003 - BS
(Professional Accountancy)

EXPERIENCE:

2003 to present MUDGETT, JENNETT & KROGH-WISNER, P.C.
Audit Manager

2001 to 2003 COTA CPA, P.C.
Staff Accountant

2000 to 2001 TRAVELODGE
Front Desk Representative

1998 to 2000 NADEAU DRUG
Evening Manager

SPECIALTIES: Audit and Accounting
Governmental Compliance Audits
Municipalities

Not-for-profits
Utilities

ERIN J. PACKIE, CPA

EDUCATION: Clemson University, Clemson, SC - B.S. 1997
(Textile Management)

Champlain College, Burlington, VT
Professional Certificate in Advanced Accounting - 2008

EXPERIENCE:

2007 to 2014 and 2016 to present	MUDGETT, JENNETT & KROGH-WISNER, P.C. Audit Senior Tax Manager
2014 to 2015	NATIONAL LIFE INSURANCE - Senior Accountant
2005 to 2007	LAUGHING MOON CHOCOLATES, LLC General Manager
2003 to 2005	THE VILLAGE KITCHEN, LLC Co-owner, Office Manager
2002 to 2003	STOWENHOF INN & RESORT Wedding Captain, Waitress & Reservationist
1999 to 2002	VERMONT PUBLIC POWER SUPPLY AUTHORITY Power Analyst
1998 to 1999	SCHERING-PLOUGH HCP Management Information Systems Project Administrator
1997 to 1998	COLLINS & AIKMAN PRODUCTS CO. Management Trainee and Jacquard Weave Room Supervisor

SPECIALTIES: Audit and Accounting
State and Local Governments
Taxation
Not-for-profits

PROFESSIONAL
ACTIVITIES: American Institute of Certified Public Accountants
Vermont Society of Certified Public Accountants

ADMITTED TO
PRACTICE: Vermont
Maryland

TYLER B. KIMBERLEY

EDUCATION: Champlain College, Burlington, VT 2008 - B.S.
(Accounting)

EXPERIENCE:

2008 to present MUDGETT, JENNETT & KROGH-WISNER, P.C.
Senior Accountant

Summer 2007 & MUDGETT, JENNETT & KROGH-WISNER, P.C.
Summer 2006 Staff Assistant

SPECIALTIES: Audit and Accounting
Governmental Compliance Audits
Municipalities

Not-for-profits
Utilities

Report on the Firm's System of Quality Control

June 23, 2022

To the Owners of Mudgett, Jennett & Krogh-Wisner, P. C.
and the Peer Review Committee of the New England Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P. C. in effect for the year ended October 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P.C. in effect for the year ended October 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mudgett, Jennett & Krogh-Wisner, P.C. has received a peer review rating of *pass*.

Love, Cody ; Company, CPAs, P.C.

Love, Cody & Company, CPAs

TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, October 1, 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; Susan Buckholz, Member; Brandon Smith, Member; Ida Griesemer, Member; John Haverstock; Scott Cooney; Scott Hausler; Chris Holzwarth; Lori Hirshfield; Matt Osborn; Gail Ostrout; Beth Malow; Chris Dolan; Brian Morris; Mary Smith

Present on Zoom: Lana Livingston; Michele Boleski; Marie Alvin; Heidi Duto

JAM LINK: <https://www.youtube.com/watch?v=DokkJaT8HCQ>

- I. Call to Order the Selectboard Meeting at 6pm by Chair, Mike Hoyt
- II. Pledge of Allegiance was recited and led by John Haverstock
- III. Local Liquor Control Board- None
- IV. Local Cannabis Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard Meeting and opened the Local Cannabis Control Board.
 - a. **Selectboard Clerk, Kim Souza made the motion to approve the Renewal for #S-000009512-Five Seasons Cannabis Company, LLC. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

Selectboard Chair, Mike Hoyt closed the Local Cannabis Control Board and reopened the Selectboard meeting.

- V. Order of Agenda: Item 5.k. moved up to after 5.a. and item 5.g moved up to after item 5.e.

VI. Selectboard

1. Public Comment from Zoom: Michele Boleski from WRJ has done research with the State concerning the Park & Ride. She was told from the Town that the neighbors needed to be contacted to see if they supported the lights at the site. She is asking if all the businesses on the road consulted with the residents before installing their lights. There are low impact lights as an option and also grants may be available.

Marie Alvin from WRJ said the Town needs to be proactive. The Park & Ride has been an ongoing issue. There needs to be lighting and needs to be patrolled. We need to move forward on this.

Heidi Duto from WRJ let the Selectboard know that there is graffiti on the retainer wall by the bike path. This needs to be covered up.

2. Selectboard Comments and Announcements

Kim Souza congratulated John Haverstock on his one-year anniversary with the Town.

Mary Erdei noted that the elections are a month away.

Ida Griesemer thanked the people that sent the ballots out to residents.

Sue Buckholz commented that the Selectboard Strategic Planning Session was good.

Lannie Collins reminder that local elections are coming up in March and 3 seats are for Selectboard will be open.

3. Appointments

- a. NEW Appointment of Holly Henderson to the Hartford Conservation Commission was tabled until the next regular meeting on October 15th.
- b. **Selectboard Clerk Mary Erdei made the motion to approve the NEW Appointment of Beth Malow to the Climate Action Steering Team for a three- year term beginning October 1, 2024 and ending September 30, 2027. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**
- c. **Selectboard Vice Chair, Kim Souza made the motion to approve the NEW Appointment of Mary Smith to the West Hartford Library Trustees for a term beginning October 1, 2024 and ending March 4, 2025. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.**

4. Town Manager's Report
Performance Evaluations

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

Budgeting Process and Town Meeting Planning

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

Selectboard Strategic Planning Session

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

Hazard Mitigation Planning

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

Emergency Management

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

HCRS

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

Significant Activity Reports: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/494>

5. Board Reports, Motions & Ordinances

a. Review Contractor Bids on Nutt Lane Project

Selectboard Member, Lannie Collins made the motion that the Selectboard authorize the Department of Public Works to execute a contract with Zaluzny for \$270,000 from the ARPA Funds and \$54,000 to be used from Reserve funds for additional water main installation subject to the conditions set forth by Otter Creek Engineering and to execute a contract amendment with Otter Creek Engineering for up to \$43,000 from ARPA funds for construction services. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

b. Review Bids on Parking Meters and Installation

Selectboard Member, Lannie Collins made the motion to Authorize the Town Manager to sign a contract with ISP Group in the amount of \$141,051.75 from ARPA funds for the purchase and installation of parking meters, related equipment, and software. And to authorize Town staff to execute a purchase order with Worksafe Traffic Control Industries, Inc. in the amount of \$3,970.55 from ARPA funds for signs and posts. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

c. Review Bridge Striping Bids

Selectboard Clerk, Mary Erdei made the motion for the West Hartford Bridge Pedestrian Improvements Project:

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

Selectboard Member, Sue Buckholz seconded the motion. 6 were in favor, 1 (Collins) was not in favor. The motion passed.

d. ARPA Update and Make Decisions on Un-Obligated Funds

Selectboard Member, Lannie Collins made the motion that the Selectboard authorize that the Town Manager enter into an agreement with Thompson Site Services for the purpose of completing the Maxfield Gravel Pathway and Parking Restoration Project. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Kim Souza made the motion that the Selectboard authorize that the Town Manager enter into an agreement with Valley Turf Services for the purpose of completing the work of Stormwater Restoration at Maxfield not to exceed \$12,000 in ARPA funding. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Member, Lannie Collins made the motion that The Selectboard authorize the Town Manager to execute Contract Amendment #1 with Sanborn Head in amount of \$12,818 utilizing ARPA funds. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Kim Souza made the motion to authorize the use of ARPA funds for \$77,874.68 to be used for 2016 Fire Engine refurbishment. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Member, Lannie Collins made the motion to pay \$15,000 from ARPA funds to support the Good Neighbor drive-through vaccine clinic. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Selectboard Member, Brandon Smith made the motion to pay \$30,000 from ARPA Funds toward bulk purchase of masks and hand sanitizer. Selectboard Clerk, Mary Erdei seconded the motion. 1 was in favor (Smith) and 6 were not in favor. The motion failed.

e. Consider Adopting Resolution for ARPA Allocation

Selectboard Vice Chair, Kim Souza made the motion that the Town of Hartford Selectboard approves the Resolution to expend SLFRF funds in an amount up to 1,000,000 for municipal purpose(s) of paving, highway contracted services, materials and supplies during the period of 7/1/24 through 6/30/2026 for previously budgeted items creating the ability to increase the unassigned fund and reduce the tax burden in Fiscal Year 2026. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Link to the Resolution: https://www.hartford-vt.org/DocumentCenter/View/10490/ARPA-Res_Hartford-Resolution-10124

- f. **Budget 101 Tutorial and Calendar** – tabled until the next regular meeting.
- g. **DPW Request to Consolidate Budget Line Items**
Selectboard Member, Lannie Collins made the motion that the Selectboard authorizes the consolidation of accounts in Fund30 and Fund60 beginning in FY2026, as identified in the discussion section above along with all necessary adjustments within the MuniSmart system. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- h. **Review Auditor Proposals**
Selectboard Member, Lannie Collins made the motion that The Selectboard authorizes the Town Manager to accept the 3-year proposal by Mudgett, Jennett & Krogh-Wisner, P.C. for FYE 2025 thru FYE 2027 audit services. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- i. **Appoint Voting Delegate to VLCT, PACIF and VERB Meetings at Town Fair**– This has already happened - no action taken.
- j. **Consider Request to Extend Light Pole Banner Access to Hometown Heroes by 12 days.**
Selectboard Member, Lannie Collins made the motion to approve an extension of 12 days, through Veteran's Day, the 13th, for the Hometown Heroes banners. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

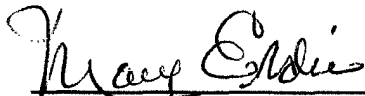
k. **Consider Replacement of Pre-qualified Engineering Firm**
Selectboard Member, Lannie Collins made the motion that the
Selectboard provide MSK Engineers with interim pre-qualified status
allowing the firm to bid on Water Resource Projects until the annual
review is completed in June at which time the rankings will be re-
evaluated and provided to the Selectboard for approval. Selectboard
member, Brandon Smith seconded the motion. All were in favor and the
motion passed.

VII. Commission Reports: The Energy Committee will be touring the substation Friday.

VIII. Consent Agenda: **Selectboard Member, Lannie Collins made the motion to**
approve the Consent Agenda. Selectboard Clerk, Mary Erdei seconded the
motion. 6 were in favor, 1 abstained (Souza) and the motion passed.

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

IX. Adjourn the Selectboard Meeting
Selectboard Vice Chair, Kim Souza made the motion to adjourn the meeting at
8:45PM. Selectboard Member, Lannie Collins seconded the motion. All were in
favor and the motion passed.



Mary Erdei, Clerk

October 1, 2024 Selectboard Meeting

FYE 2025

Town of Hartford Audit
Services

January 29, 2025

Gail Ostrout, Finance Director
The Selectboard
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Dear Gail:

We are pleased to confirm our understanding of the services we are to provide the Town of Hartford, Vermont (the Town) for the year ended June 30, 2025. Please read this letter and the attached *Terms and Conditions Addendum* (collectively, "Agreement"). This agreement details the nature and limitations of the services we will provide, the terms of our engagement, and each party's responsibilities.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2025.

Accounting standards general accepted in the United States of America (GAAP) provide certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures but will not be audited.

1. Management's Discussion and Analysis
2. Schedule of Town's Proportionate Share of Net Pension Liability - VMERS
3. Schedule of Town's Contributions – VMERS
4. Schedule of Changes in the Town's Total OPEB Liability and Related Rations - Other Postemployment Benefits Plan

We have also been engaged to report on supplementary information (SI) other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal awards
2. Combining Balance Sheet - Other Governmental Funds
3. Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Other Governmental Funds
4. Combining Statement of Net Position - Water Fund
5. Combining Statement of Revenues, Expenses and Changes in Net Position - Water Fund
6. Combining Statement of Net Position - Wastewater Fund
7. Combining Statement of Revenues, Expenses and Changes in Net Position - Wastewater Fund

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the preceding paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town. Because the determination of waste and abuse is subjective, *Governmental Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. We will remain responsible for the work provided by any such third-party service providers.

Audit Procedures - Internal Control

We will obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control, and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our test will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify all significant deficiencies or all material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance any internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Hartford, Vermont in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with the applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government

programs are administered in compliance with compliance requirements; and (4) ensuring that financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making available to us your drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information and for the accuracy and completeness of that information (including information from outside of the general ledger and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Town from whom we determine it is necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and to each opinion unit of the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards, take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a corrective

action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements of each award and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenue, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, the schedule of expenditures of federal awards, and related

notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, and experience to evaluate the adequacy of those services and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will assist with the preparation of all audit confirmations and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including the financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after the receipt of the auditor's report or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mudgett, Jennett & Krogh-Wisner, P.C., and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request to any professional peer review teams, or to the federal cognizant or oversight agency for audit or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, and to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under the supervision of Mudgett, Jennett & Krogh-Wisner, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity.

John Mudgett is the engagement partner and is responsible for supervising the engagement. An audit manager, Bonnie Dow, has been assigned to your audit, and will coordinate the timing of interim planning procedures and year-end audit procedures with management.

Our fee for these services is based on our hourly rates, plus direct expenses. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Interim billings will be submitted as work progresses and as expenses are incurred. Bills are due when rendered. Balances unpaid within 30 days will have a FINANCE CHARGE assessed, computed at a periodic rate of 1.5% per month which is an ANNUAL PERCENTAGE RATE of 18%. We expect that our fees for the audit services described in this letter will not exceed \$38,500. This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

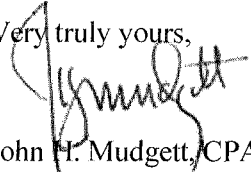
Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board. Circumstances may arise in which our reports may differ from the expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, and add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirement of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us. By signing below, you acknowledge that you have received a copy of the *Terms and Conditions Addendum* which is incorporated into and made part of this Agreement.

Very truly yours,


John H. Mudgett, CPA
Principal

Confirmed on behalf of the addressee:

Management signature

Date: _____

Governance signature

Date: _____

Mudgett, Jennett & Krogh-Wisner, P.C.'s Terms and Conditions Addendum

Overview

This addendum to the engagement letter describes our standard terms and conditions ("Terms and Conditions Addendum") related to our provision of services to you. This addendum, and the accompanying engagement letter, comprise your agreement with us ("Agreement"). If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail.

For the purposes of this *Terms and Conditions Addendum*, any reference to "firm," "we," "us," or "our" is a reference to Mudgett, Jennett & Krogh-Wisner, P.C., and any reference to "you," "your", or "your entity" is a reference to the party or parties that have engaged us to provide services.

Billing and Payment Terms

We will bill you for our professional fees and out-of-pocket costs as work progresses or upon completion of the services specified in the Agreement. Payment is due upon receipt of the billing statement. **Balances unpaid within 30 days will have a FINANCE CHARGE assessed on the unpaid balance, computed at a periodic rate of 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%.**

We reserve the right to suspend or terminate our work for non-payment of fees. In the event that work is discontinued, either temporarily or permanently, as a result of delinquent or non-payment, we shall not be liable for any loss you may incur as a result of the work stoppage, including penalties and interest. In such cases, you assume all risk associated with your failure to meet any governmental or other deadlines.

We reserve the right to require payment of all outstanding invoices prior to the release of the work-product(s) specified in the Agreement and/or to require a retainer upon execution of the Agreement.

Termination and Withdrawal

Either party may terminate this Agreement at any time and for any reason. If this Agreement is terminated before services are completed, you agree to pay all fees and expenses we incur through the effective date of termination.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, "hard copy" format or other medium.

Conflicts of Interest

If we, in our sole discretion, believe a conflict of interest has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to terminate our services without issuing our work product.

Portal

We utilize ShareFile, SharePoint (OneDrive) and Caseware for online document sharing softwares. These "portal" programs allow us and you to share electronic documents and deliverables in a protected environment. In order to use these softwares, you may be required by the provider to execute a portal agreement and agree to be bound by the terms, conditions and limitations of such agreement. You agree that we have no responsibility for the activities of software owners and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of these file sharing softwares.

We are not a host for any of your information. You are responsible for maintaining your own copy of any documents or other information that is shared via the portal. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us with or without notice to you.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any loss arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

Third-Party Service Providers or Subcontractors

We may use third-party service providers, subcontractors, or software tools (collectively, “external party” or “external parties”), some of which may utilize or offer artificial intelligence capabilities, to assist us where necessary to help provide professional services to you or support the needs of our firm. You consent to our use of external parties. Our firm remains responsible for exercising reasonable care in providing our services, and our services and work product will be subjected to our firm's customary quality control procedures.

We may provide your confidential information to external parties in support of our services. You consent to the disclosure of your confidential information to those external parties. We take reasonably prudent business care consistent with our professional standards to prevent the unauthorized release of your confidential information. In certain circumstances, we may require a separate, written consent from you before your information is transmitted to an external party or parties.

Records Management

Record Retention and Ownership

We will return any original records and documents you provide to us. Our copies of your records and documents are solely for our documentation purposes and are not a substitute for your own record-keeping obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, tax returns and other deliverables provided to you by us. If we provide deliverables or other records to you via an information portal, you must download this information within 30 days. Professional standards preclude us from being the sole repository of your original data, records, or information.

Workpapers and other items created by us to support the delivery of our services are our property and will remain in our control. We will consider requests for copies of workpapers and other items created by us in accordance with the AICPA Code of Professional Conduct. Our workpapers will be maintained by us in accordance with any applicable legal and regulatory requirements. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable.

Working Paper Access Requests by Regulators and Others

State, federal, and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to matters such as peer review, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will only be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive such a request, we agree to inform you of it as soon as practicable unless we are prohibited from doing so by applicable laws or regulations. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Confidentiality

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e. information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We will maintain all client information, including PII, on a confidential basis and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You assume the risk of loss if you provide us with information, including PII, which differs from the information we request in order to provide services to you in accordance with the Agreement.

Referrals

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. As a courtesy, we may identify professional(s) or product(s) for your consideration. However, you are

responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or suitability of any product we refer to you or that you separately retain.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Brokerage, Investment Advisory or Digital Asset Statements

If you provide our firm with copies of brokerage, investment advisor, or digital asset statements, we will use the information solely for the purpose described in the Engagement Objective and/or Scope section of this Agreement. We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute investment advice or legal advice.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Mediation

If a timely dispute arises out of or relates to this Agreement, including the scope of services contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under the AAA *Accounting and Related Services Arbitration Rules and Mediation Procedures* before resorting to arbitration, litigation, or any other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in Vermont.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute of fees owed, billed or due.

Limitation of Liability

MUDGETT, JENNETT & KROGH-WISNER, P.C.'s AND MUDGETT, JENNETT & KROGH-WISNER, P.C.'s OWNERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR ASSIGNS (COLLECTIVELY "MUDGETT, JENNETT & KROGH-WISNER, P.C. STAKEHOLDERS") liability for all claims, damages, and costs arising from negligent acts, errors or omissions committed by us in the performance of this engagement is limited to the total amount of fees paid by you to MUDGETT, JENNETT & KROGH-WISNER, P.C. for the service giving rise to this liability.

Limitation of Damages

Notwithstanding anything to the contrary in this Agreement, MUDGETT, JENNETT & KROGH-WISNER, P.C. AND MUDGETT, JENNETT & KROGH-WISNER, P.C. STAKEHOLDERS shall not be liable for any lost profits, indirect, special, incidental, punitive, consequential, or similar damages, to the extent such damages may be lawfully limited or excluded, of any nature even if we have been advised by you of the possibility of such damages.

Indemnification of Mudgett, Jennett & Krogh-Wisner, P.C.

The following is applicable to audit and attest engagements only:

You agree to hold us harmless from any and all claims which arise from knowing misrepresentations to us, or the intentional withholding or concealment of information from us by your management. You also agree to indemnify us for any claims made against us by third parties, which arise from any of these actions by your management. The provisions of this paragraph shall apply regardless of the nature of the claim.

The following applies to non-attest engagements only:

You agree to indemnify, defend, and hold harmless Mudgett, Jennett & Krogh-Wisner, P.C. and any Mudgett, Jennett & Krogh-Wisner, P.C. Stakeholders with respect to any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims found to have arisen from the gross negligence or intentional acts of Mudgett, Jennett & Krogh-Wisner, P.C.

Designation of Venue and Jurisdiction

In the event of a dispute; the courts of Washington County in the state of Vermont shall have exclusive jurisdiction, and all disputes which are not settled by negotiation, mediation, or arbitration will be submitted to Washington County, Vermont, courts. We also agree that the law of the state of Vermont, except for laws governing the choice of law, shall govern all such disputes.

Timing for Disputes

You agree that any claim arising out of this Agreement shall be commenced within three years from the date our services conclude, regardless of any longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against Mudgett, Jennett & Krogh-Wisner, P.C.

Independent Contractor

When providing services to you (your company or your entity), we will function as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this Agreement are solely obligations of Mudgett, Jennett & Krogh-Wisner, P.C., and no Mudgett, Jennett & Krogh-Wisner, P.C. Stakeholder shall be subjected to any personal liability whatsoever to you or any person or entity.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Survivability

The following sections of this *Terms and Conditions Addendum* shall survive termination of the Agreement: Limitation of Liability, Limitation of Damages, Indemnification, and Timing for Disputes.

Assignment, No Third Party Beneficiaries

All parties acknowledge and agree that the obligations and responsibilities of this Agreement cannot be assigned to any third party except as agreed to in writing. This Agreement has been entered into solely between you and Mudgett, Jennett & Krogh-Wisner, P.C., and no third-party beneficiaries are created hereby.

Force Majeure

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse you of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature intended to replicate a written signature, shall be presumed valid, and we may reasonably rely upon it. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Entire Agreement

This Agreement, including this *Terms and Conditions Addendum*, represents the entire agreement of the parties and supersedes all previous oral, written or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing and signed by both parties.



Report on the Firm's System of Quality Control

June 23, 2022

To the Owners of Mudgett, Jennett & Krogh-Wisner, P. C.
and the Peer Review Committee of the New England Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P. C. in effect for the year ended October 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P.C. in effect for the year ended October 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mudgett, Jennett & Krogh-Wisner, P.C. has received a peer review rating of *pass*.

Love, Cody & Company, CPAs, P.C.

Love, Cody & Company, CPAs

FYE 2025

Town of Hartford TIF Audit
Services

Mudgett
Jennett &
Krogh-Wisner, P.C.
Certified Public Accountants #435

January 29, 2025

Gail Ostrout, Finance Director
The Selectboard
Town of Hartford
171 Bridge Street
White River Jct., VT 05001

Dear Gail:

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for the Town of Hartford, Vermont (the Town) with respect to the Town's Reporting Verification for TIF Districts for the year ending June 30, 2025. The specific procedures to be performed are outlined in the Vermont Economic Progress Council Agreed-Upon Procedures (VEPC AUP). We ask that you confirm our understanding, including the procedures included in the VEPC AUP. Please read this letter and the attached *Terms and Conditions Addendum* (collectively, "Agreement"). This agreement details the nature and limitations of the services we will provide, the terms of our engagement, and each party's responsibilities.

Engagement Services

Our engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Because the procedures included in VEPC AUP do not constitute an examination made in accordance with the attestation standards, we will not express an opinion on compliance.

At the conclusion of our engagement, we will submit a report in letter form outlining the procedures performed and our findings resulting from the procedures performed.

Our report will contain a statement that it is intended solely for the use of the Town of Hartford, Vermont, the Vermont Economic Progress Council and the Vermont State Auditor's Office and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Should you desire that others be added to our report as specified parties, please contact us as it will be necessary to obtain their agreement with respect to the sufficiency of the procedures for their purpose.

Our report will also contain a paragraph pointing out that if we had performed additional procedures or if we had conducted an examination in accordance with the attestation standards, matters in addition to any findings that may result from the procedures performed might have come to our attention and been reported to you. The procedures we will perform are not designed and cannot be relied upon to disclose errors, fraud or illegal acts, should any exist. However, we will inform the

appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Furthermore, the procedures are not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. However, we will communicate to management and the Selectboard any significant deficiencies or material weaknesses that become known to us during the course of this engagement.

Town of Hartford, Vermont's Responsibilities

The sufficiency of the specific procedures included in the VEPC AUP is solely the responsibility of the Town, the Vermont Economic Progress Council, and the Vermont State Auditor's Office. We make no representation regarding the sufficiency of the procedures described above, either for the purpose for which these procedures have been requested or for any other purpose.

Management has the responsibility for the Town's compliance with the VEPC AUP and establishing and maintaining effective internal control over compliance. Management will evaluate the Town's compliance with the VEPC AUP, the effectiveness of the Town's internal control over compliance and will state its evaluation thereof in a written assertion. At the conclusion of our engagement, we will request certain written representations from management acknowledging this responsibility and matters related thereto.

In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the Town involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the Town received in communications from employees, former employees, analysts, regulators or others.

The Town agrees that it will not include our reports, or otherwise make reference to us, in any public or private securities offering without first obtaining our consent. Any request to consent is also a matter for which separate engagements will be necessary. After obtaining our consent, the Town also agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our relationship has been terminated when the Town seeks such consent, we will be under no obligation to grant such consent or approval.

Records and Assistance

The attestation standards require that we perform our engagement only if we have reason to believe that the Town's compliance with the VEPC AUP is capable of evaluation against the criteria that are suitable and available to users. If circumstances arise relating to the condition of the Town's records, the availability of appropriate evidence or indications of a significant risk of material misstatement of the Town's compliance with the VEPC AUP because of error or fraud that, in our professional judgment, prevent us from completing the engagement of issuing our report, we retain the unilateral

right to take any course of action permitted by professional standards, including declining to issue a report or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Town's books and records. The Town will determine that all such data, if necessary, will be so reflected. Accordingly, the Town will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Town personnel will be discussed and coordinated with Lori Hirshfield, Department of Planning and Development Director and Gail Ostrout, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of our services and issuance of our report.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based on time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Interim billings will be submitted as work progresses and expenses are incurred. Bills are due when rendered. Balances unpaid within 30 days will have a FINANCE CHARGE assessed, computed at a periodic rate of 1.5% per month which is an ANNUAL PERCENTAGE RATE of 18%. Our fees for the audit services described in this letter will not exceed \$4,300 unless the scope of the engagement is changed, the assistance which the Town has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

The documentation for this engagement is the property of Mudgett, Jennett & Krogh-Wisner, P.C. and constitutes confidential information. However, you acknowledge and grant your assent that representatives of government audit staffs, professional peer review teams, or successor auditors shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested audit documentation will be provided under the supervision of Mudgett, Jennett & Krogh-Wisner P.C. audit personnel and at a location designated by our firm.

In the event we are requested or authorized by the Town or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Indemnification and Claim Resolution

Because Mudgett, Jennett & Krogh-Wisner, P.C. will rely on the Town and its management and the Selectboard to discharge the foregoing responsibilities, the Town holds harmless and releases Mudgett, Jennett & Krogh-Wisner, P.C. and its partners and employees from all claims, liabilities,

losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Town's management that has caused, in any respect, Mudgett, Jennett & Krogh-Wisner, P.C.'s breach of contract or negligence.

The Town and Mudgett, Jennett & Krogh-Wisner, P.C. agree that no claim arising out of services rendered pursuant to this agreement letter shall be filed more than the earlier of two years after the date of the audit report issued by Mudgett, Jennett & Krogh-Wisner, P.C. or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Mudgett, Jennett & Krogh-Wisner, P.C.'s liability for all claims, damages and costs of the Town arising from this engagement is limited to the amount of fees paid by the Town to Mudgett, Jennett & Krogh-Wisner, P.C. for the services rendered under this arrangement letter. These provisions will survive termination of this letter.

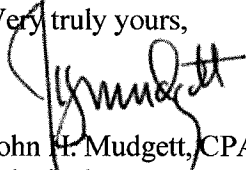
Information Security - Miscellaneous Terms

Mudgett, Jennett & Krogh-Wisner, P.C. is committed to the safe and confidential treatment of the Town's proprietary information. Mudgett, Jennett & Krogh-Wisner, P.C. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Town agrees that it will not provide Mudgett, Jennett & Krogh-Wisner, P.C. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the Town's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Mudgett, Jennett & Krogh-Wisner, P.C. may terminate this relationship immediately in its sole discretion if Mudgett, Jennett & Krogh-Wisner, P.C. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Mudgett, Jennett & Krogh-Wisner, P.C.'s client acceptance or retention standards, or if the Town is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the Town or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us. By signing below, you acknowledge that you have received a copy of the *Terms and Conditions Addendum* which is incorporated into and made part of this Agreement.

Very truly yours,

John H. Mudgett, CPA
Principal

Confirmed on behalf of the addressee:

_____	Date: _____
Management signature	
_____	Date: _____
Governance signature	

Mudgett, Jennett & Krogh-Wisner, P.C.'s Terms and Conditions Addendum

Overview

This addendum to the engagement letter describes our standard terms and conditions ("Terms and Conditions Addendum") related to our provision of services to you. This addendum, and the accompanying engagement letter, comprise your agreement with us ("Agreement"). If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail.

For the purposes of this *Terms and Conditions Addendum*, any reference to "firm," "we," "us," or "our" is a reference to Mudgett, Jennett & Krogh-Wisner, P.C., and any reference to "you," "your", or "your entity" is a reference to the party or parties that have engaged us to provide services.

Billing and Payment Terms

We will bill you for our professional fees and out-of-pocket costs as work progresses or upon completion of the services specified in the Agreement. Payment is due upon receipt of the billing statement. **Balances unpaid within 30 days will have a FINANCE CHARGE assessed on the unpaid balance, computed at a periodic rate of 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%.**

We reserve the right to suspend or terminate our work for non-payment of fees. In the event that work is discontinued, either temporarily or permanently, as a result of delinquent or non-payment, we shall not be liable for any loss you may incur as a result of the work stoppage, including penalties and interest. In such cases, you assume all risk associated with your failure to meet any governmental or other deadlines.

We reserve the right to require payment of all outstanding invoices prior to the release of the work-product(s) specified in the Agreement and/or to require a retainer upon execution of the Agreement.

Termination and Withdrawal

Either party may terminate this Agreement at any time and for any reason. If this Agreement is terminated before services are completed, you agree to pay all fees and expenses we incur through the effective date of termination.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, "hard copy" format or other medium.

Conflicts of Interest

If we, in our sole discretion, believe a conflict of interest has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to terminate our services without issuing our work product.

Portal

We utilize ShareFile, SharePoint (OneDrive) and Caseware for online document sharing softwares. These "portal" programs allow us and you to share electronic documents and deliverables in a protected environment. In order to use these softwares, you may be required by the provider to execute a portal agreement and agree to be bound by the terms, conditions and limitations of such agreement. You agree that we have no responsibility for the activities of software owners and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of these file sharing softwares.

We are not a host for any of your information. You are responsible for maintaining your own copy of any documents or other information that is shared via the portal. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us with or without notice to you.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any loss arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

Third-Party Service Providers or Subcontractors

We may use third-party service providers, subcontractors, or software tools (collectively, “external party” or “external parties”), some of which may utilize or offer artificial intelligence capabilities, to assist us where necessary to help provide professional services to you or support the needs of our firm. You consent to our use of external parties. Our firm remains responsible for exercising reasonable care in providing our services, and our services and work product will be subjected to our firm's customary quality control procedures.

We may provide your confidential information to external parties in support of our services. You consent to the disclosure of your confidential information to those external parties. We take reasonably prudent business care consistent with our professional standards to prevent the unauthorized release of your confidential information. In certain circumstances, we may require a separate, written consent from you before your information is transmitted to an external party or parties.

Records Management

Record Retention and Ownership

We will return any original records and documents you provide to us. Our copies of your records and documents are solely for our documentation purposes and are not a substitute for your own record-keeping obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, tax returns and other deliverables provided to you by us. If we provide deliverables or other records to you via an information portal, you must download this information within 30 days. Professional standards preclude us from being the sole repository of your original data, records, or information.

Workpapers and other items created by us to support the delivery of our services are our property and will remain in our control. We will consider requests for copies of workpapers and other items created by us in accordance with the AICPA Code of Professional Conduct. Our workpapers will be maintained by us in accordance with any applicable legal and regulatory requirements. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable.

Working Paper Access Requests by Regulators and Others

State, federal, and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to matters such as peer review, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will only be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive such a request, we agree to inform you of it as soon as practicable unless we are prohibited from doing so by applicable laws or regulations. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Confidentiality

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e. information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We will maintain all client information, including PII, on a confidential basis and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You assume the risk of loss if you provide us with information, including PII, which differs from the information we request in order to provide services to you in accordance with the Agreement.

Referrals

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. As a courtesy, we may identify professional(s) or product(s) for your consideration. However, you are

responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or suitability of any product we refer to you or that you separately retain.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Brokerage, Investment Advisory or Digital Asset Statements

If you provide our firm with copies of brokerage, investment advisor, or digital asset statements, we will use the information solely for the purpose described in the Engagement Objective and/or Scope section of this Agreement. We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute investment advice or legal advice.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Mediation

If a timely dispute arises out of or relates to this Agreement, including the scope of services contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under the *AAA Accounting and Related Services Arbitration Rules and Mediation Procedures* before resorting to arbitration, litigation, or any other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in Vermont.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute of fees owed, billed or due.

Limitation of Liability

MUDGETT, JENNETT & KROGH-WISNER, P.C.'s AND MUDGETT, JENNETT & KROGH-WISNER, P.C.'s OWNERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR ASSIGNS (COLLECTIVELY "MUDGETT, JENNETT & KROGH-WISNER, P.C. STAKEHOLDERS") liability for all claims, damages, and costs arising from negligent acts, errors or omissions committed by us in the performance of this engagement is limited to the total amount of fees paid by you to MUDGETT, JENNETT & KROGH-WISNER, P.C. for the service giving rise to this liability.

Limitation of Damages

Notwithstanding anything to the contrary in this Agreement, MUDGETT, JENNETT & KROGH-WISNER, P.C. AND MUDGETT, JENNETT & KROGH-WISNER, P.C. STAKEHOLDERS shall not be liable for any lost profits, indirect, special, incidental, punitive, consequential, or similar damages, to the extent such damages may be lawfully limited or excluded, of any nature even if we have been advised by you of the possibility of such damages.

Indemnification of Mudgett, Jennett & Krogh-Wisner, P.C.

The following is applicable to audit and attest engagements only:

You agree to hold us harmless from any and all claims which arise from knowing misrepresentations to us, or the intentional withholding or concealment of information from us by your management. You also agree to indemnify us for any claims made against us by third parties, which arise from any of these actions by your management. The provisions of this paragraph shall apply regardless of the nature of the claim.

The following applies to non-attest engagements only:

You agree to indemnify, defend, and hold harmless Mudgett, Jennett & Krogh-Wisner, P.C. and any Mudgett, Jennett & Krogh-Wisner, P.C. Stakeholders with respect to any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims found to have arisen from the gross negligence or intentional acts of Mudgett, Jennett & Krogh-Wisner, P.C.

Designation of Venue and Jurisdiction

In the event of a dispute; the courts of Washington County in the state of Vermont shall have exclusive jurisdiction, and all disputes which are not settled by negotiation, mediation, or arbitration will be submitted to Washington County, Vermont, courts. We also agree that the law of the state of Vermont, except for laws governing the choice of law, shall govern all such disputes.

Timing for Disputes

You agree that any claim arising out of this Agreement shall be commenced within three years from the date our services conclude, regardless of any longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against Mudgett, Jennett & Krogh-Wisner, P.C.

Independent Contractor

When providing services to you (your company or your entity), we will function as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this Agreement are solely obligations of Mudgett, Jennett & Krogh-Wisner, P.C., and no Mudgett, Jennett & Krogh-Wisner, P.C. Stakeholder shall be subjected to any personal liability whatsoever to you or any person or entity.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Survivability

The following sections of this *Terms and Conditions Addendum* shall survive termination of the Agreement: Limitation of Liability, Limitation of Damages, Indemnification, and Timing for Disputes.

Assignment, No Third Party Beneficiaries

All parties acknowledge and agree that the obligations and responsibilities of this Agreement cannot be assigned to any third party except as agreed to in writing. This Agreement has been entered into solely between you and Mudgett, Jennett & Krogh-Wisner, P.C., and no third-party beneficiaries are created hereby.

Force Majeure

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse you of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature intended to replicate a written signature, shall be presumed valid, and we may reasonably rely upon it. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Entire Agreement

This Agreement, including this *Terms and Conditions Addendum*, represents the entire agreement of the parties and supersedes all previous oral, written or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing and signed by both parties.



Report on the Firm's System of Quality Control

June 23, 2022

To the Owners of Mudgett, Jennett & Krogh-Wisner, P. C.
and the Peer Review Committee of the New England Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P. C. in effect for the year ended October 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P.C. in effect for the year ended October 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mudgett, Jennett & Krogh-Wisner, P.C. has received a peer review rating of *pass*.

Love, Cody ; Company, CPAs, P.C.

Love, Cody & Company, CPAs



AGENDA MEMORANDUM

February 25th, 2025

Town Selectboard Meeting Item: 5.d

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

Subject: Required Public Hearing for Notice of Intent to Issue a Finding of No Significant Impact for CSO Abatement Project - Vermont/ USEPA Clean Water Revolving Loan Number RF1-271

Background: The board previously contracted A+E Engineers (A+E) to develop a Long-Term Combined Sewer Overflow (CSO) Plan to comply with 1272 Order Permit #3-1225 and subsequently contracted them to provide additional engineering services required by the Long-Term Plan as well as assistance in seeking ARPA/CWSRF funding for the necessary improvements.

The services included completing an Environmental Information Document and Environmental Report in hopes of obtaining a Finding of No Significant Impact (FONSI) for this project which takes place at several locations across the Town of Hartford where existing catch basin inlets will be separated from the combined system by converting catch basins to drywells at 350 Passumpsic Ave, 1474 Taft Ave, 2 Chambers Lane, 43 Winter St, 329 Lower Hyde Park, and by separating and surface discharging catch basins at 1217 Maple Street and 43 Bullard St.

The plans for Construction Contract #1 are attached to this memo as Exhibit A. All documents involved in this matter including preliminary plans for Maple Street can be found at <https://www.hartford-vt.org/2498/Wastewater-Division>.

Mitigation of the new stormwater discharges to groundwater will occur via sand filtration in the newly constructed drywells.

Eric Blatt, P.E. of the Water Investment Division of the Department of Environmental Conservation reviewed the Environmental Report and Environmental Information Document prepared by A+E dated 10/06/2023 and issued an Intent to Issue a FONSI on 2/12/2025.

The Department's environmental review procedures require a 30-day public comment period and a hearing to publicly present the project and receive comments within the comment period. Public comments may be provided at the hearing or in writing via email to cholzwarth@hartford-vt.org or certified mail to Town of Hartford Department of Public Works, Attention: Christopher Holzwarth, 173 Airport Road, W.R.J., VT 05001. Emails received will be responded to with confirmation of receipt.

The public comments received at the hearing, or via email and certified letter will be provided to the Department and addressed prior to their issuance of a Final Decision. If no public comments received during this period demonstrate that the Notice of Intent is in error, then the Finding of No Significant Impact will become effective.

The FONSI hearing must be held in accordance with Vermont open meeting laws, warned in accordance with state law and local practice, the hearing within the meeting must be separately opened, closed and adjourned, the project information related to the positive and negative environmental impacts presented utilizing visual documents, the floor opened and closed to public comments with accurate minutes taken and a video recording posted, followed by certification of the Public Meeting utilizing the Water Investment Division – Clean Water State Revolving Fund Public Meeting reporting form attached as Exhibit B.

Impact: There is no direct financial impact created by this hearing.

Recommendation: No motion is required by the board by this hearing.

TOWN OF HARTFORD, VERMONT

CONTRACT DRAWINGS FOR CSO ABATEMENT PROJECTS CONTRACT No.1 JUNE, 2024

SELECTBOARD

MICHAEL HOYT, CHAIRMAN
KIM SOUZA, VICE CHAIRMAN
MARY ERDEI, CLERK
IDA GRIESEMER
LANNIE COLLINS
BRANDON SMITH
SUE BUCKHOLZ

TOWN MANAGER

JOHN HAVERSTOCK

DIRECTOR OF PUBLIC WORKS

BRYAN GAZDA



INDEX OF DRAWINGS

DRAWING No.	DRAWING TITLE
T	TITLE SHEET AND INDEX OF DRAWINGS
1	GENERAL NOTES AND LEGEND
2	HARTFORD AVENUE PLAN
3	BULLARD STREET PLAN AND PROFILE
4	PASSUMPSIC AVENUE PLAN
5	WINTER STREET PLAN
6	LOWER HYDE PARK PLAN
7	CHAMBERS LANE PLAN AND PROFILE
8	STORMWATER DETAILS
9	ROADWAY AND SIDEWALK DETAILS
10	EROSION CONTROL DETAILS AND NOTES

 **LOCATION MAPS**
SCALE: 1"=800'

LEGEND:
PROJECT LOCATION 

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AE
Aldrich + Elliott
WATER RESOURCE ENGINEERS
6 Market Place, Suite 2
Essex Jct., VT 05452
P. 802.879.7733
AEngineers.com

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NOT FOR
CONSTRUCTION

CHECKED	DESCRIPTION	DATE	No.

TOWN OF
HARTFORD,
VERMONT

CSO ABATEMENT
PROJECTS

TITLE SHEET AND
INDEX OF DRAWINGS

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	SHEET T
CHECKED WAE	
DATE JUN. 2024	

WATERLINE	— W —	
SANITARY SEWER	— S —	
STORM DRAIN	— SD —	
CULVERT—DRAIN	— D —	
OVERHEAD POWER	— OHP —	OHP
UNDERGROUND ELECTRICAL CONDUIT	— UGE —	UGE
UNDERGROUND TELEPHONE CONDUIT	— UGT —	UGT
PROPERTY LINE	— PL —	PL
RIGHT—OF—WAY	— ROW —	ROW
MAJOR CONTOUR	— 360 —	
MINOR CONTOUR	— 361 —	
CHAIN LINK FENCE	— O —	
WOOD FENCE	— □ —	
FENCE—MISCELLANEOUS	— X —	
TREE—HEDGE LINE	— () —	
SWALE	— — —	
STONEWALL	— [] —	
RAILROAD TRACKS	— [] —	
BITUMINOUS PAVEMENT	— [] —	
GRAVEL ROAD OR DRIVE	— [] —	
SIDEWALK—CONCRETE	— [] —	
SIDEWALK—BITUMINOUS	— [] —	
CURB	— [] —	
GARDEN	— [] —	
CAP	— [] —	
REDUCER	— [] —	
GATE VALVE	— [] —	
CURB STOP	— [] —	
HYDRANT	— [] —	
MANHOLE	— [] —	
CLEAN OUT	— [] —	
CATCH BASIN	— [] —	
UTILITY POLE	— [] —	
LIGHT POLE	— [] —	
GUY WIRE	— [] —	
ELECTRICAL PEDESTAL	— [] —	
ELECTRICAL PULL BOX	— [] —	
TELEPHONE PEDESTAL	— [] —	
DECIDUOUS TREE	— [] —	
CONIFEROUS TREE	— [] —	
STUMP	— [] —	
SHRUB	— [] —	
FLAG POLE	— [] —	
BOLLARD	— [] —	
MAILBOX	— [] —	
SURVEY STATION	— [] —	
TEMPORARY BENCHMARK	— [] —	
PROPERTY MARKER	— [] —	
BOUND	— [] —	
MISCELLANEOUS SIGN	— [] —	
RAILROAD CROSSING SIGN	— [] —	
SOIL BORING—PROBE	— [] —	

GROUND SURFACE

PIPE

UTILITY CROSSING

GATE VALVE

SOIL BORING—PROBE

NLTD: NO LEDGE TO DEPTH

REF: REFUSAL

SB-1 (NLTD)

P-1 (REF)

STORMDRAIN	
PERMANENT EASEMENT	
TEMPORARY EASEMENT	
TREE-CLEARING LIMITS	
SWALE	
BITUMINOUS PAVEMENT	
SIDEWALK-CONCRETE	
SIDEWALK-STAMPED CONCRETE	
MANHOLE	
CATCH BASIN/DRYWEL	

GROUND SURFACE	_____
PIPE	_____
UTILITY CROSSING	0
CAP	7

1. SAFETY

A. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS FOR THE SAFETY OF EMPLOYEES ON THE PROJECT AND SHALL COMPLY WITH ALL APPLICABLE PROVISIONS OF FEDERAL, STATE AND LOCAL SAFETY LAWS AND BUILDING CODES TO PREVENT ACCIDENTS OR INJURY. THE CONTRACTOR SHALL ERECT AND PROPERLY MAINTAIN AT ALL TIMES ALL NECESSARY SAFEGUARDS AND BARRICADES FOR THE PROTECTION OF EMPLOYEES ON THE WORK AND SAFETY OF OTHERS EMPLOYED NEAR THE WORK AND THE PUBLIC. FURTHER, THE CONTRACTOR SHALL POST DANGER SIGNS AND OTHER WARNING DEVICES TO PROTECT INDIVIDUALS FROM BEING INJURED IN THE VICINITY OF THE WORK.

B. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE V.O.S.H.A. SAFETY REQUIREMENTS. THE CONTRACTOR SHALL INSURE ALL WORK PROCEEDS IN ACCORDANCE WITH V.O.S.H.A. REQUIREMENTS FOR SAFETY TRENCHING, EXCAVATION, AND CONFINED SPACE ENTRY PROCEDURES.

C. THE CONTRACTOR SHALL PROVIDE ADEQUATE EQUIPMENT AND FACILITIES AS ARE NECESSARY AND REQUIRED TO PROVIDE EMERGENCY FIRST AID TO ANY PERSON WHO MAY BE INJURED IN THE PROSECUTION OF THE WORK UNDER THIS CONTRACT.

D. THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY TRAFFIC CONTROL SIGNS AND DEVICES BEFORE COMMENCING WORK ON THE PROJECT IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

2. EASEMENTS

A. THE CONTRACTOR SHALL PERFORM ALL WORK WITHIN TEMPORARY CONSTRUCTION EASEMENT LIMITS AND/OR RIGHTS-OF-WAY AS SHOWN ON THE PLANS.

B. WHERE NO TEMPORARY CONSTRUCTION EASEMENT IS SHOWN ON CONTRACT DRAWINGS, THE CONTRACTOR SHALL STAY WITHIN THE PERMANENT EASEMENT LIMITS, AND/OR RIGHTS-OF-WAY DURING CONSTRUCTION, AS SHOWN ON THE PLANS.

C. BASED ON BEST AVAILABLE INFORMATION, ALL PROJECT UTILITY WORK DEPICTED ON THE PLANS WILL APPARENTLY OCCUR WITHIN THE STATUTORY LIMITS (19 VSA SECTION 32) OF THE PUBLIC RIGHT-OF-WAY KNOWN AS SOUTH MAIN STREET, NORTH MAIN STREET, AND GATES STREET IN THE TOWN OF HARTFORD, VERMONT. THEREFORE, THE PLANS DO NOT DEPICT THE NEED FOR ACQUISITION OF ANY TEMPORARY OR PERMANENT EASEMENTS FROM THE OWNER OF ANY PROPERTY LYING OUTSIDE THOSE RIGHT-OF-WAY LIMITS.

3. PROTECTION OF WORK

A. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR THE PROTECTION OF ALL BUILDINGS, STRUCTURES AND UTILITIES (BOTH PUBLIC AND PRIVATE), INCLUDING BUT NOT LIMITED TO POWER POLES, SIGNS, UTILITY SERVICES, WATER MAINS (POTABLE AND PROCESS), HYDRANTS, SEWERS, FORCE MAINS, STORM DRAIN, BURIED ELECTRICAL OR CONTROL WIRES, GAS LINES, AND TELEPHONE CABLES WHETHER OR NOT THEY ARE SHOWN ON THE CONTRACT DRAWINGS.

B. THE CONTRACTOR SHALL CAREFULLY SUPPORT AND PROTECT ANY UTILITIES, STRUCTURES, PIPE LINES, AND CONDUITS WHICH MAY BE ENCOUNTERED DURING COMPLETION OF THE WORK. ANY DAMAGE RESULTING FROM THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED BY THE CONTRACTOR AT THEIR OWN EXPENSE TO THE SATISFACTION OF THE ENGINEER.

4. MAINTENANCE OF FLOWS

A. THE CONTRACTOR SHALL, AT HIS OWN COST, MAKE PROVISIONS FOR MAINTAINING FLOW THROUGH EXISTING FORCE MAINS, SEWER LINES, WATERLINES (POTABLE AND PROCESS), STORM DRAINS, AND WATER COURSES WHICH MUST BE INTERRUPTED DURING THE PROGRESS OF THE WORK. UPON COMPLETION OF THE WORK, ALL TEMPORARY FLOW DIVERSIONS, STRUCTURES, AND PIPING SHALL BE REMOVED FROM THE SITE.

5. BURIED UTILITIES

A. UNDERGROUND UTILITIES LOCATIONS ARE APPROXIMATE ONLY. THOSE SHOWN ON THE DRAWINGS ARE BASED ON THE BEST AVAILABLE INFORMATION. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL MEET WITH THE ENGINEER, OWNER, REPRESENTATIVES OF THE TELEPHONE COMPANY, ELECTRICITY COMPANY, CABLE COMPANY, AND ANY OTHER UTILITY COMPANIES INVOLVED WITH THE CONSTRUCTION OF THIS PROJECT TO COORDINATE THE MARKING, AND TIMING OF DISRUPTIONS OF THE VARIOUS UTILITIES, IF ANY. EXISTING SEWER SERVICE LATERALS NOT SHOWN FOR CLARITY IN PROFILE VIEWS, AS PART OF THE CONTRACTORS PREPARATION OF SITE, THE CONTRACTOR SHALL TELEVIEW ALL SEWER AND STORMWATER TO VERIFY ACTIVE SERVICE CONNECTIONS AND LOCATIONS. CONTRACTOR SHALL SUBMIT TELEVIEWING LOGS TO ENGINEER FOR REVIEW PRIOR TO START OF CONSTRUCTION.

B. UNDERGROUND UTILITY LOCATIONS, DEPTHS, MATERIALS, AND SIZES ARE BASED ON BEST AVAILABLE INFORMATION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY IN FIELD ALL LOCATIONS, DEPTHS, MATERIALS, AND SIZES OF EXISTING UTILITIES POTENTIALLY IMPACTED BY THIS WORK.

C. THE CONTRACTOR SHALL EXCAVATE TEST PITS AS SHOWN ON THE DRAWINGS OR AS APPROVED BY THE ENGINEER. THESE SHALL BE EXCAVATED TO LOCATE BURIED UTILITIES AND TO DETERMINE SIZE, LOCATION, DEPTH, AND MATERIAL. SOME HAND EXCAVATING MAY BE NECESSARY TO PROTECT UTILITIES. TEST PITS SHALL BE EXCAVATED AT LEAST TWO (2) WEEKS PRIOR TO CONSTRUCTION SO THAT DESIGN REVISIONS MAY BE MADE IF REQUIRED. ALL TEST PITS REQUIRED OR NECESSARY BY THE CONTRACTOR SHALL BE INCLUDED IN THE BID ITEM C-3.

D. EXISTING UTILITIES SHALL BE PROTECTED OR REMOVAL AND REPLACEMENT SHALL BE COORDINATED WITH THE APPROPRIATE COMPANY. THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR REPAIR OF ANY SUCH DAMAGE AS QUICKLY AS POSSIBLE AT HIS OWN EXPENSE. ALL UTILITIES WHICH ARE BROKEN OR DAMAGED SHALL BE REPAIRED TO AS GOOD OR BETTER CONDITION AND RECONNECTED FOR SERVICE. SUBMIT ALL REPAIR METHODS TO THE ENGINEER FOR APPROVAL. NO REPAIR SHALL BE BACKFILLED PRIOR TO INSPECTION BY THE ENGINEER IN THE FIELD. CONTRACTOR SHALL TAKE MEASUREMENTS TO DOCUMENT WHERE ALL SERVICE REPAIRS ARE MADE. RECORDS SHALL BE MADE AVAILABLE TO THE ENGINEER AND OWNER UPON REQUEST AND PRIOR TO THE END OF CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A SUPPLY OF REPAIR MATERIALS AND PIPE ON THE JOB SITE AT ALL TIMES IN ORDER TO MINIMIZE THE INCONVENIENCE CAUSED BY SUCH DAMAGE.

E. THE CONTRACTOR SHALL PERMANENTLY PLUG ALL EXISTING LINES WHICH ARE REPLACED BY NEW ONES AT THE POINTS WHERE THEY ARE DISCONNECTED UNLESS THEY ARE TO REMAIN IN SERVICE.

6. CONSTRUCTION

A. THE CONTRACTOR SHALL USE ONLY DESIGNATED BENCH MARKS FOR REFERENCE ELEVATIONS.

B. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HOLDING UTILITY POLES AS NECESSARY. THE COST OF UTILITY POLE HOLDING SHALL BE INCIDENTAL TO THE WORK. ALL WORK SHALL BE IN CONFORMANCE WITH UTILITY COMPANY REQUIREMENTS.

C. SUBSURFACE EXPLORATION LOGS ARE BOUND IN THE SPECIFICATIONS.

D. THE CONTRACTOR SHALL INSTALL A MECHANICAL PLUG IN THE END OF ALL PIPE WORK AT THE COMPLETION OF EACH WORK DAY TO SEAL IT FROM WATER AND DEBRIS.

E. THE NEW SYSTEM, INCLUDING SEWER LINES, STORMDRAIN LINES, WATERLINES, AND STRUCTURES, SHALL BE TESTED, INSPECTED, AND APPROVED PRIOR TO TRANSFERRING SERVICE TO THE SYSTEM.

F. THE CONTRACTOR SHALL RESTORE DRIVEWAYS, LAWNS, AND SIDEWALKS IMMEDIATELY AFTER WORK IS COMPLETE. PAVED DRIVEWAYS, ROADS, AND SIDEWALKS SHALL BE SHIMMED WITH GRAVEL UNTIL FINAL PAVING.

F. EROSION CONTROL, AS NECESSARY, SHALL BE PROVIDED BY THE CONTRACTOR, IN ACCORDANCE WITH CONTRACT DOCUMENTS, EROSION CONTROLS SHALL BE IN PLACE DOWNSTREAM OF THE AREA OF CONSTRUCTION PRIOR THE START OF ANY EARTH DISTURBANCE. ALL DISTURBED AREAS ARE TO BE IMMEDIATELY STABILIZED.

G. THE CONTRACTOR SHALL RESTORE ANY DISTURBED AREA WITHIN THREE (3) WORKING DAYS OF INITIAL DISTURBANCE. ALL RESTORATION SHALL BE AS GOOD OR BETTER THAN ORIGINAL CONDITION AND CONSTRUCTION EASEMENT SET FORTH IN THE EROSION PREVENTION AND SEDIMENT CONTROL PLAN BASIS OF DESIGN.

7. SITWORK

A. THE CONTRACTOR IS RESPONSIBLE FOR RECORDING PRECONSTRUCTION CONDITIONS BY USE OF PHOTOGRAPHS, VIDEO TAPES, AND OTHER METHODS. EXISTING FENCES, GUARDRAILS, SIGNS, LIGHT BASINS, CULVERTS, HEADWALLS, ETC. REMOVED BY THE CONTRACTOR SHALL BE REPLACED TO AT LEAST THEIR ORIGINAL CONDITION. THE COST OF THIS PRECONSTRUCTION DOCUMENTATION AND RECONSTRUCTION SHALL BE INCIDENTAL TO THE WORK BEING PERFORMED.

B. ALL EXCESS MATERIAL SHALL BE DISPOSED OF AT SITES SELECTED BY THE CONTRACTOR AND APPROVED BY THE OWNER. A COPY OF A WRITTEN AGREEMENT BETWEEN THE CONTRACTOR AND THE SITE OWNER SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO ANY MATERIAL BEING DEPOSITED AT A SITE. DISPOSAL OF EXCESS MATERIALS OFF-SITE SHALL BE PERFORMED IN ACCORDANCE WITH STATE REGULATIONS AND SHALL INCLUDE THE OBTAINING OF ANY REQUIRED PERMITS. THE SITE IS IDENTIFIED WITHIN THE STATE URBAN BACKGROUND AREA.

C. SOME MAILBOXES AND SIGNS ARE NOT SHOWN ALONG PROJECT ROUTE FOR REASONS OF CLARITY. THE CONTRACTOR SHALL RESET ALL MAILBOXES AND SIGNS AS SOON AS POSSIBLE, AS CONSTRUCTION PERMITS AND/OR AS DIRECTED BY THE ENGINEER.

D. TREES LOCATED WITHIN THE TEMPORARY CONSTRUCTION EASEMENT LIMITS SHALL NOT BE TRIMMED, DAMAGED, OR DESTROYED WITHOUT WRITTEN PERMISSION FROM THE PROPERTY OWNER ON A LOCATION BY LOCATION BASIS. DOCUMENTATION MUST BE FURNISHED TO THE ENGINEER PRIOR TO PERFORMING THE WORK.

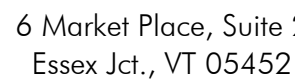
A. ALL NEW UTILITIES SHALL BE DOCUMENTED WITH THREE (3) DISTANCE TIES, DEPTH OF BURY, MATERIAL(S), SIZE, AND DIMENSIONS, AND SHOWN BY THE CONTRACTOR ON RECORD DRAWINGS. THIS INFORMATION SHALL BE KEPT CURRENT AND SHALL BE PROVIDED TO THE ENGINEER IMMEDIATELY UPON REQUEST.

B. RECORD DRAWINGS SHOWING ALL OF THE ABOVE INFORMATION SHALL BE SUBMITTED TO THE ENGINEER WITHIN 30 DAYS OF THE SUBSTANTIAL COMPLETION. CERTIFICATE OF FINAL COMPLETION AND FINAL PAYMENT WILL NOT BE ISSUED UNTIL RECORD DOCUMENTATION HAS BEEN APPROVED BY THE ENGINEER.

A. CONTRACTOR SHALL NOTIFY DIG SAFE TWO (2) WEEKS PRIOR TO ANY ANTICIPATED EXCAVATIONS. CONTRACTOR SHALL NOT EXCAVATE IN ANY AREAS UNTIL DIG SAFE HAS BEEN TO THE SITE AND HAS MARKED UTILITIES (DIG SAFE:1-888-344-7233). THE TOWN PUBLIC WORKS DEPARTMENT SHALL BE CONTACTED TO LOCATE WATERLINES AND SEWERLINES AS WELL (802-295-3622).

A. TOPOGRAPHIC SURVEY DATUM IS BASED ON THE NATIONAL GEODETIC SURVEY USING NAD 83 (1996) HORIZONTAL DATUM AND NAVD 88 VERTICAL DATUM. DATUM WAS ESTABLISHED USING SURVEY GRADE GPS CONNECTED WITH RTK TO THE VERMONT CORS SITE.

B. PROPERTY LINES SHOWN ON THESE DRAWINGS WERE OBTAINED FROM A COMBINATION OF VERMONT CENTER FOR GEOGRAPHIC INFORMATION (VCGI) AND ROCKWOLD LAND SERVICES. THESE DRAWINGS SHALL NOT BE CONSTRUED AS PROPERTY PLAT AND DO NOT DEFINE LEGAL RIGHTS OR MEET LEGAL REQUIREMENTS FOR A LAND SURVEY AS DESCRIBED IN 26 V.S.A. 2502(4).



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TOWN OF
HARTFORD,
VERMONT

CSO ABATEMENT
PROJECTS

GENERAL NOTES AND LEGEND

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	
CHECKED WAE	SHEET 1
DATE JUN. 2024	



GRAPHIC SCALE

(IN FEET)

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[illegible]

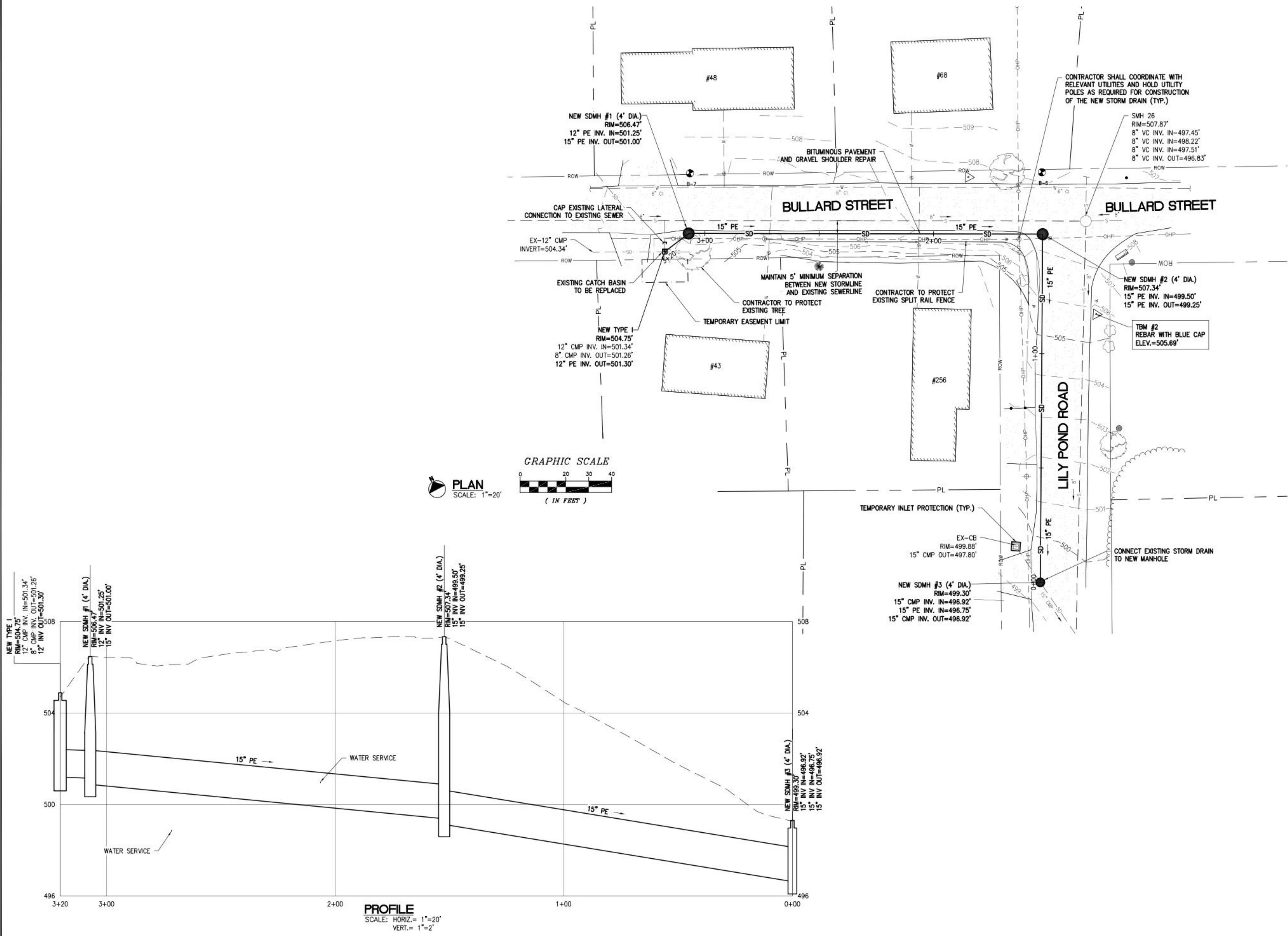
TOWN OF
HARTFORD,
VERMONT

CSO ABATEMENT PROJECTS

HARTFORD AVENUE
PLAN

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	
CHECKED WAE	SHEET 2
DATE JUN. 2024	

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NOT FOR
CONSTRUCTION

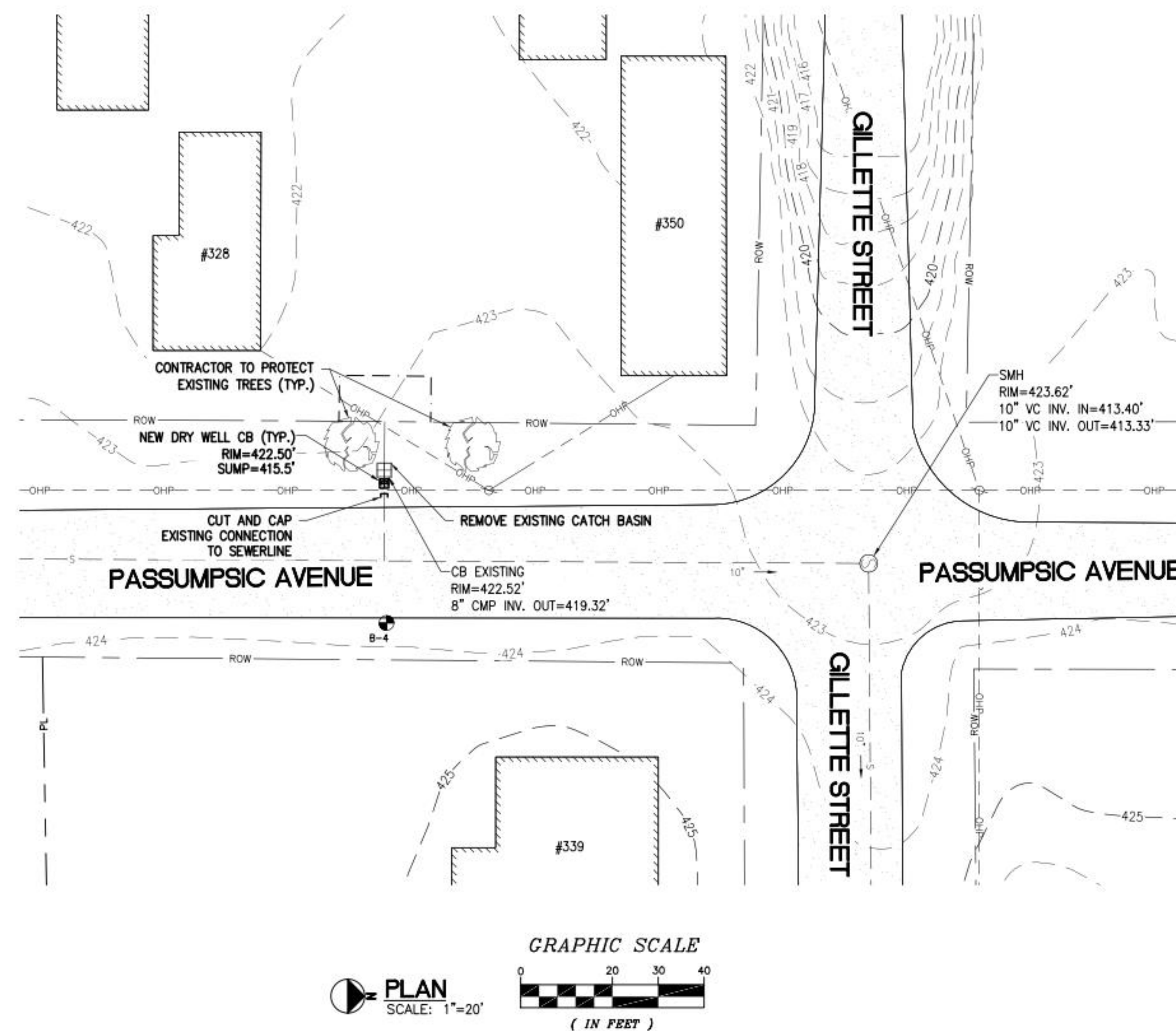


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REVIEW ONLY
NOT FOR
CONSTRUCTION

[illegible]TOWN OF
HARTFORD,
VERMONTCSO ABATEMENT
PROJECTS

PASSUMPSIC AVENUE PLAN

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	SHEET 4
CHECKED WAE	
DATE JUN. 2024	



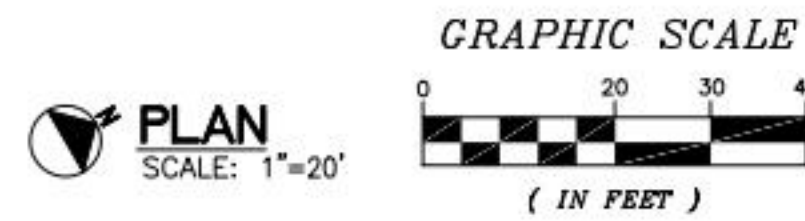
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TOWN OF
HARTFORD,
VERMONT

CSO ABATEMENT PROJECTS

WINTER STREET PLAN

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	
CHECKED WAE	SHEET 5
DATE JUN. 2024	



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REVIEW ONLY
NOT FOR
CONSTRUCTION

[illegible]TOWN OF
HARTFORD,
VERMONTCSO ABATEMENT
PROJECTS

LOWER HYDE PARK
PLAN

DESIGNED MG	PROJECT NO. 22019 SHEET 6
DRAWN EDS	
CHECKED	
WAE	
DATE JUN. 2024	

FOR PERMIT
REVIEW ONLY
NOT FOR
CONSTRUCTION

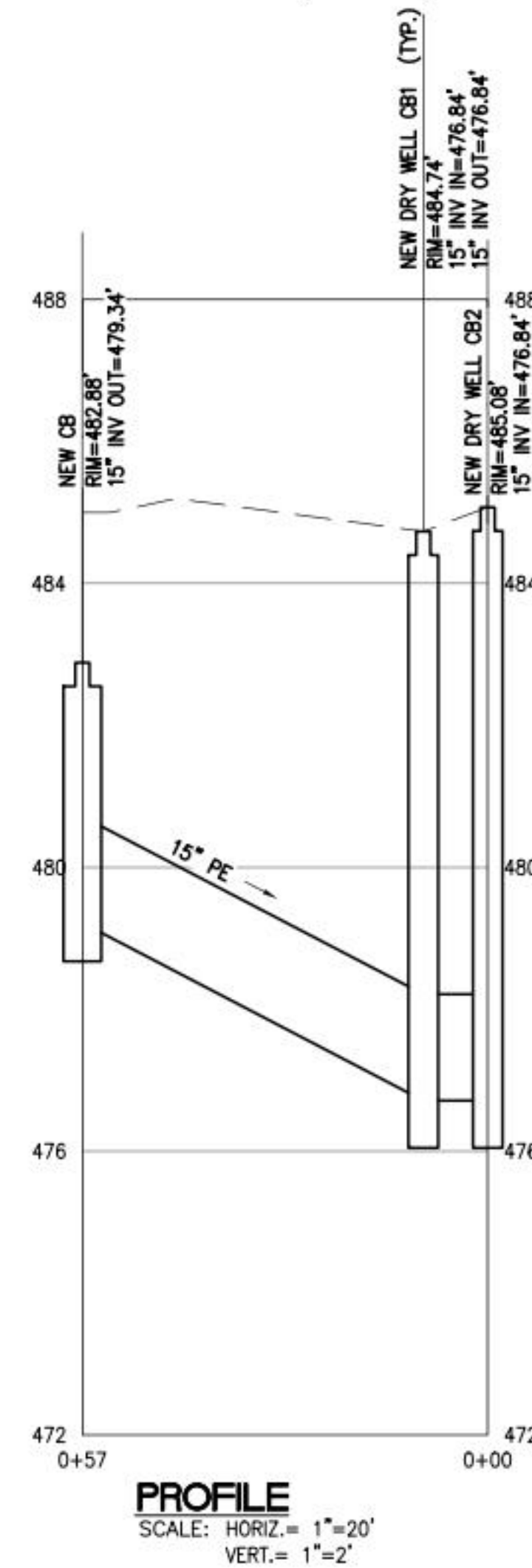
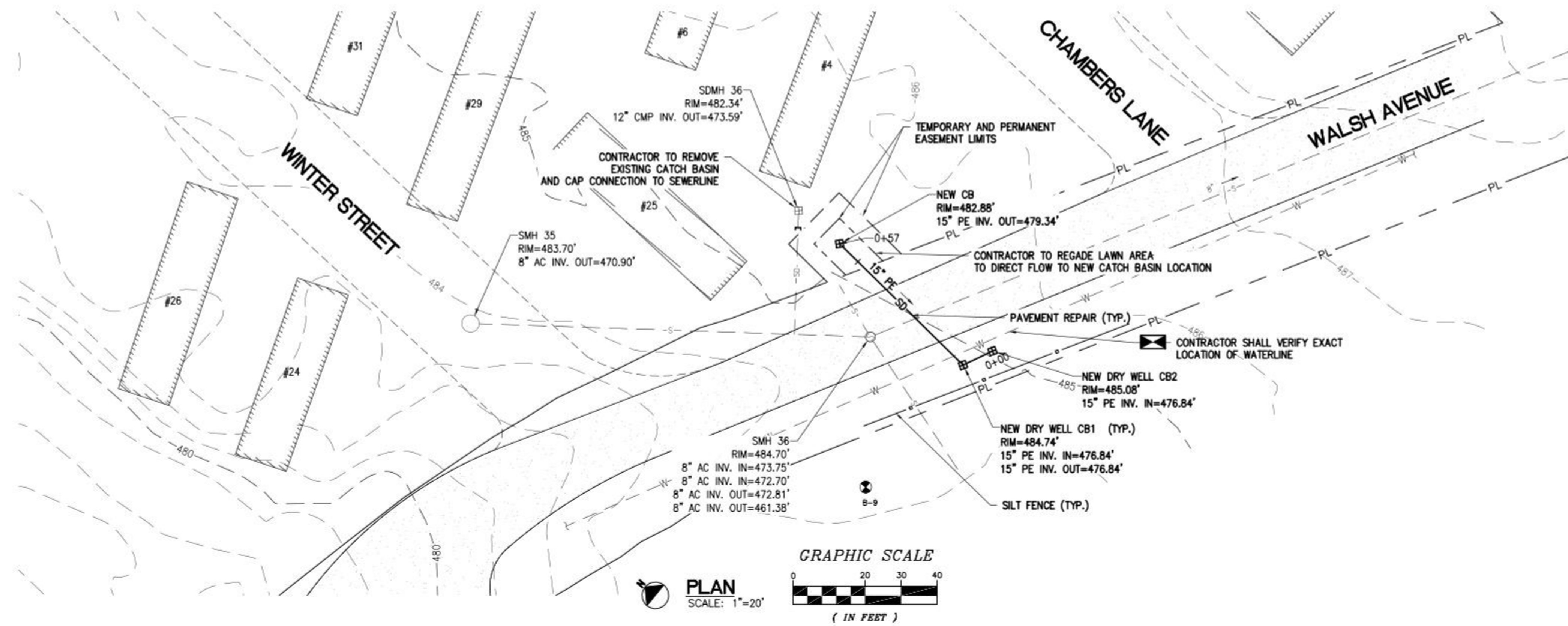
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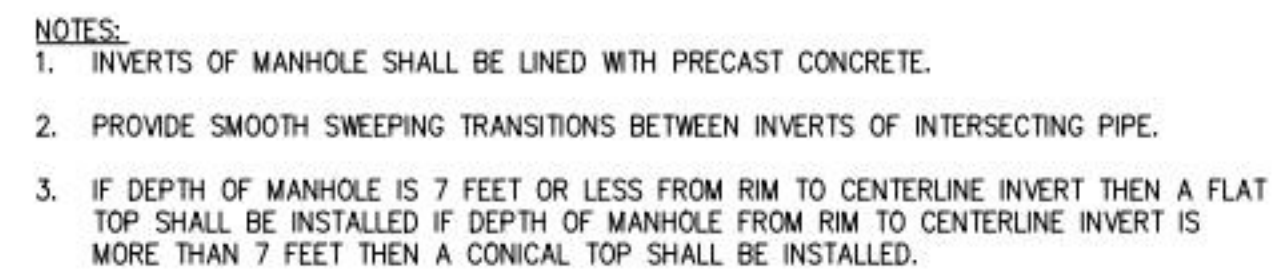
TOWN OF
HARTFORD,
VERMONT

CSO ABATEMENT
PROJECTS

CHAMBERS LANE
PLAN AND PROFILE

DESIGNED MG	PROJECT NO. 22019
DRAWN JEB	
CHECKED WAE	DRAWING NO. 7
DATE MARCH, 2023	



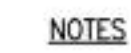


B TYPICAL STORMDRAIN MANHOLE DETAIL
8 SCALE: NONE



1. REFER TO PLAN VIEW FOR PIPING REQUIREMENTS. FOR DRYWELL CATCH BASINS WITHOUT PIPING, PERFORATIONS SHALL BE PROVIDED ON CENTER RISER.
2. PROVIDE 4 FLANGE GRATE AND FRAME.
3. CONCRETE=4,000 psi; STEEL REBAR=40,000 psi
4. STRUCTURES SHALL BE DESIGNED TO WITHSTAND AN H2O LOADING.

D TYPICAL DRYWELL CATCH BASIN DETAIL
8 SCALE: NONE



1. IF DEPTH OF CATCH BASIN IS 7 FEET OR LESS FROM RIM TO CENTERLINE INVERT THEN A FLAT TOP WILL BE INSTALLED. IF DEPTH OF MANHOLE FROM RIM TO CENTERLINE INVERT IS MORE THAN 7 FEET THEN A CONICAL TOP WILL BE INSTALLED.
2. CONCRETE=4,000 psi; STEEL REBAR=40,000 psi
3. STRUCTURES SHALL BE DESIGNED TO WITHSTAND AN H2O LOADING.

C TYPICAL TYPE I CATCH BASIN DETAIL
8 SCALE: NONE

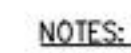


E TYPICAL STORMDRAIN OUTFALL DETAIL
8 SCALE: NONE

[illegible]TOWN OF
HARTFORD,
VERMONTCSO ABATEMENT
PROJECTS

STORMWATER DETAILS

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	
CHECKED	
WAE	
DATE JUN. 2024	
	SHEET 8

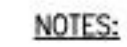


- NOTES:

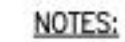
- "P" SHOULD BE MEASURED TO THE NEAREST FOOT.

- NOTES:

- C:\Users\EthanSullivan\Aldrich + Elliott_PCA\Aldrich + Elliott Shared - Documents\CAD\acadprojects_2\222019 - HARTFORD CSO\22019-9.dwg, 6/12/2024 2:12:24 PM



- A**
10 **TYPICAL TEMPORARY SILT FENCE DETAIL**
SCALE: NONE



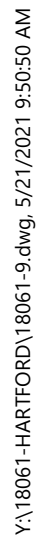
- ## B 10 TYPICAL TEMPORARY INLET PROTECTION DETAIL

1. EROSION CONTROL MEASURES ARE TO BE IMPLEMENTED PRIOR TO PERFORMING ANY EARTHWORK DOWNSTREAM OF THE DISTURBED AREA AND AS DIRECTED BY THE RESIDENT ENGINEER. THE MEASURES SHALL BE MAINTAINED UNTIL THE UPSTREAM DISTURBED AREA HAS BEEN PERMANENTLY STABILIZED AND AS DIRECTED BY THE CONSTRUCTION ENGINEER. THE CONTRACTOR SHALL INSTALL ALL TEMPORARY EROSION PREVENTION AND SEDIMENT CONTROL MEASURES AS SHOWN ON THE CONTRACT DRAWINGS. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL MEASURES DETERMINED NECESSARY IN THE FIELD.
2. SILT FENCE SHALL BE INSTALLED, AS SHOWN ON THE CONTRACT DRAWINGS PRIOR TO ANY EARTHWORK DOWNSTREAM OF THE DISTURBED AREA AND AS DIRECTED BY THE CONSTRUCTION ENGINEER. THE SILT FENCE SHALL BE MAINTAINED AND CLEANED UNTIL THE UPSTREAM DISTURBED AREA HAS BEEN PERMANENTLY STABILIZED AND AS DIRECTED BY THE CONSTRUCTION ENGINEER. WHERE POSSIBLE NATURAL DRAINAGE WAYS SHALL BE UTILIZED AND LEFT OPEN TO REMOVE EXCESS SURFACE WATER.
3. PROPER EROSION CONTROLS SHALL BE PROVIDED AROUND STOCKPILED EXCAVATED MATERIALS. THESE CONTROLS MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING METHODS OF EROSION PREVENTION AND SEDIMENT CONTROL: PERIMETER SILT FENCE; INTERCEPTOR DRAINAGE DITCHES; VELOCITY REDUCTION DAMS IN DRAINAGE DITCHES; TEMPORARY BANK PROTECTION SUCH AS RIPRAP, MATTING, OR ARTIFICIAL COVERING; STONE CHECK DAM CONTROL SYSTEMS; SPECIAL STOCKPILING METHODS; AND WATER BARS.
4. THE CONTRACTOR SHALL PROVIDE A MECHANICAL SWEEPER AND SHALL SWEEP CLEAN THE ROADS IN THE CONSTRUCTION AREAS AS REQUIRED TO REMOVE ACCUMULATED SEDIMENT AND PREVENT SEDIMENT RUNOFF INTO RECEIVING WATERS AND AS DIRECTED BY THE CONSTRUCTION ENGINEER (PAY ITEM 653.01).
5. TEMPORARY EROSION CONTROL MEASURES SHALL BE UTILIZED BY THE CONTRACTOR AS REQUIRED TO PREVENT ANY SEDIMENTATION FROM RUNNING INTO RECEIVING WATERS. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO MINIMIZE ANY IMPACT OF THE ON-SITE SURFACE RUNOFF ON THE QUALITY OF THE RECEIVING WATERS.
6. THE SMALLEST PRACTICAL AREA OF LAND SHALL BE DISTURBED AT ANY ONE TIME DURING CONSTRUCTION. WHEN LAND IS DISTURBED DURING CONSTRUCTION, THE DISTURBANCE SHALL BE KEPT TO THE SHORTEST PRACTICAL DURATION AS APPROVED BY THE CONSTRUCTION ENGINEER. LAND SHALL NOT BE LEFT DISTURBED DURING THE WINTER MONTHS AND OVERWINTER STABILIZATION MEASURES SHALL BE INSTALLED PRIOR TO OCTOBER 15TH.
7. ALL DISTURBED AREAS AND SIDE SLOPES WHICH ARE FINISH GRADED WITH NO FURTHER CONSTRUCTION TO TAKE PLACE SHALL BE TOP SOILED, LIMED, FERTILIZED, SEEDED, AND MULCHED WITHIN 48 HOURS OF FINAL GRADING. A MINIMUM OF 3 INCHES OF TOP SOIL SHALL BE PLACED.
8. NO DISTURBED AREAS SHALL BE LEFT UNSEEDDED AND UNMULCHED FOR MORE THAN SEVEN (7) DAYS. DISTURBED AREAS WHICH WILL BE REGRADED LATER DURING CONSTRUCTION SHALL BE MULCHED AND SEEDED WITH RYE GRASS TO PREVENT EROSION. HAY OR STRAW MULCH SHALL BE APPLIED TO ALL FRESHLY SEEDED AREAS AT THE RATE OF 2 TONS PER ACRE. BALES SHALL BE UNPOOLED, AIR DRIED, AND FREE FROM WEED, SEEDS, AND ANY COARSE MATERIAL. CONTRACTOR MAY ALSO USE EROSION MATTING OR OTHER APPROVED METHODS OF TEMPORARY COVER.
9. ALL EROSION PREVENTION AND SEDIMENT CONTROL STRUCTURES AND MEASURES SHALL BE INSPECTED BY OR UNDER THE DIRECTION OF THE ON-SITE COORDINATOR AT LEAST EVERY SEVEN (7) CALENDAR DAYS AND AS SOON AS POSSIBLE BUT NO LATER THAN 24 HOURS AFTER ANY STORM EVENT WHICH GENERATES A DISCHARGE OF STORMWATER RUNOFF FROM THE CONSTRUCTION SITE.
10. AFTER ALL UPSTREAM DISTURBED AREAS HAVE BEEN PERMANENTLY STABILIZED AND AS DIRECTED BY THE CONSTRUCTION ENGINEER, THE DOWNSTREAM TEMPORARY EROSION CONTROL MEASURES ARE TO BE REMOVED AND THE ACCUMULATED SEDIMENT PROPERLY DISPOSED OF. THE AREA DISTURBED BY THE REMOVAL OF TEMPORARY MEASURES SHALL BE PREPARED, SEEDED, AND MULCHED.

[illegible]TOWN OF
HARTFORD,
VERMONTCSO ABATEMENT
PROJECTS

EROSION CONTROL DETAILS

DESIGNED MG	PROJECT NO. 22019
DRAWN EDS	
CHECKED WAE	SHEET 10
DATE JUN. 2024	

[illegible]

TOWN OF
HARTFORD,
VERMONT

CSO LONG TERM
CONTROL PLAN

MAPLE STREET
SEPARATION
PROJECT
PRELIMINARY SITE
DESIGN

DESIGNED MG	PROJECT NO. 18061
DRAWN EDS	
CHECKED WAE	FIGURE NO. 1-2
DATE APR. 2021	



Water Investment Division – Clean Water State Revolving Fund
Public Meeting reporting form

Project Name:	
Project Town Name:	
Project SRF loan numbers:	
Town project Contact Person:	
The hearing/meeting was warned in accordance with state law and local practice.	Warning Date: Warning Media:
The hearing/meeting was opened by the governing body.	Meeting Date: Meeting Time:
The project owner or consulting engineer presents information related to the positive and negative environmental impacts of the project. This includes posters or power point demonstrations.	Submit copy of handouts or presentation materials
The governing body opens the floor to public comments.	Who opened/role? Time opened?
Were comments given by the public and if possible, answered by the project owner, the consulting engineer, or sometimes the state official? The name of the commenter and the comment are recorded for the record and the public comment responsiveness summary.	
Did the governing body close the floor to public comment?	Who closed/role? Time closed?
The governing body takes minutes and sends them to the state official after they are approved.	Submit copy of approved minutes
The governing body posts the video of the hearing, if available and makes the link available to the state	Any links to posted meeting recordings:
Roster of Attendance:	



TOWN OF HARTFORD, VERMONT

CONTRACT DRAWINGS FOR CSO ABATEMENT PROJECTS CONTRACT No.1

JUNE, 2024



Required Public Hearing for

MICHAEL HOYT, CHAIRMAN



Notice of Intent to Issue a Finding of No Significant Impact

BRANDON SMITH

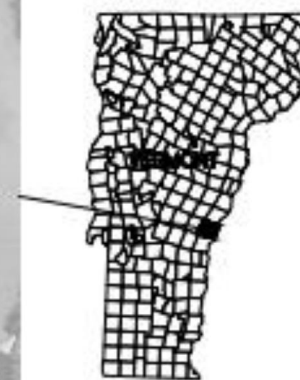


Hartford, Vermont CSO Abatement Project
Vermont/ USEPA Clean Water Revolving Loan Number RF1-271

DIRECTOR OF PUBLIC WORKS



February 25, 2025



INDEX OF

DRAWING

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LOCATION MAPS
SCALE: 1"=800'

LEGEND
PROJECT LOCATION

Presentation Topics



Purpose of Required Hearing



Project Locations



Project Designs



Environmental Impacts of Project



Questions



Public Comments

Purpose of Hearing

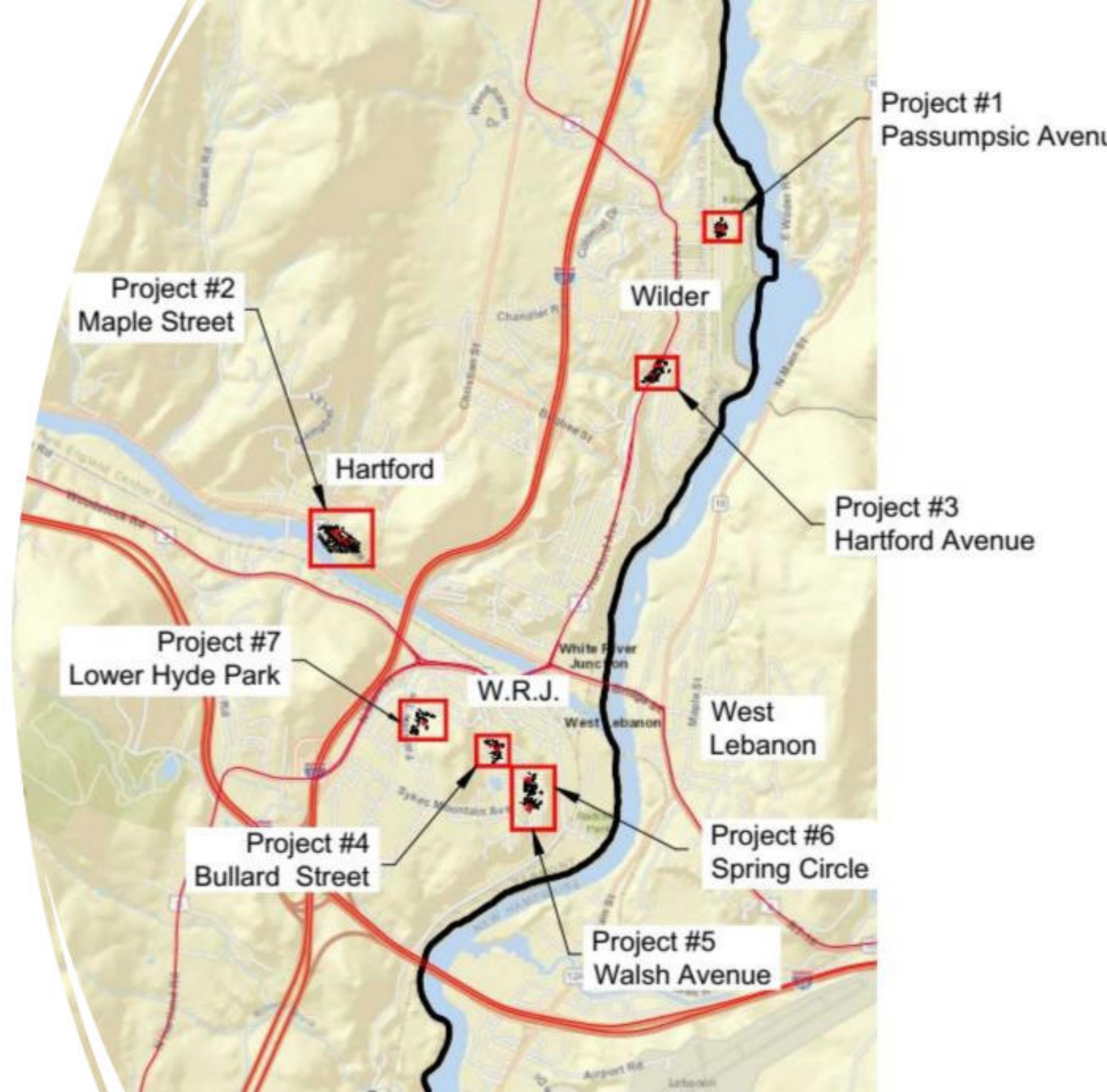
This is a required public hearing in accordance with the Vermont Department of Environmental Conservation, Water Investments Division's Notice of Intent to Issue a Finding of No Significant Impact (FONSI) for CSO Abatement Project - Vermont/ USEPA Clean Water Revolving Loan Number RF1-271, was warned in accordance with state law and local practice, was opened by the governing body being the Selectboard, with the floor being opened and closed for public comment by the board, with minutes taken to be provided to the state Water Investment Division official after they are approved and the hearing closed. A of the hearing will also be posted and a link made available to the state official. The main purposes of the hearing are as follows.

Project Presentation: The Department of Public Works and the consulting engineer will present information related to the positive and negative environmental impacts of the project. This presentation will include the plans and details for the project as needed.

Required FONSI documents and this power point presentation may be viewed at <https://hartford-vt.org/2498/Wastewater-Division>.

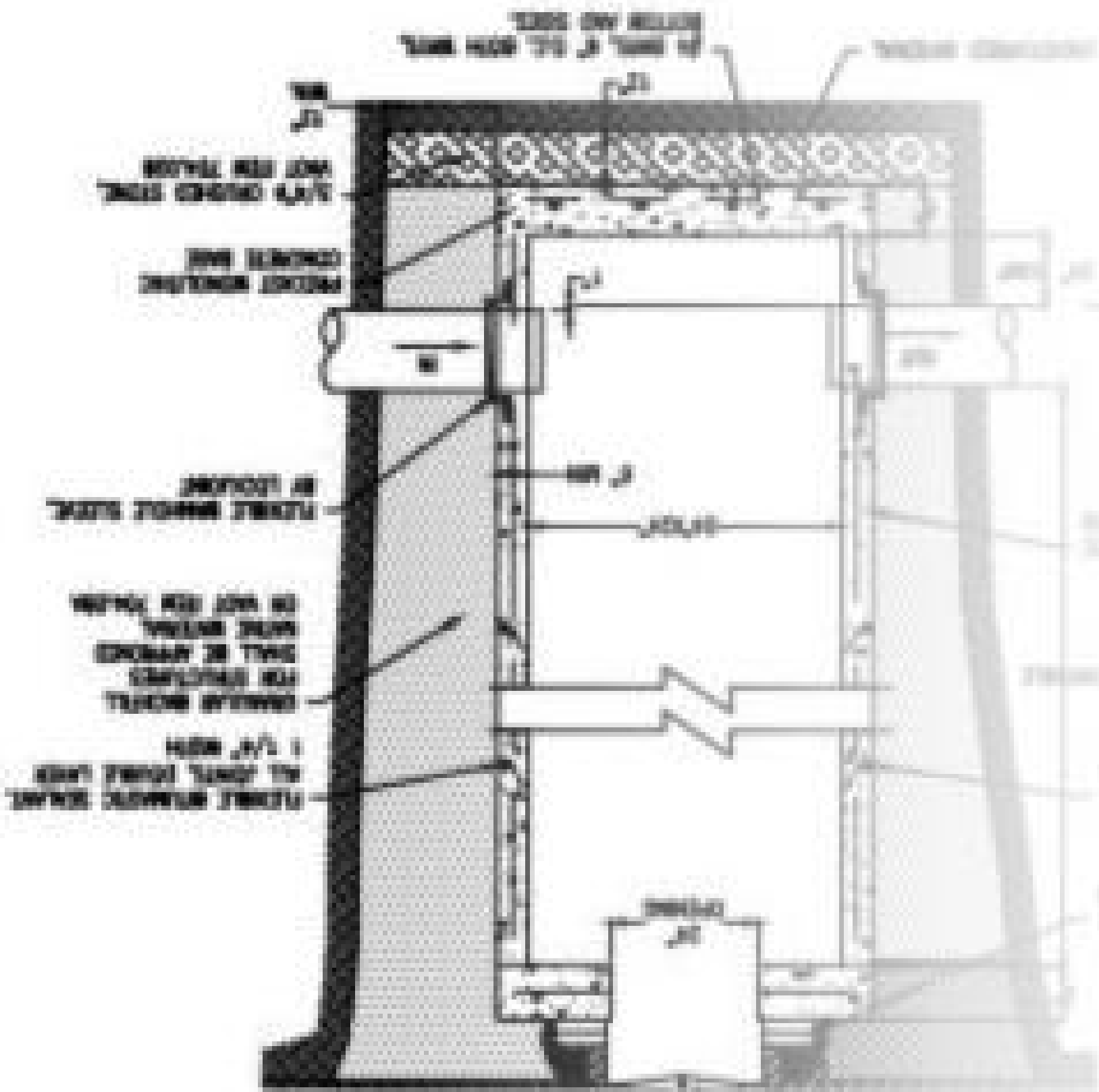
Public Comments/Questions: Comments are to be received from the public and if possible, questions are answered by the Department of Public Works and the consulting engineer. The name of the commenter and the comment are recorded for the record and public comment responsiveness summary.

Project Locations



Project Designs

To view current project plans and details please visit the wastewater department's website located at <https://hartford-vt.org/2498/Wastewater-Division>



Site #1

Passumpsic Avenue Wilder

Site #1 is located between 328 and 350 near the corner of Passumpsic Avenue.

The project disconnects a catch basin from the sewer main and replaces it with a catch basin/dry well system utilizing the sandy soils onsite to infiltrate the run-off on-site.

Treatment of the stormwater takes place within the catch/basin drywell(s) and through sand filtering before reaching groundwater.



Site #2

Maple Street Hartford Village

Site #2 is located along Maple Street in Hartford Village near the Post Office.

The project installs a new sewer main to capture building sewers currently collected in a combined sewer.

Further, the previously combined sewer capturing run-off is to be rerouted to a stabilized discharge point at the unnamed brook west of the post office.



Site #3

Hartford Avenue Wilder

Site #3 is located between 1474 and 1500 Hartford Avenue in Wilder.

The project disconnects a catch basin from the sewer system and replaces directs it to the storm drain running past the site which currently discharges to an unnamed brook at the vicinity of Chandler Road and Hartford Avenue.



Site #4

Bullard Street & Lily Pond Road White River Junction

Site #4 is located at the intersection of Lily Pond Road and Bullard Street.

The project disconnects a catch basin from the sewer system redirects the stormwater to an existing storm drain the discharges to Lily Pond.



Site #5

Walsh Avenue

White River Junction

Site #5 located at Wash Avenue near the intersection of Sykes Mountain Avenue.

The project disconnects a catch basin from the sewer system and replaces it with a catch basin/dry well system taking utilizing the sandy soils onsite.

Treatment of the stormwater takes place within the catch/basin drywell(s) and through sand filtering before reaching groundwater.



Site #6

Site #6 is located at the intersection of Winter Street and Spring Circle in White River Junction.

Site #6 is located at the intersection of Winter Street and Spring Circle in White River Junction.



Site #7

Lower Hyde Park White River Junction

Site #7 is located opposite 316 Lower Hyde Park.

The Project disconnects a catch basin from the sewer system and replaces it with a catch basin/dry well system utilizing the sandy soils onsite.

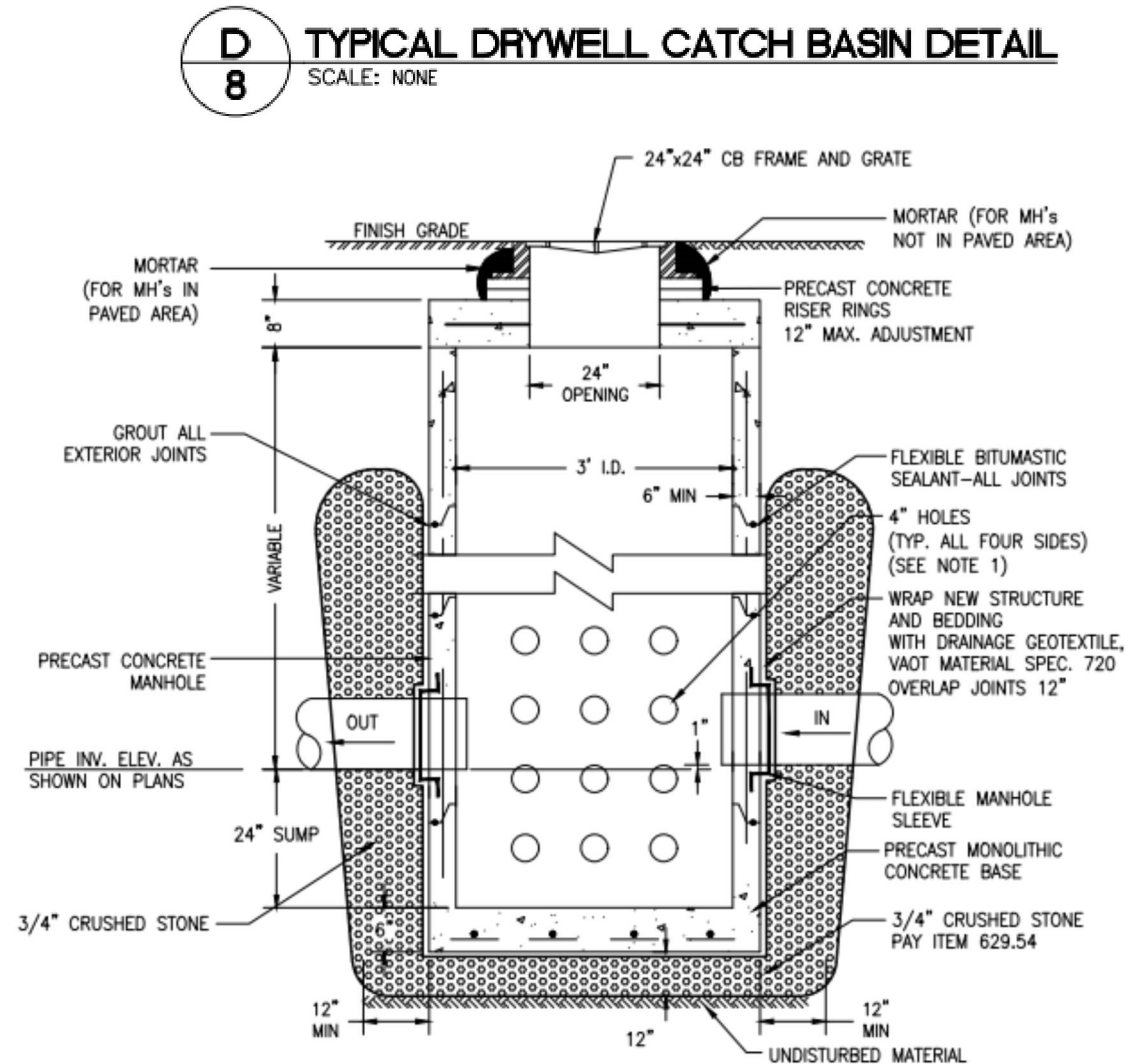
Treatment of the stormwater takes place within the catch/basin drywell(s) and through sand filtering before reaching groundwater.



Design Details

Drywell Catch Basins

Critical to disconnecting Sites 1,3, 5 and 6
Is the use of drywell catch basins. These
Infiltration devices utilize the porous soils
in their vicinity to filter and infiltrate the
run-off.



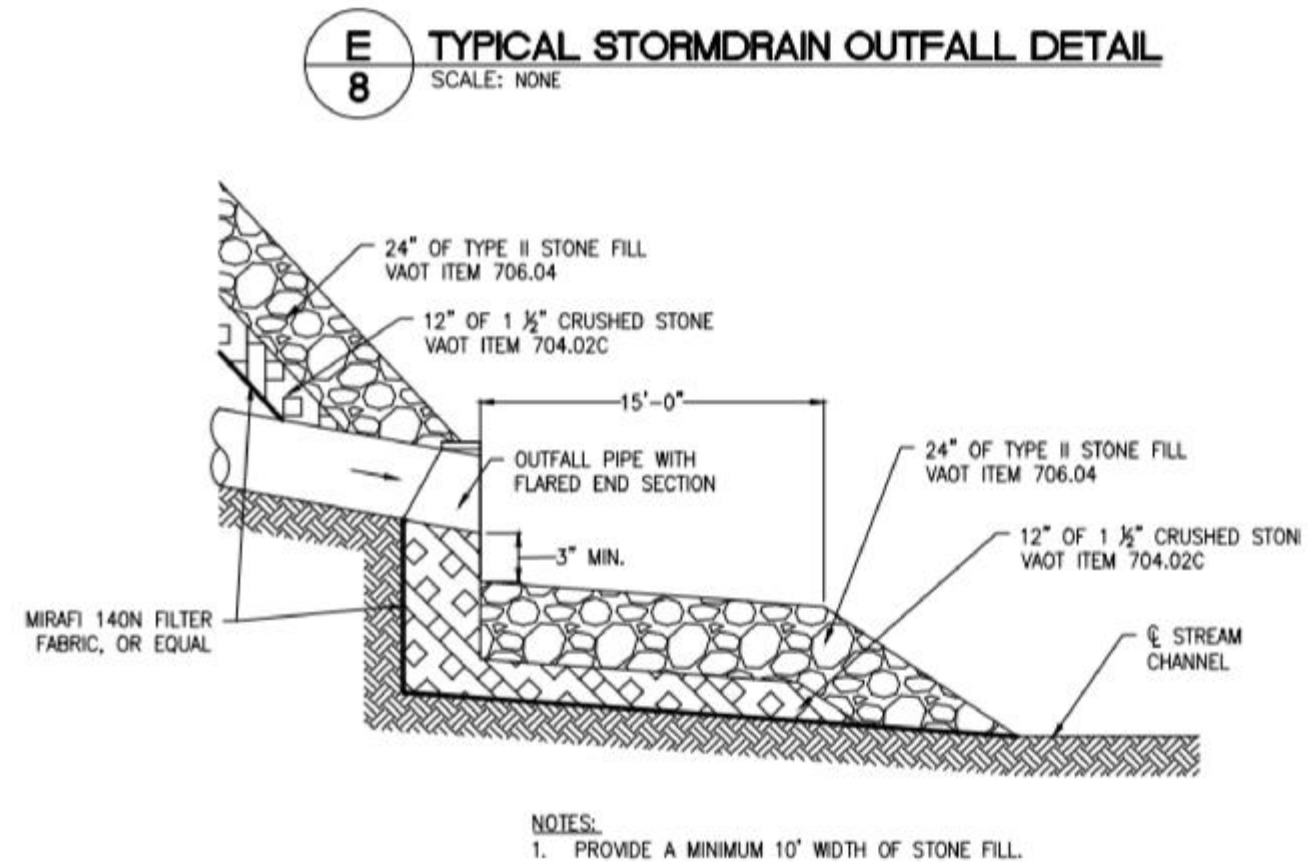
CATCH BASIN NOTES

1. REFER TO PLAN VIEW FOR PIPING REQUIREMENTS. FOR DRYWELL CATCH BASINS WITHOUT PIPING, PERFORATIONS SHALL BE PROVIDED ON CENTER RISER.
2. PROVIDE 4 FLANGE GRATE AND FRAME.
3. CONCRETE=4,000 psi; STEEL REBAR=40,000 psi
4. STRUCTURES SHALL BE DESIGNED TO WITHSTAND AN H2O LOADING.

Design Details

Storm Drain Outfalls

Critical to surface discharging of run-off is the proper stabilization of the ground in the vicinity of the outfalls which is achieved with a stone lined outfall.



Environmental Impacts

Public Health & Aquatic Resources are protected by this project which is intended to eliminate combined sewer overflow risk.

Combined Sewer Elimination: The project removes known combined sewer conditions, thus reducing the volume of non-sewage flows and the risk of combined sewer overflows.

Groundwater Recharge: The project has a positive impact by promoting localized groundwater recharge at sites 1, 3, 5 and 6 which are within low-risk residential districts with very porous sandy soils.



Public Questions



The background features two large, decorative, curved lines. One line, in shades of blue and green, curves from the top right towards the center. Another line, in shades of green and blue, curves from the bottom left towards the center. The text 'Public Comments' is centered between these two curves.

Public Comments



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, February 18, 2025, 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; Mark Bradley; Barb Duclos; Gaal Crowl; Katie Mann; Andrew Winter; Adam Morse; Chris Holzwarth; Bryan Gazda; Lori Hirshfield;

Present on Zoom: Lana Livingston; Jasmine Hawkins

Jam Link: <https://www.youtube.com/watch?v=jnmHXm2YEtY>

- I. Call to Order the Selectboard Meeting by Selectboard Chair, Mike Hoyt at 6:00 PM
- II. Pledge of Allegiance was recited and led by Lannie Collins.
- III. Local Liquor Control Board: *This item is tabled until the next Selectboard Meeting.*
Consider the Approval for a New Application for Rachel Burge & Matthew Burge d/b/a Honey Child, LLC. 139 Hillridge Rd, White River Jct., VT 05001. For 1st and 3rd Class Liquor Licenses Local Cannabis Control Board: None
- IV. Order of Agenda: There were no changes to the order of agenda.
- V. Selectboard
 1. Public Comment: None
 2. Selectboard Comments and Announcements
Kim Souza reviewed the Town Meeting Cycle of events.
Mary Erdei welcomed Connie Kelley as the new police chief.
Ida Griesemer reminded everyone to vote on March 4th.
Lannie Collins attended the Hartstat meeting. He found it very informative. He is interested in seeing the trends and looking forward.
 3. Appointments
 - a. Selectboard Vice Chair, Kim Souza made the motion to Appoint Jasmine Hawkins to the Hartford Committee on Racial Equity and Inclusion (HCOREI) for a two year term beginning February 18, 2025 and ending February 17, 2027. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
 - b. Selectboard Clerk, Mary Erdei made the motion to Re-Appoint Christopher Lowe to the Zoning Board of Adjustment for a three year term beginning February 18, 2025 and ending February 17, 2028. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - c. Selectboard Clerk, Mary Erdei made the motion to Re-Appoint Steve Lagasse to the Zoning Board of Adjustment for a three year term beginning February 18, 2025 and ending February 17, 2028. Selectboard Vice Chair, Kim Souza seconded he motion. All were in favor and the motion passed.
 - d. Selectboard Member, Ida Griesemer made the motion to Re-Appoint Alice Maleski to the Zoning Board of Adjustment for a three year term beginning February 18, 2025 and ending February 17, 2028. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

4. Town Manager's Report

Town Meeting Cycle

On Monday, February 24 at 7:00 pm, Budget & Candidates Night will take place at the High School Auditorium. It will be broadcast on JAM.

On Saturday, March 1 at 10:00 am, the Town and School District Meeting will take place in the High School's gymnasium.

Police News

Lt. Commander Connie Kelley has accepted a promotion to serve as Hartford's next Police Chief. She will be sworn in on Monday, March 3 at 9:00 am, here in Room 1 of Town Hall. We thank Connie for her 26 years of service to the Hartford Police Department and to the Town of Hartford, and we wish her every success as Hartford's next Chief. A public welcoming ceremony will be scheduled soon, with details on a venue, date and time to be announced.

On February 11, the current Chief and his Outreach Division conducted their first monthly Hartstat data sharing meeting, at which there was a discussion of the fact that many calls for service have to do with quality of life issues rather than crime. Data sharing will allow HPD and social service agencies to collaborate to better address these issues, bringing the most appropriate tools to bear on issues in our community such as homelessness, drug abuse and/or mental health. The next monthly meeting will take place on March 11 at 8:00 am.

In the April/May timeframe, the HPD's Outreach Division, now fully-staffed with its Lt. Commander and several civilian members, will roll out its Community Coalition process, based on Chief Sheldon's Rutland Project VISION process, but tailored to local issues and circumstances. Let's stay tuned for information on this important step forward.

Clerical Workers Union

The new Town Clerical Worker's Union has asked for an initial meeting with the Town, which will hopefully take place during the week of February 24. Kristin Warner of AFSCME will lead the Union team. The Town's team will include Town Manager John Haverstock, HR Director Paula Nulty, Parks & Recreation Director Scott Hausler and Attorney Brian Monaghan, who has helped the Town negotiate contracts with other unions.

Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=504>

5. Board Report, Motions & Ordinances

- a. Conservation Commission Update – presented by Katie Mann, Chair
<https://www.hartford-vt.org/DocumentCenter/View/12071/Hartford-Conservation-Commission-2024-for-Selectboard>
- b. Bugbee Senior Center Architectural Feasibility Study by Studio Nexus Architects
The next steps may be to establish a building committee.
<https://www.hartford-vt.org/DocumentCenter/View/12073/2025-0213-Bugbee-Executive-Summary-and-OPCC->
- c. Green Heights Drive Housing - Review of Road Realignment and Water System Agreements, and Initiate Hickory Ridge Road Realignment Proceedings
Link: <https://www.hartford-vt.org/DocumentCenter/View/12057/Green-Heights-Drive-Housing-Packet>

Selectboard Vice Chair, Kim Souza made the motion that In accordance with 19 V.S.A. § 708 the Selectboard authorizes the Town Manager to initiate the process of formally discontinuing and realigning a southerly portion of Hickory Ridge Road and realigning it by publicly warning and notifying affected to persons owning or interested in lands through which the highway may pass or abut, of the time when they will inspect the site and receive testimony at least 30 days in advance via certified mail (19 V.S.A. § 709) Further, we authorize the Town Manager to give notice to the planning commission, post a copy of the notice in the office of the town clerk, and cause a notice to be published in a local newspaper of general circulation in the area not less than ten days before the time set for the hearing. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Kim Souza made the motion that We the Selectboard authorize the Town Manager to execute the Road Realignment Agreement and the Water System Agreement for the Black Rock Investments, LLC development conditioned to the successful outcome of the discontinuance and realignment proceedings for the southerly end of Hickory Ridge and receipt of a Water Line, Public Access, Vehicle Turnaround, and Emergency

and Municipal Services Easement Deed from Black Rock Investments, LLC. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.

- d. VCDP Grant Application for Housing Project at 444 Sykes Mt. Ave.
Hold a public hearing on March 18, 2025 to determine if the Town should submit a VCDP application for the proposed Sykes Mt. Avenue Multifamily Housing Project.

Selectboard Vice Chair, Kim Souza made the motion to hold a public hearing on March 18, 2025 to determine if the Town should submit a VCDP application for the proposed Sykes Mt. Avenue Multifamily Housing Project. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

- e. Review and Approve Corrected Town Mileage Certificate
Selectboard Clerk, Mary Erdei made the motion that the Selectboard recertify the 2025 Highway Mileage Certification as presented. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- f. Designate Liaison to State Ethics Commission
Selectboard Member, Lannie Collins made the motion to appoint the Town Manager as the Town's Liaison to the State Ethics Commission. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
- g. Designate Ethics Complaint Recipient – Tabled.

VI. Commission Reports

VII. Consent Agenda: Selectboard Member, Lannie Collins made the motion to approve the Consent Agenda. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 2/15/2025

Approve A/P Manifest of 2/14/2025 & 2/20/2025

Approve Meeting Minutes of: 2/4/2025

Future Meetings Approved: 2/24/2025 (Budget and Candidates Night); 2/25/2025; 3/1/2025 (Town and School District Meeting); 3/6/2025 (Organizational Meeting); 3/18/2025.

VIII. Adjourn the Selectboard Meeting: Selectboard Vice Chair, Kim Souza made the motion to adjourn the meeting at 8:30PM. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Mary Erdei, Selectboard Clerk
February 18, 2025 Meeting